

Acton Bridge Parish Council Meeting notes

Date & time	6 th September 2021 at 19:30	Location	Parish Rooms, Acton Bridge
Attendees	R Holt (Chairman), C Ballantyne-Roberts, R Forbes, D Hall, D Charlton, G Hayward, Cllr G Edwards CW&C, Cllr C Fifield CW&C, Michelle Gillett (PCSO), Mrs C Robinson (Clerk to the Parish Council)		
Apologies	T Brocklebank		
Absent	None		
Minutes written by	Mrs C Robinson (Clerk)		

The discussion commenced at 19:34

Agenda Item	Notes & Actions
1. Apologies	Apologies for Absence – None as noted above
2. Election of the Chairperson	Cllr Charlton proposed and Cllr Hall seconded and the Parish Council unanimously RESOLVED to appoint Cllr Brocklebank as Chairperson.
3. Election of the Vice-Chairperson	Cllr Hall proposed and Cllr Forbes seconded and the Parish Council unanimously RESOLVED to appoint Cllr Charlton as Vice Chairperson. As Cllr Brocklebank had sent his apologies and Cllr Charlton is a relatively new Parish Councillor, Cllr Holt agreed to Chair the meeting in Cllr Brocklebank's absence.
4. Declarations of interest	No pecuniary interests were expressed.
5. PCSO Update	Cllr Holt welcomed the PCSO, Michelle Gillett to her first face to face Acton Bridge Parish Council meeting. <ul style="list-style-type: none">• The PCSO gave a summary of issues from her report that had been circulated prior to the Parish Council meeting. There were reports of activities in Weaverham and Cuddington, but nothing had been raised in Acton Bridge for the month of August.• There is a new beat policeman from 13th September – Daniel Grimshaw.• The PCSO advised that she was looking at applying to the Crime Commissioner funding initiative for 3 handheld radars for the speed watch volunteers to use. Those motorists caught speeding by the volunteers are sent warning letters from the police. The data collected by the volunteers and the speed cameras in Acton Bridge can lead to enforcement activities. The Parish Council asked that speeding on Station Road be monitored by the PCSO, from the speed cameras in August there were nearly 7000 journeys over 40mph on Station Road, 97mph was the fastest recorded. The Parish Council asked for statistics on speeding enforcements in Acton Bridge to be made available.• The PCSO asked the Parish Council to encourage residents to complete 'Residents Voice', a survey that encourages residents to tell them what they would like the police to focus on in their area. The Parish Council agreed to advertise on the PC website. Action Mrs Robinson• The PCSO advised that British Transport police deal with issues at the station unless it is serious. There have been some cases of trespassers at the former Nursery getting onto the railway line.
6. Public Open Forum	No members of the public were present at the meeting.
7. Adoption of Statutory Documents	Prior to the meeting the Parish Council had been sent for review the following Statutory Documents: <ul style="list-style-type: none">• Standing Orders• Code of Conduct

- Risk Management
- Register of Assets
- Financial Regulations

The only amendment raised at the meeting was the addition of the Interactive Speed signs onto the Register of Assets. With that amendment the Parish Council unanimously agreed to adopt the Statutory Documents.

Action Mrs Robinson

8. a. Minutes of the Special Parish Council meeting held on 12th August 2021

The minutes of the Special Parish Council meeting held on 12th August 2021 were accepted as a true and correct record and should be signed by the new Chairperson at the earliest possible opportunity.

b. Minutes of the PCMT meeting held on 5th July 2021

The minutes of the PCMT meeting held on 5th July 2021 were accepted as a true and correct record and should be signed by the new Chairperson at the earliest possible opportunity.

9. Matters arising - a review of the July PCMT meeting

Flooding – Station Road

Cllr Edwards gave an update on Highways holistic approach to the clearing of drains on Station Road and Sandy Lane in Weaverham. A gully survey has been completed, showing which ones require more maintenance and prioritising. However, heavy rain in July had meant more flooding. There is a theory that as CW&C are only cutting verges, and not clearing the debris, this could be causing some of the blockage issues. The Parish Council did not think it currently a viable option for them to pay for the clearing of CW&C cuttings.

Action Cllr Edwards

Remembrance Plaque

The service was held on 13th July with a maximum of 22 people attending, including some relatives of those named on the plaques. Reverend Timms had conducted an excellent Rededication Service.

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. ABCA to discuss at their next meeting.

Neighbourhood plan

The Neighbourhood plan is on hold until the Parish Council can get consultation with the Council Planning Officers. C/F

Speed data

Cllr Ballantyne-Roberts advised the issue with the Milton Rough data was solved in August, there was a problem in the speed camera radar that TWM eventually fixed.

Highways & Traffic calming measures

The meeting with Highways to discuss traffic calming options has still not gone ahead, much to the frustration of the Parish Council, and Cllr Forbes in particular, who pointed out that it was now over 12 months since the meeting was requested.

