

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

**PRESENT AT THE MEETING:** Councillors: Deryn O'Connor (Chair), Steve Bakewell, Sally Cornelissen, Ian Stockton and Terry Harvey

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

Gaynor Hawthornthwaite (Clerk)

There were three members 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 Councillors Tony Duff, Ken Fayle, Ann Crawford and Jon Wild.

**2. DECLARATIONS OF INTERESTS**

Councillor Cornelissen declared an interest in planning applications 22/02104 and 22/02256/FUL - Townfield House and would not take part in the discussions relating to these applications. Councillor Harvey declared an interest in planning application 22/02104 and would not take part in the discussions relating to this application.

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

- Sergeant Andy Davies and Beat Manager Ally Birch had come along to the meeting to introduce themselves and to discuss how they could build upon the partnership working with the Parish Council. Regular updates are to be provided in a monthly newsletter, with information relating to the parish. Local Police contact details will also be listed in the Newsletter. The aim is for the local PCSO to attend PC meetings, when available. The PC were asked whether there were any issues that the PCSO could assist with.

Councillor O'Connor referred to one of the PC's priorities of speed monitoring in the village and asked whether there could be some assistance with this from the PCSO. A training session on speed awareness had been organised by the speed awareness group for 11<sup>th</sup> August, if the PCSO is able to attend.

Councillor O'Connor asked whether a list of the PCSO surgeries could be more widely advertised. For example, a list of dates could be displayed in The Stores and on the village noticeboards. Also, if the dates and new PCSO email address could be sent to the Clerk to be included in the next Norley News.

**Action – Clerk to send the 2022 PC meeting dates and minutes of meeting to the PCSO.**

- A member of the public reported the state of the road surfaces and gutters along School Bank and enquired whether CW&C policy and scheduling for weed spraying includes Norley.

**Action – Clerk to follow up and report the state of the roads and the weeds along School Bank.**

- A member of the public expressed concerns relating to planning application number 22/02104/FUL - Land at Former Delamere Forest School: Erection of 2 additional dwellings to existing housing development that is being built. They outlined their reasons for objecting to the application.

**4. APPROVAL OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 29<sup>TH</sup> JUNE 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 29<sup>th</sup> JUNE 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 – Clerk to circulate the contact details.**

- **Cheshire Railings**

The arrangements for the repair and painting of the railings are ongoing.

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.

Councillor Cornelissen is following up whether the Norley Scouts who are fundraising to attend the World Scout Jamboree in South Korea could assist with the painting of the Cheshire Railings that require painting in Norley.

- **Speed Indicator Devices**

The PC are continuing to follow up the installation of the speed indicator device on Ashton Road.

**Action – Clerk to continue to follow up organising 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 continue to follow up.**

- **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, consultation form and map are to be sent this week 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. Depending on the findings of this consultation there will be a wider consultation/notification in the village for views via the Norley News and notices in the shop and on Facebook.

**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 are awaiting costings of a pedestrian crossing following an enquiry about putting a

crossing near to the Hatchmere bus stop.

- **Defibrillator Training**

Following further expressions of interest in attending defibrillator training, Councillor Cornelissen is arranging further training sessions sometime in September.

- 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.
- An update is awaited from Councillor Edwards about the filling of the potholes on Blakemere Lane.
- Mike Dugine, from CW&C who is taking the lead with improving Rural Broadband in West Cheshire, to be invited to attend a PC meeting to provide further information about the Fibre Broadband Scheme.

**Action – Clerk to invite Mike Dugine to the September 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.
- An article about the World Scout Jamboree in South Korea and the Norley Scouts' ideas for fundraising for next year's event in South Korea was put in the last Norley News.
- The Clerk had notified the External Auditor that as the PC annual gross income and annual gross expenditure for 2021/22 did exceed £25,000, the PC did not wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015.

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 had been published on the website. The Summary of Rights and Notice of Public Rights were published on the noticeboard. JDH Business Services Limited had been asked to complete Norley PC internal audit for 2022/23.

- The 2021/22 bank reconciliation has now been updated following further clarification about this recommendation, from the Internal Auditor.
- Councillor O'Connor is continuing to liaise with Marston's about the proposed installation, ownership and maintenance of defibrillators at the Tigers Head and the Carriers Inn.
- A Teams Meeting was held on 20<sup>th</sup> July 2022 with the Ward Councillors and Norley PC and Highways to discuss and possible solutions to the problems at the junction of Cheese Hill.

## 6. **NORLEY MEMORIAL BENCH**

Councillor O'Connor had received quotations for a bench to go around a service tree in the area where the 'Norley' sign is located. Quotations of £500 for a standard circular bench and £1500 for a circular bench with a bespoke design to commemorate the Queens Jubilee, had been received.

After discussions about the overgrown and maintenance of the grassed area around the sign, it was agreed that currently the area would not be suitable for a bench and the whole area needs to be reviewed with the Norley Wildlife Group.

