

**MINUTES of GREAT BUDWORTH PARISH COUNCIL MEETING  
held at the PARISH HALL at 7.30 PM on MONDAY 6<sup>th</sup> July 2015**

**Opened at 7.30pm**

**Part1**

**1. Welcome and record attendance**

**1 Present**

Chairman P McAndrew

Council Members L Hopkinson, A Lee, R Collier, H Brudenell, M Kershaw

Also present

Clerk C Marshall

Public 6

**2 Apologies** H Forwood, M Torrance Parish Council Members  
D Hammond, N Wright – District Councillors

**3. To approve the minutes from the Annual Parish Council Meeting and Annual Parish Meeting held on the 11<sup>th</sup> May 2015 and the Planning Meeting held on the 15<sup>th</sup> June 2015.**

**Annual Council Meeting.**

The following amendments were proposed:

Item 6 – Councillor Hopkinson agreed as *Vice Chairman* not Chairman as stated.

Item 11 – Councillor Hopkinson to be recorded as *School Governor* not *Associate Governor*.

***Resolved that the amended minutes of the Annual Parish Council Meeting, the Annual Parish Meeting held on the 11<sup>th</sup> May 2015 and the Planning Meeting held on the 15<sup>th</sup> June 2015 be agreed and signed as a true record. Proposed by Cllr McAndrew and agreed by all.***

**4. Declarations of Interest**

Councillors Lee and Hopkinson regarding Item 8.

**5. To hear representation from the public**

**Opened 7.40pm**

An update was requested regarding car parking in the village – advised that this would be discussed under Item 12 on the agenda.

The slow down sign on the A599 is currently covered. **Cllr Kershaw to address.**

The hedges at the bottom of High Street are hanging over the footpath (near to 62 The Mount) **Clerk to report to CWAC Highways department.**

The hedges at the start of Westage Lane belonging to Cobb Cottage and Smithy Cottage are currently blocking the pavement. **Clerk to write in the first instance to owners asking for them to cut back their hedges.**

It was highlighted that that Farthings Lane may not be properly demarked (Appendices 1) **Cllr McAndrew to speak to Bob Wilkinson and the Highways department regarding its ownership and to clarify its status.**

**Closed 8pm**

## **6. Correspondence**

See Appendices 2.

No comments made.

## **7. Progress Reports** To receive reports for information only from:

### a. Clerk

- i. Updated on training to be undertaken on 9<sup>th</sup> July 2015 in agendas and minute taking.
- ii. Requested Councillors send their pictures and biographies to the Clerk asap for the notice board/website.
- iii. Advised that the Council under the Data Protection Act 1998 needs to register with the Information Commissioners Office for a sum of £35.00.
- iv. Advised that a disappointing number of groups have been updating their pages on the website.
- v. Advised that the Parish Council is now in compliance with the new Transparency code.
- vi. Clerk provided new contact details: 6 Massey Avenue, Hartford, Northwich, Cheshire, CW8 1RF. Telephone 01606 259960.
- vii. Updated on meeting with the Councillor Brudenell regarding the Finance Committee – agreed that a meeting will be held 2 weeks prior to each Parish Council meeting to discuss any financial matters that have arisen. Also agreed that current Parish Council financial procedures will be reviewed.

### b. Chairman

- i. Requested that all Chairmen/Vice Chairman's of Parish Council committees review and update their terms of reference.
- ii. Requested that Councillors consider which aspects of the village they would like to take a particular interest in and become responsible for in relation to matters arising with the Parish Council.  
**Councillors to email the Clerk.**
- iii. Discussed a need for the Parish Council to agree a plan/vision for the Parish Council over the next 4 years. Was proposed that this could relate to democracy, communication, consultancy and compliance. **Agreed by all that Councillors would email their thoughts to the Clerk and a meeting will be arranged after the September Parish Council Meeting to discuss this in more detail. With the aim of the having the plan in place by November 2015.**

## **8. Budworth Bulletin Funding**

A grant of £280 for the Budworth Bulletin was agreed by all.

**9. Financial Report** To agree and approve payments; to receive a financial update from the Clerk.

a Grant Applications

Application made to Manchester Airport Community Fund for assistance with the cost of the Top Pumphouse repair unsuccessful.

b Receipts

Heritage Society Pumphouse Cheque	£500.00
Bowling Club Rent – 2015-2019	£ 5.00
C Marshall – Clerk Overpayment	£ 13.92
Total:	£518.92

c Payments between meetings

BT	Broadband	£ 45.60	Direct Debit
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Clerk	June Salary	£312.13	Standing Order
Clerk	July Salary	£312.13	Standing Order
Total		£715.46	

d Payments July

ChALC	Course Fee	£ 30.00	reference 000697
NBM	Website	£120.00	reference 000698
CWAC	Election Recharge	£547.50	reference 000699
SLCC	Course fee	£ 90.00	reference 000700
C. Marshall	Clerk Mileage	£ 32.40	reference 000702
C. Marshall	Clerk Stationary	£ 3.78	reference 000701
ICO	Registration	£ 35.00	reference 000703
Dean and Parry	Railings Painting	£130.00	reference 000704
P McAndrew	Chairmans Allowance	£ 50.00	reference 000705
J Eaton	The Avenue Maintenance	£110.00	reference 000706
Total		£1148.68	

Letter of thanks sent to the Heritage Society for their kind donation.

