

Acton Bridge Parish Council Meeting minutes

Date & time	3 rd June 2024 at 19:00	Location	Parish Rooms, Acton Bridge
Attendees	D Charlton, (Chairperson), L Wakefield, T Brocklebank, D Hall, C Fifield, H Broughton, Cllr L Stocks CW&C		
Apologies	Cllr G Edwards CW&C,		
Absent	M Gillett (PCSO)		
Minutes written by	L Wakefield		

The discussion commenced at 19:00

<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	<p>The May PCSO report had been received by Cllr Charlton, who agreed to forward to the other Parish Councillors. However, he observed that it included nothing specific of note for Acton Bridge.</p> <p>Cllr Charlton to forward May PCSO report to the other Parish Councillors</p> <p style="text-align: right;">Action Cllr Chalton</p>
4. Public Open Forum	<p>There were no members of the public present. A comment was received from a member of the public regarding the condition of the children’s play area. This was thought to be likely due to the length of grass due to the limited (3 times/yr) cutting frequency. Cllr Broughton agreed to inspect the play area and advise whether additional/changes to the maintenance regime were required.</p> <p>Cllr Broughton to inspect children’s play area and advise on any potential changes to the maintenance regime.</p> <p style="text-align: right;">Action Cllr Broughton</p>
5.a To Approve the Minutes of the Annual meeting of the Parish Council held on 13th May 2024	<p>Agenda Item 3. Change to “Cllr Fifield had stepped down from the role of vice Chairman due to other commitments.”</p> <p>Subject to the above change, the Parish Council RESOLVED to approve the minutes of the Parish Council meeting held on 13th May 2024 as a true and correct record.</p>
5.b To Approve the Minutes of the Parish Council meeting held on 13th May 2024	<p>The Parish Council RESOLVED to approve the minutes of the Parish Council meeting held on 13th May 2024 as a true and correct record.</p>
6. Planning & Enforcement	<p>a. <u>Planning Applications:</u></p> <p>i) No planning applications received prior to the Parish Council meeting</p> <p>b. <u>Planning Decisions:</u></p> <p>i) No notifications received before the Parish Council meeting.</p> <p>c. <u>Planning Enforcement & Appeals</u></p> <p>i) No enforcement notices notified before the Parish Council meeting</p>
7. Review of responsibilities for key	<p>The following areas were allocated to be coordinated by the following councillors:</p> <ul style="list-style-type: none">• Social Media – Cllr Broughton• ABCA – Cllrs Broughton, Fifield, Charlton

areas of interest for the Parish Council

- Speed cameras – Cllr Wakefield
- Cemetery committee – Cllr Fifield, Cllr Brocklebank
- Weaverham / Acton Bridge Trust – Cllr Hall & ANO
- Planning – Cllr Fifield
- Footpaths – Cllr Hall
- Children’s Play Area – Cllr Broughton
- Parish Rooms – Cllr Fifield, Cllr Wakefield

8. Actions for recruitment of the 2 Parish Council Vacancies

No applications received to date. Closing date is 12th June after which applicants can be co-opted onto the Council

9. Actions for recruitment of Parish Council Clerk

The clerk role profile was agreed, and the role has been advertised to take over from Mrs Robinson. Mrs Robinson has kindly agreed to continue to support the Parish Council with the online activities until a replacement is in post, but will not attend future meetings. Minute taking will be rotated amongst Councillors until a permanent clerk is in place. Cllr Hall agreed to take the minutes at the next meeting.

Two applications have been received for the role to date (closing date 21st June). It was agreed that Cllrs Charlton, Broughton and Brocklebank would take part in the interview process (or 2 out of 3 if limited by availability). To be coordinated by Cllr Charlton
Cllr Charlton to arrange interviews for clerk applicants

Action Cllr Charlton

10. Review and approval of the updated Risk Management document

After discussion the Parish Council **RESOLVED** to approve the risk management document as written and update it in January 2025.
Mrs Robinson to update and upload onto the website.

Action Mrs Robinson

11. Review and approval of the Privacy Notice for the Parish Council Website

The Parish Council **RESOLVED** to approve the Privacy Notice for the Parish Council Website

12. Updates on Actions from previous Parish Council meetings:

Station Speakers

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

Environmental Heath had been contacted and sound monitoring expected imminently.

Action Ongoing Clerk (vacant post)

Actions for recruitment of the 2 Parish Council Vacancies

Vacancies advertised, action complete

Actions for recruitment of Parish Council Clerk

Vacancy advertised, action complete. New actions placed above

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 asked for a new proposal from Highways. The contribution was approved by Weaverham PC. Action complete

Energy Savings

Cllr Edwards to forward info on Solar panels to Cllr Wakefield. Action ongoing

Action Cllr Edwards

ABCA – keys to the Parish Rooms

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 ongoing

Action Cllr Charlton

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

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

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

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 complete

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

Notes 9 & 10 Publish Asset Register and tracking on website. Action complete

Note 11 The website requires an accessibility statement and privacy notice. Action complete

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

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

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. Action ongoing – to be complete on appointment of new clerk.

Action Clerk (once appointed)

It was also noted that guidance had been issued on accessibility requirements for the website. Cllr Charlton agreed to share information with Cllr Broughton.

Action Cllr Charlton

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 complete

D-Day commemorations

D-Day commemorations to be held at St. Mary's church in Weaverham 6th June 6pm, Cllr Broughton to represent Acton Bridge PC. Action complete

Cllr Fifield attended the commemorations on behalf of the Parish Council, incurring an expense of £27.50 for the wreath. Cllr Charlton to pass on receipt to Mrs Robinson for reimbursement

Action Cllr Charlton

CWAC planning application

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 complete

13. Financial Matters

There was one cheque approved for signature:

a. Cheques for signature

- a. C Robinson £15.99 – Certified stamp

b. Balances

Total Balances as at 31st May 2024

	<u>DR -ve</u>	<u>CR +ve</u>
Current A/c		6,626.13
Unpresented chqs as at 30/04/24	0.00	
		<hr/> 16,626.13 <hr/>
<u>Summary</u>		
Total Balance B/Fwd @ 02/05/2024		16,938.10
Plus total receipts		0.00
Less total payments	311.97	
Total Balance C/fwd to 01/06/24		<hr/> 16,626.13 <hr/>

Payments since last meeting

J O'Donoghue – Internal Audit	£250.00
A MacNeil – Plants	£26.97
ISO (DD)	£35.00
Total Payments	£311.97

Receipts since last meeting

Total Receipts	£0.00
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The current signatories are: Cllrs Brocklebank & Hall, Mr Forbes, Mrs Robinson.

The Parish Council **RESOLVED** to approve the transfer of signatory from Mr Forbes to Cllr Charlton and from Mrs Robinson to the new clerk when appointed.

c. Review and approval of signatories for the Parish Council Bank Account

14. CW&C Ward Councillors

Cllr Stocks had no further updates for the Parish Council. Election purdah is in place.

15. Reports from other meetings

No reports from other meetings

16. Correspondence

No specific comments on the correspondence received.

15. AOB

Cllr Wakefield highlighted that there are a number of properties on Cliff Road with hedges that are starting to prevent access to pavements. Cllr Wakefield to pass on address details to Cllr Charlton

Action Cllr Wakefield

Cllr Broughton reported that the tree at the junction of Cliff Road and Hill Top Road was limiting visibility of signs and vehicles. Cllr Broughton agreed to report it to CWAC.

16. Date of Next Meeting

The Acton Bridge Parish Council meeting is planned for **Monday 1st July 2024 at 19:00.**

The discussion closed at 20:30

Signed (Chairperson)

Date