**Action – Councillors Bakewell and Cornelissen to follow up with the Norley Wildlife Group and to confirm with CW&C the areas of grass in the village that can be cut by CW&C.**

## 7. **COMMUNITY RESILIENCE PLAN**

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.

## 8. GRASS CUTTING AND TREE PRUNING

After considering the reoccurring issues of grass cutting and tree pruning, it was agreed that in future the PC could arrange for the work to be done, as and when required and the funding was approved.

## 9. PLANNING

The following applications had been received since the June meeting:

- **22/02104/FUL** - Land at Former Delamere Forest School: Erection of 2no additional dwellings to existing housing development – Comments by 1<sup>st</sup> August
- **22/02254/FUL** - Moss Cottage Breech Moss Lane Norley Frodsham WA6 8LR: Erection of a timber framed structure – comments by 9<sup>th</sup> August
- **22/02256/FUL** - Townfield House - Extension to existing garage to create office and garden room/gym - comments by 9<sup>th</sup> August
- **22/02340/FUL** – Hatchmere Manor, Delamere Road, Norley WA6 6NG: Detached oak framed car port and garden store – comments by 15<sup>th</sup> August.

## 10. CLERK'S REPORT AND CORRESPONDENCE

### CW&C Circulars

- Cheshire West Crowd can help bring your ideas to life
- Cheshire West Community and Voluntary Arts Awards 2022
- Residents encouraged to share their views on proposals to improve the Council's mental health support service
- Get involved with the autumn 2022 round of the Cheshire West Crowd
- Council and partners support Anti-Social Behaviour Awareness Week 2022
- B&M to open new store in new look Winsford Town Centre
- Council reminds families of support available over summer holiday period
- Helping to shape the future of heritage in the borough
- Council and partners encourage victims of anti-social behaviour to report it
- Cheshire West and Chester Council's Household Support Fund is available to those in need of support
- Gadgeteers are go at libraries this summer
- COVID-19 infection rate rises in Cheshire West and Chester

### Chalc

- Bulletins and training dates
- Cheshire SLCC Branch Conference 2022
- Delamere Forest July Events Update
- Delamere Forest Neighbours Newsletter July 2022

## 11. FINANCIAL MATTERS

Prior to the meeting, a financial report had been circulated with details of the PC account balances as at 1st July 2022, which was £45,632.17 on the current account and £6264.20 on the Business Reserve account.

The following were approved for payment and cheques are to be signed:

- June Website Development and Maintenance Work - £28.00 – Rabbitdigital
- Installation of Post for Speed Indicator Device Ashton Road - £252.00 – Rock Graphics
- Reimbursement to the Clerk – Office 365 Renewal - £59.99, A4 Copier Paper - £11.95, two land registry searches - £6.00 and a pack of 50 C5 Window envelopes, totalling £87.43
- Chalc Meetings and Procedures Training Course 12<sup>th</sup> July 2022 - £25.00

### Banking Matters - On line Banking and Removal of Signatures

The PC are in the process of setting up a new online bank account and updating the bank signatories. Once the online banking has been set up the PC are to arrange for the Clerk's salary to be paid as a net amount and the PC are to make the quarterly tax payments directly to HMRC.

For the first quarter 2022/23 the Clerk received a monthly gross salary payment for April, May and June and had made a payment of £155.60 to HMRC on 17<sup>th</sup> July 2022 for the tax due on the Clerk's salary for the first quarter 2022/23.

**12. ANY OTHER BUSINESS**

Councillor O'Connor reported that:

- A site meeting at the shop took place recently with Councillors O'Connor and Wild and Peter Hosker, the Chair of JNCOT with the Planning Officer to discuss the planning application for the shop and café on land at the Village Hall. Councillor Wild was following up on some of their comments in relation to the Norley Neighbourhood Plan and the application.
- Norley C of E Primary School is in the process of applying for 'Academy' status.
- Following an enquiry from a resident about land ownership, the PC are in the process of making enquires to assist.

Updates from Councillor Crawford were read out at the meeting as follows:

- the stile on Pytchleys Hollow has been replaced
- the village show is taking place on 3rd September. Donations of bottles are being collected for the bottle tombola. Donations can be left at The Stores. Raffle tickets are available to purchase from The Stores and The Tigers Head. The Tombola and raffles are the main fundraisers for this event, so support is crucial.

Councillor Edwards referred to the following:

- A hotpot supper ward event is being held on 8<sup>th</sup> October for Ukrainian families
- A Reading Challenge for adults and children is being held over the summer.
- A vaccination programme is being rolled out to start vaccinating badgers.
- Jane Black, the new Head of Highways, is planning to work more closely with Parish Councils and to provide ward/village reports on a quarterly basis.
- A seminar relating to Community Projects Funding is to be arranged sometime in September.  
**Action – Councillor Edwards to notify the PC of the September date for the seminar once confirmed.**

**13. DATE OF NEXT MEETING**

The date of the next meeting is **Monday 5<sup>th</sup> September 2022 at 7.00 pm at the NCK Centre.**

The meeting closed at 8.55 pm