

**MINUTES OF A MEETING OF NORLEY PARISH COUNCIL HELD ON WEDNESDAY  
29<sup>th</sup> JUNE 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, Ian Stockton and Jon Wild

Councillor Gillian Edwards – 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 Cheshire West and Chester Council - Ward Councillors Charles Fifield and Paul Williams and Norley Parish Councillor Terry Harvey.

**2. DECLARATIONS OF INTERESTS**

Councillor Cornelissen declared an interest on the item relating to Cobnut Homes - Development at Blakemere Lane, Hatchmere, Norley.

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

The three Norley scouts who had been selected for next year's World Scout Jamboree in South Korea were in attendance to provide the PC with information about their ideas for fundraising for next year's event in South Korea.

**Action - Councillor Wild to arrange for an article to be put in the Norley News about the event and to include details about fundraising.**

**Councillor Cornelissen to follow up whether Norley Scouts could assist with the painting of the Cheshire Railings that require painting in Norley, to aid their fundraising.**

**4. APPROVAL OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 25<sup>th</sup> MAY 2022**

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

**5. MATTERS ARISING FROM THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 25<sup>th</sup> MAY 2022**

- **Car Parking - Delamere Forest**

Councillor O'Connor has received a contact email for the reporting of parking problems in the Delamere Forest area, from Andrew Rees, which is to be circulated.

**Action – Councillor O'Connor to circulate the contact details.**

- **Cheshire Railings**

Councillor Cornelissen has identified several stretches that are in very poor condition and could be a potential hazard to people using the footpaths alongside. This information has been sent to CW&C Highways and they are going to arrange for a Network Steward to inspect and report back.

The PC are looking at options of a partnership arrangement with CW&C whereby the Council supply the paint for the railings in fairly good repair and the Parish appoint a contractor to carry out the work. Councillor Edwards has kindly offered to arrange an on-site meeting to discuss this proposal.

- **Speed Indicator Devices**

The post has now been installed on Ashton Road for the speed indicator device.

**Action – Clerk to contact TWM at Winsford to arrange for the installation of the Speed Indicator Device on the pole in Ashton Road.**

A suitable location for a device on Blakemere Lane continues to be followed up.

- **Footpaths and Bridleways**

Councillor Edwards and Councillor Cornelissen have met with the Public Rights of Way Officer to discuss the possibility of a permissive link on Norley BR1. Councillor Edwards is

to send a letter to the landowner requesting that the link is opened.

**Action – Councillor Edwards to follow up with the landowner.**

- **Flooding – Breech Moss**

Councillor O'Connor is continuing to follow up an update on progress with the flooding on Breech Moss.

- **Hondslough Lane**

Following the last meeting, the Clerk followed up the progress of this application with CW&C, which is awaiting consideration. 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 and will be submitted when requested by CW&C.

**Action – Clerk to submit the final PC response to Adele Meyer when finalised and requested.**

- **Pytchleys Hollow**

A letter and consultation form has been prepared to be sent to residents and landowners who would be potentially affected by the installation of a one-way road with entry only from the Tigers Head, School Bank, Norley. There will also be a wider consultation/notification in the village for views via the Norley News and notices in the shop and on Facebook following this initial consultation.

A map detailing the start and end of the one-way system is also being prepared as part of the documentation for the consultation.

**Action – Councillor Edwards to obtain clarification on the cost of the licence and the PC to put an article in the Norley News about the proposal.**

**Action - Clerk and Councillor O'Connor to liaise regarding the consultation.**

- The PC is awaiting costing of a pedestrian crossing following an enquiry about putting a crossing near to the Hatchmere bus stop.

**Action – Councillor Edwards to enquire about an approximate cost.**

- **Defibrillator Training**

There have been a further 12 expressions of interest in attending defibrillator training.

**Action – Councillor Cornelissen to arrange further defibrillator training sessions**

- 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.
- Following the information that had been received from the director of a local company EcoFell Tree Surgery Ltd about the offer of a dead wood removal and crown inspection on the tree on Maddocks Hill as part of the company's 'give back scheme' Councillor O'Connor is continuing to follow this up with EcoFell Tree Surgery Ltd.
- 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.
- Following the enquiry from a resident relating to excessive external lighting at a property within the village, the PC have provided a response to their enquiry and written to the resident of the house with bright external lighting.
- Councillor Edwards and Councillors O'Connor and Stockton attended an online meeting recently in relation to the installation of a Fibre Broadband Scheme. Details of the scheme were circulated to the PC following the meeting. 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 the July PC meeting to provide further information.

