

Acton Bridge Parish Council Meeting minutes

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|---------------------------|--|-----------------|----------------------------|
| Date & time | 4 th December 2023 at 19:00 | Location | Parish Rooms, Acton Bridge |
| Attendees | T Brocklebank (Chairperson), R Forbes, L Wakefield, C Fifield, D Charlton, H Broughton, Cllr G Edwards CW&C (until 20:00) & Mrs C Robinson (Clerk to the Parish Council) | | |
| Apologies | D Hall, Cllr L Stocks CW&C, Cllr P Rimmer CW&C | | |
| Absent | Michelle Gillett (PCSO) | | |
| Minutes written by | Mrs C Robinson (Clerk) | | |

The discussion commenced at 19:05

| <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 PCSO's November report had not been received prior to the meeting and the PCSO did not attend despite informing the Clerk by email that she hoped to attend. |
| 4. Public Open Forum | There were no members of the public present. |
| 5. To Approve the Minutes of the Parish Council meeting held on 6th November 2023 | The Parish Council RESOLVED to approve the minutes of the Parish Council meeting held on 6 th November 2023 as a true and correct record. |
| 6. Planning & Enforcement | <p>a. <u>Planning Applications:</u></p> <ul style="list-style-type: none">i) 23/03239/FUL - 19 Chapel Lane - Removal of UPVC windows, doors and polycarbonate roof from conservatory and raising of walls in brick with a flat parapet roof and bifold doors. The Parish Council reviewed and had no comments to submit.ii) Additional Application received after the agenda was published: 23/03674/FUL - Pear Tree Farm Cliff - Two storey side extension and addition of front storm porch and dormer. Erection of detached timber frame garage. The Parish Council reviewed and had no comments to submit.iii) No other requests for consultation had been received. <p>b. <u>Planning Decisions:</u> No notifications had been received.</p> <p>c. <u>Planning Enforcement & Appeals</u> No Enforcement notices had been received.</p> |
| 7. Review and any decisions on co-option to the Parish Council Vacancy | There has been no interest expressed to the Clerk. Jackie Weaver from ChALC had confirmed that despite the time lapse, there was no requirement for the Parish Council to formally advertise the vacancy at this point. |
| 8. Review and approval of 'Storms Babet and Ciaran Incident Debrief feedback' requested by Cheshire West and Chester Council | Cllr Charlton circulated a detailed response prior to the meeting for the Parish Council to review and comment. Following a couple of minor amendments, the Parish Council approved the wording and Cllr Charlton will submit the feedback along with Cllr Fifield's detailed timeline. The Parish Council thanked Cllr Charlton for the great job he had done on the response. <p style="text-align: right;">Action Cllr Charlton</p> |

9. Review and decision on proposed site visit by TWM to inspect Station Road speed indicator device £350.00 + vat.

Following Cllr Forbes intervention, TWM are now looking at the SIDs issues – but struggling to see anything to rectify the problems, although they think Milton Rough should be ok to download from (but Clerk still can't). They will need to do a site visit at £350 + vat to identify issues, and have also suggested a pre-authorisation of £500 for parts so that they can do repairs without having to do a return visit (and charge another site visit fee). After discussion the Parish Council asked the Clerk to find out more information from TWM on maintenance contracts and other possible solutions, for review at the January PC meeting.

Action Mrs Robinson

10. Review of request and any actions to add 'Station car parking issues' to January agenda

The Parish Council discussed emails that had been circulated from a resident and other interested party re having an agenda item at January's meeting. The Parish Council agreed to have an agenda item at the January meeting but agree the cars parked on the road is a difficult issue to find a solution to. In preparation for the meeting Cllr Wakefield agreed to speak to the Licensees of the Hazel Pear and Cllr Edwards will speak to the Baptist Church Trustee and the Planning Officer dealing with the former Nursery planning application.

Action Cllrs Wakefield and Edwards

11. Updates on Actions from previous Parish Council meetings:

Letter re sandbags

The Parish Council approved the draft letter to the residents of Holly Cottage, Acton Lane re siting of the sandbags.

