**MINUTES OF A MEETING OF NORLEY PARISH COUNCIL HELD ON MONDAY 10TH JUNE 2019 AT NORLEY PRIMARY SCHOOL**

**PRESENT:** Councillors: Deryn O’Connor (Chair),Ann Crawford, Ken Fayle, Ian Stockton (until 7.50 pm) and

Jon Wild

Councillor Gillian Edwards – Ward Councillor – Cheshire West and Chester Council

Gaynor Hawthornthwaite (Clerk)

There were two members of the public in attendance.

Before the meeting commenced Councillor O’Connor welcomed Dennis Ford to the meeting. Dennis had served as a Parish Councillor for 40 years, including two years as the Parish Clerk and 12 years as a Borough Councillor. At the May 2019 Elections, Dennis decided not to stand again as a Parish Councillor. The PC thanked Dennis for his dedication to the parish and presented him with some flowers and vouchers in recognition of his 40 years’ service.

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| **1.**  **2.** | **APOLOGIES FOR ABSENCE**  Apologies were received from Terry Harvey, Ward Councillors Paul Williams and Charles Fifield 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 8TH MAY 2019**  These were agreed as a correct record and signed by the Chair. |
| **5.**  **6.** | **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 8TH MAY 2019**   * It was agreed that the proposed PC meeting date in September should be changed from Thursday 5th September to Wednesday 4th September.   **Action – Clerk to check room availability and then re-circulate list of 2019/20 PC meeting dates.**   * The Village Sign has now been completed by Mr Hough and photographs of the sign had been circulated to PC members. The sign is approximately 2 metres wide and 1.75 metres high which is   too big for the location the PC had originally agreed. The suggested alternative location is at the top of Town Farm Lane, subject to confirmation of suitability from CW&C Highways.  **Action – Councillor Edwards to liaise with Steven Bentley about a site visit and the suggested location of the sign.**   * It was suggested that a site meeting be arranged with Ian Lovatt of CW&C Highways to look at the possibility of locating a speed indicator device along School Bank. If a pole for a speed indicator device could be located there that would lead to 6 sites for the speed indicator devices. Following a recent site visit, Ian had also confirmed the preferred location for the 5 interactive signs. Four of these would need section 115 agreements as they are on the adopted highway, the fifth one would need to be agreed with the forestry commission.   **Action – Councillor O’Connor to contact Ian Lovatt to arrange a site meeting.**   * The PC had met with Acton Bridge PC to find out about their experience of installing speed indicator devices in Acton Bridge and the cost to do this. The total cost of their 4 poles and 2 cameras was approximately £7,000. It was agreed that the PC should arrange to either visit TWM Traffic Control Systems of Winsford or invite them to a site visit. The PC are also going to look into possible grants that maybe available for Speed Indicator Devices from the Police and Crime Commissioner.   **Action – Councillor O’Connor to follow up with the Police and Crime Commissioner and to liaise with TWA Traffic.**   * A response is awaited from Dave Reeves of CW&C Highways about the refusal to designate 20mph speed limits around the Stores. The second collection of the speed data for the 20mph will be available at the end of June.   **Action – Councillor O’Connor to continue to follow up**   * There has been no response from Partner Construction about the promised funding for a Speed Indicator Device for the village. It was agreed that this should now be followed up with CW&C to see if there are any further actions that the PC could take.   **Action – Councillor Edwards to follow up with CW&C Legal Department. Councillor O’Connor to forward information to Councillor Edwards.**   * The assessment of a further speed reduction to 30mph on School Lane is awaited. The speed information data will be available at the end of July.   **Action – Clerk to await contact from CW&C**   * The PC agreed that the Defibrillator Kit should now be installed on the side wall of the village hall sometime next week and that the training kit should be stored in the village hall.   **Action – Councillors Crawford and O’Connor to make the arrangements for the defibrillator kit and the training kit.**   * Following the letter that had been received from an ex-resident about the removal and renovation of the railing on the cherry tree on Norley Road, just past Post Office Lane going out of Norley, which had been planted in 1953 to commemorate the coronation, the PC thought that a plaque should be put alongside the tree to mark the occasion and agreed to fund this.   **Action: Dennis Ford is continuing to follow up the cleaning of the railings, on behalf of the PC.**   * Following the May 2019 Elections, there are now 3 Parish Councillor vacancies. Notices of the vacancies are to be placed in the Norley News, Norley Facebook, website and noticeboards.   **Action – Clerk to notify CW&C Democratic Services and to advertise the vacancies.**   * The Norley website is continuing to be reviewed by the Clerk and Councillor Fayle. * The hedge of Oak Tree House, bordering School Bank has now been cut back. * The ivy on the Cheese Hill Lane sign has now been removed. * Following the standing down of one of the bank signatories the completion of the bank form to add Councillor Fayle as a bank signatory is being followed up. * The Ward Members and the PC are continuing discussions with CW&C Highways about the signage on Cheese Hill Lane.   **HEDGE CUTTING/FOOTPATHS**  The hedges on Marsh Lane had been inspected by CW&C Highway Officers who confirmed that there are no issues relating to highway safety.  It was reported that the hedge on Maddocks Hill is overgrown and needs cutting back.  There was a question from a member of the public about the grass cutting around the village and whether there were any issues. The PC didn’t think that there are currently any issues.  It was noted that any issues about grass cutting should be followed up with Councillor Edwards who will then follow up with CW&C Street scene. |
