

Acton Bridge Parish Council Meeting minutes

Date & time 13th May 2024 at 19:15 **Location** Parish Rooms, Acton Bridge

Attendees D Charlton, (Chairperson), L Wakefield, T Brocklebank R Forbes, D Hall, C Fifield, H Broughton, Cllr G Edwards CW&C, Cllr L Stocks CW&C, & Mrs C Robinson (Clerk)

Apologies Cllr P Rimmer CW&C

Absent M Gillett (PCSO)

Minutes written by Mrs C Robinson

The discussion commenced at 19:18

<u>Agenda Item</u>	<u>Notes & Actions</u>
1. Apologies	Apologies for Absence – as noted above
2. Declarations of interest	No declarations of interest were declared.
3. PCSO Update	The April PCSO report had been received by the Parish Councillors and included nothing of note for Acton Bridge. The February and March reports were circulated by the Clerk on 16 th April.
4. Public Open Forum	There were 4 members of the public present.

The 4 residents appealed for the Parish Council's support for their challenges in getting the tannoy volume at Acton Bridge railway station turned down. Since July/August 2023 the volume had been excessive, following an incident with someone with visual impairment at the station. With only a small respite (in December), the tannoy had been at a high volume from 5am to midnight, every 10 minutes, most days and people living close were being impacted to the point of having mental health issues. They had been trying separately to get the volume reduced, but were now working together to try and get the issue addressed. Cllr Edwards had escalated with Network Rail, but felt they were probably going to need to start sound level checking (equipment to be supplied by CWAC) to get Network Rail to address the issue. Once sound level checking had been done, Environmental Health will then take up the issue and they have the option of prosecuting Network Rail if the issue is not addressed.

Cllr Edwards to contact Environmental Health and get sound level checking in place.

Action Cllr Edwards

The Parish Council will monitor and add as an agenda item when appropriate.

The residents also circulated a list of communications they had had on the subject with West Midlands Trains, the Parish Council and Cllr Edwards.

5. To Approve the Minutes of the Parish Council meeting held on 7th April 2024

The Parish Council **RESOLVED** to approve the minutes of the Parish Council meeting held on 7th April 2024 as a true and correct record.

6. Planning & Enforcement

- a. Planning Applications:
 - i) No planning applications received prior to the Parish Council meeting
- b. Planning Decisions:
 - i) No notifications received before the Parish Council meeting.
- c. Planning Enforcement & Appeals
 - i) No enforcement notices notified before the Parish Council meeting

7. Actions for recruitment of the 2 Parish Council Vacancies

The formal process for recruiting a replacement for Cllr Forbes will now be followed, as he has officially left role. The Clerk will notify CWAC and the 'notice of a vacancy in the office of Parish Councillor' will be posted. The current vacancy will also be advertised in next Acton Bridge Village newsletter due to be published soon, with a close date of 30th June for applications. **Action Mrs Robinson & Cllr Fifield**

8. Actions for recruitment of Parish Council Clerk

The Clerk officially left role, with agreement of the Chair, on 31st March 2024, but as she owed hours, agreed to complete the financial year end. The Parish Council agreed they want ChALC to advertise the role. The internal Auditor has also made recommendations on adoption of the NALC model Contract and payment of salary monthly by Standing Order (**Notes 7 & 8**).

The New Chairperson and Vice Chairperson will consult with the outgoing Clerk to agree details for the advert, including hours and salary scale.

Action Cllrs Charlton and Wakefield

9. Number of annual Parish Council meetings

After discussion the Parish Council agreed that the earliest they would want to trial meeting every other month would be after the September meeting, and then meet on odd number months but keeping the dates for the even number months in the diary in case they were needed. **C/F**

10. Updates on Actions from previous Parish Council meetings:

TWM

Maintenance work was carried out early May and all SIDs are now working. The Clerk is still unable to download any data, she is waiting on a response from TWM and the invoice for the annual maintenance is yet to be received. **Action Clerk (vacant post)**

Speed reduction on the A49

Cllr Edwards has asked for a new proposal from Highways that she will put to Weaverham PC to make a case for them to contribute to, given the latest version includes another change in Weaverham Parish. **Action Cllr Edwards**

Energy Savings ABCA – keys to the Parish Rooms

Cllr Edwards to forward info on Solar panels to Cllr Wakefield. **Action Cllr Edwards**
Cllr Brocklebank gave an update on ABCAs actions to control the number of keys to the Parish Rooms in circulation. The Parish Council agreed to offer to pay for changing the locks at the next ABCA meeting. **Action Cllr Charlton**

24/00866/FUL – 64 Cliff Road May agenda items

Cllrs Fifield and Wakefield reviewed the planning application and raised no comments to the Parish Council
The Parish Councillor and Clerk vacancies had been added to the May agenda.

