

**MINUTES OF A MEETING OF NORLEY PARISH COUNCIL HELD ON MONDAY
26th JUNE 2023 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 Terry Harvey

Councillors Gillian Edwards, Lynn Stocks and Phil Rimmer – Ward Councillors – Cheshire West and Chester Council

Gaynor Hawthornthwaite – Parish Clerk

The members of the public were welcomed to the meeting.

1. APOLOGIES FOR ABSENCE

No apologies received.

2. DECLARATIONS OF INTERESTS

No declarations of interests.

3. PUBLIC SPEAKING TIME/OPEN FORUM

A number of residents were in attendance to complain about the proposed installation of telegraph poles in several parts of the village rather than ducting the fibre for Full Fibre Broadband Installation.

The following issues were mentioned:

- Why are telegraph poles being installed for the fibre instead of ducting? Either in existing ducting or installing new ducting?
- The Parish Council, and the parishioners, would find it very helpful if a village map showing all the proposed telegraph pole installations on it could be at the drop-in session.
- Why are more telegraph poles being installed next to or across from some already existing ones?
- Why do some people have multiple poles around their properties? One householder believes they will have 3 poles around their home.
- Concern was raised about the number of fibre cables running across residents' gardens.
- Trees being pruned on residents' properties without permission. How did this happen?
- Why haven't letters of notification been sent to individual properties that are affected by the installation of telegraph poles? No one at the meeting had received a notification letter.
- Why were the 'planning notices' put up on lampposts about the proposed installation of the poles incorrect?

A village drop-in session has been arranged for Monday 3rd July at 4 pm until 7 pm at the NCK Centre. Representatives from FACTCO and Cheshire West and Chester Council will be available to assist with any questions and concerns about full fibre broadband.

4. APPROVAL OF MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 16th MAY 2023

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

5. MATTERS ARISING FROM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 16TH MAY 2023

• **Speed Indicator Device**

The PC are continuing to follow up a suitable location for the SID on Blakemere Lane with United Utilities and CW&C. The previous contact at UU dealing with this has moved from their job and Councillor O'Connor is now dealing with another representative.

• **Installation of Street Signs Pointing to The Stores**

The PC considered how the installation of Street Signs pointing to the Stores could be

progressed and are to follow up whether a sign could be installed on the land at the Village Hall. There is a post at the top of Hough Lane with a sign pointing to the School on it. The PC considered adding a sign pointing to The Stores.

Action – Clerk to contact the Chair of the Village Hall Committee asking if this would be a possibility.

- **Red Phone Box**

Councillor O'Connor was in the process of ordering the new door and fitting pack for the red phone box. The cost of £1,488.00 will be expenditure from the Community Infrastructure Levy funding.

- **Planning Application for a Shop and Cafe at the Village Hall Site**

The Clerk had checked the ownership of the land off Fingerpost Lane and clarified that it is not owned the PC.

6. **COMMUNITY SPEEDWATCH UPDATE**

A member of the Community Speed Watch reported that the hedge on School Lane is imposing on to the pavement and needs to be cut back.

At the recent Delamere Forest concert there was an issue with the taxi pick up points outside the Chinese Restaurant on School Lane, as the taxis were double-parked, blocking the view turning left at the junction.

The number of potholes around the village was also mentioned.

The PC received the summary of the Norley fixed SID graphs for May 2023, which are to be published on the PC website. It was noted that vehicles are continuing to speed through Norley, particularly on Delamere Road, Norley Road and School Bank.

Action – Clerk to send a letter to the owner of the hedge on School Lane and to report the issue with the taxi pick up points with Delamere Forest.

Action - Clerk to arrange for a reminder about cutting back overgrown hedge to be put in the next Norley News.

Action – Councillor O'Connor to mention the potholes at the next PC meeting with CW&C Highways.

Action – The PC to follow up with CW&C a contact that could escalate speed monitoring issues.

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

7. **GATEWAY SIGNS**

The PC considered the locations, the number of signs and the wording for the signs and are to bring examples of signs and wording to the next PC meeting.

Action – Clerk to note for the July agenda.

8. **PARISH COUNCILLOR VACANCIES**

Following the May 2023 Elections, there are now two Parish Councillor Vacancies.

Action – Clerk to notify CW&C of the vacancies and to arrange for a Notice to be published on the website and parish noticeboards.

9. **PC REPRESENTATIVE ON VILLAGE HALL COMMITTEE**

Councillor Cornelissen agreed to be the PC representative on the Village Hall Committee

10. **HUNTS WOOD, WOOD LANE**

The PC are continuing to liaise with CW&C about the area of agricultural land, Hunts Hill Wood that is being used for residential and business purposes.

Action: Ward Councillor Edwards is regularly liaising with planning enforcement and keeping concerned local residents and the PC updated.

11. **WEST VIEW ROAD – FENCING FOR COMMON LAND**

Councillor Crawford recently represented the PC at a CW&C planning meeting regarding the proposed development on land on West View Road, which the PC had objected to. The plot of land is next to a piece of Common Land

The decision at the Planning Committee was to approve this application.

Following the discussion at the Planning meeting around access to the site, building materials, parking during construction and protection of the Common Land, the PC's previous discussions about the need to fence The Waste to protect it from fly tipping and to define the boundary; the

PC agreed a fence should be erected around the whole exposed boundary to protect the land. This includes the one it shares with the site in question and to also incorporate a double (lockable) gate.

A quotation was received and approved, outside of the meeting, of £1800 from Beeston Fencing to erect a rod and pole fence (this style will allow for a hedge to be planted in due course) along the whole exposed boundary. The fencing has now been erected.

The PC thanked Councillor Crawford for attending and speaking on the PC's behalf at the Planning meeting.

