

MINUTES OF THE ANNUAL MEETING OF NORLEY PARISH COUNCIL HELD ON WEDNESDAY 20th MAY 2020

PRESENT AT THE MEETING BY VIDEO LINK: Councillors: Deryn O'Connor (Chair), Sally Cornelissen, Ann Crawford, Tony Duff, Ken Fayle, Terry Harvey, Ian Stockton and Jon Wild

Councillors Charles Fifield, Paul Williams and Gillian Edwards – Ward Councillors –
Cheshire West and Chester Council
Gaynor Hawthornthwaite (Clerk)

There was one member of the public in attendance.

1. APOLOGIES FOR ABSENCE

None received.

2. DECLARATIONS OF INTERESTS

There were no interests declared.

3. PUBLIC SPEAKING TIME/OPEN FORUM

The member of the public was welcomed to the meeting.

4. ELECTION OF CHAIR/CHAIRMAN

Councillor O'Connor was elected as Chair for 2020/21. This was unanimously agreed. Councillor O'Connor accepted the position of Chair and is to sign the Declaration of Acceptance of Office form.

5. ELECTION OF VICE CHAIRMAN

Councillor Stockton was elected as Vice Chairman for 2020/21. This was unanimously agreed. Councillor Stockton accepted the position of Vice Chairman and is to sign the Declaration of Acceptance of Office form.

As the 20th May 2020 Annual Parish meeting was not being held due to the Covid-19 Pandemic outbreak, the Chair's report had been circulated prior to the Annual Parish Council meeting and will be published on the website and included in the Norley News.

6. APPOINTMENT OF REPRESENTATIVES AND OFFICERS

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 to remain as 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 to remain as the Data Protection Officer.
- Councillor Harvey to be the Common Land representative

7. REVIEW OF WORKING PRACTICES/MEETINGS 2020/2021

Meetings will take place every month excluding August and December.

Action – Clerk to circulate suggested dates for 2020/21 and to book meeting rooms at Methodist Church, Village Hall, School or NCK Centre, subject to availability.

TO AGREE STANDING ORDERS/FINANCIAL ARRANGEMENTS

The Standing Orders Financial Regulations and Complaints Procedure had been circulated prior to the meeting.

It was agreed that the Standing Orders should be amended to include details about holding virtual meetings and then approved at the June meeting.

The Financial Regulations are to be reviewed if the PC decide to utilise online banking.

There were no amendments to The Complaints Procedure.

8. APPROVAL OF MINUTES OF NORLEY PARISH COUNCIL MEETING HELD ON 18TH MARCH 2020

These were agreed as a correct record and are to be signed by the Chair.

9. **MATTERS ARISING FROM THE MINUTES OF NORLEY PARISH COUNCIL MEETING HELD ON 18TH MARCH 2020**

- Status of Application – 19/02885/OUT – There has been no decision on this application yet.
- Councillor O'Connor is continuing to follow up the potential grants for Speed Indicator Devices from the Police and Crime Commissioner.
Action – Councillor O'Connor to continue to follow up
- Councillor Edwards is continuing to follow up the legacy money and the promised funding for a £1,000 donation for the village from Partner Construction and reported that a cheque is to be sent to the PC.
Action – Clerk to update Councillor Edwards when the cheque is received.
- Councillor Fifield has continued to follow up the possibility of having bylaws for wild swimming at Hatchmere due to concerns about the behaviour of users and parking in the area. A response is awaited from Cheshire Wildlife Trust who have been liaising with Cheshire Police.
Action - Cllr Fifield to continue to follow up.
- A response is awaited from CW&C about the report of Japanese Knotweed encroaching on a residential property at West View Road.
Action - Clerk follow up with Mark Brazil.
- CW&C Highways have confirmed that it is not possible to have the two roundels as 'Slow' and '30 mph' on the road surface. It is one or the other.
The PC unanimously approved the 3 x '30 mph' roundels at Blakemere Lane/Delamere Road and Ashton Road where the 30 mph starts
Action – Clerk to confirm with Steven Bentley.
- **Signs to the Stores**
The application to complete the licences for the siting of the two fingerpost direction signs to The Stores on the highway has been submitted to CW&C. It was agreed that the Signs to the Stores should be green in colour with white or cream writing on.
Action – Councillor O'Connor to liaise with Mike North at Rock Graphics about production of the signs.
- The PC has now received the Norley Housing Needs Survey. Some minor amendments are required and Martin Bell is completing a report note comparing the 2014 survey with the 2019 one.
Action – Councillor O'Connor will circulate the survey and Martin's report note to Parish Councillors when finalised.
- **Noticeboard Repair**
The noticeboard on Blakemere Lane by the Chinese Restaurant is not yet repaired as there has been some difficulty in obtaining the clear Perspex. Once this has been received the noticeboard will then be repaired. Mike North will inform the PC when he has repaired the cabinet.
- **Norley Sign**
A quotation of £500 from Russell Godwin has been received to supply the materials and labour to erect the Village Sign.
The PC unanimously agreed that Russell should be asked to complete the work to install the sign.
The PC are to arrange for an 'official' opening ceremony once the sign has been installed and the current restrictions due to COVID-19 are lifted. A plaque commemorating Phil Hough will also be added at that time.
Action – Clerk to confirm with Russell and to obtain a start date for the work.
- **Defibrillator Cabinet**

