

**MINUTES OF A MEETING OF NORLEY PARISH COUNCIL HELD ON WEDNESDAY  
27<sup>TH</sup> APRIL 2022 AT 7.00 PM AT THE NCK CENTRE, NORLEY**

**PRESENT AT THE MEETING:** Councillors: Deryn O'Connor (Chair), Steve Bakewell, Sally Cornelissen, Ann Crawford, Tony Duff, Ken Fayle and Jon Wild

Paul Williams – Ward Councillor – Cheshire West and Chester Council

Gaynor Hawthornthwaite (Clerk)

There were two members of the public in attendance who were welcomed to the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cheshire West and Chester Council Ward Councillors Charles Fifield and Gillian Edwards and Norley Parish Councillors Terry Harvey and Ian Stockton.

**2. DECLARATIONS OF INTERESTS**

Councillor Wild declared a personal interest in Planning Application 22/01126/TPO - 17 School Bank Norley Northwich Cheshire WA6 8NW.

**3. CO-OPTION OF A NEW PARISH COUNCILLOR**

Steve Bakewell had expressed an interest in joining the Parish Council and filling the Norley Parish Councillor vacancy.

It was proposed and seconded that Steve be co-opted as a Norley Parish Councillor. This was unanimously agreed. Steven accepted the position of a Norley Parish Councillor and was welcomed to the meeting.

**Action – Clerk to provide Councillor Bakewell with a Register of Interests Form for completion.**

**4. PUBLIC SPEAKING TIME/OPEN FORUM**

Two residents from Hough Lane attended the meeting to report on flooding that is occurring in their back garden on Hough Lane and the end of Maddocks Hill.

Councillor Williams is to liaise with the resident to assist with the issue.

**5. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16<sup>TH</sup> MARCH 2022**

These were agreed as a correct record and were signed by the chair.

**6. MATTERS ARISING FROM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16<sup>TH</sup> MARCH 2022**

• **Former Car Park in Delamere Forest**

The Forestry Commission have confirmed that they do not feel that they require additional car parking at Hatchmere and therefore cannot see the justification for re-opening this car park. Given the bad condition of the car park and the cost of putting it back to a good condition, the PC do not consider this a viable option.

Following the village meeting that was held on 3<sup>rd</sup> March 2022, Councillor O'Connor is following up with Andrew Rees from CW&C, issues relating to parking problems around the forest and a specific email address that could be used to report any parking problems.

**Action – Clerk to follow up with the Forestry Commission, the possibility of reduced rate car parking permits for local residents.**

**Action – Councillor O'Connor to follow up with Andrew Rees the reporting of parking problems.**

• **Cheshire Railings**

Councillor Edwards and Councillor Cornelissen had met with Fiona Dunnings to discuss any funding that maybe available for the restoration works of the Cheshire Railings.

CW&C Property Department is also following up the ownership of the railings and possible funding. A further follow up meeting with Fiona has been arranged.

