**MINUTES OF THE ANNUAL MEETING OF NORLEY PARISH COUNCIL HELD ON WEDNESDAY 9th MAY 2018 AT NORLEY NCK CENTRE AFTER THE CLOSE OF THE ANNUAL PARISH MEETING**

 **PRESENT:** Councillors: Deryn O’Connor (Chair),Ann Crawford, Ken Fayle, Dennis Ford, Terry Harvey,

 Ian Stockton

 Councillor R Oultram – Ward Councillor – Cheshire West and Chester Council

 Gaynor Hawthornthwaite (Clerk)

There were three members of the public and PCSO David Hayes in attendance.

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| **1.****2.** | **APOLOGIES FOR ABSENCE**Apologies were received from Councillors Querelle, Sturt and Wild.**DECLATIONS OF INTERESTS**Councillor Harvey declared a personal interest in Minute number 11 Planning application No: 18/01610/FUL - Delamere Forest House Blakemere Lane Norley Frodsham WA6 6NS |
| **3.** | **PUBLIC SPEAKING TIME/OPEN FORUM**A member of the public raised a question about a stable building in Norley for which planning permission has been granted to turn it into a holiday let and if it can be used for permanent residency.The PC confirmed this property could only be used as a holiday let. |
| **4.** | **APPROVAL OF THE MINUTES OF NORLEY ANNUAL PARISH COUNCIL MEETING HELD ON 8TH MAY 2017**These were agreed as a correct record and signed by the Chair. |
| **5.** | **ELECTION OF CHAIR/CHAIRMAN** Councillor O’Connor was elected as Chair for 2018/19. This was unanimously agreed. Councillor O’Connor accepted the position of Chair and is to sign the Declaration of Acceptance of Office form. |
| **6.****7.** | **ELECTION OF VICE CHAIRMAN** Councillor Stockton was elected as Vice Chairman for 2018/19. This was unanimously agreed. Councillor Stockton accepted the position of Vice Chairman and is to sign the Declaration of Acceptance of Office form.**APPOINTMENT OF REPRESENTATIVES AND OFFICERS** |
| **8.****9.****10.** | The following were agreed:* All members of the Council would become members of Planning Committee to review planning applications in between Parish Council Meetings.
* Councillor O’Connor agreed to be the Neighbourhood Plan representative
* Councillor Wild to remain as Village Hall representative
* Councillor O’Connor to remain as School Governor at Norley C of E School
* Councillor Fayle was appointed as the Data Protection Officer.

**REVIEW OF WORKING PRACTICES/MEETINGS 2018/2019**Meetings will take place on alternate Mondays and Wednesdays every 6 weeks excluding August and December. **To agree timings/location of meetings:**Suggested Dates (subject to availability of venues):* Monday 18th June 2018
* Wednesday 25th July 2018
* Monday 10th September 2018
* Wednesday 10th October 2018
* Monday 12th November 2018
* Wednesday 9th January 2019
* Monday 11th February 2019
* Wednesday 13th March 2019
* Monday 15th April 2019
* Wednesday 8th May 2019

**Action - Clerk to book meeting rooms at Methodist Hall, School or NCK Centre, subject to availability.****TO AGREE STANDING ORDERS/FINANCIAL ARRANGEMENTS**The Standing Orders and Financial Arrangements are to be reviewed by the Clerk and Councillor Wild. A Complains Procedure is also to be compiled.**Action – Clerk and Councillor Wild to follow up.****APPROVAL OF MINUTES OF NORLEY PARISH COUNCIL MEETING HELD ON 28TH MARCH 2018**These were agreed as a correct record and signed by the Chair. |
|  | **MATTERS ARISING FROM THE MINUTES OF NORLEY PARISH COUNCIL MEETING HELD ON 28TH MARCH 2018** |
|  | **Highways*** Works are planned for improving the black and white direction signs in the village. Councillor Harvey is to obtain a quotation.
* The funding towards a Speed Indicator Device continues to be followed up with Partners/Dane Housing.
* The PC continues to follow up information relating to the Section 50 Agreement regarding the carriageway alteration to install new kerbs to the area around the grass triangle at Maddocks Hill. The Chair thanked Councillor Oultram for his assistance in following up additional information relating to the Section 50 Agreement.

**Action – Clerk to follow up the Contract with the Contractor.*** A detailed Highways Report is now available on the Parish Council website.
* A response had been received from Helsby PC about the loan of the enforceable speed device who confirmed that Helsby PC insurance only insures two named operators and they are Helsby PCSO and Frodsham PCSO.

