

## MINUTES OF A MEETING OF NORLEY PARISH COUNCIL HELD ON MONDAY 27<sup>th</sup> JULY 2020 AT 7.00 PM

### PRESENT AT THE MEETING BY VIDEO LINK

Councillors: Deryn O'Connor (Chair), Sally Cornelissen, Tony Duff, Ken Fayle, Ian Stockton and Jon Wild

Councillor Charles Fifield – Ward Councillor – Cheshire West and Chester Council

Gaynor Hawthornthwaite (Clerk)

There was one member of the public in attendance.

#### 1. APOLOGIES FOR ABSENCE

Apologies were received from Ward Councillors Gillian Edwards and Paul Williams and Ann Crawford and Terry Harvey from Norley Parish Council.

#### 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.

There were no items reported.

#### 4. APPROVAL OF MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> JUNE 2020

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

#### 5. MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> JUNE 2020

- The updated Standing Orders have been circulated to the PC.
- Councillor O'Connor will continue to follow up the completion of an application for grant funding for the Speed Indicator Devices from the Police and Crime Commissioner when the application process is available again. PCSO Stephen Parr has confirmed his support for an application by the PC.  
**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. The PC are awaiting the cheque from Partner Construction.  
**Action – Clerk to update Councillor Edwards when the cheque is received.**
- Councillor Fifield is continuing 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.**
- The PC are awaiting confirmation of the council's stance on unadopted land relating to the Japanese Knotweed that is encroaching on a residential property at West View Road.  
**Action - Clerk to follow up with Councillor Fifield regarding the ownership of the land.**
- **Signs to the Stores**  
Following the submission of the PC's application for licences for the siting of the two fingerpost direction signs to The Stores on the highway, a response is awaited from CW&C about the licences.  
**Action – Councillor O'Connor to follow up with Councillor Edwards.**
- Cheshire West and Chester have now seen the comparison report about the Norley Housing Needs Survey from 2014 and 2019 which was prepared by Martin Bell. The PC had received the report prior to the meeting and confirmed their approval. Now that it has been approved by the PC, CW&C will publish the results of the 2019 survey on their web site. The PC will also publish the Survey and the comparison reports on the Norley PC website and notices will be put on the noticeboards, in the Norley News and on the Norley Facebook page directing people to the report on the PC website.

It was noted that there had been a number of delays with this work due to COVID-19. Thanks were recorded to Martin Bell for the hard work he has shown in preparing the comparison report and work on the survey. Thanks also to John Leleu who has worked on the survey.

**Action – Clerk to publish the report on the website and to put notices on the noticeboards.**

- **Noticeboard Repair**

The noticeboard on Blakemere Lane by the Chinese Restaurant has 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.

- **Norley Sign**

The PC are liaising with Mr Hough's family about a plaque commemorating Phil Hough and the arrangements for an 'official' opening once the current restrictions due to COVID-19 are lifted.

Councillor O'Connor has spoken to Kath Hough and is waiting for a response about the family's views.

- **Defibrillator Cabinet**

Councillor O'Connor has followed up the purchase of the defibrillator cabinet with North West Ambulance and is liaising with the electrician about the installation of the electricity supply and a new electrically heated defibrillator cabinet in a new position at the Village Hall. The plan is for the defibrillator to be fitted sometime over the summer.

**Action – Councillor O'Connor to continue to follow up with the electrician and North West Ambulance.**

- The PC laptop donated by Councillor Wild has now been set up for the Clerk to use for the PC work. Thank you to Councillor Wild for his kind donation.
- As a response has not yet been received from the Forestry Commission about the proposal for the siting of one of the speed indicator devices on Blakemere Lane the PC are to follow up the ownership of the land. It is not clear whether this is Forestry Commission land.

Following the response that had been received from United Utilities about the pressurised sewer that runs under the land at the proposed siting of a Speed Indicator Device on Ashton Road, the PC visited the site to look for an alternative location. Following the site visit they thought that it would be appropriate to site it directly across the road from the pumping station, which was the initially selected location and where CW&C put up the notification notice.

**Action – Councillor O'Connor to follow up the ownership of the land on Blakemere Lane with Councillor Fifield.**

- The Asset Register has now been updated by the Clerk as recommended by the internal auditor.
- The Clerk has notified the External Auditor about the Certificate of Exemption and has published the 2019/20 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements and bank reconciliation on the PC website.
- The Clerk has asked JDH Business Services Limited to complete the PC 2020/21 audit.
- The PC had received the Members' Budget application form to be completed for the marker posts on the grass verge near to the highway on Marsh Lane. Councillor O'Connor was unable to complete the online order form as the verge is too long to allow this.

