**Minutes of the Great Budworth Parish Council Annual Meeting held at the Parish Hall on Monday, 10th July 2023.**

The meeting opened at 7.00pm

**Present:** Chairman Karen Hammond, Deputy Chairman David Wilkinson.

Parish Councillors: Malcolm Torrance, Justin Culver, Steven Jennings, Chris Wise, Stephen Coppell, Karen Williams.

Parish Clerk – Janet Bennett

Marbury Ward Councillor – Cllr Phil Marshall

Members of the Public: Don Hammond, Bill Anderson, Jenny Bowman, Rosalind Barclay, Anna Lee, Bob Wilkinson, John Williamson, Christine Wyllie

1. **Welcome & Attendance:**

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

1. **Apologies:**

Cllr Lynn Gibbon, Cllr Norman Wright, Steven Bentley (CWAC Highways).

1. **Declarations of interest**:None
2. **Representations from the Public**: None
3. **Minutes from previous meeting** – Monday 15th May 2023 were proposed by Cllr Justin Culver & seconded by Cllr Chris Wise.
4. **Budget**: Janet Bennett gave an account of the up-to-date budget & account balance.
* Council agreed payments for the invoices:
1. JDH Business services LTD invoice 4608 £270.00 (internal audit 22 / 23)
2. ChALC invoice 2023/27 £100.00 (council induction training)
3. ICO invoice 00013614096 £40.00 (mandatory membership to ICO)
4. HMRC £85.60 (PAYE overdue from April 2022)
5. Janet Bennett £30.95 (Expenses April -May- June 2023)
6. Janet Bennett £500.00 (May Salary)
7. Janet Bennett £325.00 (June salary)
8. John Eaton £150.00 (Groundwork The Avenue)
9. ChALC invoice 2023/052 £25.00 (Councillor induction training)
* Janet Bennett confirmed the **“Notification of Public Rights”** have been displayed on the Parish Council Noticeboard & Great Budworth Parish Council website for the inspection of 2022 – 2023 accounts. This covered the period 12th June 2023 to 21st July 2023.
* Janet Bennett cascaded the feedback from the 2022 – 2023 Internal audit & action plan, including a caveat that the Council performed without a Parish Clerk & Financial Responsible Officer for the majority of 2022 – 2023. Janet Bennett confirmed that all actions have been addressed and rectified for the current year.
* Janet Bennett confirmed the NatWest bank account mandate was in the process of being updated by NatWest as per the following: Cllr Karen Hammond & Cllr David Wilkinson are being added to the mandate to join the current bank account signatories, Cllr Malcolm Torrance & Janet Bennett. Don Hammond & Anna Lee are being removed from the mandate.