Action Cllr Edwards

Maypole Inn

A resident has put comments against the latest planning application for the Maypole Inn car park, the main concern being that there is a safe exit onto the road.

Grass Verges Chapel Lane/Orchard Avenue

Cllr Fifield has chased the issues previously reported to Highways with no response. The hedge has been cut by a resident.

Action Cllr Fifield

Station Hill Fence

Cllr Fifield has chased up again and been given a different contact at Network Rail.

Action Cllr Fifield

17 Hill Top Road

Planning Enforcement informed the Clerk on 12th August that they are serving a Planning Contravention Notice (PCN). Planning Enforcement have confirmed today (6th Sept) they have received a response, they now need to review and decide appropriate action. The

Parish Council have been notified the Shepherd's Hut is still being let out as a separate holiday home, the owner taking it on and off Airbnb at different times.

Verge on Cliff Road

The verge is much improved and recovering, some stones have been placed to stop parking on it.

CW&C money set aside for flooding

Cllr Edwards advised that £250k had been ringfenced for flooding infrastructure projects, but she wasn't able to say that anything had been specifically set aside for Acton Bridge or Weaverham. This could include a more permanent solution for the temporary trench that was dug at the time of the flood. **Action Cllr Edwards**

Wildflowers

The wildflowers project is currently on hold, but Cllr Edwards is sending chaser emails.

Recycling services in Cheshire West and Chester

The information on the Cabinet approval of plans to transform waste and recycling services in Cheshire West and Chester was posted on the PC website 14th July.

Plunkett Programmes

Plunkett Programmes (community owned cafes etc) the Clerk forwarded the email to Cllr Edwards 14th July

Social media complaint

Cllr Brocklebank had contacted the resident who wanted to make a complaint, but hadn't yet been able to discuss in person, he is waiting for them to confirm when he can visit. **Action Cllr Brocklebank**

10. Review of the Contingency Plan/Community Resilience Plan

Following on from the draft plan that was completed in March, Cllr Charlton has had extensive contact with the contact for the Milton Baptist Church and visited it, in relation to using it as a rest centre.

Cllr Charlton also advised that there had only been 2 paper responses to the request for residents with resources that could help in an emergency, following the request in AB Village News. Nobody had completed the Google online survey, which has been advertised on Acton Bridge Village Facebook page, as well as on ABPC website.

Cllr Fifield will see if Cllr Charlton can attend the next ABCA meeting (21st Sept) with a view to engage with ABCA to help identify other groups who could be of use in an emergency. The Clerk also needs to contact ABCA to inform them of the new Chairperson who automatically becomes the President of ABCA. **Action Cllr Fifield/Mrs Robinson**

Next steps:

- Parish Council to find ways to enlist more offers of services that can be called on
- Set up a team to decide when to enact the plan
- Identify any volunteer groups who could be called on, e.g. WI
- Cllr Charlton attending a further meeting on 20th September organised by CWAC in relation to Community Resilience Plans.

11. Review of the development of the PC website

Cllr Hayward is still working on the PC website and has set up a new Parish Council email address for administrative purposes. The use of personal email addresses is not recommended due to security issues and GDPR requirements. The Parish Council agreed to move to firstname.surname@actonbridgeparishcouncil.org for all Parish Councillors by May 2023. The detailed information collated by Cllr Holt will need to be spread across different website pages, as analysis has shown that most people won't scroll down pages. The old Statutory Documents can be archived.

Actions outstanding:

- Updated photos of most of the **Councillors and Clerk** still need to be sent to Cllr Hayward. Cllrs Brocklebank and Hayward are still to review the Transparency code and GDPR requirements, to ensure the website is compliant.

- **All Parish Councillors** to share good news stories that can be published.
- Invite residents to submit photos for use on the website.

