**DRAFT MINUTES OF A MEETING OF NORLEY PARISH COUNCIL HELD ON WEDNESDAY 25TH JULY 2018 AT NORLEY METHODIST CHURCH**

 **PRESENT:** Councillors: Deryn O’Connor (Chair),Ann Crawford, Terry Harvey, Ian Stockton and

Mont Sturt

 Gaynor Hawthornthwaite (Clerk)

There was one member of the public in attendance.

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| **1.****2.** | **APOLOGIES FOR ABSENCE**Apologies were received from Councillors Fayle, Ford and Wild 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 MEETING HELD ON 9TH MAY 2018 AND THE PARISH COUNCIL MEETING HELD ON 18TH JUNE 2018**These were agreed as a correct record and signed by the Chair. |
| **5.****6.** | **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 18TH JUNE 2018*** The Standing Orders, Financial Regulations and a Complaints Procedure have now been drafted by the Clerk. The Risk Assessment is in the process of being drafted

**Action – Clerk to circulate for comments before finalising at the September meeting.*** 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 have been considered

**Action – Councillor O’Connor to follow up the suitability of the suggested location of Hambletts Hollow.** * 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.*** Following the submission of a grant application for three defibrillators in the village, the PC has been successful in receiving a grant of £600 towards the cost of the defibrillators, which the PC have agreed purchase. The suggested locations are at The Carriers at Hatchmere, the village hall and at the Tigers Head. Contributions towards the funding are also to be received from the Garden Club and Village Hall. As the PC will be purchasing the 3 defibrillators it was agreed that the insurance cover should be followed up.

**Action – Clerk to follow up with the insurance company.*** The photographs of a PC meeting are to be added to the website.

**Action – Clerk to add the photographs to the website.*** It is thought that the grass outside the Tigers’s Head was cut by CW&C.
* The request for a further dog bin at the junction of Cow Lane and Fingerpost Lane has been forwarded to CW&C Asset Team who are to carry out an assessment for the bin to be placed at this location.
* Following the offer from an ex-resident to make a steel ‘Norley’ sign, Councillor Ford continues to follow up.

**Action – Councillor Ford to continue to follow up.** **HIGHWAYS*** A response had been received from CW&C about the restoration and painting of the three direction signs. The Network Steward has inspected them and has confirmed that the only one with any damage is the one near to the Chinese Restaurant which has a finger missing. The PC agreed that this should be repaired by CW&C. The additional finger needs to be added and spinning round so that it is pointing in the right direction. The missing finger is understood to have pointed towards Mouldsworth.

The sign at the bottom of Maddocks Hill needs to be planted more firmly and the sign at the top of Norley Lane needs to be checked.The black and white signs have been inspected by CW&C who have confirmed that they will carry out the structural work and repairs and supply the paint but are not able to sand down and paint. It was agreed that following the quotation received from Rock Graphics, they should be asked to complete the work for the restoration of the black and white signs once CW&C have completed the structural work on the signs.**Action – Clerk to follow up with CW&C the work to be completed on the signs*** 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 gully that is blocked at the bottom of Maddocks Hill is to be investigated by CW&C Network Steward who will raise the relevant repair work.

**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 18th June meeting:18/02200/FUL - Beechwood Cottage Dutton Lane Crowton Northwich Cheshire CW8 2TN: Proposed Replacement Porch, Dormer Window to existing roof and glazing / window changes – There were no comments from the PC.**Decisions*** 18/00765/FUL - Moss Cottage Breech Moss Lane Norley Frodsham WA6 8LR: Rear and side extensions, single storey with partial rear two storey – **Refused**
* 18/01610/FUL – Delamere Forest House Blakemere Lane Norley Frodsham WA6 6NS: 1.3m high fence to front and part of side boundary – **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 had been circulated prior to the meeting. No comments or issues were raised and the councillors accepted the report and thanked the Wildlife Group for the work carried out for the benefit of the village.

A link to the Norley Wildlife Group has been added to the Norley website.* As PCSO David Hayes was unable to attend the meeting there were no items reported from the PC or David. Any issues are to be reported to David.
* A report had been received from a resident that a water sprinkler was being used on the bowling green. The PC received and noted the report.

From CW&C* The Boundary Ward changes will come into force on May 2019.
* Planning for Traveller Sites Consultation between 16 July and 5 October 2018.

From Cheshire Community Action* Neighbourhood Planning Survey – deadline 31st July.

**Action – Councillor O’Connor to complete the survey on behalf of PC.**From United Utilities* Hosepipe ban to be introduced from 5th August 2018.
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| **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 Clerk reported on the following:* The PC account balance as at 29th June 2018 was £45,055.48.
* The Clerk had made a payment to HMRC of £130 for the Clerk’s salary for the tax period 6 April 2018 to 5 July 2018 (first quarter).

**Approval of 2017/18 Annual Audit Return**This item had been carried forward from the June 2018 meeting so that information which had been requested from the External Auditor in 2016 could be clarified before completing and signing the 2017/18 Annual Return. This information had now been checked and the following was agreed:* Completion of Section 1 – Annual Governance Statement 2016/17:  The PC considered points 1-8 of the Statement in Section 1, which was approved and signed by the Chair and the Clerk/Responsible Financial Officer.
* Completion of Section 2 – Accounting Statements 2016/17: The PC considered the Statement in Section 2, which was approved and signed by the Chair and the Clerk/Responsible Financial Officer.

**Approval of Exemption Certificate**After consideration of the Certificate of Exemption, the PC agreed that as the PC annual gross income and annual gross expenditure for 2017/18 did not exceed £25,000 the PC wished to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015. However, it was noted that as the deadline for submitting the Certificate had now passed, the Clerk should follow this up with the External Auditor.**Action – Clerk to notify the External Auditor about the Certificate of Exemption and to publish the 2017/18 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements on the PC website.****Approval of the following cheque:**The following cheque was approved for signature: * Re-issue of another cheque for the revised cost of the 2018/2019 Data Protection Registration – Information Commissioner - £40.00
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| **10.****11.** | **ANY OTHER BUSINESS**The following items were reported:* There was a suggestion about inviting the local MP – Mike Amesbury to a PC meeting.

**Action – Councillor O’Connor to follow up.*** The process of Accessing High Speed Internet Installations.
* Councillor O’Connor informed the meeting that there was a possibility of lottery funding for development of the path at the rear of the Memorial Garden. The Wildlife Group will clear the area and build the path but as it is common land the Parish Council would need to make an application for the funding.

**DATE OF NEXT MEETING**The date of the next meeting is **Monday 10th September 2018 at 7.00 pm** **at Norley Primary School.**  |
|  | The meeting closed at 8.05 pmSigned . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .  Date . . . . . . . . . . . . . . . . .THESE MINUTES REMAIN UNRATIFIED UNTIL SIGNED AS CORRECT AT THE NEXT PARISH COUNCIL MEETING |