1. **Planning Applications:**
* **Ref:22/02029/FUL** Great Budworth Primary School: No further updates. Cllr Chris Wise raised that currently the hedges along The Avenue are in full bloom, it is dense and could provide security for the school field. Therefore, could the school and CWAC be approached to suggest a more secure hedge be considered instead of the proposed metal fence. Cllr Chris Wise will take photographs now to use in the future. Cllr Justin Culver suggested the Parish Council wait until any revised plans are received. Councillors agreed this is the best approach. Anna Lee stated that she had checked the CWAC website and there are no further reports or updates on the planning application. This planning application will be an agenda item in September 2023.
* **Ref:23/1845/CAT**: 3 Dene Cottages: No objections
* **Ref: 23/02104/CAT**: The Coach House: No objections
1. **Matters arising:**
2. **Highways** – Cllr Steven Jennings & Chairman Karen Hammond provided an update following their attendance at a highways meeting on 5/7/23. This included: CWAC have reduced funds available and there are many potholes to filled across CWAC. New contractors (Colas) are in place who are catching up the backlog or work. There is a shortage of staff within the CWAC highways team which is impacting on the workload. Chairman Karen Hammond requested an update from Cllr Phil Marshall. Cllr Marshall confirmed the above and that CWAC have a reduced budget of £1.5m, Marbury ward is not a priority, however there is an extra £1.7m from the Government specifically to address pothole issues. He suggested the Parish Council and residents continue to be persistent reporting concerns and contacting officers to build relationships at CWAC, e.g. Jane Black, Head of Highways. Potholes are colour codes for severity, if they are identified as a health & safety hazard, they will be repaired within 24 hours. Where they are deep but no immediate danger to road users, they will be repaired in 28 days. Colas recommended Westage Lane to be resurfaced, however, it is not in the CWAC budget for 2023. Deputy Chairman, David Wilkinson asked Cllr Phil Marshall CWAC’s view on why grass verges were being left uncut. It was reported this is due to rewilding & enhancing the environment, if there are any dangers on roads in the Marbury ward residents should raise a report on the CWAC App.
3. **Bottom pump house repair** – Janet Bennett reported that following an action from the May meeting, she could not find any previous repair quotations in the files. Bill Anderson has been involved with the bottom pump house repairs in the past, so it was agreed by the Parish Council that Bill would speak with Richard Janion (local builder) and requests a quotation for a full roof repair as well as a part repair. Bill with forward these to Janet Bennett when received. Cllr Phil Marshall suggested we apply for a grant for this work.
4. **Village telephone box repaint** – Lesley Hopkinson has approached the Parish Council to repaint the village telephone box. As this is a listed building there are specifications that need to be complied with. A quotation for the painting of the outside has been received from Dean & Parry for £250.00. It was unanimously agreed that no additional quotations are required. Dean & Parry must obtain the correct paint before completing the work. Chairman Karen Hammond will research the availability of the correct paint and cost. Cllr Phil Marshall suggested we apply for a grant for this work.
5. **Website** – Cllr Chris Wise gave an account of his findings from the website. Janet Bennett will continue to make improvements and amendments where possible. Janet Bennett to obtain costs from Nicholas Baron-Morgan (website host) for the necessary amendments that the host needs to make. Costs to be discussed at the September meeting. Anna Lee was asked & agreed to write an article on the village Heritage Society and share this with Janet Bennett, who will add to the village website.
6. **The Avenue**: 1) No further damage to trees along The Avenue has been identified. 2) Deputy Chairman David Wilkinson raised concerns about a hole in the hedge on The Avenue through to the field belonging to John Williams. This may be due to the designated public footpath currently being unusable due to the rapeseed which has been planted across the public footpath. Members of the public cannot use the public footpath or walk round the field, they are walking through the new gap in the hedge, onto the field & farmyard. 3) The public footpaths from Southbank towards the sailing club are unpassable due to being cultivated and planted with crops by Groobox. Janet Bennett & Karen Hammond will look at all 3 issues raised and will seek guidance from “The Mid Cheshire Footpath Society”, “CWAC Public Right of Way Officer” for an appropriate approached / exemplar letter, ahead of approaching landowners requesting the public footpaths be reinstated.
7. **Parish Hall hearing loop:** On behalf of Great Budworth Parish Hall Committee, Cllr Malcolm Torrance was asked to provide an update following the proposal for a financial contribution from the Parish Council towards the purchase of a hearing loop. Cllr Malcolm Torrance shared that not all hearing aids are compatible with a hearing loop and that the village hall already has a good public address system. The Great Budworth WI and the Garden Club have been approached and very little interest has been expressed in a hearing loop from their members. The cost would be between £1500 & £2000, the Parish Hall Committee does not feel it is a viable proposition. Janet Bennet has spoken with the Rev Christina Westwell from Great Budworth Church, Christina confirmed the hearing loop inside the church is used by several of the congregation and that Rob Cross would be the best person to speak to about its usage. Following the feedback, Councillors agreed not to progress with any financial contribution in 2023 and revisit the proposition in 2024.
8. **Water quality from bottom pump house:** As the result of an enquiry received by the Parish Clerk concerning the standard of the water quality. Janet Bennett has requested an update on the water testing from CWAC and is waiting a reply. Don Hammond completed a water test from a sample of the water from the bottom pump house on 1/7/2023. This test confirmed there was no evidence of E. coli or coliform bacteria. Chairman Karen Hammond confirmed that she saw the sample test results.
9. **D-Day 80th celebrations:** Chairman Karen Hammond provided a brief outline of the celebrations that the village could participate in. Anna Lee will add an article in the next Budworth Bulletin to raise awareness. Further discussion will be held at the November 2023 Council meeting to gauge residents’ interest. The deadline to take part is 30/5/2024.
10. **Village car park signage:** Janet Bennett identified in the 2023 – 2024 risk assessment that the village car park should have a “Park at your own risk” sign to reduce the risk of damage claims. This was agreed unanimously by Councillors. Janet Bennett to obtain quotations. Bob Wilkinson suggested approaching Simply Signs & Cllr Chris Wise, suggested Signs Are Us. Quotations to be ready for September meeting.
11. **Renewal of the village defibrillator**: Cllr Steve Coppell confirmed he has responsibility for the village defibrillator. Pads are due to be replaced in January 2024. No further action required at this stage. Funding is available to pay for pads & renewal.
12. **Parish Council Risk Assessment 2023 – 2024**: 2023 – 2024 Risk assessment was completed by Janet Bennett, Chairman Karen Hammond & Deputy Chairman David Wilkinson, a copy has been shared with all Councillors for review. The agreement to implement the Risk Assessment for 2023 – 2024 was proposed by Cllr Chris Wise & seconded by Cllr Justin Culver. A copy will be added to the Great Budworth Parish Council website.
13. **Japanese Knotweed A559** – An email from Mr & Mrs B Parrott of 2 Dene Cottages has been received by the Parish Clerk. The location of the Knotweed is on private land and therefore not the responsibility of the Parish Council. Cllr Phil Marshal suggested he would take this forward with CWAC, this was welcomed & agreed by all Councillors. Janet Bennett to forward the email by 16/7/2023 & respond to Mr & Mrs Parrott.
14. **Cllr Phil Marshall updates:** Cllr Marshal was invited to update the Councillors on any local matters. These included: 1) HS2 – despite the current petition, HS2 is going ahead, resulting in 10 years disruption across the Borough. 2) Issues in Wincham during June from visitors to Pickmere lake which include drug abuse, horse riding in fields at night, safeguarding relating to young girls and shoplifting. 3) Changes at CWAC, the Chief Executive, Ian Ainsworth is moving to Liverpool. Helen Bromley has been appointed. This has created a vacancy for the position of Deputy Chief Executive
15. **Dates for next meetings**:
* 4th September 2023 (Justin Culver & Chris Wise sent apologies)
* 6th November 2023 (Justin Culver sent apologies)

Chairman Karen Hammond reminded Councillors of the position relating to apologies for absence at two consecutive meetings which potentially means Councillors could no longer continue. The Chairman proposed changes to the dates of the September & November meetings to prevent a potential problem. Councillors agreed unanimously to continue with the 4th September meeting and at this meeting decide if it was necessary to rearrange the November meeting.

 **The meeting closed at 20.40pm**