**Action – Councillor O'Connor to follow up with Councillor Edwards and CW&C Highways**

- Following the last meeting, the PC followed up the Delamere Forest car parking sign near to the station car park. This was a one-off issue and has now been resolved.
- The PC has now received notification from CW&C that the Community Application to register the Tigers Head as a community asset was successful. Thanks to Councillor Edwards for her assistance with this. The PC agreed that a separate PC meeting to discuss

community assets should be arranged at a future date.

- Following the last meeting, the Clerk confirmed that the PC were notified of the planning application for the garage at a house in Hatchmere.

**6. HEDGE CUTTING/FOOTPATHS**

The overgrown vegetation on Norley Road has been followed up with CW&C Highways who have examined the site highlighted on Norley Road and they have confirmed that the vegetation is privately maintained and being mindful of birds nesting season they would expect this to be cut back and cleared in September. In light of the ongoing pandemic issues they do not envisage any works on the footway at present but will monitor that via future enquiries.

**Action – Councillor O’Connor to follow up with Councillor Edwards.**

Overgrown hedges were reported on Maddocks Hill, the footpath at the back of the Tigers Head, northern end of school lane on the eastern side from St John’s church.

The PC are continuing to monitor the overgrown hedges which are encroaching onto footpaths and an article is to be put in the September Norley News reminding people to keep their hedges trimmed back.

Vegetation is growing on the private road sign which is not an official CW&C sign, just near to the public footpath along Moss Lane, which is halfway down Cow Lane. The public footpath is also overgrown. It was noted that some of the trees in this location may have been cut back and that the gate near to the footpath has been tied shut. Usually there is a clip on the gate.

**Action - Councillor Fayle will take some photographs of these issues which will be forwarded to CW&C Highways department.**

Councillor Cornelissen is to obtain further information about bridleways in the village, which need to be registered by end of 2025. The Right to Roam Law means the pre 1949 rights of way not recorded on official maps must be recorded by the end of 2025 or will no longer be protected.

**Action – Councillor O’Connor to follow up regarding footpaths in the village with Bruce Lane.**

**7. PARISH COUNCILLOR PHOTOS FOR THE WEBSITE**

Any recent ‘Norley’ photographs to be sent to the Clerk to add to the website.

It was agreed that individual photographs of each parish councillor should be added to the website.

**Action – All to send individual photographs to the Clerk for the website.**

**8. ROY CORRAN’S BENCH AND THE TELEPHONE BOX BY THE STORES**

An offer to re-oil and re-varnish Roy Corran’s Bench in the Churchyard had been received from parishioners. The PC approved this request and agreed to fund the cost of the varnish and materials

Councillor O’Connor reported that the telephone box by the Stores also needs to be re-painted.

Councillor O’Connor to follow this up with Councillor Crawford. The telephone box is currently empty and the PC wondered when it would have items for display in it again.

**Action – Councillor O’Connor to contact the Chair of the WI about the telephone box.**

**9. BLACK AND WITE FINGERPOST SIGNS**

It was agreed that a quotation for where necessary, repairing and repainting the 3 black and white fingerpost signs in the village should be obtained from Rock Graphics.

**Action – Councillor O’Connor to contact Mike North, Rock Graphics.**

**Cheshire Railings**

It was noted that some of the Cheshire Railings around the village also need to be re-painted. As it is now the responsibility of the landowners to paint these, it was agreed that the PC would obtain a list of the railings that are listed in the Neighbourhood Plan and then monitor the condition of those around the village.

**Action – Councillor O’Connor to obtain a list of the Cheshire Railings in the village.**

**10. REVISED ESTIMATE – ROUNDELS ASHTON ROAD**

As the 30 mph sign was painted on Ashton Road as part of the resurfacing job, the Clerk had

requested a revised quotation for the cost to the PC to provide traffic management, remove/patch the "SLOW" markings at the 3 sites (Blakemere Lane/Delamere Road and Ashton Road) and add 30 mph and 40mph roundels in opposite directions. The revised quotation received was £700.

The PC approved the quotation for this work.

**Action – Clerk to confirm the approval of the £700 quotation with CW&C Highways.**

**11. RUBBISH BIN OPPOSITE THE STORES**

The PC had previously considered a contact from CW&C who had received a request from a resident about re-siting the rubbish bin that is opposite the stores. After re-considering this request, the PC again confirmed their support for the current location of the bin and did not think there was another suitable location. In the current location the bin is well used by the village. The grassed area opposite the Tigers Head is owned by Marston's and one of the Norley Memorial Walk stations is there. This is not a suitable location. People have been queueing for access to The Stores close to the waste bin through the COVID-19 restrictions and not one complaint has been made about the smell or wasps.

