

**MINUTES OF A MEETING OF NORLEY PARISH COUNCIL HELD ON MONDAY
24th JUNE 2024 AT 7.00 PM AT THE NCK CENTRE, NORLEY**

PRESENT AT THE MEETING

Norley Parish Councillors: Deryn O'Connor (Chair), Steve Bakewell, Sally Cornelissen, Ann Crawford, Ken Fayle, Victor Leyden and Terry Harvey

CW&C Ward Councillor: Lynn Stocks

Gaynor Hawthornthwaite – Parish Clerk

The members of the public were welcomed to the meeting.

1. APOLOGIES FOR ABSENCE

Apologies received from Ward Councillors Gillian Edwards and Norley Parish Councillor Tony Duff and PCSO Neil Flanagan

2. DECLARATIONS OF INTERESTS

No declarations of interests.

3. UPDATE FROM UNITED UTILITIES

There was no representative from United Utilities in attendance. They are to be invited to the July PC meeting.

4. PUBLIC SPEAKING TIME/OPEN FORUM

A member of the public mentioned the issues with the traffic and taxi pick up points outside the Chinese Restaurant on School Lane, taxis double-parked and the noise disruption during the weekend of the Delamere Forest Concerts.

Action – PC to follow up with the Forestry Commission.

5. APPROVAL OF MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22nd MAY 2024

These were agreed as a correct record and were signed by the Chair.

6. MATTERS ARISING FROM THE MINUTES OF THE PARISH COUNCIL MEETING HELD ON 22ND MAY 2024

- **Cheese Hill Junction**

The PC is continuing to liaise with CW&C Highways about a design to make this road closure permanent.

- **Cheshire Railings**

The PC is continuing to follow up the affordable costs and possible funding of the railings, the refurbishment/painting of some of the railings and the options of replacing with some other fencing.

- **Environmental Improvement Programme**

Work on the development of an Environmental Improvement Programme is continuing.

The PC are continuing to follow up a suitable location for the planting of a Service Tree.

The PC think that the area by the 'Norley' sign may not be suitable for the tree as the area could become congested and make it difficult for mowing.

Action – Councillors Bakewell and Cornelissen to follow up with the Wildlife Group.

- **Defibrillator**

Councillor Harvey has liaised with one of the owners of the Fortune Palace Restaurant about locating a defibrillator on the outside of their building. They are happy with this arrangement. An electrician is required to visit the premises and discuss with the owners a suitable place for the cabinet, as it requires power to it.

Action – Clerk to contact electrician Frank Pilgrim to arrange a visit to assess suitability and supply a quote.

- **Overgrown Footpath on Norley Lane**

Councillor Cornelissen is continuing to follow up the re-instatement of the footpath and the pruning of the overhanging trees. A quotation of £900 has been received for this work. Another quotation is to be obtained.

Action – Councillor Cornelissen to follow up.

- The overgrown hedge on the road outside Nursery Park and the missing 'Road Narrow' sign on High Street have been reported to CW&C.

7. COMMUNITY SPEEDWATCH UPDATE

Accidents at Hatchmere Crossroads

The Community Speed Watch Group referred to the number of accidents at the Hatchmere crossroads and would like to request details on the number and specific information of recorded accidents at the junction under the Freedom of Information Act.

The Community Speed Watch Group agreed to follow up this up and are also submitting Freedom of Information Requests to CW&C for the number of recorded accidents at the Junction of Post Office Lane/Norley Road and at the Junction of Maddocks Hill.

The Community Speed Watch Group are working with Neil Flanagan, the Frodsham PCSO. Details of 18 motorists exceeding the speed limits in May 2024 have been forwarded on to the PCSO so that warning letters can be issued.

The details of the Speed Indicator Device data for May 2024 had been circulated to the PC prior to the meeting and are to be published onto the PC website:

Ashton Road

The SID on Ashton Road will not connect via BlueTooth, therefore data cannot be downloaded. This device needs to be repaired.

Blakemere Lane (Peak Speed)

19.3% of vehicles exceeded the 30-mph speed limit. **2.4% of vehicles exceeded the prosecution speed limit of 35 mph.** The maximum exit speed recorded was **50 mph.** **Note: The roadworks were in place on Blakemere Lane during May**

Delamere Road (Exit Speed)

48.8% of vehicles exceeded the 30-mph speed limit. **19% of vehicles exceeded the prosecution speed limit of 35 mph.** The maximum exit speed recorded was **63 mph.**

Fingerpost Lane (Peak Speed)

18.6% of vehicles exceeded the 40-mph speed limit. The maximum speed recorded was **69.5 mph.**

Norley Road

The device will not connect by Bluetooth using an iPhone or Windows Laptop. This device needs to be repaired.