Action Mrs Robinson

Tennis Club coaching complaint

Email re complaint about the tennis club forwarded to Selina Rooney.

12. Financial Matters

a. Cheques for signature

There were two invoices approved for payment:

- I. Invoice from CW&C May 2023 Election costs £181.00 (NB Can't be paid by chq)
- II. Invoice from ChALC 2023/299 for £30.00 for training session Cllr Broughton

b. Decision on approval of Clerks salary increase

The Parish Council approved to apply E01-23 | 2023/24 LOCAL GOVERNMENT SERVICES PAY to the Clerks hourly rate (backdated to April 2023), as they had previously agreed to align the Clerks salary to Local Government Services SCP 10 rate. The increase in SCP 10 is from £12.28 - £13.28 with effect from 1st April 2023.

c. Balances

Total Balances as at 30th November 2023

| | <u>DR -ve</u> | <u>CR +ve</u> |
|--|---------------|-------------------------|
| Current A/c | | 14,318.12 |
| Unpresented chqs as at 30/11/23 | 90.00 | |
| | | <u>14,228.12</u> |
| Summary | | |
| Total Balance B/Fwd @ 01/11/2023 | | 14,318.12 |
| Plus total receipts | | 0.00 |
| Less total payments | 90.00 | |
| Total Balance C/fwd to 01/12/23 | | <u><u>14,228.12</u></u> |
| Receipts: | £0.00 | |
| Payments: | | |
| ChALC Training (Cllr Broughton) | £30.00 | |
| ChALC Training (Cllrs Broughton & Wakefield) | £60.00 | |
| Total | £90.00 | |

d. Review of budget and forecast for

The Clerk circulated a detailed spreadsheet prior to the meeting with the 2023/4 actuals and forecast along with the 2024 2025 Budget and precept review.

2024/25 with a view to making a decision on the precept request for 2024/25.

The 2023/4 final balance will (mainly) depend on the final costs of the SIDs maintenance and any decision to proceed with speed reduction on A49.

The Parish Council reviewed and discussed the forecast for 2023/4 and the budget for 2024/25, and decided to defer any final decision on the 2024/25 precept to the January Parish Council meeting.

13. CW&C Ward Councillors

Cllr Edwards shared news of Carol Service being arranged at the Baptist Church on Tuesday 19th December at 7pm, that she was dealing with a new contact and there may be information on a new Minister at the church. She also informed the Parish Council about a resident looking to fund a defibrillator for the village. She will circulate an email with more information. **Action Cllr Edwards**

14. Reports from other meetings

- Cllr Charlton had attended the Remembrance Service at Weaverham Church and laid a wreath on behalf of the Parish Council.
- Weaverham Parish Council had arranged a meeting with Cllrs Charlton and Brocklebank, along with Cllr Edwards to look at potential options for housing flood victims in the immediate aftermath, as part of the resilience plans.

15. Correspondence

The Clerk had summarised correspondence in her Clerk's report. There were no items raised for discussion at the meeting.

16. AOB

- Cllr Broughton had been approached by a resident asking why there was no Wi-Fi in the Parish rooms. Projection, screens, Wi-Fi etc. is currently ABCA's responsibility and not the Parish Councils
- It was noted one of the village signs had been moved, possibly by a resident.
- Cllr Charlton raised an issue about the drain opposite the Hazel Pear, might not be just blocked but it may have collapsed. Although it has been raised before, Cllr Edwards will raise again with CW&C. **Action Cllr Edwards**

17. Date of Next Meeting

The next Parish Council Meeting is planned for **Monday 8th January 2024 19:00**. The precept request for 2024/25 will need to be agreed at this meeting. The Clerk also circulated meeting dates for 2024 which were reviewed, the Clerk will circulate an amended version. **Action Mrs Robinson**

The discussion closed at 20:25

Signed (Chairperson)

Date