

**MINUTES OF THE ANNUAL MEETING OF NORLEY PARISH COUNCIL HELD ON TUESDAY 16<sup>th</sup> MAY 2023  
FOLLOWING THE ANNUAL PARISH MEETING**

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

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

Gaynor Hawthornthwaite (Clerk)

The members of the public were welcomed to the meeting.

**1. APOLOGIES FOR ABSENCE**

Apologies were received from Cheshire West and Chester Council - Ward Councillors Lynn Stocks and Phil Rimmer and Norley Parish Councillor Ken Fayle.

**2. DECLARATIONS OF INTERESTS**

There were no interests declared.

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

A member of the public spoke about an issue relating to an area of agricultural land, off Woods Lane, Norley. This is a piece of agricultural land, which has recently been sold. A static caravan and a horse drawn caravan have been located on the land, which is green belt and agricultural land. It appears someone is living there. Several parishioners and the Parish Council have reported this. CW&C is dealing with this issue. Councillor Edwards stated she would speak to CW&C and keep the Parish Council informed.

**Action: Councillor Edwards to contact CW&C for progress and keep the PC updated.**

**Action: Councillor O'Connor will update the parishioner with any information received.**

**4. ELECTION OF CHAIR/CHAIRMAN**

Councillor O'Connor was elected as Chair for 2023/24. 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 Bakewell was elected as Vice Chairman for 2023/24. This was unanimously agreed. Councillor Bakewell accepted the position of Vice Chairman and is to sign the Declaration of Acceptance of Office form.

**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
- The representative for the Village Hall is to be considered at the next meeting. More information is to be obtained about the role.  
**Action – Clerk to note as an agenda item for the June meeting.**
- 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

**Action – Clerk to note the Village Hall Representative for the June agenda.**

**7. REVIEW OF WORKING PRACTICES**

The PC policies were approved at the April 2023 meeting, apart from the Financial Regulations which are being reviewed, to be approved outside of the meeting.

**8. APPROVAL OF MINUTES OF NORLEY PARISH COUNCIL MEETING HELD ON 24<sup>th</sup> April 2023**

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

**9. MATTERS ARISING FROM THE MINUTES OF NORLEY PARISH COUNCIL MEETING HELD ON 24<sup>th</sup> APRIL 2023**

- **Speed Indicator Device**  
The PC are continuing to follow up a suitable location for the SID on Blakemere Lane with United Utilities. A response is awaited on the suggestion of a location next to Delamere Forest House.
- **Installation of Street Signs Pointing to The Stores**  
Councillor O'Connor has received a response from CW&C Highways that they do not sign, nor authorise these types of signs being installed. The PC are awaiting a further response from CW&C following their concerns about the consideration of their request.  
**Action – PC to escalate their enquiry to CW&C Head of Service.**
- **United Utility Works – Blakemere Lane**  
Following the contact made by United Utilities' work on the underground pipes that will be taking place on Blakemere Lane this year, the Chairman of Norley Wildlife Group will be attending a meeting between UU and Rural England. This will be about the use of the disused car park on Delamere Road and about any potential impact of the work on Blakemere Lane and storage of equipment on the disused carpark could have on local wildlife.
- The tree stump on Maddocks Hill has now been removed by CW&C.
- **Planning Application for a Shop and Cafe at the Village Hall Site**  
The PC are awaiting a formal response from CW&C Planning about the application submitted.  
An enquiry was made about a piece of land off Fingerpost Lane and to clarify who owns it. A suggestion was made that it may owned by the PC.  
**Action – Clerk to check the ownership of the land with Land Registry.**
- **Coronation Mugs**  
The Coronation Mugs have now been delivered to Norley Primary School and given to school children living in the village who do not attend Norley Primary School and to pre-school children living in the village.
- The Review of the Clerk's Salary and Working From Home Allowance is to be completed at the June meeting when a review of the Clerk's Objectives for 2022/23 have been reviewed.

