Minutes of Great Budworth Parish Council meeting held on 08th January 2024

The meeting opened at 19:01

**Present**:

Parish Cllrs; Chair Karen Hammond (KH), Vice-Chair Dave Wilkinson (DW), Cllr Malcolm Torrance (MT), Cllr Steve Coppell (SC), Cllr Justin Culver (JC), Cllr Steven Jennings (SJ) and Cllr Karen Williams (KW)

Clerk: Caroline Constable (CC)

**Apologies**:

Apologies received from Cllr Chris Wise (CW) and Ward Cllrs Norman Wright (NW) and Phil Marshall (PM)

**Declarations of interest:**

There were no declarations of interest

**Dispensations:**

There were no dispensations

**Public Forum:**

Seven members of the public were present, no representations

**Minutes:**

The minutes from the parish council meeting of 06/11/23 were agreed and approved.

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|  | Agenda Point | Assigned to.. |
| **1** | **Parish Cllr Reports**  Cllr KW: contacted by a resident who lives on the A559 near to the Cock O’Budworth, they are having issues with water run-off from fields. The water is running off the fields flooding onto their garden and pooling onto the road (as the grids are overflowing) then being splashed up the brickwork of their property. Ward Cllr LG stated that it is a long standing issue due to the landowners not clearing the gulleys on their land, it is their responsibility to do so. CW&C have cleared the gulleys in the past but they continually fill up with silt. She has suggested a Landowners Conference to get all landowners together to explain their responsibilities and look for a cohesive way forward. Cllr KW: she will speak to the resident telling them that it is the landowners responsibility.  Cllr KH: PC has received an email from a resident regarding the Rural Bus Service currently operating in the area, Great Budworth have not been included in the route. Ward Cllr LG stated that the service is a pilot being run from funds from central government and cannot be changed at this time. Evidence is being gathered to determine the success with regards to numbers of users and once collated there may be a possibility of a second scheme. LG stated that there is a ‘dial a ride’ service run from Cosgrove Business Park, she will pass on the details. Cllr KH to contact the resident  Cllr KH: a resident had contacted her asking about getting the pavement running down the High Street swept of the fallen leaves. It is becoming a hazard. Ward Cllr LG stated that they need to report it to CW&C using the ‘Report it’ app. KH will put a statement out on the village Whatsapp.  Cllr KH: Lesley Hopkinson has sent through a quote from the electrical contractor to get the cabling reinforced for the lights in the church yard that run down School Lane. They are continually being damaged and she has paid the latest bill for damage done when the grass was last cut (£110). The quote is detailed in ‘Payments’ but is vague. KH thinks pc should pay this and then ask Parochial Church Council (PCC) to take on the responsibility, as whilst the lights are for the whole village they are on their property and should be their responsibility. Cllr DW asked whether there could be a cost share with the church. KH to contact the PCC.  CC to ask for a detailed quote of proposed works. Cllr SC also stated that we need to speak to the Community Service scheme to make them aware of the damage.  Cllr SC: has reported problems with the road at the end of Heath Lane via the ‘Report It’ app, earlier repairs are already crumbling | KW  LG  KH  KH  KH  CC |
| **2** | **Ward Cllr Reports**  Ward Cllr LG:   * Members Budget Grants have been paid out to all schools within the Marbury ward for training on ‘Web Awareness’ and ‘Wellbeing’. Applications open until 28/1/124 * Ward cllrs currently working with MP Ester McVey looking at investment into the Marbury ward particularly with regards to the Winnington Bridge. They need to get a project submitted into Network North, the last submission needs reviewing as the quote for £50M is too high * The meeting with the Chief Executive is being proposed for 29/2/24, 6.30pm at Barnton Memorial Hall. This is the first time a chief exec has agreed to meet with all parish councils. A template will be forwarded for parish councils to list issues that they wish to be raised. LG is encouraging every pc to attend * Space Hive Funding is continuing. They have had 29 proposals but none from the Marbury ward. LG urges parish councils to put in bids for projects for which they require funding * Poor road conditions and flooding continue to be an issue, CW&C do not have the funding to deal with every issue * Survey into Safety of Women and Girls still active * Consultations: Participate Now still available, Budget 2024-2025 being drawn up, Conservatives are putting forward a few amendments but will not be disputing it, Heritage Strategy closing 8/1/24, Transport Strategy closing 28/1/24 * Planning applications within the borough still stand at around 500, only 3 have been assigned an officer since June 2023 * National Planning Policy Framework – making it easier and cheaper to draw up a neighbourhood plan, changes concentrating on design statements * Barnton Community School has recently had an ‘outstanding’ ofsted inspection * United Utilities are offering a ‘Lunch and Learn’ session on 18/1/24, giving advice on their affordability scheme |  |
