**Minutes of the Great Budworth Parish Council Ordinary Meeting held at the Parish Hall on Monday 4th September 2023**

The meeting opened at 7.00pm

**Present:** Chairman Karen Hammond (KH), Deputy Chairman David Wilkinson (DW)

Parish Councillors: Malcolm Torrance (MT), Steven Jennings (SJ), Stephen Coppell (SC), Karen Williams (KW)

Parish Clerk – Janet Bennett (JB)

Marbury Ward Councillor – CCllr Lynn Gibbon (LG)

Members of the Public: Don Hammond (DH), Bill Anderson (BA), Rod Bowman (RB), Jenny Bowman (JBow), Bob Wilkinson (BW), John Williamson (JW), Christine Wyllie (CW)

1. **Welcome & Attendance:**

Chairman Karen Hammond welcomed Councillors, members of the public & opened the meeting.

1. **Apologies:**

CCllr Norman Wright, CCllr Phil Marshall, Cllr Justin Culver and Cllr Chris Wise

1. **Declarations of interest**:None
2. **Representations from the Public**:

4.1 On behalf of a local resident, KH raised the concern relating to the increase in aircraft noise and low flying aircraft over the village in recent weeks. LG reported that aircraft have been rerouted due to the change in wind direction. DH reported that he is aware of major consultations taking place regarding Manchester Airport flight paths, final decisions have not yet been made. DH suggested Manchester Airport complaints telephone number be shared and residents to be encouraged to report concerns. JB will add this to the village WhatsApp group (0808 169 7030). KH will ask Cllr Culver to contact a local resident who previously worked at Manchester Airport for any updates they may have.

4.2 BA reported that 3 grids in the High Street are blocked. Following heavy rain, flooding occurs on the High Street. SC confirmed he has already reported this issue to CWaC highways. LG suggested we access the “Grids & Gullies” section on CWaC website [Grids and gullies | Cheshire West and Chester Council](https://www.cheshirewestandchester.gov.uk/residents/transport-and-roads/highways/grids-and-gullies) this shows the programme of cleaning work for 2023. Residents can report a blocked grid/gully and the Parish Council can report faults and missing grids from the map. JB to check this and report back at November meeting. JB to share the fault reporting link on village WhatsApp group.

4.3 BA asked the Parish Council to approve the decision to place a plaque in memory of the late Bert Hunt, on the wooden bench outside the Vicarage. Councillors voted in favour. The plaque is being paid for from other sources.

1. **Minutes from previous meeting** – Monday 10th July 2023 were proposed by Cllr Steve Coppell and seconded by Cllr Malcom Torrance.
2. **CCllr Lynn Gibbon provided updates for August and September 2023**

6.1 There are a number of monthly newsletters available to subscribe to including Your Streets Travel and Transport: click on this link   [Cheshire West and Chester Council (govdelivery.com)](https://eur03.safelinks.protection.outlook.com/?url=https://public.govdelivery.com/accounts/UKCHESHIREWESTANDCHESTER/subscriber/new&data=05%257C01%257CLynn.Gibbon@cheshirewestandchester.gov.uk%257C477758378146459b125308dba87aea64%257Ccdb92d1023cb4ac1a9b334f4faaa2851%257C0%257C0%257C638289018105506073%257CUnknown%257CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0=%257C3000%257C%257C%257C&sdata=7mhpAi/jcNuMTM5ecjPmdDBKW4PUe7Uk+T7fbfUv9Hs=&reserved=0)

* 1. Soot Hill - retaining wall rebuild works.  The scheme is supposedly progressing well and currently on budget and on programme for completion in December 2023 .Further updates can be found on the Soot Hill Website - <https://www.cheshirewestandchester.gov.uk/residents/transport-and-roads/highways/major-road-schemes/land-slip-at-soot-hill-northwich>
  2. Skills- there is an opportunity for the economically inactive to attend sessions on confidence building skills. Training to be held in local parish halls should PCs identify any residents who would benefit from the training. This is linked to Work Zones provision for further training if required in the Northwich area.
  3. Marbury ward has submitted a 10-year plan for major or other highways projects to help improve ward infrastructure. Currently, awaiting the outcome of whether any will be approved
  4. A new Ward Plan is being developed around 4 themes, Highways, Environmental, Education and Health all linked to communities and will provide a ward picture with actions to pursue. Will circulate once completed.
  5. Know your Numbers Week - Free blood pressure tests from 4th to 10th September to help beat serious conditions that show no symptoms.
  6. RACC concrete issues no schools identified to date.
  7. Solar Together – information available on CWaC website about joining up with other local authorities as part of a group-buying scheme for solar panels and battery storage. Planning permission to add solar panels to a property would need to be agreed.
  8. Police update - Leroy Moss is the Northwich Inspector. Jason Mountford is the Beat Officer. Dianna Wiggins and Michelle Giles are our PCSOs, and Rob Simpson is the Rural Crime Officer
  9. A new Gullies Identification Map, will be provided for each ward so they can check if they are all identified and none missing
  10. HS2 update, 25 mitigations identified, it has still not been confirmed if the stretch between Crewe & Manchester will go ahead.
  11. For information on grants available, check “Spacehive” [The home of community fundraising (spacehive.com)](https://www.spacehive.com/). The village could apply for financial assistance in qualifying areas

