

Acton Bridge Parish Council Meeting minutes

Date & time	1 st March 2021 at 19:30	Location	Video conference
Attendees	R Holt (Chairman), T Brocklebank, C Ballantyne-Roberts, D Charlton, G Hayward, Cllr C Fifield CW&C, Cllr G Edwards CW&C, Cllr P Williams CW&C, Michelle Gillet (PCSO), Mrs C Robinson (Clerk to the Parish Council)		
Apologies	R Forbes, D Hall		
Absent	None		
Minutes written by	Mrs C Robinson (Clerk)		

The discussion commenced at 19:30

Note – This meeting has been held using Zoom conferencing facilities. The structure of this meeting has been agreed by all Parish Council Members. The Agenda for the meeting has been circulated to all Members and has been published on the Parish Council web site, members of the public were invited to join by contacting the Clerk for meeting invite details.

Agenda Item	Notes & Actions
1. Welcome & PCSO update	<p>The Chairman extended a warm welcome to PCSO Michelle Gillet and new Parish Councillor Georgina Hayward.</p> <p>Michelle Gillet gave an update on her work at Acton Bridge. The only reported issue the PCSO has been involved with in the last month is at Acton Bridge train station, but it is an issue for the Transport Police who are running an operation and are attending the station at least 3 times a day.</p> <p>The PCSO would like to be able to have an office/base at the Parish rooms, especially as the ward may well increase to include Norley, Kingsley and Crowton. Cllr Holt is taking the request to ABCA at their meeting on 24th March. Action Cllr Holt</p> <p>Cllr Forbes has been in touch with the PCSO asking her to look at monitoring/enforcing the speed limit on Station Road and Milton Rough. From the statistics provided by the speed cameras the PCSO has been able to get a code which means a penalty of 3 points can be given on Station Road, this was already possible on Milton Rough. Cllr Ballantyne - Roberts asked about the monitoring of speeding vehicles outside the Parish Rooms on Hilltop Road, especially as there is a pre-school class at the Parish Rooms (currently there is no recording facility in the camera outside the Parish Rooms).</p> <p>The PCSO had also asked about Volunteer Speed Wardens, but they aren't used in Acton Bridge any more due to having the speed signs in the village. The PCSO would still like to engage with any former Volunteer Speed Wardens and thinks visibility of the yellow jackets works as a deterrent. The PCSO puts speeding/enforcement figures on the Cheshire Police Alert Emails (which can be signed up for), and also on the team sites for Cheshire Police. For information, 'enforced' means 3 points have been awarded. Another effective measure is when year 6 students (with Teaching Assistants), stand with monitoring guns and then write letters to the drivers. The PCSO left the meeting.</p>
2. Apologies	Apologies for Absence – as noted above
3. Declarations of interest	No pecuniary interests were expressed.
4. Public Open Forum	There were no members of the public present.

5. Minutes of the meeting held on 1st February 2021 The minutes of the meeting held on 1st February 2021 were accepted as a true and correct record.

6. Matters arising a review of the February Parish Council meeting

Parish Council Vacancy	The relevant forms have been completed and submitted to ChALC for the new Parish Councillor, Georgina Hayward. Cllr Holt spoke to the unsuccessful candidate, and Cllr Brocklehurst emailed them.
Flooding – Station Road	Cllr Edwards informed the Parish Council the meeting is still being re-scheduled. It will be included in the traffic calming meeting. Action Cllr Edwards
Bank Account signatories	Having looked at the NS&I website, the form they previously sent for withdrawing money seems to be the way to close the account. The Clerk has completed the form with a request to withdraw the balance (£919.62) and will pass to the confirmed signatories with the next cheque requests. This should then close the account. Action Mrs Robinson
Remembrance Plaques	The re-dedication is on hold, but with road map easing of lockdown it could be done later in the year, possibly Remembrance Day. Cllr Holt to speak to the vicar. Action Cllr Holt
Warrington Road Drains	The drains will now be covered under a different section of the agenda (Flooding), but Cllr Holt extended thanks to Cllr Charlton for his diary and reporting of the issues.
Ward Member budget applications	The Parish Council will contribute 50% of the balance, after deduction of the Ward Councillors grant, to the gable end remedial works, once the quotes have been received and reviewed by ABCA on the 24 th March.
Neighbourhood plan	The Neighbourhood plan is on hold until the Parish Council can get consultation with the Council Planning Officers. Planning guidelines/regulations are being reviewed which could have an impact. C/F
Speed data	The meeting with Highways has yet to be re-arranged. Action Cllr Edwards The updates on the PCSO's facebook page do show increased visits to Milton Rough and Station Road, as well as other parts of Acton Bridge.
Maypole Inn	Cllr G Edward's meeting with Fiona Dunning (Localites) to look at the viability of creating a support hub in the village, is still to take place. Action Cllr Edwards
Pedestrian Crossings	Cllr Fifiel updated (and thanked) the Parish Council to say when the report came to Cabinet there was an amendment within the report, it was helpful that Acton Bridge and Cuddington Parish Councils had responded with the suggested amendment
Website updating and historical minute filing	The Clerk still have not done anything with the files sent over by Steve Pardoe, but is hoping to work with new Parish Cllr Hayward to find a solution for where they can be filed safely, e.g. Dropbox. Action Mrs Robinson
Weaver & Cuddington Beat community funding	Cllr Holt has now had an acknowledgement of the application, and been asked some further queries on the submission, which he has responded to.