**Action – Councillor Cornelissen to update.**

- **Norley Lane**  
CW&C have made some repairs on the road as requested. The 2 black and white reflector posts have been situated next to the highway - one near to the property 'The Cottage' and the other near to 'Wayside' on Norley Lane. The cost to the PC is £125.
- **Speed Indicator Devices**  
A suitable location for a device on Blakemere Lane continues to be followed up. Following a response from United Utilities, and other utility companies the proposed location on Ashton Road had been checked for suitability by Mike North and the pole for the speed indicator devices can now be fitted once the licence is approved. Councillor O'Connor signed the licence for the device on Ashton Road.  
**Action – Clerk to return the licence to Cheshire West and Chester Council.**
- **Footpaths and Bridleways**  
Councillor Edwards and Councillor Cornelissen have met with the Public Rights of Way Officer to discuss the bridleway and the footpath enquiries and the direction sign around the heath at Hatchmere. This is being followed up by CW&C.
- **Flooding – Breech Moss**  
Councillor O'Connor is continuing to follow up an update on progress with the flooding on Breech Moss.
- **Hondslough Lane**  
The PC's draft response objecting to this application to have a public right of way recorded over Hondslough Lane has been prepared and circulated.  
**Action – Clerk to submit the final PC response to Adele Meyer when finalised and requested.**
- **Pytchleys Hollow**  
The PC had met with CW&C Highways and discussed changing Pytchleys Hollow to a one-way road with entry only from the Tigers Head, School Bank, Norley. Highways do not think it is advisable to make Pytchleys Hollow a one-way road. If the PC are to pursue this option and prior to any formal submission by the PC, it would require consultation by the PC to every home along the lane and to the field / landowners. The PC thought that it would be a good idea to have a wider consultation/notification in the village for views. The approximate cost to the PC would be between £4,000-£5,000 if approved.  
**Action – Councillor Edwards to obtain clarification on the cost of the licence and the PC to put an article in the May Norley News about the proposal.**  
**Action - Clerk to prepare a letter to send to resident and landowners potentially affected by installation of a one-way system to collate their views.**
- The PC are awaiting costings of a pedestrian crossing following an enquiry about putting a crossing near to the Hatchmere bus stop.
- **Defibrillator Training**  
The defibrillator training was held on 21<sup>st</sup> April 6-7.30 pm at the NCK Centre. Thanks were noted to Olivia Copeland, SRN, who very kindly carried out the training. Due to further expressions of interest a further training session is to be arranged for the end of Summer/Autumn.  
**Action – Councillor Wild to provide Councillor Cornelissen with contact details for defibrillator training.**  
Councillor Harvey had followed up a possible location for a defibrillator in the Hatchmere area of the village and this is being followed up with the new licensee of the Carriers Inn. It was agreed that the PC should also write to Marston's to get approval for a third defibrillator at the Tigers Head.  
**Action – Clerk to contact Marston's.**
- Councillor O'Connor is continuing to follow up the possibility of setting up a PC online bank account and recently received further information from Nat West to assist.

- Councillor Edwards is awaiting a response from Mike Amesbury regarding an article that was in Cheshire Live about the Delamere Forest Lodges and that they may be sold.
- **Queens Platinum Jubilee**  
Following the suggestion about planting a replacement tree on Maddocks Hill in recognition of the Jubilee, Councillor O'Connor has obtained an approximate cost for a service tree, with a circular bench, to the left of the Norley Sign near to Town Farm Lane. The cost of a circular metal bench for around the tree is approximately £400 to £500. The cage that is around the coronation tree has now been removed and Councillor Crawford is going to paint a 'jubilee' stone, to be placed by the tree.
- The PC are considering whether a Community Resilience Plan could potentially be suitable for Norley and agreed to consider further what effect this would have on Norley as a village, what resources maybe needed and whether it would be worth pursuing.
- An update is awaited from Councillor Harvey about the light on the building site on Blakemere Lane and whether this has now been adjusted.
- The overgrown hedge that is near to Post Office Lane/School Lane is being followed up.
- An update is awaited from Councillor Edwards about the filling of the potholes on Blakemere Lane.
- The PC had followed up the enquiry from a resident relating to excessive external lighting at a property within the village. A response has been received from Kevin Feeney, Cheshire Wildlife Trust stating that there isn't any legislation regarding bright residential property lights adjacent to SSSI etc. and do not plan to take any action. The PC are to write to explain to the resident with the bright lighting that they have received correspondence expressing concern about their external lighting and requesting they consider limiting the hours it is on, although there is no legal restriction to do so.

**Action – Clerk to notify the resident who sent the correspondence explaining the position.**

**Action – Clerk to write to resident of the house with bright external lights explaining the position.**

- Nick Stockdale, Director, Lime Grove Homes had contacted the clerk about the PC's view on their potential building houses on the Haulage Yard site, High Street. Councillor O'Connor rang Nick Stockdale and informed him that the PC will not comment on proposed planning applications due to the fact that the PC has previously been misquoted to CW&C by applicants. Further they had not actually outlined their full proposal and that Norley had a Neighbourhood Plan. Nick Stockdale appreciated the call and understood the PC's position.