#### 10. **COMMUNITY SPEED WATCH UPDATE**

A member of the Community Speed Watch reported on the following:

- The April SID downloads, which were received and noted.  
It was agreed that the monthly Speed Indicator Device reports should be published on the PC website.
- The Bluetooth connection on the Speed Indicator Device on Ashton Road is not working correctly and has been reported.

**Action – Clerk to publish the Speed Indicator Device data onto the PC website.**

#### 11. **PLANNING**

There were no planning applications for consideration since the April 2023 meeting.

#### 12. **CLERK'S REPORT AND CORRESPONDENCE**

- The Register of Members Interests forms were circulated for completion and are to be returned to the Clerk to forward on to CW&C.
- Details of the 2 parish councillor vacancies are to be advertised in Norley News, notice boards and The Stores.

The following had been received since the April 2023 meeting:

##### **CW&C Circulars**

- Work beginning on Winsford town centre development

##### **Chalc**

- Bulletins and training dates
- Town & Parish Council Connections Online Events: 8th June and 19th June 2023 from 6pm

- Vacancy for ChALC Board
- DLUHC Consultation On Infrastructure Levy
- Delamere Forest Neighbours Newsletter May 2023
- PCSO April 2023 Update

### 13. FINANCIAL MATTERS

- The PC account balance carried forward to 2023/24 was £38446.12 on the current account and £6290.25 on the Business Reserve account.
- The revised template for the Financial Regulations is being reviewed and is to be approved outside of the meeting.

The following were approved for payment and cheques were signed:

- Insurance Renewal – Zurich Insurance – £532.13 – The PC considered the level of fidelity insurance based on the assets the PC holds and the amount of risk involved and agreed that it should remain at £100,000.
- Reimbursement - Postage Internal Auditor £11.15, Jiffy Bag for Accounting Paperwork £2.99 and April 2023 Salary Arrears £38.00, totalling £52.14 – Mrs G Hawthornthwaite
- Grass Cutting Village Green - £22.00

### 14. ANY OTHER BUSINESS

The following were reported:

- Councillor Crawford
  - A quotation had been obtained a quotation of £1488 for the new door for the red phone box, which is an approved item of expenditure from the Community Infrastructure Levy funding.  
**Action - PC to order the new door for the red phone box and to arrange a cheque reimbursement outside of the meeting.**
  - had attended a meeting with the CW&C Conservation Officer and a resident from Norley to discuss the listing process at Sandycroft Farm, Crabmill Lane.
- Councillor Bakewell - the seeds that had been planted four weeks ago at the top of High Street/ Norley Road/Norley Lane are not showing any signs of growing and it is unlikely now that they will this year. There was a suggestion about cutting back some of the grass in this area.
- Councillor Cornelissen
  - the Christmas tree on the village green has gone brown and will arrange for it to be removed.
  - A complaint has also been received about the state of the footpath along Norley Road. Councillor Cornelissen will continue to follow up the re-instatement of the footpath and the cost for the PC to tidy the area.  
It was agreed that the PC should follow up grass cutting and collection around the village every 2 weeks from May until September.  
The grass around the Norley Sign also requires cutting and removing. The PC agreed that our current contractor should be requested to do this. Due to the specific areas here, that require cutting Councillor Connelissen will act as a liaison with the contractor.  
**Action – Councillor O’Connor to advise the details for Clerk to contact the contractor.**
- Councillor Duff – action is required on one of the potholes on Blakemere Lane.  
**Action – Councillor O’Connor to ask Councillor Edwards to follow up.**
- Councillor O’Connor
  - Of the 180 Coronation mugs that were purchased by the PC for Norley children, there are 16 left.
  - United Utilities are proposing to use the disused car park on Delamere Road over

the next two years whilst they complete the underground pipework.

- Work is progressing on the three fingerpost signs.

**15. DATE OF NEXT MEETING**

The date of the next meeting **Monday 26<sup>th</sup> June at 7.00 pm at the NCK Centre.**

The meeting closed at 8.30 pm