1. **Matters arising from previous meeting and new matters arising**

7.1 Highways. KH reported she contacted a resident regarding damage to a car due to a pothole, this has been resolved.

7.2 Several potholes on Heath Lane still need attention, these are not yet marked and therefore not due to be repaired. Residents to be encouraged to report potholes via the CWaC highways link. JB to add to village WhatsApp group.

7.3 KW reported that there is a large number of hay bales stacked on the verge outside Heath Farm on Heath Lane. They are wrapped in black plastic and could be dangerous to drivers at night. KH to speak with farmer.

7.4 KH shared that there has been an increase in road traffic going down South Bank, people do not realise it is a dead end. KH has suggested new road signage could help to stop this. LG suggested the Parish Council may be asked by CWaC to pay towards the cost if a sign is erected. JB to ask CWaC if this is feasible & the cost.

7.5 Bottom pump house repair quotes. BA has received a verbal quote to fix 2 loose slabs for £150.00 from Richard Jannion. The written quotations have not yet been received. JB will follow up with Richard.

7.6 Village telephone box quotation from Dean and Parry for labour costs of £250.00 was agreed at the last Parish Council meeting. The cost of the paint has been confirmed at a cost of £37.00. The proposal for work to go ahead was proposed by SJ and seconded by KW. Prior to works commencing, a proof of current public liability insurance policy is required, KH will ask Ted Parry to go ahead with the proposed work.KH to check the liability insurance policy.

7.7 Website update provided by JB. Nicholas Baron-Morgan (NBM) charges £30 per hour for any training or work to be completed on the website. The picture gallery is not manageable as requests to add to the gallery must be agreed by NBM as he is the host. Many requests he has received in the past were not added to the website, NBM said it was agreed that nothing further would be added. JB confirmed that all past Bedworth Bulletins have been added. There is still work to be completed to add all Parish Council documents onto the website for transparency. JB has stopped working on these for the time being due to time constraints.

7.8 The Avenue access. As a result of the crops being harvested, access to the field is now being used correctly. Councillors agreed to close this action.

7.9 Water quality test at the bottom pump house. JB met Madeline Davies (MD) from CWaC on 29/8 when water samples were taken for analysis. The report will be received in 8 – 10 weeks, unless there is a danger to members of the public’s health, in which case JB will be advised immediately. MD handed JB a private water sample “Risk Assessment Tool”, this needs to be completed and return to MD in September 2023. DH offered to assist with this, JB & DH to complete and return to MD in September.

7.10 D-Day 80th celebrations. No feedback received following the article in the Budworth Bulletin, a further discussion will be held later in 2023 to discuss planning an event.

7.11 Village carpark signage. JB has received 2 quotes: Signs R Us - supply only £198.00 inc VAT. Signs 24/7 – supply only £238.00 inc VAT. LG suggested speaking with Wincham Parish Clerk for the name of a supplier they use. JB to take this forward.

7.12 Japanese knotweed. 10/7 CCllr Phil Marshal has taken forward the concern from local residents. An email was received on 4th September stating that CCllr Marshall had raised the issue with CWaC Street Care and will follow up this week. No other correspondence has been received.

7.13 Village footpaths. DW has spoken with the owner of the field by The Avenue who will follow up concerns raised with the farmer who is renting the field. The owner of the field has accepted the footpath should remain open and passable to walkers. He also agreed to replace the stile in the hedge. DW asked if the Footpath Society would contribute to the cost of this. JB to enquire and report back at next Parish Council meeting. DW has also spoken with Mr Fryer from Groobarbs about the public footpath across the field of crops and discussed the footpath being directed around the field.

7.14 HS2. No update to share from JC.

7.15 Risk Assessment Contractors liability insurance. During the meeting on 23/7/23, item 8.k, councillors agreed to implement all risk measures. It has been identified that some of the current contractors used by the Parish Council do not have approved public liability insurance. Following a discussion about the risks, councillors agreed unanimously that the Parish Council should not employ contracts who do not have public liability insurance in place. It was agreed that before any work begins a member of the Parish Council should see the insurance policy and this should be noted. JB to advise current contractor affected.