The defibrillator cabinet has not yet been ordered. Once a date has been confirmed with the electrician to install the electricity supply and install a new electrically heated defibrillator cabinet in a new position, the defibrillator cabinet will then be ordered. The defibrillator training is currently on hold.

Action – Councillor O’Connor will contact the electrician to establish a date.

- An article was put in the Norley News about fly tipping on Flaxmere Moss and the use of green bins for garden waste.
- Since the last meeting, the Clerk had purchased a printer, which was approved outside of the meeting so that the Clerk could print the accounts for the internal auditor. This purchase was formally approved by the Parish Councillors. This printer is to be shared with Warmingham PC, who have agreed to purchase the replacement printer cartridges. (The Clerk is also Clerk to Warmingham PC)
- The clerk requires a new computer to carry out the PC work. There was a discussion about whether a laptop or desk top would be best.

Action – Councillor Fayle to discuss computer options with the Clerk

- **Format of Parish Council meetings**

It was agreed that the next meeting should be held virtually and that virtual meetings should also be considered for future meeting dates.

10. SPEED INDICATOR DEVICES

The proposal for the siting of the devices on Blakemere Lane has been forwarded to the Forestry Commission for approval as it would be on Forestry Commission land and the siting of the device on Ashton Road has been forwarded to United Utilities as it would be close to one of their Pumping Stations.

TWM at Winsford are to supply the 6 speed indicator devices. They do not install the posts and usually subcontract the installation at an additional cost.

Rock Graphics, who are installing 'The Stores' signposts in the village could install the posts and are to provide an estimate for the work.

There was discussion about the extended warranty that is available for the devices and whether the PC should purchase this. The devices come with a 2-year warranty which can be extended for a further 3 years to a total of 5 years. The cost is £150 per year per device. This has to be taken up at the point of order. The official invoice from TWM of £14,813.12 was approved.

It was agreed by the PC that they would not take out the extended warranty option.

Action – Councillor O’Connor to inform Chris Ryner at TWM.

11. PLANNING

The PC had submitted their objections to CW&C Licensing about the granting of the licence for the License Application 550434 at the Delamere Forest Visitor Centre.

Decisions

- **20/00207/FUL** - Fairview Post Office Lane Norley Northwich Cheshire WA6 8NA - Erection of single storey garage and shed building – **Approved.**
- **19/04236/FUL** - Hatchmere Wood Delamere Road Norley Northwich Cheshire WA6 6NG - Demolition of existing conservatories and garage, erection of new garage, two storey rear extension and alterations - **Approved**
- **19/02885/OUT** - Land Adjacent to Crabmill Lane Norley - Proposed new detached bungalow – **Refused.**
- **20/00233/FUL** - Land Adjacent Greenslade Norley Road Norley Northwich Cheshire - Erection of agricultural storage building and construction of ménage - **Approved**
- **19/04236/FUL** - Hatchmere Wood Delamere Road Norley Northwich Cheshire WA6 6NG - Demolition of existing conservatories and garage, erection of new garage, two storey rear extension and alterations - **Approved**

12. CLERK’S CORRESPONDENCE

- The PC had received an email from Sheila Hills from the Wildlife Group, thanking the PC for the donation of £90 towards the replacement plaques in the Wildlife Garden.

