



Signed as a true representation of the minutes taken at PC meeting

Chair: Marion Potts

Signed:

Date:

## Minutes of Extraordinary Marston Parish Council meeting held on 22<sup>nd</sup> July 2024

---

Meeting opened 16:17 pm

### Attendees:

Parish Councillors; Marion Potts (MP), Phil Carter (PhC), Dave Collier (DC), Amanda Nixon (AN), Angela Johnson (AJ)

Clerk: Gary Hedges (GH)

Public: Simon Tate

### 1. Filling new Councillor vacancies

On 23<sup>rd</sup> June 2024, a notice was prepared for CWAC democratic services and village notices boards to inform residents of a casual vacancy for a Councillor within the PC, and providing a opportunity for a minimum of 10 residents to request an election take place to fill the vacancy. Following a statutory period of 14 days (excluding weekends and bank holidays), the council may choose to Co-opt an eligible person to join the council.

AN proposed Simon Tate (ST) be elected to council and all Councillors voted unanimously in favour. ST completed and signed the following documents: notifications of interest, acceptance of office (witnessed by GH), code of conduct (witnessed by AN).

**Action:** GH to scan documents and send off to CWAC democratic services

**Action:** GH to apply for Councillor email for ST

**Action:** AN add ST to google calendar

A notice of the other vacancy on MPC was prepared for noticeboards and sent to democratic services on 19<sup>th</sup> July 2024.

**Action:** GH to suggest an additional extraordinary MPC meeting due in case no election takes place to fill the Councillor vacancy.

### 2. Drainage work update

Techflow began work on 18<sup>th</sup> July with new pipework through the external wall of the lower toilet cubicle. On 22<sup>nd</sup> July, work re-commenced, digging a hole for the sewage treatment plant and installing the unit in the ground. Techflow expect to complete all works with the exception of the electrics for the plant by the end of Wednesday 24<sup>th</sup> July. A building inspector will be visiting on Thursday 25<sup>th</sup> July and upon completion of the works. Electrics for the unit are expected to be installed and connected by Friday 26<sup>th</sup> July. Techflow suggested a fence be built around the top of the unit to protect it from parking cars, and installation of the fence (similar to the perimeter fence) could be included as part of the original works estimate. Councillors were in agreement that fence installation should be included as part of the work.

### 3. Hall Condition

A recent hirer has repeatedly not left the hall as it was found. Washing up has not been completed and the floor not vacuumed. Also using one of the toilets despite the out of order signs.

**Action:** GH to contact hirer to explain it is the responsibility of the main hirer to leave the hall as it is found (with a checklist), and repeated failure to do will result in the cancellation of future bookings.

#### 4. Hall exercise class

There were eight attendees at the class on 23<sup>rd</sup> July which covered the costs of the trainer. However, trainer Josh would like to change the regular day to Wednesday as he is no longer available on Mondays. ST offered to look into other options getting an insured trainer to run the class.

**Action:** ST to look at other option for a trainer

**Action:** All to consider whether to accept Wednesdays as a new regular day for the class.

#### 5. Online payment – security

AN and MP have successfully gained online access to MPC bank accounts. AN and MP expressed reservations about using Biometrics for logging into online banking. GH was happy to use Biometrics to speed up log-in.

Meeting Closed 17:02

Abbreviations: pc (parish council), cllr (Councillor), cllrs (Councillors), cllrs' (councillors'), cllr's (councillor's), CW&C (Cheshire West and Chester), MM (Marston Murmurs), MPC (Marston Parish Council)