| **3** | **Progress Reports**   1. Village/School Field – revised plans drawn up and contractor due to start 8/1/24 (no sign of work starting yet). Changes to be: ‘prison style’ fencing on northern & eastern boundary with hoop topped fencing (as current along car park) adjacent to The Avenue. No indication of time frame for completion as yet. Concerns have been raised with regards to wildlife activity and its disturbance as well as damage to tree roots. Also concerns about access to the field once completed, school agreed to leave a key with Rev. Alec but pc believe the gates should be left open at all times apart from when school is open and keys should also be left at other strategic places. The pc deems that all necessary consultations have been carried out to mitigate any problems 2. Defibrillators – Cllr SC has purchased and fitted the new pads and performed necessary checks (reimbursement due – see payments list). The bowling green have purchased a defibrillator but it has not yet been installed. Discussion about fitting one to the parish hall as well but seems unnecessary if one at the bowling green 3. Trees on The Avenue – Cllr MT met with Jane Fairclough in December and they had a walk through, concerns over ivy growing up the trees, a hole left by the removal of an old tree stump that is a trip/fall risk and epicormic growth. It was agreed that a working party would be formed to deal with the ivy growth and Cllr DW offered to fill in the hole. Cllr MT’s suggestion would be to leave the epicormic growth as it is natural even though unsightly, however consensus was that a plan was needed to look at all of the issues and deal with strategically. Cllrs MT and DW to create a plan 4. The Pump House – a meeting with Madeline Davis from CW&C has gone ahead and the water was retested, no results as yet. Madeline’s advice was to shut off public access to the water. Signs put up advising of high nitrate levels torn down. Cllr SJ asked whether CCTV would be useful. All agreed that it would be interesting to see who uses the pumphouse and of course to catch any vandalism. Cllr SC stated that there were rules over using CCTV on a public building. Cllr SJ to investigate further 5. Aircraft Noise – issue resolved 6. Japanese Knotweed – concerned residents advised to contact CW&C as the landowner is responsible 7. D-Day 80th Anniversary Event – received info from Chalc with ideas for celebrations including a national ‘ring for peace’ to be held on 6/6/24 when church bells are to be rung, contacted Rev. Alec to gauge interest. Agreement from last meeting to invite residents to a meeting to determine interest, nothing as yet done, will encourage residents to get together to arrange something. However, the ‘Big Boys’ are arranging an event but as yet not finalised 8. Website – action from last meeting for previous clerk to share instructions and arrange a training session. Nothing as yet done. CC to send details of web developer to KH 9. Car Park Signs – action from last meeting to order signs not actioned, CC will order 10. Filming in Village – Cllrs KW & KH have been looking into developing a strategy and will take this forward 11. Speed Monitoring – Marston pc contacted, action closed 12. Traffic using School Lane – Cllr KH has spoken to the school head teacher not only about the traffic down School Lane but specifically about speeding. As it is an ongoing issue this will be chased up later in January | MT & DW  SJ  CC  CC  KH & KW  KH |
| **4** | **Finance**   1. P45 for Janet Bennett – CC unable to produce a P45 due to some PAYE errors, CC has corrected these errors but PAYE system will not be updated until 15/1/24. P45 to be produced after this date 2. & c) To agree Budget/Precept - CC produced a draft budget and queried the amount of funds in the current account and had assumed that these were unspent precept accumulations. Cllr KH advised that they were from filming revenue and had been ringfenced. CC advised that there was no statement to this effect and that there should be. CC advised that guidelines and standard practise was that pc’s held no more than 25% of a precept at the end of the financial year, Cllr SJ asked for evidence of this. Ward Cllr LG stated that this was the case. CC to find evidence to show this but suggested that if the current funds in the current account were removed from the equation the precept would need to increase by approximately £3000 to