## **7. NEW MEMBER CODE OF CONDUCT**

Following the new Member Code of Conduct, which had been adopted by Cheshire West and Chester Council with effect from 1 April 2022, this was circulated and reviewed by the PC. It was agreed that the PC should adopt this with effect from 27<sup>th</sup> April 2022.

## **8. PLANNING**

- **22/01149/FUL** - The Bungalow Fingerpost Lane - Replacement Dwelling (Part Retrospective) Any comments to be sent to the Clerk by 17<sup>th</sup> May
- **22/01126/TPO** - 17 School Bank Norley Northwich Cheshire WA6 8NW - x1 Tulip Tree - Remove the whole sycamore tree down to ground level. – Any comments to be sent to the Clerk by 1<sup>st</sup> May
- **22/00922/FUL** - Ivy Cottage Flaxmere Norley Northwich WA6 6PF - Removal of existing outbuilding and single storey side extension to existing garage (re-submission of 21/01420/FUL) Any comments to be sent to the Clerk by 29<sup>th</sup> April

### **Affordable Houses - Blakemere Lane - Cobnut Homes**

As there has been no update relating to the scheme for the provision of affordable housing as part of the development on the Blakemere Lane site (Planning Application 16/01605/OUT), the

PC agreed to contact Cobnut Homes to enquire which company will be managing the four affordable units. The PC noted there is a restriction on the planning permission that: 'No dwelling hereby permitted shall be occupied until a scheme for the provision of affordable housing as part of the development has been submitted to and approved in writing by the Local Planning Authority. The affordable housing shall be provided in accordance with the approved scheme and shall meet the definition of affordable housing in Annex 2 of the National Planning Policy Framework or any future guidance that replaces it'

**Action – Clerk to follow up with Cobnut Homes.**

## 9. CLERK'S REPORT AND CORRESPONDENCE

The following was reported:

- Councillor Fifield had circulated information relating to Rural Broadband. As this is an issue in some parts of Norley, it was agreed that Mike Dugine, from CW&C who is taking the lead with improving Rural Broadband in West Cheshire, should be invited to attend a PC meeting.  
**Action – Clerk to contact Mike Dugine and invite him to a future meeting.**
- Reports had been received of soapy water that is being pumped into the pond on the Common Land adjacent to West View Road. Councillor O'Connor is following this up with Roger Goulding, CW&C.

### CW&C Circulars

- Children and Young People's Leisure Survey - Frodsham and Helsby (A56 Leisure Corridor Consultation Project)
- Cheshire West and Chester Council AUDIT AND GOVERNANCE COMMITTEE - Independent Member Vacancy
- Ukrainian Crisis support
- Planning permission given for Winsford Town Centre rebuild
- Council Decides to consider issue of charging for non-Household Waste as part of its review of Household Waste Recycling Centres (HWRCs)
- Children and Young People's Leisure Survey - Frodsham and Helsby (A56 Leisure Corridor Consultation Project)
- The Queen's Award for Voluntary Service (QAVS)
- Consultation on proposed moving traffic enforcement options
- Third round of Climate Emergency Fund launches
- Applications open to join the Think Ahead mental health social worker programme 2022
- End of free COVID-19 testing in Cheshire West and Chester
- Council's Love Your Streets campaign backs Great British Spring Clean
- Council officers warn of scam Test and Trace messages
- Additional funding available for businesses
- Council supports plans to restrict junk food marketing
- Pinewood Children's Home graded as Outstanding by inspectors
- Third round of Climate Emergency Fund launches
- New charging scheme for disposal of non-household waste disposal
- Northwich Care Community Engagement Event - 12th May 2022

### Chalc

- Interested in attending a proposed play, sport & fitness area seminar?  
**Action – Councillor O'Connor to forward the details to Peter Hosker, Chair of JNCOT who may wish to complete and attend.**
- Request to complete NALC Sector Finance Survey 2022
- Do you have a community champion in your council? Nominate them for a Star Council Award!
- Media Training for Charities & Public Sector - 21st June – ONLINE
- NALC Civility and Respect Project: Tell NALC what civility and respect mean to you
- Bulletins, Member Briefings, and training dates

- Delamere Forest Neighbours' Newsletter April 2022
- PCC Town and Parish Council meeting Tuesday 24th May 2022

## 10. FINANCIAL MATTERS

### Review of current Financial Position

The accounting statements had been circulated prior to the meeting.