School Bank

89.5% of vehicles exceeded the 20-mph speed limit. **60% of vehicles exceeded the prosecution speed limit of 24 mph.** The maximum exit speed recorded was **43.5 mph.**

It was discussed that Action Bridge Parish Council have agreed a maintenance contract with TWM who supplied the SID's. The Clerk has asked TWM for a quote for annual maintenance for the 6 SIDs in Norley. It was raised that maybe Rock Graphics could assist with repairs and maintenance as they fitted the SID on Blakemere Lane.

Action – Clerk to publish the Speed Indicator Device data onto the PC website.

Action – Clerk to follow up with TWM for a quote for maintenance and repair of the 6 SIDs.

Action – Councillor Harvey to contact Rock Graphics re repair of the SIDs on Ashton Road and Norley Road.

8. WEST VIEW ROAD COMMON LAND

The PC are to arrange a date to meet on site with the owners of the plot of land to follow up the issues relating to ownership, the boundary fencing and whether this needs to be moved as it appears some of the Common Land is within the plot fenced area but shown on the Land Registry as Common Land.

Action – Clerk to follow up a suitable meeting date for the PC and owners of the plot of land.

9. STATE OF THE FOOTPATHS

The PC is continuing to monitor and follow up the overgrown footpaths around the village, including the re-instatement of the path on Norley Lane. The overgrown footpath on School Lane is to be reported to CW&C.

Action – Clerk to report overgrown footpath to CW&C.

10. PLANNING

The following application had been received since the May 2024 meeting:

- **24/01465/S73** - Greenslade Farm Norley Road Norley Northwich WA6 6LH: Variation of condition 2 (materials) of application 20/02154/S73 (conversion and extension of existing barn to form 5 dwellings and creation of new access track) to refer to updated external window and door specification - any comments to the Clerk by 9th July.

Blakemere Lane Site

The PC is continuing to follow up with CW&C the legal agreement for the 'Affordable Housing' in perpetuity, which should be completed by the end of July.

The CW&C Planning Officer was contacted about the 'No Trespassing' Sign which has been erected near to the playground. They have confirmed that with regard to the playground, which was a requirement of planning permission, there was nothing specific allowing it to be used by the public but similarly, no exclusions applied. It would be a civil matter amongst the owners about the usage of the playground.

Action – PC to respond to the resident who had contacted the PC about the unfinished work on the site, the agreed plans for the swimming pool, play park and car park.

11. CLERK'S REPORT AND CORRESPONDENCE

The PC are following up possible dates for the CW&C Member Code of Conduct Training – prior to the next meeting on Monday 22nd July at 5.30 pm or Tuesday 16th July at 6.00 pm.

Action – Clerk to follow up with Chalc.

The following had been received and circulated since the May meeting:

Chalc

- Bulletins, Member Briefings, and training dates

CW&C

- Neighbourhood Planning ONLINE Training Sessions
- Requests for extra time to comment on Planning Applications - new arrangements.
- Locality grant funding open for applications

12. FINANCIAL MATTERS

Maintenance Contract for the SIDs

The PC had followed this up with TWM and are awaiting a quotation.

Review of current Financial Position

The PC account balance on the current account at 30th May 2024 was £45,203.35 and £6374.77 on the Business Reserve account.

Approval of 2023/24 Annual Audit Return

- Completion of Section 1 – Annual Governance Statement 2023/24: The PC considered and voted on points 1-8 of the Statement in Section 1, which was approved, and the form was signed by the Chair and the Responsible Financial Officer.
- Completion of Section 2 – Accounting Statements 2023/24: The PC considered the Statement in Section 2, which was approved, and the Chair and Clerk signed the form.
- **Certificate of Exemption**
Approval of Exemption Certificate After consideration of the Certificate of Exemption, the PC agreed that as the PC annual gross income and annual gross expenditure for 2023/24 did not exceed £25,000, the PC wished to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Small Authorities) Regulations 2015. The form was signed by the Chair and the Clerk/Responsible Financial Officer.

- **Approval of 2023/24 Accounts**

The end of year accounts were received and approved.