Station Car Park misuse	<p>The PCSO gave her update at the start of the meeting. Cllr Holt is still trying to get contact details to look at the possibility of CCTV at the station. Cllr Ballantyne-Roberts may have the most up to date email address for the contact at London North-Western.</p> <p style="text-align: right;">Action Cllr Ballantyne-Roberts & Cllr Holt</p>
Grass Verges Chapel Lane/Orchard Avenue	<p>Cllr Fifield to chase as he hasn't heard anything in response to his report submitted on 4th January. Due to flooding work and diversions, the verges on Acton Lane, Cliff Road, Hill Top Road and Warrington Road will all need remedial work from Highways in due course.</p> <p style="text-align: right;">Action Cllr Fifield</p>
Overgrown hedge letter	<p>The Clerk has raised a work request with CW&C on 24/2 ref. no. SS310601440. The report status on the website is currently 'in progress, waiting for inspector to visit the site'.</p>
Station Hill Fence	<p>Report GS291248507- the report status on the website is still: 'Investigation completed, work scheduled to resolve the issue'. Cllr Forbes has informed that some temporary work has taken place to bolster the fence. Thanks to Cllr Fifield there had been contact from Darren Dean at CW&C, there is confusion over ownership of the fence and responsibility for the repairs between Network Rail and CW&C.</p>
Garden Waste Collections Northwich Isolation support	<p>Garden Waste Collection is starting 8th March. CW&C have sent more information that the Parish Council agreed the Clerk should post on the website. Action Mrs Robinson</p> <p>The Clerk is still awaiting contact details for Northwich Isolation Support Group. Cllr Edwards felt the Group would not be able to ascertain the costs incurred supporting the Acton Bridge Flood victims specifically, but now was the right time to contact them and she will pass the details to the Clerk. Action Cllr Edwards</p> <p>Two commercial businesses (Theos and the Hazel Pear) did also supply meals, one evening each and The Ark in Cuddington also supplied lunches all the way through for 12 days non-stop. Northwich Isolation support did the evening meals for the remaining 10 evenings. The Parish Council agreed there should be a donation to both the Northwich Isolation Support and the Ark, once an idea of outlay is ascertained. Northwich Isolation Support is also looking to refurbish their kitchen facilities.</p>
ChALC meeting 29th Jan	<p>Despite further talk by residents about crowd funding, specifically for residents of Acton Bridge effected by the flooding, the Parish Council are reluctant to be involved due to several issues, including how the funds would be distributed.</p>
Contingency plan	<p>The Parish Council agreed that there should be a Flood Contingency Plan for Acton Bridge, in conjunction with CW&C, who are the lead in flood emergency situations. Northwich took priority on this occasion and probably would if it happened again. It could include items such as approved temporary accommodation, available kennels & stables, transport for things such as prescriptions, things that would not be covered by CW&C's emergency response. Cllr Charlton agreed to be the lead for Acton Bridge, Cllr Williams offered support. Action Cllr Charlton</p> <p>The question was raised as to whether the meeting delayed by CHALC to the 9th March, due to the Flood webinar organised for 2nd March, was still going ahead. Cllrs Holt, Charlton, Hayward are planning to attend the Webinar on 2nd March. The Clerk will check the ChALC meeting for the 9th March and let the Parish Council know. Action Mrs Robinson</p>
Local Flooding	<p>Cllr Charlton distributed his notes to the Parish Council following the last Parish Council meeting. The houses were flooding before the River Weaver overflowed.</p> <p>The Clerk had received an email from local residents on 3rd Feb, referring to help they would like following the recent flooding. This was circulated to the Parish Council. Cllr Charlton noted that these residents had repaired the drain they had dug to drain the field and repaired the fence. Cllr Williams has been in touch with the residents by email. He has been on Radio Northwich and looking at the Flood Resilience Grants scheme, which has</p>