7.16 Bowling Green lease. JB advised that Tony Flynn, Treasurer of The Great Budworth Bowling Club has requested a copy of the new lease. SJ has the original lease and will keep this until registration is completed with the Land Registry. In the interim, SJ will send JB 2 copies, one for the Parish Council file and one for Tony Flynn.

7.17 Parish Council Insurance renewal. JB reported the insurances are due for renewal at a cost of £1527.11. The new insurance schedule has been shared with KH and DW and no feedback has been received prior to today’s meeting. JB queried the building on the Bowling Green and BW explained this is covered by the bowling green committee. During the meeting DW queried that the stocks were not mentioned on the renewal. DH explained that previous repairs to the stocks had been covered by the Parish Council. JB to check if they need to be added to the policy. LG suggested obtaining a quotation from Zurich. JB will take this forward.

1. **Budget**:

8.1 The proposal to increase the Parish Clerks contractual working hours from 6 per week to 8 per week has been postponed until the November meeting. SJ requested that a paper to consider how the Clerks hours are being utilised be prepared to inform councillors of the workload and role of the Clerk. KH called a Finance Meeting on 6th November 2023 at 6.30pm before the Parish Council meeting to discuss this further. JB will write a paper covering current duties and share at the Finance Meeting.

8.2 SJ suggested to help the Parish Clerk reduce some of their workload, a request be placed in the Budworth Bulletin asking for a volunteer to help with the website, JB will send this to Anna Lee.

8.3 LG suggested that the roles & responsibilities of the Parish Council are obtained from the ChALC website and are shared with all members for clarity of their responsibilities. JB will action this.

8.4 JB informed the meeting that the NatWest bank account mandate is up do date and current account signatories are: Karen Hammond, David Wilkinson, Malcom Torrance and Janet Bennett

8.5 JB has successfully completed a VAT reclaim for 2021 & 2022, £1689.30 was paid into the current bank account on 11 August 2023

8.6 Invoices for payment:

|  |  |  |  |
| --- | --- | --- | --- |
| Payee | Details | Invoice amount | Signed by |
| CWaC | Recharge following May 23 elections | £181.00 | KH and DW |
| ChALC | JB and CW induction training | £50.00 | KH and DW |
| Nick Baron-Morgan | 2023 – 2024 website hosting £120.00  Website training for Helen Bashford Malkie – 1 hour £30.00  1 addition to website to mark Queens passing. £30.00 | £180.00 | MT and JB |
| Janet Bennett | August salary (8 hours per week, agreed by KH & DW)  September salary (8 hours per week, agreed by KH & DW) | £416.00  £416.00 | KH and DW |

8.7 JB provided an update on budgets to date.

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| --- | --- | --- |
| Expenditure | 2023 Budget | 2023 Actual spend |
| Staff costs | £5900.00 | £1265.00 |
| Memberships | £219.00 | £100.00 |
| Administration | £2690.00 | £1474.05 |
| Maintenance | £4800.00 | £150.00 |
| Grant / Donation | £1000.00 | 0 |
| Parish projects | £1000.00 | 0 |

|  |  |  |
| --- | --- | --- |
| Income | 2023 Budget | 2023 Actual income |
| Precept | £9511.00 | £9511.00 |
| Filming | £2000.00 | 0 |
| VAT reclaim | £1500.00 | £1689.30 |

KW has agreed to research websites where we can promote the use of the village for filming to increase the income budget for 2023.

1. **Planning Applications:**

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| --- | --- | --- | --- |
| Application reference | Address | Planning details | Comments |
| App 23/02232/FUL | 22 Westage Lane, Great Budworth | Removal of existing conservatory, erection of two storey & single storey side extension. | No objections |
| App 23/02104/CAT | The Coach House, Warrington Road, Great Budworth | 1 x Mature cherry – fell to ground level. | No objections |
| App 23/01929/FUL | Spinneys, Smithy Lane, Great Budworth | Construction of a balcony. | No objections |

1. **Dates for final 2023 meeting and 2024 meetings.** As no objections were received to the proposed dates, these have been agreed. JB has booked the village hall for the dates with Sue Scott.

* 6th November 2023 (Justin Culver sent apologies)
* 8th January 2024
* 12th March 2024 (Steve Coppell sent apologies)
* 7th May 2024
* 1st July 2024
* 9th September 2024
* 4th November 2024

**The meeting closed at 20.25pm**