

Acton Bridge Parish Council PCMT Meeting notes

Date & time	7 th June 2021 at 19:30	Location	Video conference
Attendees	R Holt (Chairman), T Brocklebank, Mrs C Robinson (Clerk to the Parish Council)		
Apologies	None		
Absent	None		
Minutes written by	Mrs C Robinson (Clerk)		

The discussion commenced at 19:30

Note – The Agenda for the Parish Council meeting that was due to take place, face to face in the Parish rooms, has been circulated to all Members and has been published on the Parish Council web site. However, due to a spike in local COVID-19 cases and the Clerk having to self-isolate, the Parish Council have agreed to cancel the planned Parish Council meeting. As Government legislation no longer allows for virtual Parish Council meetings, the structure of this meeting to review outstanding issues and agree any urgent actions has been agreed by all Parish Council Members. This meeting has been held using Zoom conferencing facilities and is the same as the Pandemic Crisis Management (PCMT) structure used at the beginning of the Pandemic.

Agenda Item	Notes & Actions
1. Election of Chairman for forthcoming year	Carried forward until the full Parish Council can meet. Cllr Holt will continue as Chairman.
2. Election of Vice-Chairman for forthcoming year	Carried forward until the full Parish Council can meet. Cllr Brocklebank will continue as Vice-Chairman
3. Declarations of interest	No pecuniary interests were expressed.
4. PCSO Update	The PCSO had already sent her apologies for the Parish Council Meeting and has circulated her report.
5. Public Open Forum	There were no members of the public present, and no expression of interest from any member of the public had been received for the face-to-face Parish Council meeting.
6. Minutes of the meeting held on 4th May 2021	<ol style="list-style-type: none">The minutes of the Parish Council meeting held on 4th May 2021 were accepted as a true and correct record by those present and have already been circulated to the full Parish Council. They will be posted on the Parish Council website and will be carried forward on the agenda for the next Parish Council meeting.The minutes of the AGM held on 4th May 2021 will be initialled by the Chairman and have already been circulated to the full Parish Council. They will be posted on the Parish Council website and will be carried forward on the agenda for the next Parish Council meeting.
7. Matters arising - a review of the May Parish Council meeting	
Flooding – Station Road	Cllr Edwards has some suggested meeting dates to forward to the Parish Council. The meeting with Highways needs to have the 2 issues of flooding on Station Road, and speeding, kept separate. The drains on Station Road just need to be unblocked. C/F

Action Cllr Edwards

Remembrance Plaques	Cllr Holt confirmed the vicar will be conducting the rededication on 13 th July at 2 o'clock. There are a few relatives of some of the men named hoping to attend, depending on Govt. guidelines.	
Ward Member budget applications	ABCA is still struggling to get another quote for the cladding at the gable end to the Parish rooms. C/F	
Neighbourhood plan	The Neighbourhood plan is on hold until the Parish Council can get consultation with the Council Planning Officers. C/F	
Speed data	The latest speeding data has been issued to the Parish Council. The meeting with Highways has yet to be re-arranged (<i>see Flooding – Station Road</i>). It is a meeting to discuss traffic calming options. C/F	Action Cllr Edwards
Maypole Inn	Cllr G Edwards's meeting with Fiona Dunning (Locality Officer, CW&C) to look at the viability of creating a mobile support hub in the village, is still to take place. C/F	Action Cllr Edwards
Historical minute filing	The historical minutes have been added to the website.	
Weaver & Cuddington Beat community funding	Despite Cllr Fifield following up on the official letter received by Cllr Holt, the subsequent response from the Committee has still been that the request for funding does not qualify.	
Station Car Park misuse	The new contact for London NorthWestern Railway is Tim Bellenger, who will be covering Vicky Cropper-Clarkes maternity leave for 12 months. CCTV would come out of a budget that has been suspended – Tim will need to be given all the information, once he has had a chance to settle in. C/F	
Grass Verges Chapel Lane/Orchard Avenue	Cllr Fifield previously reported further issues to Highways and he will continue to monitor. C/F	Action Cllr Fifield
Overgrown hedge letter	The Clerk had to raise a new incident due to the length of time elapsed. New reference number HW339550698. Darren Dean (CW&C) has emailed saying ' <i>Site inspected and no safety related issues were found. Hopefully this will be maintained at the end of bird nesting season.</i> ' The incident on the website has the status 'No action has been taken by us. Customer has been advised of the reasons'.	
Station Hill Fence	Nothing further received from Network Rail. C/F	Action Cllr Fifield
Northwich Isolation Support & the Ark	The Clerk had finally made contact with the contact for Northwich Isolation Support Group, which she has been told has now closed. NIS Group spent a total of £244. They have asked that the Parish Council make a donation to Davenham British Legion. Apportioning the £250 donation previously agreed by the Parish Council – The Ark would receive a donation of £172.50 and Davenham British Legion £77.50.	
Contingency plan	Separate agenda item – see item 9. Review of the Contingency plan	
Local Flooding	Some work appears to have been done on the bridge over the footpath. To be confirmed C/F.	Action Cllrs Williams & Ballantyne-Roberts
Drains on Acton Lane	Several emails have been circulated in relation to the drains, and they appear to have been cleared. CW&C issued a circular saying all the drains have been done and they have taken the work off the Contractor.	

