**MINUTES OF A MEETING OF NORLEY PARISH COUNCIL HELD ON MONDAY 18TH JUNE 2018 AT NORLEY PRIMARY SCHOOL**

 **PRESENT:** Councillors: Deryn O’Connor (Chair),Ann Crawford, Ken Fayle, Dennis Ford, Ian Stockton and

Mont Sturt

 Gaynor Hawthornthwaite (Clerk)

There were no members of the public in attendance.

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| **1.****2.** | **APOLOGIES FOR ABSENCE**Apologies were received from Councillor Wild and Cheshire West and Chester Councillor Ralph Oultram and PCSO David Hayes.**DECLARATIONS OF INTERESTS**There were no interests declared. |
| **3.** | **PUBLIC SPEAKING TIME/OPEN FORUM**There were no items reported. |
| **4.** | **APPROVAL OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 9TH MAY 2018**These were agreed as a correct record and signed by the Chair, subject to the following amendment: Page 2 – Item 2 – Action should be – **Councillor Sturt** agreed to follow up.The minutes of the Annual Parish meeting are to be initialled at the July meeting.**Action – Clerk to note for the July meeting.** |
| **5.****6.** | **MATTERS ARISING FROM THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 9TH MAY 2018*** The venues for the 2018/2019 PC meetings have all been booked as follows:
* Monday 18th June 2018 - Primary School
* Wednesday 25th July 2018 - Methodist Church
* Monday 10th September 2018 - Primary School
* Wednesday 10th October 2018 - Methodist Church
* Monday 12th November 2018 - Primary School
* Wednesday 9th January 2019 - Methodist Church
* Monday 11th February 2019 - Primary School
* Wednesday 13th March 2019 - Methodist Church
* Monday 15th April 2019 - Primary School
* Wednesday 8th May 2019 - NCK Centre
* Standing Orders and Financial Regulations and complaints procedure continue to be worked on. Drafts will be circulated to PC members once completed.

**Action – Clerk and Councillor Wild to continue to follow up*** Councillor Sturt has met with the Nursery Park Residents with regard to the conifer trees.
* Following correspondence from the Norley Women’s Institute relating to the tree planting proposal in the Village, suggestions from the PC about the location of the Service tree are to be forwarded to the Clerk.

**Action – All to note.*** A response is awaited from the Forestry Commission about meeting with the PC to discuss the felling of Beech trees in Delamere Forest.
* The Clerk has completed the VAT Claim Form for 2017/18 (total £370.63) and is continuing to follow up VAT invoices for the previous 3 years.

**Action – Clerk to continue to follow up*** The Community Right to Bid application is being progressed by Councillor Wild.

**Action – Councillor Wild to continue to follow up.*** Councillor Crawford has now processed an application for a defibrillator in the village.
* The PC had met with the CW&C Planning Manager on 22nd May to discuss the wider implications of the implementation of the Neighbourhood Plan.
* The photos of a PC meeting for the website are outstanding.

**Action – Clerk to note for the July PC meeting.****HIGHWAYS*** Following a quotation that had been received for the restoration and painting of the three direction signs, this was also followed up with with CW&C Highways. A response had been received relating to partnership working to repair the signs. It was agreed that the PC should follow this up further with CW&C.

**Action – Clerk to confirm the location of the signs (Opposite the Chinese Restaurant, the top of Nolrey Lane junction with Norley Road and on the Green Triangle – Maddocks Hill) with CW&C Highways and arrange for the CW&C Network Steward to inspect and report back.*** Funding towards a Speed Indicator Device in the village continues to be followed up with Partners/Dane Housing.

**Action – Councillor O’Connor to continue to follow up with Partners/Dane Housing.*** The pot hole on School Bank has now been filled in.
* The flooding that can occur during wet weather on Maddocks Hill needs to be reported.

**Action – Clerk to follow up with Highways.*** The Works on the Green Triangle have now been completed.

**HEDGE CUTTING AND FOOTPATHS**A report from the Walking Group is awaited following the June walks.  |
| **7.** | **PLANNING** **Applications**The following planning application had been received for consideration since the 9th May meeting:* 18/01862/REM - Delamere Forest School Blakemere Lane Norley Frodsham WA6 6NP: Approval of details for reserved matters on Condition 3 of outline 16/01605/OUT - details of the appearance, landscaping and scale – There were no comments from the PC.

