Minutes of Great Budworth Parish Council meeting held on 9th September 2024

The meeting opened at 19:00

**Present**:

Parish Cllrs; Chair Dave Wilkinson (DW), Cllr Malcolm Torrance (MT), Cllr Steven Jennings (SJ), Cllr Chris Wise (CW) and Cllr Karen Williams (KW)

Ward Cllr: Lynn Gibbon (LG)

Clerk: Caroline Constable (CC)

**Apologies**:

Apologies received from Cllr Justin Culver (JC) and Cllr Steve Coppell (SC)

**Declarations of interest:**

No declarations of interest

**Dispensations:**

There were no dispensations

**Public Forum:**

Three members of the public were present; Mr Bob Wilkinson, Mr Bill Anderson (BA) and Mr Tyley Hutton.

Mr Wilkinson wished to update the pc on the plans to refurbish the parish hall kitchen in memory of the late Don Hammond. They are looking to make use of a 20% discount with a kitchen supplier/installer and wished to ask the pc to pay for the flooring. To secure the discount the flooring needs to be installed before November. A quote has been received from Tops Floors in Lostock at £1075 + VAT, they are looking to obtain two further quotes.

CW asked what the flooring was to be; it will be a wall to wall laminate with built in skirting.

Cllrs discussed the request and whether VAT could be reclaimed. The Parish Hall Committee are unable to reclaim the VAT but the pc can. All were in agreement to cover the cost and pay the invoice so that the VAT could be reclaimed.

MT also asked whether in view of the fact that the refurbishment was being done in memory of the late Don Hammond a further donation to the funds could be made. All were in agreement to cover the cost of the flooring and then top up so that an overall donation of £1500 would be made.

DW is to liaise with Mr Wilkinson in obtaining the two remaining quotes.

Mr Anderson reminded the pc that earlier in the year he had attended a pc meeting and commented on the state of the kerbs along the High Street, a number of which have become damaged due primarily to cars parking on them. He also stated that at least one of the flagstones were loose. Clerk advised that a report had been made to CW&C and relayed at the last pc meeting on 1/7/24, CW&C stated that they had visited the site but found no defects requiring repair. Clerk is to liaise with Mr Anderson to obtain the exact location of the issues and put in a further report.

Mr Hutton had applied to fill the current vacant councillor seat and wished to present himself to the council for consideration. Cllr DW advised that the vacancy would be discussed as item 7 in the agenda at which time the public would be asked to leave. Clerk advised that she would then contact Mr Hutton with the outcome.

**Minutes:**

The minutes from the parish council meeting of 01/07/24 were agreed and approved

**Actions from last meeting:**

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| Action Point | Action | Assigned to | Comments |
| 1 | Chase CW&C re filming database | KW | Had tried to contact but so far no success. LG has the details and will forward onto clerk to pass onto KW |
| 2 | Write to school re locking of the gate | CC | Completed - School replied stating that we could no longer have a key due to safeguarding. The gate was generally left open from 6pm but if parents were late collecting children it could be later. CW advised that it had been open all summer |
| 3 | Destroy finance documents prior to 2016 | CC | Ongoing |
| 4 | Finalise draft Mission Statement | JC | JC absent – carry forward |
| 5 | Email ward cllrs re road verges | CC | Completed - Reply received from PM with a response from Highways. Verges will only be cut back as part of the maintenance schedule |
| 6 | Email Madelaine Davies re testing of the pump house | CC | Completed - Water re-tested and result shows nitrate levels have fallen. See agenda item 3.a for further discussions |
| 7 | Email pc solicitor re query over extra strip of land | CC | Completed |
| 8 | Sort out registering for .gov.uk domain & hosting of email | CC | Completed but a few teething issues with the new email and sending to gmail users |
| 9 | Contact Highways asking why whole of High Street not being repaired in one go | LG | Completed – Highways state no funding to repair whole road but LG is to tour the area with Jason Sackford highlighting the issues |
| 10 | Chase enforcement re Crownest Lane | LG | Completed – Highways state that they have no issues with changes to the lane, nothing else can be done at this time |
| 11 | Obtain quotes for cleaning fingerposts | DW | Not yet completed – LG stated that Antrobus and Anderton have recently had theirs cleaned/repaired and to contact them. Clerk will contact |
| 12 | Obtain new defib unit cost | SC | SC absent – carry forward |
| 13 | Open investment account & transfer £20000 from reserve account | CC | Completed – 95 day access account opened & funds transferred |
| 14 | Complete Internal Control Checklist | CW | Completed |
| 15 | Update Risk Assessment document | CC | Completed |
| 16 | Consult Parish Hall Committee re submission of insurance documents, accounts, safeguarding policies etc… | MT | MT had contacted the treasurer but so far no contact has been made, he will chase |
| 17 | Investigate tree survey and future scheduled works | CC | Completed – 3 quotes obtained, see agenda item 6 for further details |
| 18 | Check planning for application for 17 Westage lane | CC | Completed – no application at time of checking but an application did come through in August |