11. Financial Matters

a. Cheques for signature

There were two cheques approved for signature:

- a. Jo O'Donoghue – Internal Audit fee £250
- b. A. MacNeil – Plants for planter on Station Road £26.97

b. Balances

Total Balances as at 1st May 2024

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		17,367.96
Unpresented chqs as at 01/05/24	429.86	
		<u>16,938.10</u>
<u>Summary</u>		
Total Balance B/Fwd @ 01/04/2024		11,756.96
Plus total receipts		5,620.00
Less total payments	438.86	
Total Balance C/fwd to 02/05/24		<u><u>16,938.10</u></u>

Receipts

CWAC Annual precept £5,620.00

Payments since last meeting

C Robinson - Salary	£622.08	2023/24 Accounts
HMRC	£154.80	2023/24 Accounts
R Forbes – Plants	£9.00	
ChALC affiliation fee	£188.86	
Zurich Insurance	£241.00	
Total Payments 2024/25:	£438.86	

c. Review and response to the results from the Internal Auditor, on the Acton Bridge Parish Council Accounts 2023/24

The Internal Auditor report and recommendations had been sent to the Parish Council prior to the meeting. There were 16 recommendations. The Parish Council reviewed the recommendation notes (not covered elsewhere on the agenda):

Note 1 A Parish Councillor should be appointed to verify bank reconciliations (not the Chair) – Cllr Brocklebank was appointed unanimously by the Parish Council.

Note 2 a certification stamp be put in place to show evidence of appropriate checks

Action Mrs Robinson

Note 3 the PC to review and adopt the updated NALC Financial regulations (published 8th May 24). To be circulated once available.

Action Clerk (vacant post)

Notes 4 & 5 - Risk Assessment and Risk Management Policy's need to be reviewed and adopted (Risk Management re-adopted Jan 23); to be discussed at the June meeting

Action Cllr Charlton

Note 6 – Post the Joint Cemetery Committee regulations on-line

Action Mrs Robinson

Notes 9 & 10 Publish Asset Register and tracking on website

Action Mrs Robinson

Note 11 The website requires an accessibility statement and privacy notice

Action Mrs Robinson

Note 12 Additional financial information (payments over £100) to be published on the website

Action Mrs Robinson

Note 13 Associated meeting documents should be published – the Parish Council agreed to do this going forward.

Action Clerk (vacant post)

Note 14 Postal Contact details – the outgoing Clerk hadn't wanted her home address on the website previously. The possibility of giving the Parish rooms address on the website with a post redirection to the new Clerks address was discussed. C/F

Action Clerk (vacant post)

d. Annual Governance and Accountability Return 2023/24

The Parish Council reviewed the Annual Governance and Accountability Return circulated for review prior to the meeting (Internal Auditors **notes 15 & 16**):

- i. The Parish Council unanimously **RESOLVED** to approve **Section 1 of the 2024/25 AGAR**
- ii. The Parish Council unanimously **RESOLVED** approve the **Accounting Statements** for 2024/25
- iii. The Parish Council unanimously **RESOLVED** approve the **2024/25 Certificate of Exemption**
- iv. The Parish Council unanimously **RESOLVED** to formally approve the dates for the **period of exercise of the public rights** as **Monday 3rd June – Friday 12th July 2024.**

Cllr Charlton will sign the appropriate forms and the Clerk will submit the Certificate of Exemption to the External Auditors and post the relevant financial documents on the PC website.

Action Cllr Charlton and Mrs Robinson

12.CW&C Ward Councillors

Cllr Stocks had no further updates for the Parish Council.

Cllr Edwards gave the PC updates on several activities including:

- Grass cutting is planned for the end of the following week, the wet weather has delayed the Wildflower strategy to Autumn.
- The Chester West Crowd fund is now open
- The Defibrillator meant for the Riverside Pub, Acton Bridge, was sent to a pub with the same name in a different part of the country – but it is on its way back. Defibrillators need to be kept in the shade or the cases get damaged.
- D-Day commemorations to be held at St. Mary’s church in Weaverham 6th June 6pm, Cllr Broughton to represent Acton Bridge PC. **Action Cllr Broughton**

13. Reports from other meetings

Cllr Brocklebank had chaired the Joint Cemetery Committee meeting in April, the main cause for concern is the number of graves sinking due to the large amounts of rainfall causing a health and safety issue. The JCC approved the 2023/24 year end figures for inclusion in the 3 Parishes accounts. Cemex have also agreed to donate a small parcel of land to the cemetery.

14. Correspondence

The Clerk highlighted one item of correspondence for review at the meeting. A resident had queried comments loaded against planning application 23/03844/FUL, the Parish Council agreed the comments did not relate to this application and asked the Clerk to get the comment removed from the CWAC planning portal. **Action Mrs Robinson**

15. AOB

Cllr Fifield highlighted ABCA are planning a summer event on Sunday 2nd June, 2-4pm in memory of Bob Holt to include the unveiling of a memorial bench, it will be advertised on the front page of the newsletter.

16. Date of Next Meeting

The Acton Bridge Parish Council meeting is planned for **Monday 3rd June 2024 at 19:00.**

The discussion closed at 21:15

Signed (Chairperson)

Date