

Acton Bridge Parish Council PCMT Meeting notes

Date & time	5 th July 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 – Due to a spike in local COVID-19 cases, the Parish Council have agreed to cancel the published July 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. The agenda for this meeting has been circulated in advance to all 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. Apologies	Apologies for Absence – None as noted above
2. Declarations of interest	No pecuniary interests were expressed.
3. Minutes of PCMT meeting held on 7th June 2021	With the amendment from Cllr Ballantyne-Roberts concerning the bridge over the footpath, the minutes of the PCMT meeting held on 7 th June 2021 were accepted as a true and correct record and will be signed by the Chairman and returned to the Clerk at the first opportunity.
4. Matters arising - a review of the June PCMT meeting	
Flooding – Station Road	Cllr Edwards has advised by email she has a meeting 6 th July regarding flooding, and she has chased the unblocking of the drain on Station Road. Cllr Edwards also said she had scheduled a couple of meeting dates that will have to be re-arranged for the drains on Station Road. Action Cllr Edwards
Remembrance Plaques	Cllr Holt confirmed the rededication is still going ahead on 13 th July at 2 o'clock, with a limited number of people to 22 due to Government restrictions. Consisting of people from the chapel, relatives, Royal British Legion, ABCA and one or two Parish Councillors in addition to Cllr Holt are invited to attend.
Ward Member budget applications	There is some new money available this year and ABCA have discussed purchasing more equipment such as more powerful hand dryers, Cllr Holt expects an application from ABCA to the Ward Members.
Neighbourhood plan	The Neighbourhood plan is on hold until the Parish Council can get consultation with the Council Planning Officers, this should be possible in the not too distant future. C/F
Speed data	Cllr Ballantyne-Roberts has advised via email that the Milton Rough data hasn't downloaded this month. Cllr Forbes has asked via email why the meeting on speeding (traffic calming options) with Highways has not yet been arranged. The Clerk to contact Cllr Edwards to get an update. Action Cllr Edwards
Maypole Inn	Cllr Ballantyne-Roberts has advised by email of lots of activity at the Maypole Inn, which looks like work is finally getting going, to the relief of some residents. Planning permission has been approved for the Pub only, declined for the car park.

Station Car Park misuse	Cllr Ballantyne-Roberts has advised by email that the contacts for London North Western Railway (Tom Bellinger and Vicky) are drawing up a quote for CCTV and additional signage, ready to submit a project proposal as soon as potential funding becomes available. 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
Station Hill Fence	Nothing further received from Network Rail. C/F	Action Cllr Fifield
Northwich Isolation Support & the Ark	Both cheques for Northwich Isolation and Support (Davenham RBL) and the Ark Café (St. Johns, Sandiway) have been issued and sent. The Clerk had a card of thanks from the Ark café team for the donation.	
Local Flooding – bridge over footpath	Cllr Ballantyne-Roberts has sent an update by email that the footbridge near the swing bridge is still only replaced by a plank of wood and attached photos. C/F	Action Cllrs Williams & Ballantyne-Roberts
17 Hill Top Road	The Clerk received a complaint from residents on Hill Top Road (29 th June), concerning noise and smoke from the Shepherds Hut, adjoining toilets and hot tub on the land behind their garden, but belonging to no.17. Cllr Holt has visited the resident and there have been various emails circulated around the Parish Council and letters sent to CWAC. Planning Enforcement have told the owners of the Shepherds hut it must be removed by 31 st July. The Shepherds hut is available for booking on Airbnb for some dates in July, and then October onwards. The owners are still able to let 17 Hill Top for holiday bookings as it does not need planning permission. The Parish Council (by email) have agreed that the Clerk should contact Airbnb via their Neighbourhood support scheme.	Action Mrs Robinson/Cllr Fifield
Verge on Cliff Road	Cllr Brocklebank advised the caravan is being removed, and the work looks like it has been completed and being tidied up. The verge can now be repaired.	
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	Photos of some verges in the village have been forwarded as per the request received from Cheshire Wildlife Trust (email 25 th June). Via email Cllr Edwards has also asked for suggestions for any additional sites that the Parish Council would like to be considered.	
Gigabit Broadband Project	Carried Forward to the next Parish Council meeting.	Action Cllr Hayward
Review of the development of the PC website	All actions carried forward to the next Parish Council meeting. C/F	
Review of the broadband survey	The survey was completed in the time available.	
Accounts for 2020/1	The Acton Bridge PC AGAR has been submitted to PKF Littlejohn and the notice for public access (21/06 – 30/08) has been posted on the PC website (20/06) along with the statutory financial documents for 2020/21. The Clerk hasn't received any requests for access as yet.	

NALC Funding and Grants Bulletin

Cllr Holt forwarded the information from the email received on 28th May to ABCA. There is a considerable list of possible sources of money.

5. Review of the Contingency Plan

Cllr Holt circulated some proposals for requesting volunteers for the Contingency plan. Specifically for the supply of services and equipment. Cllr Holt has asked ABCA to put a copy of the form into the next newsletter and it will also go onto the Acton Bridge Facebook page and it should also go on the PC website.

6. Planning Applications

None received.

7. Planning Decisions

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

8. Financial Matters
a. Authority for signing cheques

The Parish Council have 5 cheques to review and approve – this will be done by email and then passed for signature:

- ChALC – Induction into Parish Councils training – G Haywood £25.00
- Cheshire Community Action – annual subscription £20.00 (same as 2020)
- Clerk’s salary and bonus April, May & Jun £520.00
- HMRC Income tax for Clerk’s salary & bonus £130.00
- Zoom monthly subscription April (50%), May and June £35.98. Cllrs Holt and Brocklebank requested that the Clerk continues the Zoom subscription for another month.