Cllr Brudenell requested a copy of the Local Councils Explained book – at a cost of approximately £54.00.  
**Agreed by all to purchase a copy as a useful Councillors resource. Clerk to action.**

Thanks to be noted to John Eaton for his prompt maintenance work on The Avenue. **Clerk to send letter of thanks.**

**10. Planning Applications**

No new applications received, approved or rejected since the Planning meeting held on the 15<sup>th</sup> June 2015.

## **11. Standing Orders and Terms of Reference**

**Agreed that Clerk will send current standing orders and terms of reference in place for each committee to Councillors along with model examples from NALC for their review before the next Parish Council meeting.**

## **12. Parking in Great Budworth**

See Appendices 3 – report provided by Working Party.

Councillor Brudenell updated that Great Budworth Primary School is to employ a member of staff to manage the playground in a morning in order to allow parents to drop their children off and then leave rather than wait. This is being undertaken with the aim of easing traffic congestion in a morning.

It was questioned how the other organisations/businesses in the village that contribute to the parking issue are addressing their role in seeking to ease traffic congestion. **Cllr Lee to discuss this with the working party.**

## **13. Kerbs on High Street**

The kerbs outside 10/11/12/13 High Street are being damaged by refuse collectors.

**Agreed that Clerk would contact CWAC Highways department to report.**

## **14. Top Pumphouse Roof**

Meeting to be held with CWAC Conservation Officer to be attended by Councillor Torrance on the 13<sup>th</sup> July 2015 at 10am.

Agreed that Sandstone work previously submitted as a quotation will be included in budget for 2016/17.

Noted bird nests within Top Pumphouse. **Agreed that Cllr Collier will provide names to Clerk of companies that provide netting to prevent this.**

## **15. Local Council App**

Agreed that Parish Council will not pursue this at present but will potentially consider it in the future.

## **16. Great Budworth school field Adventure Play Equipment Sign**

Headmistress of school to provide Parish Council with cost of signage for consideration as she wishes to use the same branding as is present in the rest of the school.

## **17. Parish Council Branding**

**Councillor Hopkinson agreed to design a logo for use.**

## **18. Grant Awarding Policy**

Agreed by all to for this to be considered at the next Finance Committee to be held on the 17<sup>th</sup> August 2015 meeting and then be reported back to the Parish Council at the 7<sup>th</sup> September 2015 Parish Council meeting.

## **19. Declassification of A599 for large vehicles**

Agreed by all that Parish Council will provide their full support. **Clerk to action.**

## **20. Active Cheshire**

**Cllr Collier to speak to Active Cheshire and then provide update via email to Parish Council members.**

## **21. Bridge2Barnton e-petition**

**Clerk to add Parish Councils support via e petition.**

## **22. Parish Hall Roof**

**Agreed by all that once the Clerk receives 3 upto date quotations from the Parish Hall committee Clerk will complete Big Lottery grant application and return it to the Parish Hall Committee.**

## **23. The Avenue**

**Agreed by all that Councillor Collier will contact CWAC Highways department to discuss The Avenue more formally and confirm that as outlined in the Trust deed that the trees of the Avenue are the responsibility of the Parish Council and the pathways the responsibility of the Highways department.**

**Agreed by all that Councillor Collier will provide the Clerk with the name of 3 Arborists who can provide the Parish Council with a quote for a report on the trees in the Avenue.**

**Agreed that any work identified will be undertaken in October half term.**

**Further agreed that once the work is carried out in October the Clerk will check with the School to confirm that any actions identified in their playground report have been undertaken.**

**Councillor Collier also to make contact with the Community Payback team for help with the maintenance.**

## **24. Parish Issue**

- i. Japanese Knotweed – update from previous meeting – opposite Heath Cottage this is a private nuisance and not within the remit of the Parish Council. That present on High Street will not become too invasive as long as it isn't cut back so no action needs to be taken at this time.
- ii. Tipping on Mr Butters land – confirmed that the address is The Barn, School Lane and that the tipping is occurring on the detached garden. **Clerk to contact CWAC regarding issuing a notice under section 215 of the Town and Country Planning Act.**

**24. Dates of Meeting – 7<sup>th</sup> September 2015 at 7.30pm**

**Part 2**

Items of a “confidential or other special nature” during which it is likely that the meeting will not be open to the public and press as there would be a disclosure of exempt information as defined in Section 100l of the Local Government Act 1972.

None

**Closed 9.40pm**

**Signed as a true record .....**

**Chairman  
7<sup>th</sup> September 2015**

Caroline Marshall, Clerk to Great Budworth Parish Council  
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