

Acton Bridge Parish Council Meeting notes

Date & time	4 th October 2021 at 19:30	Location	Parish Rooms, Acton Bridge
Attendees	T Brocklebank (Chairman), D Charlton, R Holt, C Ballantyne-Roberts, R Forbes, D Hall, G Hayward, Cllr G Edwards CW&C, Mrs C Robinson (Clerk to the Parish Council)		
Apologies	Cllr C Fifield CW&C, Cllr P Williams CW&C		
Absent	Michelle Gillett (PCSO)		
Minutes written by	Mrs C Robinson (Clerk)		

The discussion commenced at 19:35

<u>Agenda Item</u>	<u>Notes & Actions</u>
Chairperson's Introduction	Cllr Brocklebank thanked the Parish Council for appointing him as Chairperson at the last Parish Council meeting and he thanked Cllr Holt for his many years of service to the Parish Council as Chairman. He stated that he felt the Parish Council works well and he didn't see the need for much change.
1. Apologies	Apologies for Absence – as noted above
2. PCSO Update	Although no update was received from the PCSO for the meeting, Cllr Forbes noted that the speed van had been on Station Road close to the former Nursery a few days before the meeting, as per the PCSO's update at the last Parish Council meeting.
3. Declarations of interest	No pecuniary interests were expressed.
4. Public Open Forum	No members of the public were present at the meeting.
5. Minutes of the Parish Council meeting held on 6th September 2021	The minutes of the Parish Council meeting held on 6 th September 2021 - with minor amendments for the mis-spelling of 2 surnames and the removal of a specific company name under item '12. Review of the Gigabit Broadband project' - were accepted as a true and correct record.
6. Decisions on the format of the Parish Council minutes and meetings	<p>a. <u>Delegation of areas of responsibility.</u></p> <p>Cllr Brocklebank expressed the desire for greater delegation of Parish Council activities and the Parish Council agreed to nominate specific Councillors to take the lead in certain areas. Decisions cannot be made outside Parish Council meetings. The lead Councillors were agreed as:</p> <ul style="list-style-type: none">• Pathways – Cllr Hall• Speeding (and PCSO activities) – Cllr Forbes• Speeding reporting – Cllr Ballantyne-Roberts• IT - Village infrastructure – Cllr Hayward• IT - Parish Council requirements – Cllr Hayward• Flood resilience/emergency plans – Cllr Charlton• Weaverham, Cuddington & Acton Bridge Cemetery Committee – Cllrs Ballantyne-Roberts and Brocklebank• Planning matters – Cllr Holt• ABCA – Cllr Brocklebank (as ABCA President)• Weaverham Trust – Cllrs Hall and Forbes

In addition Cllr Hayward volunteered to work with another Councillor on a Neighbourhood Plan should the Parish Council decide to pursue one in the future.

b. Reporting of updates and actions

The lead Councillors will be responsible for updates to the Parish Council and ensure any decisions required are on the agenda for Parish Council meetings. The Clerk will forward all relevant emails and correspondence etc to the lead Councillor(s), copying in all Parish Councillors. Cllr Hayward agreed to send an electronic version of the Good Councillors Guide to the Clerk to distribute to the Parish Council. **Action Cllr Hayward**

7. Updates on Actions from previous Parish Council meetings:

Flooding – Station Road	Cllr Edwards gave an update on whether debris was causing issues with the drains - grass cuttings do not affect flooding, it is other detritus blocking the drains that is an issue.
Neighbourhood plan	The Neighbourhood plan is on hold until the Parish Council can get consultation with the Council Planning Officers. C/F
Highways & Traffic calming measures	Cllr Edwards advised Jamie Barron from Highways had agreed to arrange a meeting in the next few days. The email circulated to the Parish Council from Jackie Weaver at ChALC on 1 st October had information about a pilot scheme for a pair of average speed cameras. The Parish Council may have to contribute £5,000 per annum, but the Parish Council agreed this would be something they should look into. Action Cllrs Edwards/Forbes
Station Hill Fence	Cllr Fifield had sent an update that ‘I’ve been going round in circles with the fence issue at the station, so I’ve reported it again to Network Rail today to try and bring it to a conclusion at last. The new reference number is 210929-000253.’ Action Cllr Fifield
17 Hill Top Road	The Clerk had circulated the latest update from Planning Enforcement as at 1 st October 2021. They had been told the hut was no longer being let out separately and they were in ongoing discussions with the owner and their agents as to whether a Lawful Development Certificate should be applied for to allow consideration for the facilities to be used for ancillary purposes to the main house.
CW&C money set aside for flooding	Cllr Edwards advised that there was no further update on the £250k that had been ringfenced for flooding infrastructure projects, or how much could be set aside for Weaverham or Acton Bridge. Action Cllr Edwards
Social media complaint	Cllr Brocklebank has spoken to the resident who had wanted to make a complaint, but they had decided they didn’t want to take it any further.
Members’ Interests	Members’ interests should be shown on the Parish Council website and renewed annually. Action All Cllrs
8. Update on the Contingency Plan/Community Resilience Plan	Cllr Charlton advised that he had attended the September ABCA meeting and they had agreed that a smaller group would get together on 20 th October to look at potential resources that could be made available in the event of an emergency. The WI had also volunteered to be involved. Cllr Charlton had also received an email from Rob Rudduck (CW&C) to ascertain if the Parish Council were committed to doing a Community Resilience Plan, which Cllr Charlton confirmed and appraised him of the progress with ABCA.

