

ACTON BRIDGE PARISH COUNCIL
Minutes of Acton Bridge Parish Council meeting held on
Wednesday 11th September 2024 at The Hazel Pear, Acton Bridge.

Meeting started 19.00

		Action By:
Present	Cllr Leigh Wakefield, (Chair) (LW), Cllr Charles Fifield (CF) Cllr Trevor Brocklebank (TB), Cllr Helen Broughton (HB) Ward Cllrs Lynn Stocks (LS) & Phil Rimmer (PR) 2 Members of the Public (MOP) Tracey Whitlow - clerk	
Notes:	The PC welcomed TW in her new role as clerk to ABPC.	
24/48	<u>Apologies for Absence were received & accepted from:</u> Cllr David Charlton, David Hall Ward Cllr's Gillian Edwards (GE)	
24/49	<u>Declarations of Members' Interests:</u> None	
24/50	<u>Approval of Minutes:</u> The Parish Council Resolved to approve the minutes of the Parish Council meeting held on 1 st July 2024 as a true and correct record. Signed by the chair.	
24/51	<u>Public Participation:</u> 2 MOP (ABCA representatives) spoke on the maintenance issues at the Parish Rooms Agreed to move agenda item – 'Review of the Parish Rooms Maintenance & Lease' to public participation. There followed a discussion on maintenance issues and tenant/landlord responsibility including: <ul style="list-style-type: none"> • Issues with the 24-year-old boiler which ABCA are looking to replace with a combi boiler, but hot water will still be an issue due to the Parish Rooms having 2 boilers. To be discussed further. • Potential structural issues with the roof on the original part of the building. • Gas & Electrical testing has been completed by ABCA, meaning the building is H&S compliant. • Discussion on who is responsible for any structural repairs – CF referred to the current lease, which puts the obligation on ABCA, but the PC recognise their duty as a landlord to work with ABCA for the best outcome for the sustainability of the building. PC asked for ABCA to obtain a quote for a structural engineers report for the roof. If the quote is over £500 then 2 more quotes will be required to meet the PC Financial Regulations. ABCA to obtain quote prior to next meeting for further discussion. • Grid outside of the Parish Rooms is broken – TW to check position of grid to identify if this is a Highways responsibility or PC, if CWAC report it. • MOP suggested to ask Cheshire Community Action for support with the new lease – ABCA no longer a member, but the PC is – PC to make enquiries on this. 	<p style="text-align: right;">TW</p> <p style="text-align: right;">TW</p>

24/52	<p><u>PCSO update:</u> None present.</p>	
24/53	<p><u>Ward Councillor Report/s:</u> LS: MOP had contacted LS & TW regarding overgrown play area. LS noted that the swings are in a poor state – to take up with CWAC. TW has asked CWAC for a ROSPA report on the play area. WVHT have been asked to investigate the overgrown area behind the garages on Chapel Avenue, as this is encroaching on the play area. The Local Plan has been put on hold with the new government, whilst their own plan is established. Reminded the PC that there is still some money in the members budgets. PR: Spoke to the PC regarding the devolution deal for Cheshire & Warrington.</p>	
24/54	<p><u>Matters Arising: from previous minutes (if not an agenda item)</u> AB Station Tannoy's: The volume appears to have reduced TW to check with GE any action completed. Solar Panels: TW to contact GE for an update.</p>	<p>TW TW</p>
24/55	<p><u>Play Area:</u> See minute 24/53 LW, on behalf of the PC thanked another MOP who has been regularly mowing the play area as CWAC are not.</p>	
24/56	<p><u>Correspondence:</u> Nothing of consequence that is not an agenda item. TW confirmed with the Cllrs that they only needed the ChALC & Members Briefing emails forwarding, and TW to filter all other correspondence as required.</p>	
24/57	<p><u>Accounts/Financial:</u> 1. Cashbook/bank reconciliation: not presented as difficulties for TW to access bank info. TB to assist. 2. Ratify/Approve Payments & Receipts: Payments: Cheshire Community Action – membership £20.00 WCAB Cemetery Committee – AB share of annual precept £128.43</p>	<p>TB</p>
24/58	<p><u>Clerks Report:</u> circulated prior to the meeting. 1. Website -the website is not user friendly to MOP or admin – making it non-compliant – discussion followed PC agreed to look at alternatives TW to forward information. Add to next agenda. 2. Policies – many policies are missing. Agreed TW to put policies together for the PC to read. Add to next or November agenda for adoption. 3. Email Accounts – most Cllrs use their personal emails, although not a requirement yet for Cllrs to have designated PC emails it soon will be. Agreed to revisit this in the coming months. 4. Payroll - The PC do not supply the clerk with a computer – payroll would be on clerks computer, and nontransferable – agreed for clerk to run payroll on own computer. 5. Hours – due to the recent handover, extra admin from beginning of financial year, and trouble-shooting clerks hours up this month, and will be for the next few months. Agreed to pay the overtime and revisit regular hours contract in a few months.</p>	

24/59	<p><u>CiLCA Training for Clerk:</u> Resolved to contribute pro rata with clerks other PC's (on hours) for TW to undertake the Certificate in Local Council Administration. ABPC to pay for 13.8% of the cost of the training and 13.8 hrs study time. Study hours to be added to monthly payroll over the next 12 months.</p>	
24/60	<p><u>Planning:</u> 1. Planning Applications: No new planning applications received/on the portal since the last PC meeting. 2. Planning Decisions: No notifications received/on the portal since the last PC meeting. 3. Planning Enforcement & Appeals No enforcement notices notified since the last PC meeting.</p>	
24/61	<p><u>Parish Council Vacancies:</u> No application received before the PC meeting. MOP has asked for more details. DC to supply these.</p>	
24/62	<p><u>Highways & Speeding:</u> 1. Highways – Speed reduction on the A49 is ongoing through Highways. 2. Speed Camera's – No invoice received from TWM for camera repairs. The download of camera data is still not working, camera by the Chapel is not displaying correctly. TW to contact TWM on all 3 points.</p>	TW
24/63	<p><u>Reports from Other Meeting:</u> CF has attended a ChALC meeting – membership will increase next year by .01p per electorate. CF attended the Cemetery meeting – precept approved.</p>	
24/64	<p><u>Items for Next Meeting:</u> Website, Flooding- resilience plan review, Parish Rooms maintenance, Parish Rooms Lease, 1st Draft budget.</p>	
24/65	<p><u>Date of Next Meeting:</u> The Acton Bridge Parish Council meeting is planned for Monday 7th October 2024 at 19:00</p>	

The meeting closed at 20.30

Signed:

Dated: