



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

Chair: Marion Potts

Signed:

Date:

Minutes of Marston Parish Council meeting held on 8th May 2024

Meeting opened 19:15 pm

Attendees:

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

Clerk: Gary Hedges (GH)

Apologies :

Ward Cllr Norman Wright, Ward Cllr Lynn Gibbon

Declarations of interest:

None

Dispensations:

None

Public Forum:

No public present

Approval of minutes from parish council meeting on 10th April 2024

Approved and signed by MP.

Actions from meeting 10th April 2024

Owner	Topic	Action	Status	Origin Apr 24 agenda
AJ	Flashes Sewage	Carry forward: Reapply to United Utilities for information on when sewerage is pumped in.	On-going	Actions
LG	Sewage issues	Ask Madelaine Davies (CW&C) to look into the issue.	Complete	Actions
MP	D-Day 8	Re-confirm re-enactment performance for afternoon tea event.	Complete	3B
AJ	Hall storeroom	Request quotes for full building works and ask Alec (vicar) for permissions for a digger going through the graveyard.	In-progress	3C
GH	Neighbourhood Plan	Digitalise and collate neighbourhood plan suggestions	Carry forward	3D
MP	Defibs	Ask Miles Hughes (Electrician) to fit defib (MP)	Complete	3E
LG	Planning	Find out what it means by 'decided' on a planning application	Complete	3F
GH	Planning	Keep a list of active planning applications within the parish	Carry forward	3F
MP	Marston Murmurs	Order 340 copies of May edition	Dropped	3H
GH	Hall Hire	Add photo of the inside of the hall to poster before printing out	Complete	3I
GH	Hall Hire	Print out a few copies of hire forms and give to AJ	Complete	3I
GH	Cllr administration	Update and provide new potential councillors with kit / paperwork	Complete by MP	AOB

1. Parish Councillor Reports

Hall Toaster (AJ): Toaster only toasting one side of the toast. **Action:** AJ to get prices for new toaster.

Wi-Fi Billing (AN): We're currently paying £4 per month for paper bills and we have no direct debit set up. **Action:** GH change to paperless bills, pay first bill at post office and then set up direct debit for payments.

Japanese Knotweed (MP): A resident has reported Japanese Knotweed on their land. Resident given advice from the Environment Agency. CWAC not responsible as this is private land.

Grassing cutting (MP): Grass cutting at Higher Marston, particularly the triangular strip between Fernlea Road and Vale Road, and the play area, has been completed to a poor standard. MP has reported the issue to CWAC but so far received no response.

Fingerpost Farm (MP): Building work at Fingerpost Farm currently being undertaken. PM advised that this work requires planning consent. **Action:** MP to submit a complaint to enforcement.

Footpath 7 (AJ): A complaint was received that Footpath 7 can no longer be walked. AJ emailed Elizabeth Holmes (Officer at CWAC responsible for footpath maintenance contractors) asking why harrowing around the footpath hasn't been done despite being requested. No response received.

2. Ward Councillor Reports (PM)

- Former Councillor Don Hammond died on 10th April 2014. Don was active in Marbury over many years.
- CWAC Chief Executive and the Head of Highways are to meet with all councils to discuss the current challenges faced. No date given.
- Please send LG and PM dates of litter picks so that ward councillors can support them if available.
- Members budgets for parish plans: there is now funding for the new tax year and some rollover budget from the previous tax year that ward councillors would like to spend by July.
- There is £185m Network North money coming in over the next 5 years (from HS2 cancellation). The focus is likely to be on improving the state of roads and transport networks. There is likely to be a public consultation on rural infrastructure.
- There is more common sense fixing of potholes needed. MP commented that marked potholes are being missed and recently reported some on Marston Lane. PM stated that all missed potholes needed to be reported including any defective repairs.
- Spacehive (a crowd funding portal for local authorities) was suggested as another potential source of funding for Parish projects. It was used by Sutton Weaver to pay for disabled access swings to be installed, which costed c.£40k.
- Highways: Lots of resurfacing going on including Cogshall Lane in Comberbach where the bad state of a stretch of the road was in a bad state of repair.
- Flooding: new area on CWAC website for reporting flooding. [Flooding | Cheshire West and Chester Council](#)
- There's a CWAC gullies and grids map. Where these are not mapped, they should be reported as they may not get cleaned out. In any case, if any are not being cleaned out, they should be reported.