**Action – Clerk to invite Mike Dugine to the July PC meeting.**

- Councillor O'Connor is continuing to liaise with Roger Goulding, CW&C about the reports of a pipe with soapy water that is being discharged into the pond on Common Land of West View Road.

**Action – Councillor O'Connor to make further enquiries and contact Roger Goulding.**

- The level of fidelity insurance of £100,000, based on the assets the PC holds and the amount of risk involved, was considered outside of the meeting and it was agreed that for 2022/23 the level of fidelity insurance should remain at £100,000.
- A response has been received from Cheshire West and Chester relating to the building and allocation of the 4 affordable homes on the Cobnut Homes, Blakemere Lane site. CW&C have further information on the Affordable Housing Scheme proposed and feel it is acceptable.
- The broken 'Hatchmere' sign on Station Road has been reported and CW&C have confirmed that this job has now been logged.
- A message of thanks had been received from Norley C of E Primary School for the PC donation of £500 towards a Jubilee Bench.

**6. DEFIBRILLATOR AT THE TIGERS HEAD**

Councillor O'Connor is liaising with Marston's about the proposed installation, ownership and maintenance of defibrillators at the Tigers Head and the Carriers Inn.

**7. CHEESE HILL LANE**

A Teams meeting has been arranged with the Ward Councillors for 20<sup>th</sup> July 2022 at 11.00 am, to which the PC is invited to attend meeting.

**Action – Councillor Edwards to send the Teams meeting link to the PC.**

**8. PLANNING**

- 22/02016/TPO - 31 School Bank Norley Northwich Cheshire WA6 8NW: Remove 1x apple and 1x conifer – Any comments to be sent to the Clerk by 29<sup>th</sup> June
- 22/01702/FUL - Three Jays Hough Lane Norley Northwich WA6 8JZ: Demolition of front porch, single storey front extension, new external windows and doors, rendering of external walls – Any comments to be sent to the Clerk by 30<sup>th</sup> June
- 22/01743/FUL - Land Off West View Road Norley Northwich Cheshire WA6 8NR: Erection of two storey detached dwelling with single storey garage – The PC's draft response to be circulated and submitted to CW&C Planning by 6<sup>th</sup> July.

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

- The Clerk has requested a quotation for the removal of the overhanging branches on the speed indicator device on Fingerpost Lane and is to send a letter to the landowner about the cutting back of the hedge on Maddocks Hill, which is growing onto the footpath.
- An enquiry had been received from a family living in Canada enquiring about the Norley Village Alive booklet for their family who lived in Norley for many generations. The family were very appreciative of receiving the booklet that the Parish Council had sent.
- An enquiry was received regarding a grant to the Parish Council for work to be carried out on the common land on West View Road. The PC has not been offered or received a grant and Councillor O'Connor will speak to the enquirer to update them.

**Action – Councillor O'Connor to contact the enquirer.**

**CW&C Circulars**

- Winsford Volunteer Fair 7th July/ Northwich Volunteer Fair 8th July
- HS2 Engagement presentation
- Help is at hand for those fleeing conflict in Ukraine – Ukraine Family Scheme
- The UK Shared Prosperity Fund
- Kaleidoscope Festival – 11<sup>th</sup> -18<sup>th</sup> July
- Hundreds of empty homes to be brought back into use

- Borough wide regeneration projects - Council to consider Government's Levelling Up Fund round two bids for Northwich and Ellesmere Port projects

#### **Chalc**

- Bulletins and training dates
- Clear Utility Solutions council energy saving scheme – update
- Request to Disseminate Question for a Community Governance Research Project
- Civility and Respect Project Newsletter
- Briefing notes on Biodiversity Net Gain and the Levelling Up Bill

#### **Police and Crime Commissioner**

- Rural Crime Survey
- Money seized from criminals to be spent in Communities

- Delamere Forest June Newsletter

### **10. FINANCIAL MATTERS**

- The PC account balance on the current account as at 1<sup>st</sup> June 2022 was £46,005.31 and £6262.70 on the Business Reserve account.

#### **Approval of 2021/22 Annual Audit Return**

- Completion of Section 1 – Annual Governance Statement 2021/22: The PC considered and voted on points 1-8 of the Statement in Section 1, which was approved, and the form was signed by the Chair and the Responsible Financial Officer.
- Completion of Section 2 – Accounting Statements 2021/22: The PC considered the Statement in Section 2, which was approved, and the form was signed by the Chair and the Clerk.

#### **Certificate of Exemption**

After considering the Certificate of Exemption, the PC agreed that as the PC annual gross income and annual gross expenditure for 2021/22 did exceed £25,000 the PC could not 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**

#### **Approval of 2021/22 Accounts**

The end of year accounts were received and approved.