- 9. Update on the development of the Parish Council website**
- Cllr Hayward had circulated a report to the Parish Council for review prior to the Parish Council meeting. The following points were discussed:
- There would need to be a 7-day switchover to change the website admin from Cllr Hayward to the Parish Council. The Parish Council unanimously agreed to switchover from 24th December 2021 to minimise disruption as the Acton Bridge PC email logins, as well as the website, would be suspended for the period of the switch over.
 - The Parish Council agreed that information on Weaverham and Acton Bridge Trust should be on the website, Cllr Hall to give Cllr Hayward the information.
- Action Cllr Hall**
- Resources for an emergency could be a page at a future date, once the Community Resilience Plan is completed.
 - One.network is a useful interactive map that shows roadworks which could go on the Parish Council website.
 - Good news stories need to be found a home on the PC website
 - There are still some outstanding photos required from the Councillors & Clerk.
- 10. Update on the Broadband project**
- Cllr Hayward has been speaking to Freedom Fibre who have been helpful and seem to be quite impressive. They have offered to visit Acton Bridge to see what might be possible. Cllr Hayward hopes a meeting will take place before the next Parish Council meeting and there could be the opportunity for a presentation to residents.
- 11. Review of the meeting attended by Cllrs on the use of social media**
- Cllrs Forbes, Hall and Hayward attended the use of social media presentation arranged by ChALC. The Cllrs gave their opinions on the insights given, and whilst they agreed Facebook had been shown to be the platform of choice to give residents Parish Council information, there was still debate over whether to use the platform to invite residents' opinions, and whether to engage in debate. The majority of the Parish Council still had serious concerns about engaging in debate with residents via Facebook. The Parish Council unanimously agreed that the Parish Council should have a Facebook page and how it will be managed will be a point for further discussion on the agenda for the November Parish Council meeting.
- 12. Planning Applications**
- None received.
- 13. Planning Decisions**
- 20/04191/FUL** - 23 Chapel Lane – the official notification was that it has been approved. The Parish Council comments had been taken into account.
- 14. Financial Matters**
- a. Authority for signing cheques**
- The Parish Council agreed the five cheques requiring signature:
- ChALC Total £150.00
 - DK Planning (2 Cllrs) £60.00
 - Social Media Skills (3 Cllrs) £90.00
 - Clerks Salary 3 Months £360.00
 - HMRC – Tax on Clerks Salary £90.00
 - Clerks' expenses – Zoom 3rd July – 2nd October £43.17 (subscription cancelled at last meeting 6th Sept)
 - G Hayward £28.66 website costs (this cheque is in addition to those listed on the agenda)

b. Balances **Total Balances as at 12th Sept.2021**

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		9,081.54
Unpresented chqs as at 12/09/21	222.50	
		8,859.04
<u>Summary</u>		
Total Balance B/Fwd @ 12/08/2021		8,984.04
Plus total receipts		0.00
Less total payments	125.00	
Total Balance C/fwd to 13/09/21		8,859.04

15. CW&C Ward Councillors

Cllr Edwards agreed to take a look at the 30 mph sign from Weaverham into Acton Bridge as it appears to be covered by vegetation.

16. Reports from other meetings

- Cllr Ballantyne Roberts attended the Weaverham, Cuddington and Acton Bridge Cemetery Committee, the main highlights of which were planning approval for the revised car parking plans (Tarmac) and a wildflower survey had been completed as part of an investigation into planting a wildflower area.
- The ChALC Connections flooding meeting highlighted that only 5 out of the 8 sluice gates at Dutton Locks are working (a previously highlighted issue). These need to be fixed but the Canal & Rivers Trust seem to be only responsible for the navigation of the waterways.
- An ABCA meeting was held on 21st September. The main business discussed was the shutting down of the Pre-school, which was a temporary closure, but it was now formally closed and the equipment is being sold. ABCA are now looking for ways to increase the use of the rooms during daytime.

17. Correspondence

- Email 28th September – Cheshire Community Action (CCA) will be running a free **online training session on neighbourhood planning on 13th October @ 10am to 11am.**
- Email 01st October - **Digital Skills courses at Northwich and Winsford libraries** the Parish Council agreed the information can be put on the PC website.
- Email 01st October from Jackie Weaver/ChALC on **speeding issues consultation.**
- Correspondence received from the Office of National Statistics requiring a **Business Register & Employment survey be completed by 4th October 2021.**

18. AOB

- Cllr Hayward raised a concern on the future of the Baptist Church. It is owned by a separate Trust, and as such is the responsibility of the 3 Trustees. Cllrs Edwards and Charlton will make some enquiries. **Action Cllrs Edwards & Charlton**
- There is a Carol Service planned for the last Sunday in November.

19. Date of Next Meeting

Next meeting planned for **Monday 1st November 2021.**

The discussion closed at 21:25

Signed (Chairperson)

Date.....