12. **FACTCO**

A village drop-in session has been arranged for Monday 3rd July at 4 pm until 7 pm at the NCK Centre. Representatives from FACTCO and Cheshire West and Chester Council will be available to assist with any questions and concerns about the installation of full fibre broadband in the village.

13. **PLANNING**

The following Applications had been circulated prior to the meeting:

- **23/01692/PDQ** - Land At Post Office Lane Norley Northwich: Conversion of agricultural storage building into one dwelling - Any comments to the Clerk by 4th July 2023.
- **23/01828/LDC** - Greenslade Farm Norley Road Norley Northwich WA6 6LH: Application to confirm lawfulness of windows and doors as installed under planning permission 20/02154/S73 - Any comments to the Clerk by 11th July 2023.
- **23/01819/FUL** - Crofton Cottage Fingerpost Lane Norley Northwich WA6 8LD: Erection of outbuilding to accommodate gym/ office (Re-submission of planning permission 21/02400/FUL) - Any comments to the Clerk by 11th July 2023.

- **Building Works Blakemere Lane**

Councillor Edwards mentioned that there has been no response from CW&C Planning about the completion of the building work on the Blakemere Lane site and the affordable housing.

Action – Councillor Edwards to follow up with CW&C Planning and arrange a meeting.

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

The following was reported:

- A resident had notified the PC of the overhanging vegetation on footpath Maddocks Hill – which is making it completely impassable for pushchairs or wheelchairs.

Action – Clerk to follow up with the landowner.

- A thank you card had been received from the pupils of Norley Primary School thanking the PC for the Coronation commemorative mugs.
- The PC received an email from a 'norleyresidents' email address notifying the PC about the regular noise and disturbance to near residents from the Tigers Head pub.

Action – Clerk to forward the email to CW&C Licensing Department and Environmental Health Departments. Clerk to respond to the email address advising them to contact CW&C Licensing Department and Environmental Health Department.

- The information from CW&C about Working with our residents to tackle waste crime – Details are to be put in the next Norley News.
- CW&C planning enforcement have notified the PC that they have requested a planning application for the agricultural building currently being built off Cow Lane.
- An enquiry had been received from the Wildlife Group about assisting with the removal of mown grass from the area around the Norley Sign.

Councillor Cornelissen is currently following up the grass cutting around the village and will contact the individual used by the PC and contact the Wildlife Group.

Action – Councillor Cornelissen to contact John Dimelow.

The following had been received and circulated since the May meeting:

Chalc

- Bulletins, Member Briefings, and training dates

- CW&C Sessions 5th July Highways 6-7pm – Councillors O'Connor and Bakewell to attend the online session.

15. FINANCIAL MATTERS

Review of current Financial Position

Prior to the meeting the following financial information had been circulated:

- The PC account balance on the current account as at 1st June 2023 was £48,511.15 and £6290.25 on the Business Reserve account.

The Claim for VAT for 2022/23 for £1703.28 was received on 30th May 2023.

Approval of 2022/23 Annual Audit Return

- Completion of Section 1 – Annual Governance Statement 2022/23: 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 2022/23: The PC considered the Statement in Section 2, which was approved, and the Chair and Clerk signed the form.

Certificate of Exemption

After considering the Certificate of Exemption, the PC agreed that as the PC annual gross income and annual gross expenditure for 2022/23 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 2022/23 Accounts

The end of year accounts were received and approved.

Approval of Internal Auditor's Report 2022/23

The following recommendations were considered:

Issue - The risk assessment was not approved by council in 2022/23.

Recommendation - The Risk Assessment should be approved by council in each financial year.

It was noted that the Risk Assessment had been reviewed and approved at the 24th April 2023 PC meeting.

Action – Clerk to note that the Risk Assessment should be reviewed before the end of the financial year from now on.

Action – Clerk to notify the External Auditor about the Certificate of Exemption and to publish the 2022/23 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 2023/24

It was agreed that JDH Business Services Limited should be asked to complete Norley PC internal audit for 2023/24.

Action – Clerk to notify JDH Business Services Limited

The following were approved for payment and cheques were signed:

- 2 x Grass cutting the Village Green - £44.00 – Mr J R Dimelow
- 2023/2024 Cheshire Community Action Membership - £20.00
- Fencing Waste Lane – Mike Beeston Services - £1840 (approved outside of the meeting)
- Backdated Clerk's Salary Arrears Payment (June 2023) – New 2022/23 Salary Scales - £38 per month - Mrs G Hawthornthwaite and Reimbursement – Land Registry Search £3.00 - £41.00
- Completion of 2022/23 Internal Audit - £320.40 – JDH Business Services Ltd
- PC Room Bookings at NCK Centre 12 Meetings since April 2022 - £360 – St John's Church Norley
- Norley Parish Council Website Maintenance Updates – Rabbit Digital - £103.25

16. ANY OTHER BUSINESS

- Councillor Crawford mentioned that preparations for the Norley Show have commenced and asked whether the PC would consider donating £500 towards the main marquee. The PC agreed to make a £500 donation for the marquee.
- Councillor Duff reported that the speed sign outside the Carriers Inn is obscured by vegetation.
Action – Clerk to log with CW&C.
- Councillor Bakewell asked about a target review date for the temporary road junction arrangement at the top of Cheese Hill and the cost implications to the PC if it were to be made permanent.
Action – Councillor O'Connor to mention at the next meeting with CW&C Highways.
- Councillor O'Connor mentioned that there is to be a change in ownership of the Stores. An article is to be put in the next Norley News. The PC thought that the current business owner's service to the village should be recognised. PC will consider how to do this.

17. DATE OF NEXT MEETING

The date of the next meeting is **Monday 24th July** at 7 pm at the NCK Centre.

The Meeting closed at 9.00 pm