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|  | Agenda Point | Assigned to.. |
| **1** | **Parish Cllr Reports**  KW – one of the sharp bend chevrons on the bend on Martson Lane just before Higher Marston, has been obscured with a fallen branch, how can it be reported? Clerk advised that cllrs as well as the public can report issues via the ‘Report It’ option on the CW&C website. LG stated that she too had reported it and will chase.  SJ – reports that some residents have advised him that they are not attending meetings as they cannot hear cllrs during the discussions. Hearing aid ‘loops’ were discussed but MT stated that they were not suitable for new style hearing aids and the cost to install was prohibitive. KW stated that she realises that when she comments she directs herself towards the chair and clerk and so can imagine that people further down the room may not be able to hear clearly. It was agreed that the seating arrangements would be changed for the next meeting to see if that helped. SJ is to advise the residents | LG  SJ |
| **2** | **Ward Cllr Reports**  Cllr LG:   * Aware of a new Transport Newsletter that the PC can subscribe to which gives details of Roads and Highways within the borough. She will forward details to clerk * Wishes to encourage pc to complete consultations as they come out as response rate is poor. Asks how we can make more people respond. Clerk advised that it would be helpful to know the estimated time to complete as well as provide surgeries with IT help in local halls for those residents that do not have online access or may require help to complete. The pc list all consultations on the website, it was suggested that we could also publicise in the Bulletin. Clerk to contact editor of the Bulletin to ask whether it was something they could do * Regarding the recent removal of Winter Fuel Allowance for pensioners not on Pension Credit. It is estimated that 880,000 pensioners may be eligible for pension credits but do not claim, they would receive the winter fuel payment if successful. This needs to be advertising this. Clerk to send notice to editor of Budworth Bulletin * LG will forward full report to clerk for inclusion alongside minutes | LG  CC  CC  LG |
| **3** | **Progress Reports**   1. The Pump House    1. Roof Repair – Mr Anderson states that the contractor originally tasked to carry out the repairs continually provides excuses why the work hasn’t/can’t be completed and he felt that it was time to find someone else as he doesn’t now trust that the work will be completed satisfactorily. He has another contact. Clerk reminded everyone that any work must be completed with Public Liability in place. Mr Anderson is to check whether the contractor has insurance    2. Signage – signage needs to be replaced alerting the public to the fact that although regular testing is taking place, nitrate levels can change and the water is drunk at their own risk. Clerk to organise    3. Testing – CW&C have advised quarterly testing at a cost of £84 per hour, with each test taking approximately 1hr, council agreed via email that this could go ahead. Clerk advised that last test has still not been invoiced but results show that the nitrate levels have fallen to within the safe range. Notice on website to be removed and a sign purchased as per item above. Public will be directed to the website to check out the latest test results 2. Mission Statement – SC absent so yet to be done 3. Sale of land behind Upper Pump House – sale complete, £5000 paid into current account. Clerk to chase solicitor for final completion documents 4. .gov.uk domain change – completed, however, some issues over forwarding emails to gmail accounts, clerk in process of sorting 5. Clerk’s Admin – most necessary documents/admin now completed so will return to 6 hours working per week. 6. Internal Checklist – completed, no action required 7. Risk Register – changes as per 1/7/24 meeting completed, document signed off by DW | BA  CC  CC  CC |