- A new Police and Crime Commissioner, Dan Price (Labour) has been elected. Ward councillors would like Pickmere lake issues to be at the top of his agenda.
- Planning: local plan being opened up again imminently. This is reviewed every 5 years. Landowners will be able to put themselves forward for development.
- LG will be providing an update on issue including fly tipping and motorhome parking at Marston play area, HGV movements on Ollershaw Lane and the farm building at Fingerpost Farm.
- There is a councillor portal on the CWAC website where reported issues first get triaged by customer service and then directed to the right people. Councillors can use the portal to describe the issue rather than needing to know who is responsible for dealing with it.

3. Progress Reports

a) Hall

Storeroom re-build: AJ obtained permissions from Alec Brown (Vicar, Great Budworth) to drive a small digger through the graveyard when a storeroom re-build is being carried out. One of the builders failed to provide a quote for the store room re-build so we currently only have one available. **Action:** AJ to obtain another quote for the storeroom wall re-build.

Hall heating: AN: The hall heating was recently left on by a hirer, which meant the heating was on overnight. It was suggested that a new hall heating timer may stop this re-occurring or possibly even a Wi-Fi controlled system where the heating could be checked and turned off / on remotely. It was considered that someone would have to be responsible for checking the heating and it may be costly to install. For the moment, it was decided that some clear signage on the back of the door with a 'before you leave' checklist could be tried to see if it can resolve the issue. **Action:** MP to prepare and put up a 'before you leave' sign and a clearer heating setting sign.

Green Wheelie Bin: AN: We need to pay the annual charge and obtain a sticker. **Action:** GH to apply for Wheelie bin sticker for 2024/25.

b) D-day

MP: Misfits act has been confirmed and Alec Brown from Great Budworth is coming over to do the service. **Action:** MP to create planning group to make D-day arrangements.

c) Neighbourhood Plan

No progress made. Action for GH to type up and summarise questionnaire responses is to be carried forward.

d) Defibrillators

AN - The Salt Barge would welcome the installation of a defibrillator on their premises and it could be fitted free of charge by Alan (electrician and landlord). **Action:** MP to apply for a grant for match funding for an additional defib to be installed at The Salt Barge.

e) Planning Issues

MP – The hard standing at Finger Post Farm is being put through to enforcement, and Ward Cllr LG is actively on case.

There was an idea to list active planning applications in Marston Murmurs each month to increase aware amongst residents.

An action from April is to be carried forward: Clerk to keep a list of active planning applications within the parish (**GH**).

f) Sewerage issues at the flashes

AJ: The secretary of the Twenty Club has left his post (who was the main contact with the club) but provided AJ with a folder of information. **Action:** AJ to speak to Virgil (another Twenty Club contact) for an update on the sewerage issue.

On 12th April 2024, Madelaine Davies (Senior Regulatory Services Officer at CW&C) advised that it is likely to be the Environment Agency who would deal with the matter. The issue remains ongoing.

g) Marston Murmurs

Since the April 2024 edition (£214.40 for a print run of 335), the price per issue has gone up by 1p. The cost for a print run of 335 is now £217.75. The number of copies per order will remain at 335.

h) Hall hire

A new hall hire poster is now displayed in the notice boards.

4. Finance

a) To consider payments to be made as per attached list

EXPENDITURE

Payments made 11th April to 7th May 2024

Description	Cost (£)	Date issued	Cheque No.	Budget category
Website - It'seeze Apr24	57	22/04/2024		Bills
Clerk Salary (net) - 13Mar-9Apr24 (381.80 gross - 76.20 tax)	305.6	26/04/2024	1455	Salaries
RDI Ltd Wi-Fi Installation	1200	26/04/2024	1454	Hall works
WaterPlus	18.18	30/04/2024		Bills

Payments issued / approved 8th May 2024

Description	Cost (£)	Cheque No.	Budget
Williams Design and Print May 24 newsletter	217.75	1456	Newsletter
VAT recharge CWAC May 2023 election	90.50	1457	Other
Extra Gas INV 638422	514.50	1458	Bills
Shire Accountants payslips processing 6 th Apr to 5 th October 2024	88.20	1459	External payroll
MP reimbursement – new bin for hall kitchen	10.40	1460	Hall – fixed assets
AJ reimbursement – coffee morning supplies	16.14	N/A - cash paid	Hall - consumables
Angie hall hire admin (4 x 1 hr) and cleaning (4 x 1 hr) @ £10ph	80	1461	Salaries

Clerk salary 31hrs @13.28 = £411.60 (gross) – cheque to be issued following receipt of payslip from Shire Accountants.	-	-	Salaries
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- Clerk time sheet for 10th April to 7th May was approved and signed by AN.