not been renewed for the flood victims, on the grounds that Storm Christoph was not of sufficient severity, despite affecting more than 25 properties flooded/damaged (the original criteria). An email has been sent on behalf of 6 local MPs to the Government to ask them for assistance for the benefit of local authorities to re-imburse them for the clear up costs, which is not for the victims. The flood resilience grant is for items such as flood doors and gates, moving electrics higher, tiled floors etc. Cllr Williams has followed this up with an email to MPs Robert Jenrick and George Eustice beseeching them to reconsider renewing the grants to assist the residents. Cllr Williams has copied the residents in on the various correspondence. Cllr Ballantyne-Roberts also highlighted that the bridge over the public footpath near to the resident's house had also been damaged by the flood, she will send the details to Cllr Williams to raise with CW&C. **Action Cllr Ballantyne & Cllr Williams**
Cllr Williams will reply on behalf of the Parish Council to the resident's email.

Action Cllr Williams

Cllr Edwards has been looking into the Police and Crime Commissioners Grant which will need to be submitted from the Parish Council. It is unclear if this would be for one family or more victims, Cllr Edwards will proceed with the Grant and clarify what exactly is being applied for, and on whose behalf. Cllr Holt will support on behalf of the Parish Council if required.

Action Cllr Edwards

CW&C Waste Consultation

The Consultation is still ongoing and closes on Thursday on the 18th March. The proposals on green waste kerb collections are causing negative feedback to the CW&C Councillors. In addition, there was an email distributed concerning the queues at the recycling centres, possibly due to the garden waste collection suspension. Some Councillors had personal experience of the long delays and heard of the police being called to the queue to Winsford recycling centre. Fly tipping also seems to have also increased, particularly on the A49 between Weaverham and Cuddington.

Salt Bin Strawberry Lane

The salt bins have been re-filled. Cllr Charlton confirmed the bin on Strawberry Lane had been refilled.

Drains on Acton Lane

Cllr Williams has contacted Streetcare twice to look at all the drains. The top drains on Acton Lane still haven't been cleared. Cllr Williams will contact again. **Action Cllr Williams**

Articulated Lorries delivering to Forresters

The Clerk has emailed the Company and had a response by Email from the Financial Director, which was circulated to the Parish Council. The Clerk phoned her on 22nd February. The FD takes the issue very seriously, has contacted suppliers, wanted to know which roads are affected and would be grateful for more identifying information. Cllr Forbes is monitoring and will send information as and when. **Action Cllr Forbes**

7. Planning Applications

Cllr Holt highlighted one application: **21/00345/NMA** - Replacement Bungalow, Syringa, Chapel Lane, that Acton Bridge Parish Council have not been asked to consult on.

Planning applications received since last meeting:

21/00290/LBC - 6 Cliff Road - Erection of garden outbuilding. Revised consultation date 11th March. The Parish Council has no observations.

21/00297/FUL - 71 Cliff Road - Single Storey rear extension. Revised consultation date 11th March. The Parish Council has no observations.

In addition, Cllr Holt has circulated details on planning application **20/04505/LDC** - Treefield Cottage Milton Rough - Single storey side extension and two storey rear extension, the PC has not been asked to consult on this application. Cllr Holt felt that there is conflicting information in documents on permitted development making it difficult for the Parish Council to come to rational decisions.

20/04191/FUL - 23 Chapel Lane, decision is still pending.

8. Planning Decisions

No official decision notifications received since the last Parish Council meeting.

9. Financial Matters

- a. Authority for signing cheques
- b. Internal Auditor

The Parish Council approved one cheque for £36.00 for CPRE. The Clerk will distribute to signatories.