- 12. Review of the Gigabit Broadband project**
Cllr Hayward gave an update on the investigations she had carried out, and she had had some helpful conversations with a few suppliers. In conclusion 'Freedom Fibre' was probably the only viable option as they had completed work in Weaverham and it was possible they could extend to Acton Bridge.
- 13. Review of the use of social media**
The Parish Council recognised that Parish Councillors have every right to put their own opinions on social media, but that it is a minefield, and Councillors should be clear when they are expressing a personal opinion. The majority of the Parish Council feel ABPC should have a social media presence, such as a Facebook page. Cllrs Forbes, Hall and Hayward have agreed to attend a ChALC course on social media that will help to inform discussion at the next Parish Council meeting.
- 14. Planning Applications**
21/02601/FUL - Riverside Inn Warrington Road Acton Bridge Northwich CW8 3QD – Extension to Car Park. Closing date for comments 15th September. The Parish Council unanimously agreed that in principle the application for a larger car park is welcome, but they want to see more disabled spaces in line with regulations.
- 15. Planning Decisions**
No official decision notifications have been received since the last Parish Council meeting. However, '**21/02785/PAA** Arden, 12 Cliff Road - Erection of one additional storey above existing principle part of existing dwelling', is showing on the planning portal as decided, 'Prior Approval required and approved' dated 20th August 2021.
- 16. Financial Matters**
a. Authority for signing cheques
 The Parish Council agreed the two cheques requiring signature:
 - ChALC – meetings and Procedures for Local Councils training – C Robinson £25.00
 - Royal British Legion donation of £100 in recognition of the work done on the rededication memorial plaques
 The Parish Council unanimously agreed to their portion of the quoted gable end costs of £1,217.
 The Parish Council confirmed that the Clerk should cancel the Zoom subscription.
 The Parish Council agreed the Clerk can complete the paperwork for online banking for her to get statements and order cheque books. **Action Mrs Robinson**
- b. Balances**
- | <u>Total Balances as at 12th Aug 2021</u> | | <u>DR -ve</u> | <u>CR +ve</u> |
|---|--|----------------------|----------------------|
| Current A/c | | | 9,081.54 |
| Unpresented chqs as at 12/08/21 | | 97.50 | |
| | | | 8,984.04 |
| <u>Summary</u> | | | |
| Total Balance B/Fwd @ 12/06/2021 | | | 9,715.02 |
| Plus total receipts | | | 0.00 |
| Less total payments | | 730.98 | |
| Total Balance C/fwd to 13/08/21 | | | 8,984.04 |
- 17. CW&C Ward Councillors**
Cllr Fifield advised:
 - The Waste Strategy has been approved by Cabinet.

- The Local Plan Consultation should be reviewed every 5 years, the Council is considering whether it should be reviewed (last consultation for part 1 was 2015, part 2 2019), the invitation to comment runs until 14th September.
- There is currently a Consultation on taxis and private hire vehicles.
- There had been a press release on CW&C spending on footpaths, Cllr Fifield has investigated and found BR10 had been resurfaced following Storm Christophe.

18. Reports from other Meetings
19. Correspondence

No other meetings were reported as being attended.

- Email 13th July – invitation to take part in a **Rural Mobility Survey**, by 1st August 2021. Added to Acton Bridge Facebook page by Cllr Fifield 17th July.
- Email 20th July - **Police & Crime Commissioner Stakeholder Bulletin** - July 2021
- Email 21st July - **Draft- Police and Crime Plan 2021-2024**. Survey closed on 15th August. Details and link to survey posted on Acton Bridge PC web page 23rd July.
- Email 23rd July – **The latest news from Cheshire Community Action** - July 2021
- Email 30th July - NALC Call for Evidence - **National Resilience Strategy**, any response is required by 10th September
- Email 3rd August – From Cllr Williams, comments requested by 11:00 am same day on **21/01185/S73 - Syringa**, Chapel Lane, Acton Bridge.
- Email 6th August - National Bus Strategy - Public Engagement Survey – Urgent request for completion of survey by 31st August
- Email 12th August –**Bikeability Training** in Winsford 26 August
- Letter dated 16th August – Update from the **Co-operative bank re fraud awareness**
- Email 26th August – **temporary road closure Cliff Road**, Acton Bridge (TRO 3235) 15th September 2021 – should go onto the ABPC website. **Action Mrs Robinson**
- Email 27th August – **London Northwestern Railway Customer Panel**
- Email 5th September - **The Horns / Bella Napoli**, request to the Parish Council from the new owners (on 2nd September) to meet the Parish Council to discuss plans. The Parish Council will comment if asked by Planning, but it isn't in the Parish. The Clerk was asked to draft a response to say thank you for the email, and the PC will watch with interest. **Action Mrs Robinson**
- Email 5th September - **CW&C CHANGES TO WASTE COLLECTION DAYS**, the Parish Council agreed not to post this on the ABPC website at the moment.
- Summer 2021 - **Countryside Voices magazine** – available at the meeting to view
- Email 5th September - **Northwich Jobs and Volunteer Fair** taking place on 24 September 2021 – post on ABPC website. **Action Mrs Robinson**
- Email 5th September - **West Midlands Trains Online Stakeholder Research Survey** Autumn 2021 | Reminder for anyone wanting to complete the survey

20. Village Matters

Cllr Holt advised that Pre-school which was due to start in September at the Parish rooms was not going to go ahead as it was not viable with the small number of children and the Supervisor was moving to a new post. An emergency meeting had been called, but it was not going to open September to December.

21. AOB

Cllr Holt was thanked for his work as Chairman at the Parish Council, and in particular by the Clerk for the support he had given her since she took on the role.

22. Date of Next Meeting

Next meeting planned for Monday 4th October 2021.

The discussion closed at 22:20

Signed (Chairman)

Date.....