#### **Approval of Internal Auditor's Report 2020/21**

The following recommendations were considered:

- *The bank reconciliation does not support the information included in the AGAR accounts.*

*Although we verified the AGAR accounts as being correct a complete and accurate bank reconciliation, which includes the deposit account, must be provided to support the year end information and the AGAR accounts.*

#### **Action – Clerk to seek further clarification on what action is required regarding this recommendation from the Internal Auditor.**

- *We could identify no income tax paid in the year in the cashbook. The clerk appears to have been paid gross and then paid income tax directly. This is the incorrect approach to accounting for payroll by the council as the HMRC payments must be made by the council and the clerk paid net.*

*The council should review the issue we have raised and ensure the cashbook and HMRC payments are accounted for correctly.*

#### **Action - The PC noted the recommendation and agreed that the Clerk's monthly net salary**

should be approved at the PC meeting. The PC is to make the quarterly tax payments directly to HMRC once the online bank account has been set up.

The Clerk is to make the tax payment due for the first quarter 2022/23 directly to HMRC.

- *The notice boards have been valued at £2655 in the asset register, but the purchase cost is £2,925 (as the installation costs should have been included in the valuation). The council need to revisit the fixed asset register and ensure all assets are included at the correct value and there is a clear reconciliation of the changes between 2020/21 and 2021/22.*

**Action – The Parish Council reviewed the 2020/21 and 2021/22 Assets Register and updated the 2021/22 Register to include the installation costs (£2,925) for the noticeboards and also included the chains that had recently been installed around the Village Green (£1881.36)**

- *The payment to TWM Traffic controls systems Ltd for the installation of six speed indicator devices for £16,783.74 was in excess of the threshold for quotations in the Financial Regulations, however, no evidence of quotations was provided for the internal audit.*

*The council must comply with its Financial Regulations with regard to procurement.*

**Action – The PC received and noted the recommendation about evidence of the quotations. It was noted that prior to the installation of the six speed indicator devices by TWM Traffic, three quotations had been obtained for this work in 2019/2020.**

**Action – Clerk to notify the External Auditor about the Certificate of Exemption and to publish the 2021/22 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statement, Certificate of Exemption, Accounts Summary, Variance Report, Summary of Rights and Notice of Public Rights on the PC website.**

**Action – Clerk to display The Summary of Rights and Notice of Public Rights on the noticeboard.**

#### **Appointment of Auditor for 2022/23**

It was agreed that JDH Business Services Limited should be asked to complete Norley PC internal audit for 2022/23.

**Action – Clerk to notify JDH Business Services Limited.**

The following were approved for payment and cheques were signed:

- Reimbursement - 2 Norley Village Alive Booklets - £14.00, Arrears Salary Payment for Clerk for July 2022 £4.60 (Standing Order not yet amended), Postage for airmail to Canada £5.70 (Enquiry about Village Alive Booklet) - totalling £24.30 – Mrs G Hawthornthwaite
- Completion of 2021/22 Internal Audit - £284.40 – JDH Business Services Ltd
- Cheshire Community Action Membership 2022/23 - £20 – Cheshire Community Action

#### **11. ANY OTHER BUSINESS**

- Councillor Wild informed the meeting that a planning officer had been allocated to the planning application for the shop and café on land at the Village Hall. Councillor Wild felt that a site meeting with the planner would be appropriate to discuss the proposal and explain the background behind it. Councillor O'Connor would like to attend, and Councillor Wild will invite Peter Hosker, the Chair of JNCOT.

**Action – Councillor Wild to arrange a site meeting with the planners.**

- Councillor Stockton reported that he had provided a response on behalf of the Parish Council to the Manchester Airport Future Airspace project - Stage 2 'Develop & Assess' - Phase 2 survey.

Councillor Edwards referred to the following:

- A successful ward event had been held recently for Ukrainian families
- A Reading Challenge is being held over the summer.
- A vaccination programme is being rolled out to start vaccinating badgers.
- A site visit is being arranged with CW&C relating to fly tipping – the PC are to be invited to this meeting.
- The quality of the maintenance that is provided by the Community Payback Team who may be able to assist with the work on the restoration of the Cheshire Railings in Norley.

Lynne Reed, the Co-Ordinator of the Norley Community Speed Management Scheme, reported that she is in the process of arranging training for the Community Speed Management (CSM) group in Norley for 2<sup>nd</sup> August at 1.30 pm and looking at the proposed locations in Norley where the volunteers could carry out the monitoring.

**12. DATE OF NEXT MEETING**

The date of the next meeting is **Wednesday 27<sup>th</sup> July at 7.00 pm at the NCK Centre.**

The meeting closed at 8.45 pm