Council Tax and Flooding	Cllr Edwards has sent the Clerk a copy of an email sent to residents affected by the flood re the reduction in Council tax. They are entitled to 100% reduction for 6 months and 50% for a further 6 months, whilst the properties are uninhabitable.	
17 Hilltop Road	No update received from Planning Enforcement on the Shepherds hut available for short-term lets.	Action Cllr Fifield
Verge on Cliff Road	Cllr Brocklebank noted that the residents have moved on to final stages of the external work.	
Village bins	Cllr Holt pointed out that at least some of the bins in the village had not been emptied and were quite full. He will ask Cllr Edwards to follow up again.	Action Cllr Edwards
CW&C money set aside for flooding	No update received re the Flood Resilience Group who are responsible for the distribution of funds for infrastructure projects. C/F	Action Cllr Edwards
Wildflowers	No update on trial areas will now be included in the Wildflower plans next year.	Action Cllr Edwards
The Great British Spring Clean	Cllr Edwards will send information suitable for social media to be posted on the Parish Council Website under 'News'. C/F	Action Cllr Edwards
Dog Fouling issues	Cllr Edwards confirmed there would not be any progress until after 17 th May. C/F	
CW&C Waste Consultation	Initial indications are CW&C are planning to charge for the collection of green bins.	
DCMS Rural Broadband Consultation	Thanks to Cllr Hayward for the excellent work getting the survey out for residents to complete and compiling the results to be sent to NALC. Thirty-five responses to the survey was a good response in the time available.	
Gigabit Broadband Project	No further update C/F	Action Cllr Hayward
8. Review of the Contingency Plan	Carried Forward to the next Parish Council meeting.	
9. Review of the development of the PC website	All actions Carried Forward to the next Parish Council meeting. There are updates on a few actions: <ul style="list-style-type: none"> • Home page – Cllr Holt has circulated a first draft for the home page • Cllr Brockelbank has supplied a new photo. • A few links have been added: CW&C website, CW&C planning portal and CW&C report it. 	
10. Review of the broadband survey	Carried Forward to the next Parish Council meeting.	
11. Planning Applications	None received.	
12. Planning Decisions	No official decision notifications received since the last Parish Council meeting. On the CW&C planning portal, 21/01504/FUL 6 Cliff Road is showing as approved, even though they considered the Parish Council comments. 21/00297/FUL 71 Cliff Road is also showing as approved.	
13. Financial Matters	The Parish Council have 5 cheques to review and approve – this will be done by email and then passed for signature:	
a. Authority for signing cheques	<ol style="list-style-type: none"> 1. ChALC £50 – Neighbourhood planning training course held on 27th April for Cllrs Hall and Hayward 2. D Frith £114.00, Internal Auditor (9.5 hours @ £12 per hour - £120 2019/20). 	

3. Cllr Forbes Cllr £30.99, for 2 years' worth of plants/compost for the planter on Station Road.
4. The Ark £172.50, donation in respect of support for Acton Bridge Residents in the recent floods.
5. Davenham British Legion £77.50 (for Northwich Isolation Group) donation in respect of support for Acton Bridge Residents in the recent floods.

b. Accounts for 2020/21

The Clerk had emailed the Memorandum to the members of Acton Bridge Parish Council from the Internal Auditor confirming he had completed the audit and in his opinion the information is a fair and accurate reflection of the financial affairs of Acton Bridge Parish Council. Mr Frith has informed the Clerk that next year will be his last for Audits. AGAR to be sent to Cllr Holt to sign. The notice for public access needs to be actioned as well.

Action Mrs Robinson

14. CW&C Ward Councillors

The Ward Councillors had not contacted the Clerk with any urgent matters. Cllr Holt has noticed the Councillors budgets are live again C/F.

15. Reports from other Meetings

No other meetings have been attended.

16. Correspondence

- Email 14th May - **Invite to the launch of the Cheshire West Crowd** on 7th June
- Email 14th May – CW&C - Public Spaces Protection Order - **Dog Control Review**. Consultation until 4th July 2021.
- Email 17th May from Jon Heselwood (Community Housing Development Manager). **Open Letter to Parish & Town Councils on Housing** and an invitation to a free webinar on 25th May.
- Email 19th May- ChALC TRAINING REMINDER: **Using Facebook** to enhance your Council's Communications - 2nd June at 1.30pm
- Email 20th May – Cheshire Community Action - **Cheshire Community Homes e-news - May 2021** including details of a Webinar on 25th May
- Email 21st May - **NALC Power for People - Request to councils to write in support of BallotBill** to adopt and progress the Local Electricity Bill. C/F
- Email 25th May - **Mid Cheshire Rail Users Association asking the PC** to join MCRUA as a 'voluntary body' member, which costs £20 per annum. C/F
- Email 25th May - **Cheshire West and Chester Civic Awards for Conservation and Design2021**. Closing date for nominations 30th June.
- Email 28th May - **NALC Funding and Grants Bulletin**

17. Village Matters

None raised.

18. AOB

None raised.

19. Date of Next Meeting

The next meeting is due to be held on Monday 5th July 2021 starting at 19:30. This meeting will now include the election of Chairman and Vice Chairman. At that meeting the Parish Council should also ratify/re-date the standard statutory documents. This meeting should be held face to face at the Parish Rooms, circumstances allowing.

The discussion closed at 20:00

Signed (Chairman)

Date.....