| **4** | **Finance**   1. Bank Reconciliations – reconciliations for the past 2 months were signed off by KW, (current) CW (reserve) & SJ (95 day access) 2. Spend against budget – figures for last quarter spend presented up to 9/9/24. 3. Investment Account – 95 day access account opened and £20000 transferred 4. Banking Arrangements – clerk has to pay for some services using her personal cards, this is not ideal. Natwest do not offer debit or credit cards and to get online banking we would need to pay approximately £20 per month. Pre-paid cards were investigated but some online suppliers will not accept them.   Clerk advises that the only real option is to move banks. Lloyds provide a ‘Treasurers’ account that many other pc’s use and they provide debit cards and online banking with dual authorisation. She therefore proposes that the bank account is switched leaving the 95 day access account with Natwest, Lloyds provide a switching process. CW asked whether it would be prudent to set up the new account before transferring and advised that we would probably also have to close the investment account.  Clerk advised that she is certain that the investment account could remain with Natwest but will check before proceeding and ascertain whether Lloyds provide a similar product.  All were in agreement that changing banks was the only option and gave clerk the go ahead to proceed   1. Draft Budget – clerk wished to confirm 2025-2026 budget cost centres and the associated amounts as many were historical. Cost Centres and budget amounts agreed. Full draft budget will be presented at the next meeting 04/11/24   ***Invoices received & cheques created*:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Details | Chq.No. | In | Out | | Clerk | Salary –  01/08/24 SO - for period 01/07/24-31/7/24 |  |  | 468.00 | | Clerk | Salary – extra hours  01/07/24-31/7/24 7.411 hrs @ £18ph | 1075 |  | 133.49 | | Clerk | Salary –  02/09/24 SO - for period 01/08/24-01/09/24 |  |  | 468.00 | | Clerk | Salary – extra hours  01/08/24-01/09/24 10.66 hrs @ £18ph | 1076 |  | 192.00 | | Clerk | Salary – extra hours  02/09/24-08/09/24 3 hrs @ £18ph |  |  | 54.00 | | Clerk | Reimbursements (includes working from home allowance & domain registration/email hosting) | 1078 |  | 170.67 | | Other | Sale of Land behind Upper Pump House |  | 5000.00 |  | | Memberships (ICO) | ICO Membership renewal - DD |  |  | 35.00 | | Insurance (AJ Gallagher) | Insurance renewal | 1077 |  | 1588.31 | | Other (SLCC) | Branch Meeting | 1079 |  | 35.00 | | Village Maintenance (Hankey Home & Gardens) | Strimming to The Avenue | 1080 |  | 240.00 | | Totals |  |  | 5000.00 | 3384.47 |  |  |  |  |  | | --- | --- | --- | --- | | Current Account Opening Balance | in | out | Current Account Closing Balance | | 13126.52 | 5000.00 | 3384.47 | 14742.05 | |  |  |  |  | |  |  |  |  | | CC |
| **5** | **Correspondence**   1. Email from Ward Councillor Phil Marshall – Road Verges 2. Email PCSO – June/July Report – nothing for Great Budworth 3. Email from Ward Councillor Lynn Gibbon – Carriageway works on High Street 4. Temporary Road Closure Notice – High Street 3/7/24 5. Email from Insurance Company – Renewal Information Request (Oct24)– Completed and asked for renewal quote before next meeting 6. Email from Chalc – Consultations – Public Spaces Protection Order (Dog Control)/Volunteering Strategy/Household Waste Recycling Centres 7. Email from a member of the public – pump house water supply – responded 8. Email from Cheshire East Council – Neighbourhood Development Plan Submission for High Legh 9. Email from Manchester Airport – Noise Action Plan Consultation 10. Email from Manchester Airport – Parish Council Forum 11. Temporary Road Closure Notice – Budworth Lane 18/7/24 12. Planning Application Notice – 24/01755/LBC – Fairfield Cottage Warrington Road – Erection of garden room extension and rebuild of single storey lean-to, plus alterations to existing patio and perimeter wall – Comment deadline 26/7/24 – via email – no comments 13. Planning Application Notice – 24/01754/FUL – Fairfield Cottage Warrington Road – Erection of garden room extension and rebuild of single storey lean-to, plus alterations to existing patio and perimeter wall – Comment deadline 30/7/24 – via email – no comments 14. Planning Application Notice – 24/01886/FUL – Fairfield Cottage Warrington Road – Construction of single storey and first floor extension, alterations to roof to form a link from existing adjoining dwelling– Comment deadline 5/8/24 - via email – no comments 15. Planning Application Notice – 24/01887/LBC – Fairfield Cottage Warrington Road – Construction of single storey and first floor extension, alterations to roof to form a link from existing adjoining dwelling– Comment deadline 5/8/24 - via email – no comments 16. Email from Great Budworth Primary – re access to school field 17. Email from Rev. Alec Brown – re access to school field 18. Planning Application Notice – 24/01783/FUL – Newlands 17 Westage