| **7.** | **PLANNING**  **Applications**  The following planning applications had been received for consideration since the 8th May meeting:   * 19/01646/FUL - Land Adjacent to Wood View Blakemere Lane Norley: Erection of one dwelling – Any PC comments to be submitted to the Clerk by 18th June. * 18/03121/FUL - Haulage Yard, High Street Norley Frodsham: Replacement of fence on boundary, reprofile banking with sandstone and re-erect new fence - Any PC comments to be submitted to the Clerk by 20th June.   **Decisions**   * 19/00924/S73 – Land At Forestgate Farm, Hondslough Lane Norley: Variation of condition 2 (plans) and 4 (demolition plan) on planning permission 17/04478/FUL (conversion and extension of barn to one residential dwelling with associated garage, landscaping and access) to allow revisions to the approved building and provide an accurate plan relating to the demolition – **Approved.** * 19/00435/FUL - Garravogue School Bank Norley Northwich Cheshire WA6 8NP: Two storey side and single storey rear extensions (resubmission of 18/02869/FUL) – **Approved.** * 19/00605/FUL - Red Lodge Cow Lane Norley Northwich Cheshire WA6 8PH: Demolition of existing sun room and erection of single storey side extension including new porch canopy – **Approved.** |
| **8.** | **CLERK’S REPORT AND CORRESPONDENCE**  The Clerk reported that there was a 1 and 1 outstanding invoice for the extended support for the website. The PC agreed that as 1 and 1 are not able to accept cheque payments, the alternative payment arrangements should be discussed with 1 and 1 rather than the Clerk being reimbursed for the payment of invoices.  **Action – Councillor O’Connor and Clerk to follow up with 1 and 1 outside of the meeting and to sort out payment of the outstanding invoice and future payments on the account.**  A reminder had been received from CW&C about Candidates Election Expenses following the May 2019 Elections. |
| **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 on the current account as at 31st May 2019 was £50,960.57 and the balance on the Business Reserve Account at 1st April 2019 was £6246.91. There was discussion about   whether the PC should consider having one account for the Parish Council and will be considered  again, at the next meeting.  **Approval of Accounts and Internal Auditor’s Report – 2018/19**  The end of year accounts were approved and the internal auditor’s report and recommended action items  were noted as follows:   * The deposit account interest has now been added to the accounts and the bank reconciliation   balance amended accordingly.   * The £3 interest on the deposit account has now been included in the Annual Return. * The receipts for the quotations for the works on the Green Triangle were not included within   the accounts which was received and noted by the PC.   * The adequacy of fidelity insurance is to be assessed in 2019/20 as part of the annual risk   assessment review.   * The level of general reserves are to be earmarked and disclosed in the accounts for 2019/20.   **Approval of 2018/19 Annual Audit Return**   * Completion of Section 1 – Annual Governance Statement 2018/19: The PC considered and voted on 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 2018/19: 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 2018/19 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.  **Action – Clerk to notify the External Auditor about the Certificate of Exemption and to publish the 2018/19 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements on the PC website.**  **Appointment of Auditor for 2019/20**  It was agreed that JDH Business Services Limited should be asked to completed Norley PC internal audit for 2019/20.  **Action – Clerk to notify JDH Business Services Limited.**  **Approval of the following cheques:**  The following cheques were approved for signature:   * Completion of 2018/19 Internal Audit - £173.40 – JDH Business Services Ltd * Room Bookings NCK Centre – 13th March 2019 and 8th May 2019 - £50.00 – St Johns Church, Norley * Preparation of Norley Village Sign – Mr P Hough - £600 * Reimbursement - payment of postage for a recorded letter to Partner Construction – Ms D O’Connor - £1.90 |
| **10.**  **11.** | **ANY OTHER BUSINESS**  The following was reported:  **Village Shop – Norley Stores**  Volunteers are continuing to assist in the shop on a rota basis and the Committee is continuing to liaise with Dave about ideas for the shop.  Following the ongoing discussions about the village shop and the community assets application, the PC reiterated their support for the community assets application for the village shop - Norley Stores.  **DATE OF NEXT MEETING**  The date of the next meeting is **Wednesday 24th July 2019 at 7.00 pm** **at Norley Methodist Church.** |
|  | The meeting closed at 8.30 pm |