Cash Book

Balance b/f	44736.37
Receipts	18528.72
Payments	<u>23447.59</u>
Balance c/f	<u>39817.50</u>

Bank Balances

Deposit a/c	6374.77
Current A/c	33528.36
<u>Less</u>	
unpresented	
cheques	<u>71.45 + 14.18</u>
	<u>39817.50</u>

Approval of Internal Auditor's Report 2023/24

The PC are to review the Internal Auditor's Report for 2023/24 outside of the meeting and report back to the July PC meeting.

Action - Clerk to return the Certificate of Exemption to the External Auditor and to arrange for the 2023/24 Annual Internal Audit Report, Annual Governance Statement, Annual Accounting Statements, Certificate of Exemption and the Exercise of Public Rights Accounts to be displayed on the PC website and noticeboard.

Appointment of Auditor for 2024/25

It was agreed that JDH Business Services Limited should be asked to complete Norley PC internal audit for 2024/25.

Action – Clerk to notify JDH Business Services Limited

Annual Review of Standing Orders/Financial Arrangements/Complaints Procedure, Fixed Asset Register and Risk Assessment

The policy documents had been circulated and reviewed and amended outside of the meeting and were approved, subject to further review of the NALC Financial Regulations 2024.

Action – Councillor O'Connor/Clerk to review the latest NALC Financial Regulations template.

The following were approved for cheque payments:

- Reimbursement – Plants for Hatchmere Planters – Mrs C Brown - £27.49 – The PC thanked Mrs Brown for all her work on the Hatchmere Planters.
- Completion of 2023/24 Internal Audit - £356.40 – JDH Business Services Ltd
- Norley Parish Council Website Maintenance Updates – Rabbit Digital - £91.00
- Grass Cutting on verge by Norley Sign £252, Mowing of Village Green on 09.05.24 £22 and 21.05 £22, totalling £296 – Mr J R Dimelow
- Preparation and Painting Works Red Telephone Box - £420.00 Rock Graphics
- Payroll for last 3 months - £57.60 – Rose Rowland and Co Ltd – Invoice 09616
- Cheshire Community Action Membership 2024/25 - £50.00 – Cheshire Community Action
- Backdated Clerk's Salary Arrears Payment (June 2024) – New 2023/24 Salary Scales - £63.40 per month - Mrs G Hawthornthwaite.

13. ANY OTHER BUSINESS

The following were mentioned:

Councillor Bakewell

- Asked if there was an update on moving the 'Tommy' in the Churchyard. The PC are awaiting a response from the Church Warden who was following this up with the Diocese.

- The road sign on School Lane at the junction is missing. This has been reported by Councillor Stocks and the reference number is: TR621391075.
- Councillor Bakewell is to take the lead on behalf of the PC in relation to the land at Sandycroft Farm, which includes the possibility of a community orchard. Councillor Bakewell will discuss with residents and other Groups within the village.

Councillor Harvey

- Asked about the gully cleaning programme. The latest information about a particular gully can be found on the new CW&C interactive website.

Councillor Crawford

- Reported that there is a problem in the Forest with motorbikes and is causing a problem for dog walkers.
This is to be referred to PCSO Neil Flannagan.

Councillor O'Connor

- Asked whether the PC should have a stall again at the Norley Garden Show in September. It was agreed that as Councillor O'Connor was already attending the show as a member of another group, she would also attend as the PC's representative.
- A resident has expressed an interest in the Parish Councillor vacancy and is to be invited to the July meeting.

Councillor Stocks

- The missing road sign on School Lane has been reported.
- The flooding and pothole on Norley Lane have been reported.
- The 50-mph sign that is overgrown with vegetation has been reported.
- There is a new CW&C interactive website which lists the grids/gullies that CW&C maintain. The latest information about a particular gully can be found on the website.
- Councillor Stocks agreed to report the overgrown footpath on School Lane to CW&C.

Public Speaking Time

A member of the public reported the sad news that Chris Jotham, a previous Headteacher of Norley Primary School, had recently passed away.

There was also a question about when the church footpath is to be re-opened. The PC had not received an update from the Church Warden about when the footpath is due to re-open due to the Health and Safety issues with the trees.

A member of the public mentioned the good service provided by Dial a Ride bus service. The PC thanked the parishioner for their feedback and were pleased that this service was being used.

A member of the public referred to a recent planning application that they had submitted and the comments that the PC had provided.

The PC received and noted the comments but were unable to comment on individual applications and referred the resident to the CW&C website where the application and further information can be found.

14. DATE OF NEXT MEETING

The date of the next meeting is **Monday 22nd July at 7 pm**

The Meeting closed at 8.45 pm.