Lane – Insertion of rooflights to front and rear elevations– Comment deadline 9/8/24 - via email – concerns that full loft conversion being done without planning consent– (planning emailed 5/8/24 with no response, chased 21/8/24 (see response 22/8/24, item 35)) 19. Email from Chalc – Online event Highways & Trees 20. Email from Madelaine Davies – re testing of water Lower Pump House 21. Email from Chalc – Volunteering Strategy – completed on behalf of pc 22. Temporary Road Closure Notice – Belmont Road 8/8/24 23. Email from Chalc – Community Safety case Study Survey 24. Email from Cheshire Police – Community Knife Sweep 25. Planning Application Notice – 24/01932/LBC – Alicks Rose Cottage 57 High Street – Replacement of two external and one internal door– Comment deadline 19/8/24 - via email – no comments 26. Email from HS2 – Update in regard to The High Speed Rail (Crewe-Manchester) Bill 27. Email from Chalc – NALC Star Council Awards 2024 28. Email from Cheshire East – Consultation on Neighbourhood Development Plan Submission - Styal 29. Email from Cheshire Police – Community Litter Pick 30. Email from PCSO – July/August Report – report of theft of a bike from the Cock O Budworth 31. Email from Madelaine Davies – re cost of testing of water Lower Pump House 32. Emails from CW&C – Housing Strategy Consultation 33. Email from Chalc – Climate Action webinar 34. Email from Cheshire East – Neighbourhood Development Plan Submission (modification) – Astbury & Moreton 35. Email from CW&C - regarding planning application 24/01783/FUL (see item 18 above) 36. Email from PKF Littlejohn – notice of receipt of Exemption for external audit (2024) 37. Email from Ward Cllr Lynn Gibbon – Critical Mass Rides 38. Email from CW&C – Climate Action Webinars 39. Email from CW&C – Design Code Consultation 40. Email from Manchester Airport – Noise Action Plan Consultation 41. Email from Chalc – National Planning Policy Framework Survey 42. Email from CW&C – Mining for Memories project 43. Email from Chalc – Common Planning Considerations for Community Energy Projects webinar 44. Email from Chalc – Cheshire Sandstone Ridge survey 45. Letter from Natwest – Interest Rate on Reserve Account reducing – was 1.46% reducing to 1.36% 46. Letter from TV Licencing – Parish Hall under investigation for having NO licence – formed filled in confirming we don’t need one 47. Email from PCSO – August/September report 48. Email from CW&C – Local Plan meeting information 49. Planning Application 24/02179/FUL – Fairfield Cottage Warrington Road – erect hardwood gate on Belmont Road on gateposts in Cheshire brick in keeping with property – no comments   LG left the meeting at 20:48 |  |
| **6** | **Tree Management**  Three quotes have now been obtained to carry out a full Tree Survey. Lally Tree Management @ £1020, Cheshire Woodlands @ £1279.50 & ACS Consulting @ £955.80.  MT had reservations about Lally as he believes that one particular tree was unnecessarily cut down during their 2020 work and he felt that their approach to looking at the trees using binoculars during full growth was inadequate.  The particulars of each company’s approach to the work was read out and it was agreed by all to give the work to Cheshire Woodlands. Clerk to contact | CC |
| **7** | **Casual Vacancy**  Members of the public were asked to leave at 20:55 so that the casual vacancy and Tyler Hutton’s application could be discussed.  SJ commented on the fact that he feels the current number of seven cllrs is adequate. Clerk advised that the vacancy needs to be filled otherwise the only other option is to ask for a ‘Governance Review’, which would entail canvassing the electorate where 35% would have to vote ‘yes’ to a reduction in the number of cllrs. All were in agreement that this was not the way forward.  Cllrs agreed that Tyler’s enthusiasm for wanting to help make positive changes to the village through the pc was admirable and would welcome him as cllr. It was agreed that clerk would contact him and have him sign an ‘acceptance of office’ and ‘declaration of interests’ | CC |
| **8** | **Any other business**  CW advised that he has seen scaffolding and work going on at Ring o’Bells on Church Street and wondered whether they should have planning permission. Clerk advised that no application had come through. DW to call on the owners and ascertain what is happening | DW |

Confirmed date of next meeting, 41/11/2024

Meeting closed at 21:10

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)