The Parish Council agreed to ask David Frith to be the internal auditor again. David Frith was the internal auditor for 2019/20 the charge to the Parish Council for his services was £120.

Bank Balances

Total Balances as at 12th February 2021

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		4,917.63
National Savings A/c		919.62
Unpresented chqs as at 12/02	120.00	
		<u>5,717.25</u>
<u>Summary</u>		
Total Balance B/Fwd @ 13/01/2021		5,807.25
Plus total receipts (NS&I Interest)		
Less total payments		90.00
Total Balance C/fwd to 13/02/21		<u>5,717.25</u>

10. CW&C Ward Councillors

Cllr Edwards:

1. Cllr Edwards is still looking into the issue of Council tax for those affected by flooding – it is a matter of national legal policy, but she is still seeing if there is something that can be done. **Action Cllr Edwards**
2. Public Webinar tomorrow, 2nd March on Storm Christoph
3. Housing allocation from CW&C is changing. It is quite complex CW&C allocate the housing but it is managed by social landlords such as Weavervale Housing Trust etc. There is a change in the housing allocation register.
4. Community events affected by Covid will be assessed in the next week or two in light of the latest legislation, information should be coming out soon.

Cllr Fifield:

1. CW&C Consultation on Waste closes 18th March.
2. Social Welfare and Advice Consultation closes on the 17th March.
3. Youth Work consultation closes on the 11th April.
4. Cllr Fifield is continuing with the correspondence on enforcement by Planning Dept. on 17 Hilltop Road (issue highlighted by a resident in an email to the Clerk, see 12. Correspondence), and he will keep the Ward Councillors and the Parish Council informed of any progress. **Action Cllr Fifield**
5. The issue of the grass verges on the corner of Chapel Lane and Orchard Avenue although supposedly sorted by Highways, it is as much of a mess as before, Cllr Fifield sent in photos and asked if grass Crete could possibly be installed. **Action Cllr Fifield**
6. Cllr Fifield has reported fly tipping in Cliff Lane that has been cleared up.

11. Reports from other Meetings

Cllrs Ballantyne-Roberts and Brocklebank attended a Joint Cemetery Committee meeting on 16th February. The JCC are revisiting the new car park options as it seems the green option will not be viable after investigation. A change to Planning dept for Asphalt/Tarmac is to be submitted. The new Cemetery Maintenance Manager is in role and both Cllrs attended a Cemetery clear up and review of fences etc in February.

Cllr Holt reported there had been an ABCA meeting a month or so ago. Cllrs Holt and Fifield had been surprised at the number of residents that had turned up to the meeting to discuss flood matters. Cllr Fifield took the actions to progress on behalf of the residents and he has liaised with some of the residents effected by the flood as well as the other Ward Councillors.

12. Correspondence

The Clerk is receiving and distributing a lot of emails:

- Email circulated on 9th February - Town and Parish Connections Event: Approach to floods, water update and emergency response - 1st March 2021 at 6pm – subsequently moved to 9th March.
- Email circulated 10th February – Virtual training sessions: Introduction to Town Planning from a Local Council Perspective – Modules in March & April (there are charges for these sessions)
- Email circulated 12th February - Active Travel Fund consultation, close date 21st February (went live 25th Jan)
- Email circulated 16th February - The latest news from Cheshire Community Action - February 2021
- Email circulated 16th February – Idox software Ltd – they are holding a series of free webinars to help Town & Parish Council’s source external grants and funding.
- Email circulated 16th February - NALC Policy Consultation E-Briefing EPC2-21 - Model Design Code and Funding Bulletin. Consultation closes end March.
- Email circulated 16th February - EPC1-21 - Right to Regenerate: NALC policy consultation briefing on the MHCLG consultation, responses to NALC by 26th Feb.
- Email received from resident on 16th February re potholes in the village. The Clerk raised a report to Highways: HW308317001. The resident then subsequently emailed saying whilst some potholes had been marked with paint prior to remedial work, other significant ones had not. The Clerk re-opened the report with more information. As the Clerk does not live in the village it is not always easy to be specific about issues, supply photos or see when work is done. Residents should ideally be encouraged to raise issue on the CW&C website. The Clerk will circulate some draft wording for the Parish Council to review for a standard response to this type of enquiry. **Action Mrs Robinson**
- Email received and circulated to the PC from Mr Cooper, looking to engage with the PC on a planning application he is looking to submit for a plot of land in the village. He also sent to CW&C Planning dept. The Parish Council asked the Clerk to respond with standard wording that says the Parish Council only comment on Planning applications. The Clerk will circulate some draft wording for the Parish Council to review for a standard response to these types of enquiries. **Action Mrs Robinson**
- Email circulated 17th February - Domestic Abuse Digital Conference | Broadcast Live | Friday 28th May 2021. The Parish Council does not want to put information on the Parish Council website that has not come from a recognised Authority/Utility Company.
- Email circulated 17th February from Mary Williams, saying ‘they’? were encouraging Parish Councils to share the following guide on their website and/or social media to help local people navigate claiming Universal Credit. The Parish Council does not want to put information on the Parish Council website that has not come from a recognised Authority/Utility Company.
- Email circulated 18th Feb and info posted on the PC website for road closure: TRO 3032 A49 Warrington Road Acton Bridge on 20th February 2021
- Email circulated on 19th February from CW&C: CW&C saying about the connections event of approach to floods: ‘We are changing the date because there is a flooding webinar taking place on 2 March at 6pm. This webinar is available for all to view and will comprise representatives from a range of agencies including CWAC and the Environment Agency. We felt that it would be beneficial for town and parish councils to attend this webinar before meeting with representatives of the Council’ 1712 - Storm Christoph – public webinar – 2 March 2021: To inform members about a public webinar