- The Clerk reported that she had completed a re-declaration of compliance with the Pensions Regulator under the Pensions Regulator Act 2008 and was submitted to the Pensions Regulator on 21st April 2020.
- It was noted that the Clerk had made an online payment of £143.00 on 11th April for the tax due on the Clerk's salary for the fourth quarter.
- Delamere and Oakmere Neighbourhood Plan – John Edwards, the Chairman of Delamere and Oakmere Parish Council had been unable to attend the February and March meeting to outline the changes to the parish boundaries. There is now a section of Delamere Forrest which was part of Delamere and Oakmere Parish which has now become part of Norley Parish. This area is therefore not covered by the Norley Neighbourhood Plan.
The PC considered this proposal outside of the meeting, and it was unanimously agreed that this section of the forest should be covered by the Delamere and Oakmere Neighbourhood Plan.
Councillor O'Connor has informed John Edwards and Cheshire West and Chester.

13. FINANCIAL MATTERS

- A financial report had been circulated to PC members with the agenda prior to the meeting
The PC account balance on the current account as at 1st May 2020 was £58657.78 and £6259.52 on the Business Reserve account.
- The PC are continuing to follow up setting up online banking for the PC account.
- Councillor O'Connor reported that the application for £2,000 Covid-19 funding to assist the village, linking in with supporting volunteers, had been successful.
Three members of the village and Councillor O'Connor had applied to open a bank account (Norley Community Funding Group) to put this funding and any other donations in to assist the village. The £2000 grant payment was initially to go into the Parish Council bank account while the new account was being opened. This was allowed under the application rules from Cheshire West and Chester. The £2,000 has now been paid into the Parish Council account which will then be transferred into the Norley Community Funding Group account when it is eventually opened by the bank.

Due to the length of time this is taking, the Funding Group would now like to spend some of this £2,000 to assist people etc in the village.

Councillor O'Connor had followed this up with the Internal Auditor who confirmed that it is possible for the Parish Council to agree and then write cheques for this funding for example spending £500 and then when the Funding Group account is open transfer the remainder of the £2,000 e.g. £1,500 across.

One item that is required urgently from the Norley Community Funding Group is disposable gloves to be used by the volunteers at the Stores. The PC approved the purchase of boxes of gloves.

Action – Councillor O'Connor to purchase boxes of gloves for use in The Stores.

There was also a suggestion about installing a hand sanitiser box on the wall outside the Stores and potentially the Village Hall, Methodist Church and NCK Centre. Currently it is difficult obtaining sanitiser but not the box that it goes in. The PC had no objection to the purchase of hand sanitiser and the boxes to hold it.

- As the accounts had not been returned from the Internal Auditor, it was agreed that the Approval of the 2019/20 accounts, Annual Return and Internal Auditor's Report would be approved at the June PC meeting.
Action - Clerk to note as an agenda item for the June meeting.

The following cheques were approved and are to be signed outside of the meeting:

- Preparation of wages for April 2019-March 2020 & submitting payroll data to HMRC - Rose Rowland and Co Limited - £210.00
- Reimbursement - payment of Parish Council Printer £153.94, A4 Copier paper £8.43, Jiffy Bag for postage to auditor £0.67 and postage for audit papers £11.00, totalling £174.04 – Mrs G Hawthornthwaite
- PC Insurance Renewal for 2020/21 - Zurich Municipal - £408.83
- Reimbursement - payment for Zoom PC meeting on 20th May 2020 – Mr K Fayle - £14.39
- 2020/21 Open Spaces Membership - Open Spaces Society - £45.00

14. ANY OTHER BUSINESS

The following were reported:

- Councillor Wild – the village hall has been successful in securing a £10,000 business rate grant. Thanks to CW&C.
- Councillor Stockton - School Lane signage – the changes to the 30 mph and 60 mph signs on Post Office Lane and Crabmill Lane were discussed. It was agreed that Councillor Stockton should follow this up with Steven Bentley, CW&C Highways.
Action – Councillors Stockton and Harvey to follow up.
- Councillor Edwards thanked the PC for all the good work that is being done by the volunteers in the village in the current situation.
- Councillor Fifield mentioned a CW&C grant that is available. The details are on the CW&C webpage under Covid-19. The grant is aimed at businesses and organisations that have not been able to claim under the existing schemes. The deadline for applications is 1st June.

15. DATE OF NEXT MEETING

The date of the next meeting in June is to be agreed outside of the meeting, once the accounts have been returned from the auditor.

The meeting closed at 9.10 pm