**Decisions*** 18/00471/FUL - The Bungalow Fingerpost Lane Norley Northwich Cheshire WA6 8LE: Creation of a first floor with dormer style windows and internal alterations – **Approved**
* Planning Inspectorate APP/A0665/W/17/3190337: Nursery Park, WA6 6LX – **Appeal Dismissed.**
* 18/01413/FUL – Town Farm, Town Farm Lane, Norley: Agricultural/Forestry Storage Building – Amendment to application 18/00108/FUL – **Approved.**
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| **8.** | **CLERK’S REPORT AND CORRESPONDENCE**The Clerk reported on the following:* An update report on the progress and activity in the Memorial Garden had been received from Phil Gifford which was read out at the meeting.

It was noted that a link to the Norley Wildlife Garden should be added to the Norley website.**Action – Clerk to update the website.*** As PCSO David Hayes was unable to attend the meeting a report had been provided as follows:

The parking and speeding outside Norley Primary is being followed up. PCSO Hayes had attended the school this week to look at parking in the morning and provide a stranger danger talk during assembly.There is also an ongoing process to turn Norley Village hall into one of PCSO Hayes’ police bases and Police Surgeries are to be held from there. |
| **9.** | **FINANCIAL MATTERS**A financial report and a budgetary monitoring report had been circulated to PC members with the agenda prior to the meeting which had been received and noted.The following was noted:* The PC account balance as at 1st March 2018 was £50,980.20
* The Notice of Public Rights and Publication of Annual Governance and Accountability Return for the 2017/18 had been displayed on the PC website and noticeboard from the 4th June 2018.

**Approval of Accounts 2017/18**The 2017/18 accounts were received and approved.**Approval of Internal Auditor’s Report**The Internal Auditor’s report was received and approved and the following had been noted and actioned:* A Risk Assessment is to be compiled and circulated to the PC.

**Action – Clerk to follow up.*** The missing bank statements for the deposit account have now been received from the bank.
* A balanced bank reconciliation was presented to the PC as recommended.
* The PC Financial Regulations are in the process of being updated.
* The VAT reclaims are being followed up by the Clerk for the previous three financial years.
* An Assets Register has now been compiled and is listed on the PC website.
* Receipts of confirmation of any donations made are to be requested in future.
* A Data Protection Registration Officer has been appointed – Councillor Ken Fayle.

**Appointment of Internal Auditor for 2018/19**It was agreed that JDH Business Services Ltd should be asked to complete the PC 2018/19 Internal Audit.**Approval of Annual Return:**It was agreed that this item should be carried forward to the July 2018 meeting so that further information could be obtained from the 2016 External Auditor report before completing and signing the 2017/18 Annual Return. The following are to be completed at the July meeting:* Completion of Section 1 – Annual Governance Statement 2017/18 – Complete and sign Section 1
* Completion of Section 2 – Accounting Statements 2017/18 – Complete and sign Section 2
* Approval of Certificate of Exemption – External Audit

**Approval of the following cheques:**The following cheques were approved for signature: * Completion of the PC 2017/18 Internal Audit - £154.80 – JDH Business Services Ltd
* Completion of the carriageway alteration and installation of new kerbs – Green Triangle, Maddocks Hill - £5904.72 – Dutton Contractors Ltd

It was noted that cheque number: 342 for £35 – for the 2018/19 Data Protection Registration had been returned as there had been an increase in costs for 2018/19. Once the amount has been followed up, another cheque is to be signed.**Action – Clerk to follow up.** |
| **10.****11.** | **ANY OTHER BUSINESS**The following items were reported:As Councillor Wild was unable to attend the meeting he had asked if the following could be reported:* Whether a further dog bin could be put at the junction of Cow Lane and Fingerpost Lane, to complete “the circuit” for dog walkers.

**Action – Clerk to follow up with Sharon Marshall, Localities Officer*** The grass outside the Tiger’s Head has been mowed, but the PC are not sure who cut the grass.

**Action – Clerk to follow up with the Tiger’s Head.*** There is a blues night at the Village Hall on Sunday 24th June at 7pm. Three acts, inc a veteran US blues man, Kent Duchaine. Tickets are £14.50 and all welcome to attend.

Following the offer from an ex-resident to make a steel ‘Norley’ sign, further information about the size and costs were provided by Councillor Food.After discussion the PC agreed that the ex-resident should be invited to the July meeting to provide further information.**Action – Councillor Ford to follow up.** **DATE OF NEXT MEETING****The date of the next meeting is Wednesday 25th July 2018 at 7.00 pm** **at Norley Methodist** **Church**  |
|  | The meeting closed at 8.25 pmSigned . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  Date . . . . . . . . . . . . . . . . .THESE MINUTES REMAIN UNRATIFIED UNTIL SIGNED AS CORRECT AT THE NEXT PARISH COUNCIL MEETING |