cover costs. Cllrs and those residents in attendance stated that this would be too much to add in one go and whether it could be factored in over a number of years. CC suggested increasing the precept by 10% and any shortfall could then come from the current funds. All in agreement to increase the precept by 10% which would take it to £10462.10. CC to send precept request to CW&C   Residents will be canvassed to determine ideas for spending the ‘ringfenced’ filming money via the Budworth Bulletin   1. To agree letter of authority – CC produced a letter to be signed to send to the bank allowing her the authority to move money from one account to the other (pc currently has a current account and a reserve account, most of the pcs money is held in the current account and CC advised that it should be in the reserve account). Letter signed by cllrs KH & DW   ***Invoices received & cheques created*:**   1. Clerks Salary – w/c 18/12/23 3 hrs @£18ph = £54   w/c 25/12/23 3 hrs @£18ph = £54  w/c 1/1/24 9 hrs @£18ph = £162  Total Salary 18/12/23 – 7/1/24 = £250.05 chq.no.1051   1. Clerks Reimbursements (includes £10 per week ‘working from home allowance’, purchase of office equipment (laptop stand, printer ink, desk organiser, plastic wallets, copier paper, notepads and Mcafee subscription– as per sheet) = £222.97 chq.no. 1052 2. Small Grants application from Anna Lee towards cost of Budworth Bulletin - £400 – agreed – chq.no. 1053 3. Quote for electrical Work to cabling for lights in church yard AK Electrical Service- £515.10 – CC to obtain further details 4. Quote from D Woodward – Repair of damaged stone in pump house – £450 – work not yet completed 5. Quote from RJ Signs – Parking Sign - £86.98 – CC to purchase 6. CW&C Recharge Payment - £181 – payment made 20/8/23 chq.no.1034 – chq not banked assume lost – reissue cheque for £181 – CC to have chq1034 cancelled and re-issue a chq. chqno. 1054 7. Scribe renewal notice - £331.20 – CC advised that she can produce a more efficient and user friendly system using Excel spreadsheets, saving the pc money. Cllr KH asked whether if/when she left the spreadsheet would be the property of the pc, CC confirmed it would. All in agreement not to renew Scribe and to move accounts over to the excel spreadsheet system 8. HMRC late payment charge - £100 chq.no.1050 9. 123reg.com Domain name renewal - £20.39 m- domain currently paid by Anna Lee, CC agreed to change payment details to hers 10. Sign for pump house - £33 – paid to Karen Hammond – chq.no.1049 11. New pads for defibrillator – reimburse Stephen Coppell - £98.40 – chq to be issued chq.no. 1055 12. Precept Request – see point b above 13. Final payments to previous clerk     1. November salary £144 chq.no.1046     2. November expenses £5 chq.no.1047     3. Back pay £400 chq.no.1048 14. To consider spending for 2024-2025   Residents will be canvassed to ask for ideas | CC  CC  CC |
| **5** | **Correspondence**   1. Email(s) CW&C, pc & concerned resident – Pumphouse & Great Budworth Spring 2. Email(s) CW&C, pc & residents – Japanese Knotweed 3. Email(s) Steve Lancaster & pc – School Fence 4. Email(s) pc & resident – Trees along The Avenue 5. Email PCSO Wiggins – November Report 6. Email Karen Williams – Village Filming research 7. Email CW&C – Planning Application 23/02872/FUL – Single story classroom building Cransley School – decision – Approved 8. Email Marketing Cheshire – adding Great Budworth as a filming site onto visitcheshire.com 9. Email Lynn Gibbon – CW&C CEO visit to Marbury 10. Email CW&C – Planning Application 23/02232/FUL – 22 Westgate Lane extension – decision – Approved 11. Email Lynn Gibbon – Let’s Talk about Transport Transport Plan public engagement event 12. Email HS2 Engagement Manager – High Speed Rail (Crewe to Manchester) Bill 13. Email CW&C – Taxi & Private Hire Consultation 14. Email chalc – Connections promo 2 new history centres 15. Email PCSO Wiggins – Marbury November newsletter 16. Email CW&C – Planning Application 23/01929/FUL – Spinneys Smithy Lane Northwich construction of a balcony – decision – Approved 17. Email chalc – Achieving Net Zero survey 18. Email chalc – List of free Civility & Respect webinars 19. Email PCSO Wiggins – January 2024 report |  |
| **6** | **Any other business**  Cllr KH: CC requested an increase of her hours from 6 per week to 9 for the foreseeable future to cover getting the pc systems into order. CC advised that there were currently over 450 unread emails and that the email inbox had not been organised since 2021. This and other works would take considerable time and therefore she asked for this increase. All in agreement |  |

Confirmed date of next meeting, 18/03/2024

Meeting closed at 20:44

Abbreviations: pc (parish council), cllr (councillor), cllrs (councillors), cllrs’ (councillors’), cllr’s (councillor’s), CW&C (Cheshire West and Chester), GBPC (Great Budworth Parish Council)