that will address issues surrounding the recent flooding in parts of Cheshire West and Chester. Link sent again 25th February.

- Email circulated 24th February from a resident complaining about the work going on at 17 Hill Top and claiming it is a planning breach, it is structure on wheels. The Clerk has responded as Cllr Holt suggested, his response was 'Thank you very much for the update'. Cllr Fifield has forwarded pictures of the structure (26th Feb) sent from the resident. (See Cllr Fifield update under 10. CW&C Ward Councillors)
- Email circulated 24th February - Leadership messages and Elections Event - 3rd March at 2pm
- Email distributed 1st March on garden waste collection informing that the normal service has resumed, information to go on the Parish Council Website.

Action Mrs Robinson

- Email distributed 1st March concerning queues at the Recycling Centres does not need to go on the website as kerbside collections are restarting.

Cllr Holt had received a phone call about the state of the verge on Cliff road caused by workmen doing modifications. Cllr Ballantyne-Roberts has also had comments from residents on the state of the verge and Cllr Fifield has reported the issue of the edge of the Tarmac being eroded to Highways. The residents are meant to be organising rectification once work has finished. Cllr Hayward reported a large amount of topsoil has been delivered, presumably with a view to rectify the damage.

13. Village Matters

Cllr Ballantyne-Roberts raised:

- 3 bins in the village had been slow to be emptied and Cllr Ballantyne-Roberts reported the issue, but had now been emptied, it seems collections have been behind schedule.
- There is a litter bin at the Parish Council rooms car park, that is not on the CW&C map. Cllr Edwards will look in to.

Action Cllr Edwards

Cllr Hayward asked:

- The money set aside by CW&C for flooding, mentioned on Cllr Edwards Facebook page, has this money been apportioned, will Acton Bridge be considered? Cllr Edwards responded that the money is for infrastructure projects, but how it is being distributed is still being reviewed. Cllr Edwards stated she was on the case and will be putting the case for the local areas such as Acton Bridge.

Action Cllr Edwards

Cllr Brocklebank stated:

- The LEP has some money for businesses for flood damage. Cllr Charlton said The Riverside is being completely refurbished, which started quickly after the flood. The Riverside car park is currently a builder's compound.

14. AOB

Following on from the Handforth Parish Council meeting excerpts appearing on social media, Cllr Charlton commented that the recording of the Acton Bridge Zoom Parish Council Meetings could be an issue for GDPR regulations. The Clerk records meetings (audio only) for aid in completing the minutes but deletes the audio file once minutes are approved. The Parish Council agreed that anyone joining a Parish Council meeting needs to be made aware that the meeting is being recorded for admin purposes only and the audio recording is not for distribution and will be discarded.

15. Date of Next Meeting

The next meeting will be held via Zoom on Tuesday 6th April 2021 at 19:30.

The discussion closed at 21:27

Signed (Chairman)

Date.....