INCOME

Rent

Hirer	Hire dates	Amount (£)	Payment type
CWAC Polling Station Hire PCC 2May24	2/5	£160 (26/4/24)	BACS
Harry Banister	13/4	£70	Cash
Leah Barrows	20/4	£40	Cash
Ant Hill Mob – Richard Littler	6/5	£40	Cash
Lynda – keep fit	11/4,16/4,18/4,23/4,25/4,30/4,1/5,7/5	£110	Cash
Scarlett Revolution (Sunday band) - Matt	28/4	£20	Cash
	TOTAL	£440	

Coffee mornings

Description	Amount (£)
Donations	80.19

b) Online banking

No progress made. **Action:** GH to consider options for online banking and present them at the June PC meeting.

c) External Payroll

On 11th April, it was approved by councillors via email to proceed with appointing Shire Accountants to act as the council's external payroll, at an annual cost of **£276.60**.

	Cost	Frequency	Annual cost
Per pay run	12	monthly	144
PAYE payment	13.5	Quarterly	54
Year-end p60	32.5	Annually	32.5
		TOTAL (ex VAT)	230.5
		TOTAL (incl. VAT)	276.6

Shire accountants will provide payslips and make all the necessary submissions to HMRC PAYE. Prior to 8th May meeting Cllrs were sent three documents to be approved for GH to sign in relation to the engagement of Shire Accountants: an engagement letter, payroll schedule of services, and terms of business.

d) Bank reconciliation

- 5th April to 4th May 2024 bank reconciliation for current and business accounts signed by MP.

5. Correspondence

a) Official email addresses

On 22nd April, an email was received from Sharon Angus-Crawshaw (Chalc), which passed on guidance and a briefing note from Nalc (National Association of Local Councils) regarding council email addresses. It is recommended that all councillors use an official .gov.uk email address for all correspondence. However, this is not a legal obligation.

Action: GH to look at different options, incl. cost for the set up and maintenance of Clerk and Cllr .gov.uk email addresses.

b) To note correspondence received as per attached list

Correspondence List

1. Email 12.04 – Madelaine Davies via Lynn Gibbon – Advised that this is an issue for the Environment Agency.
2. Email 15.04 – Angela Johnson to Lynn Gibbon - Weight restriction on Ollershaw Lane – responses to Jayne Black's reply.
3. In-person conversation 21.04 – Amanda enquired at the Salt Barge about having a defibrillator on the pub. They were happy to help. The May Bank Holiday do. They are happy for the Parish council to have a stall on Saturday and Sunday 2pm till 6pm
4. Email 22.04 Official email addresses - Parish Council Domains Helper Service
5. Email 24.04 TTRO - Women's Tour of Britain (Stage 3) – 8th June Marston Lane and Earles Lane road closure.
6. Email 26.04 CHALC - NALC Sector snapshot survey - barriers to community energy projects
7. Email 29.04 Cheshire Community Action – hall photo request for cheshire action website.
8. Email 29.04 Temporary Road closure TTRO16969 Marston Lane, Marston – 2nd May
9. Email 29.04 Shire Accountants - Payroll documents for signing
10. Email 30.04 Temporary Road closure TTRO16969 Marston Lane, Marston – changed to 7th May.
11. Email 30.04 CWAC website updated for MPC
12. Email 05.05 PCSO Diana Wiggins PCSO REPORT MARCH / MAY 24
13. Email 6.03 Jackie Rathbone – Footpath 7 – impassable again

Any other business

Fundraising: It was agreed to go ahead with a stall at the Salt Barge for the Marston Festival. MP and AN will be setting up and manning a stall on Sat 25th May 2pm to 6pm. AN will be providing plants and MP will collect books from the hall to sell. More volunteers are required to cover the Sunday afternoon.

Next Meeting: 12th June 2024 6:45pm

Meeting closed at 8:55 pm

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)