The Clerk has requested to attend ChALC training on Meetings and Procedures for Local Councils on 6th July at a cost of £25.00.

b. Balances

Total Balances as at 11th June 2021

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		10,160.01
Unpresented chqs as at 11/06/21	444.99	
		<u><u>9,715.02</u></u>
<u>Summary</u>		
Total Balance B/Fwd @ 31/03/2021		5,202.47
Plus total receipts		5,466.62
Less total payments	954.07	
Total Balance C/fwd to 12/06/21		<u><u>9,715.02</u></u>

The only major outstanding cost for the Parish Council is the repairs to the gable end of the parish rooms, the Parish Council is still waiting for quotes from ABCA.

9. CW&C Ward Councillors

The Ward Councillors had not contacted the Clerk with any urgent matters. Cllr Edwards emailed an update on some of her actions.

10. Reports from other Meetings

No other meetings have been attended, the Joint Cemetery Committee delayed their meeting from June to 20th July.

11. Correspondence

- Email 9th June – **Speeding Survey follow up** from Steve Jones, ChALC Executive Board
- Email 10th June - **Cabinet approves plans to transform waste and recycling services in Cheshire West and Chester**. The information to be posted on the PC website
Action Mrs Robinson
- Email 14th June - **Community Action Fund** from PCSO Michelle Gillet, who adds ‘I am happy to arrange with the crime commissioner admin (if available) to meet and discuss

any ideas etc'. For discussion with PCSO at the next Parish Council meeting, traffic calming on Station Road could be considered for a contribution.

- Email 15th June (and reminder 22nd June)- **Dog Control - Public Spaces Protection Order Consultation**. Connections session 28th June, survey closed 4th July
- Email 16th June – **Pop-up Vaccination clinics** – details posted on the ABPC website
- Email 16th June - **Cheshire West Crowd Launch** – press release for key dates and also for details of 2 workshops.
- Email 17th June – **Donation letter** – for review to be sent with the cheques for the Ark Cafe, and Davenham Royal British Legion (Northwich Isolation Group)
- Email 18th June - **The Queen's Platinum Jubilee Beacons - 2nd June 2022** – Information from ChALC on preparations and encouragement for local Councils and Parish Councils to get involved. ABCA are planning an event, but it will not be on 2nd June.
- Email 21st June – **June 2021 Parish report** – sent by the PSCO for distribution
- Email 23rd June (not circulated to all PC) – Request to post **Notice for out of hours gate closure at Gorstage Cemetery** due to a rough sleeper, posted on the PC website.
- Email 25th June - **Plunkett Programmes** - All Churches Alliance are funding Plunkett to deliver business, advisory and grant support to community groups who are thinking of setting up a community owned business and may consider co-locating it in an active local church. This might be a community owned shop or café, which links to the idea Cllr Edwards was looking at with Cllr Brocklebank following on from the discussions on the Maypole. Clerk to contact Cllr Edwards. **Action Mrs Robinson**
- Email 25th June - **Weaverham Parish Council is arranging a service to commemorate the centenary of the War Memorial** standing outside St Mary's Church on Saturday, 24th July 2021 at 11:00am. To be advertised on the PC website.
- Email 25th June - **Cheshire Wildlife Trust Go Wild for Wildflowers campaign**– invitation from Cheshire Wildlife Trust to take photos of local road verges to see if they are suitable for wildflowers to be planted.
- Email 30th June - **NALC funding and Grants Bulletin**
- Email 2nd July – **Local Plan Conversation 2021** – ChALC invitation to a meeting with CW&Cs Planning Policy Team on the current consultation on the Local Plan on 15th July at 6 p.m. Several Parish Councillors have expressed an interest in attending.

12. Village Matters

- **Discussion on social media** will need to be on the agenda for the next face to face Parish Council meeting following recent resident concerns/comments on a Parish Councillor's posts on Facebook. One resident has asked about raising a complaint, they also wanted to attend the meeting this evening, but as it is not an open meeting that was not an option. Cllr Holt pointed out that there has been no breach of the regulations in the Code of Conduct or the Parish Council Standing Orders. Cllr Brocklebank will contact the resident to discuss and then suggest they put any outstanding concerns in writing to the Clerk for the Parish Council to address. **Action Cllr Brocklebank**
- Activity at the former **Nursery site on Station Road**, including earth moving machines to level off the site, has created a lot of comments from residents. There also appears to be drains and power installed, and a few piles of bricks have also been spotted. At the request of a number of Parish Councillors the Ward Councillors have been asked to contact CW&C Planning and Enforcement. CW&C have visited the site and currently there is nothing happening that CW&C can take action over.

13. AOB

None raised.

14. Date of Next Meeting

Currently there is no meeting planned for August. An Extraordinary meeting can be called if required. The next full Parish Council should be face to face on 6th September and will include carried forward items from the cancelled meeting 7th June:

- Election of Chairman for forthcoming year
- Election of Vice-Chairman for forthcoming year
- Review of the development of the PC website
- Review of the broadband survey and further action

The Contingency Plan/Emergency Plan will also be on the agenda along with Social Media discussions.

The discussion closed at 20:30

Signed (Chairman)

Date.....