The PC account balance on the current account as at 1<sup>st</sup> April 2022 was £36,575.07 and £6262.70 on the Business Reserve account, totalling £42837.77

Due to proposed additional items of expenditure in 2022/23, the 2022/2023 Budget was reviewed and updated.

It was noted that the Clerk had made an online payment to HMRC on 15<sup>th</sup> April 2022 of £166.80 for the tax due on the Clerk's salary for quarter 4.

### Annual Review of Standing Orders/Financial Arrangements/Complaints Procedure, Fixed Asset Register and Risk Assessment and adequacy of fidelity insurance

These documents had been circulated and reviewed outside of the meeting prior to the meeting. Following comments received, the Clerk had updated the Standing Orders, Financial Regulations, Risk Assessment and Complaints Procedure.

The Fixed Assets Register had been updated to include the 3 new noticeboards.

As part of the Annual Risk Assessment review the level of fidelity insurance of £100,000 was also considered. The recommended level of PC fidelity insurance is to be followed up with Chalc and the insurance company.

### Action – Clerk to follow up with the insurance company and Chalc and to publish the amended policy documents on to the website.

In accordance with 2.2 of the Financial Regulations, Councillor Bakewell, as a non-bank signatory, agreed to review the PC accounts at the PC meetings -

*"2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Finance Committee]."*

The following was approved for payment and cheques were signed:

- Payroll Services April 2021 – March 2022 - £228.00
- Invoice CW&C – School Lane 30mph speed limit service charges - £1500.00
- Donation garden show committee - £500.00
- Room Bookings at NCK Centre – 8 meetings - £200.00

## 11. ANY OTHER BUSINESS

- Councillor Cornelissen mentioned that the road surfaces at the top of Town Farm Lane junction Norley Road is slippery, possibly due to smooth worn road surface. Councillor O'Connor confirmed that this had been reported using the CW&C online Highways Reporting tool.
- Councillor Crawford reported that:
  - the Community Litter Pick was held on Saturday 9<sup>th</sup> April. 60 bags of litter were collected from around the village and the 60 volunteers were invited for tea and homemade cakes in the Hall afterwards.

- The stile at Pytchleys Hollow is in a dangerous state, which has been reported to CW&C. It was felt this would better being replaced with a kissing gate. However, the landowner did not want a kissing gate so the stile will be repaired.
- Volunteers are required to assist with the Norley Village Show, which is being held on Saturday 3<sup>rd</sup> September 2022.
- Councillor O'Connor mentioned that 3 Norley scouts have been selected for next year's World Scout Jamboree in South Korea and are looking to fundraise for the event. It was agreed that the Scouts should be invited to meeting a future meeting to provide the PC with further information about the event and their ideas for fundraising.  
**Action – Councillor O'Connor to liaise with the scouts via a parent.**  
Councillor O'Connor had received and circulated a photograph of the pond on Common Land of West View Road. It shows a pipe with soapy water being discharged into it.  
**Action – Councillor O'Connor will contact Roger Goulding, CW&C about this.**
- Councillor Fayle asked if the length of parish meetings could be reviewed.  
**Action - Councillor O'Connor to follow up.**

## 12. DATE OF NEXT MEETING

The date of the next meeting is **Wednesday 25<sup>th</sup> May 2022 at 7 pm** which is the Annual Parish Meeting followed by the Annual Parish Council Meeting.

Apologies were received from Councillors Crawford and Cornelissen for the May PC meeting.

### September PC Meeting

The date of the September PC meeting is to be changed from 28<sup>th</sup> September to Monday 5<sup>th</sup> September.

**Action – Clerk to book the meeting room and update the website and noticeboards.**

The meeting closed at 8.30 pm