The PC agreed to assist the PCSO with Speed Watch where possible. It was noted that no PC members are currently trained to use the speed gun.**Action - PCSO Hayes agreed to follow up the use of Trucams.**The costs and provision of a defibrillator continues to be followed up.**Action – Councillor Crawford to follow the completion of an application for funding on behalf of the PC.*** A meeting has been arranged with CW&C Planning Manager for Tuesday 22nd May at 2.00 pm in Norley Methodist Church

**Action – Clerk to book a room for this meeting.*** Councillor Wild has fed back to the Wildlife Group about the management of the garden and the asset of the wildflower meadow.
* Updated photographs for the website continues to be followed up. There had been a suggestion about taking photos of a parish council meeting.
* The VAT 126 form is now to be completed on-line. The Clerk is to follow up a reference number so that the information can be submitted.

**Action – Clerk to follow up.*** Work on the Community Right to Bid application continues.
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| **11.** | **PLANNING** **Applications:**The following applications had been received for consideration since the 26th March 2018 meeting:* 18/01610/FUL - Delamere Forest House Blakemere Lane Norley Frodsham WA6 6NS: 1.3m high fence to front and part of side boundary. There were no comments from the PC.
* 18/00108/FUL - Town Farm Town Farm Lane Norley Northwich Cheshire WA6 8NH: Agricultural/Forestry storage building - Amendment to application 18/00108/FUL. There were no comments from the PC.
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| **12.** | **CORRESPONDENCE**The Clerk reported on the following:* An email had been received from the Chair of Nursery Park Residents Association relating to the planting of conifer trees.

**Action - Councillor Stockton agreed to follow up with the resident after the 15th May.** * A letter had been received from Norley Women’s Institute relating to the tree planting proposal with a suggestion about planting a Service Tree. The exact location of the planting is to be agreed.

After discussion the PC agreed to consider this outside of the meeting and to let the Clerk know of suggested locations.**Action - Suggestions about the location of the Service tree to be forwarded to the Clerk.*** A request had been received from the Cheshire Wildlife Trust asking whether the Parish Council would support their funding application to undertake further ditch blocking work and management of the trees/removal of rhododendron to improve the northern end of the Flaxmere Moss site.  After discussion about the value of the mosses and improvements to the water environment, the PC agreed to support the Cheshire Wildlife Trust’s funding application and provide a signed letter of support.

**Action – Clerk to forward the letter on to Sarah Bennett.** * Communication had been received from a resident about the felling of Beech Trees in the forest. The PC agreed to follow this up.

**Action – Clerk to follow up.** |
| **13.**  | **FINANCIAL MATTERS**The Clerk reported the following:* The account balance as at 1st May 2018 was £51783.03.
* The 2018/19 precept had been paid into the account on 5th May 2018.
* The Clerk had made an online tax payment for the 2017/18 4th quarter salary payment of £115.40

on 18th April 2018.As the accounts were with the Internal Auditor it was agreed that the Approval of the 2017/18 accounts, Annual Return and Internal Auditor’s Report would be considered at the June meeting. **RESOLVED - Clerk to note as an agenda item for the June meeting.**The following cheques were approved and signed:* Parish Council Insurance – Zurich - £405.75
* Cheshire Community Action Membership 2018/19 £20.00 – Cheshire Community Action
* Hire of room for 7 PC meetings at Norley Methodist Church - £70.00 – Norley Methodist Church
* Six monthly fee for preparation of wages to March 2018 - £96.00 – Rose Rowland and Co
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| **14.** | **ANY OTHER BUSINESS**The following items were reported:* There are two pot holes on School Bank, which are dangerous and need to be reported.

**Action – Councillor Oultram agreed to follow up with CW&C Highways.**There is recurring flooding at the bottom of Maddocks Hill.It was agreed that this should be followed up before work starts on the Green Triangle.**Action – Clerk to contact Highways and report this again.*** On behalf of Norley Wildlife Group, Martin Bell submitted a Request for Quotation for a Hydrological Assessment of Breech Moss. The 2 companies have responded with their proposals and cost.

**Action – Councillor O’Connor will liaise with the Wildlife Group to search for potential funding opportunities.*** The Wildlife Group has permission from the Parish Council and Vicar Peter Rugen to make two new paths in the village. One at the rear of the Memorial Garden and the other in the Bluebell Wood adjacent to St. John’s church. The final plans will be subject to approval and made available for public comment. These paths will be a positive contribution to the village and the group is preparing applications for grants and keeping people updated through Norley News, notice boards and Facebook.
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| **15.** | **DATE OF NEXT MEETING**Monday 18th June 2018 at 7.00 pm – Venue to be agreed. |
|  | The meeting closed at 8.30 pmSigned . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  Date . . . . . . . . . . . . . . . . .THESE MINUTES REMAIN UNRATIFIED UNTIL SIGNED AS CORRECT AT THE NEXT PARISH COUNCIL MEETING |