**Action – Councillor O'Connor to notify CW&C.**

**12. PLANNING**

The following applications and notification of decisions had been received since the 15<sup>th</sup> June 2020 meeting:

**Applications**

- **20/02154/S73** - Greenslade Farm Norley Road Norley Northwich Cheshire WA6 6LH: Variation of condition 10 (Bat Mitigation) of planning permission 16/03416/FUL – Any comments to be sent to the Clerk before 27<sup>th</sup> July 2020.
- **20/02246/FUL** - Greenslade Farm Norley Road Norley Northwich Cheshire WA6 6LH: Demolition of outbuilding and erection of garage and car port - Any comments to be sent to the Clerk before 5<sup>th</sup> August 2020.

**Decisions**

- **20/00966/FUL** - Town Farm Town Farm Lane Norley Northwich Cheshire WA6 8NH: Construction of a log storage building – **Approved.**
- **20/00886/FUL** – Woodstock, Gazebank Norley Northwich WA6 8LL: Two storey side and rear extension. Conversion of garage 1. Erection of a detached garage. Demolition of conservatory, rear extension, and garage 2 – **Approved.**

**13. CLERK'S REPORT AND CORRESPONDENCE**

The Clerk reported on the following:

- The layout of the PC website has now been revised and has been updated with the PC documentation. All the core software and plugins for the website have been updated and the database and system on the server have been backed up.
- The licensing application for the Delamere Forest Visitor Centre Café, Northwich CW8 2JD was granted by the sub-committee, subject to the appropriate mandatory conditions, such conditions as are consistent with the operating schedule and those imposed by the Sub-Committee to promote the licensing objectives

The following circulars from CW&C had been received and noted by the PC:

- Investing in our walking and cycling routes
- Share your views on support for vulnerable children during the Coronavirus pandemic

- Cheshire West High Street, Town and City Centre Commission
- Leisure centres announce reopening date
- Helping landlords create new housing
- Special webpages launched for Libraries' Summer Reading Challenge
- Council to open some libraries with safety measures in place
- Council to reopen its outdoor play areas and outdoor gyms
- Council wedding ceremonies following new guidance
- Business Recovery Support Programme
- Next phase of plans for Northwich Market to begin on 29 June
- Postponed repairs to Winnington Bridge are now rescheduled

#### 14. FINANCIAL MATTERS

The PC account balance on the current account as at 1<sup>st</sup> July 2020 was £59219.12 and the balance on the Business Reserve Account at 30<sup>th</sup> June 2020 was £6261.60.

It was noted that the Clerk had made a payment to HMRC for the tax on the Clerk's salary for the first quarter of £142.80 on 15<sup>th</sup> July.

#### **Fidelity Insurance**

Following the advice received from the internal auditor about the level of fidelity insurance, the PC agreed that the level of insurance should be increased to £100,000 for 2020/21 and will be assessed again in March 2021 as part of the annual risk assessment review.

**Action – Clerk to notify Zurich Insurance about the increase in the fidelity insurance**

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

- Monthly Zoom Subscription for July - £14.39 – Mr K Fayle
- Salary Arrears – Clerk's Salary June and July – Standing Order not amended by Bank – £9.60 x 2 = £19.20 + Reimbursement payment of Microsoft 365 – 1 year 1 user for PC laptop -£59.99, totalling £79.19 – Mrs G Hawthornthwaite
- 2020/21 Cheshire Community Action Membership - £20.00
- Invoice – Installation of Norley Sign – Mr R W Godwin - £410.00

#### 15. ANY OTHER BUSINESS

The following were reported:

#### **Councillor Fayle**

The current cost for the monthly Zoom meeting is £14.39. If the PC were to subscribe for a year, the monthly payments would be reduced by £8 a month. The PC agreed to review this again in September.

#### **Councillor Wild**

The cage that is around the coronation tree needs to be removed. The PC are to arrange for the cage to be taken away and a plaque/painted stone to be placed by the tree.

**Action – Councillor O'Connor to follow up the removal of the cage and speak to Councillor Crawford about the plaque/stone.**

#### **Councillor Fifield**

A reminder about the CW&C Survey - Council asks for views on its Highways Service

#### **Councillor O'Connor**

- The new PCSO for Norley is Deborah Netherton. PCSO Stephen Parr is still covering the Frodsham area. The PC meeting dates for 2020/21 have been sent to Deborah and it was suggested that an article about the new PCSO should be included in the Norley News. Councillor Wild agreed to follow this up.

**Action – Councillor Wild to contact PCSO Netherton.**

- One of the items that was mentioned at the recent virtual Police and Crime meeting was that parishes are to have a named PCSO and Police Officer by September.

- Councillor O'Connor has obtained some booklets about Scam calls and crime prevention which are to be put in the shop.

**16. DATE OF NEXT MEETING**

The date of the next meeting is **Wednesday 2<sup>nd</sup> September at 7 pm.**

The meeting closed at 8.30 pm