



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 10th April 2024

Meeting opened 19:00 pm

Attendees:

Parish Councillors; Marion Potts (MP), Phil Carter (PhC), Angela Johnson (AJ), Dave Collier (DC), Amanda Nixon (AN), Ward Cllr Lynn Gibbon (LG), PCSO Diana Wiggins.

Clerk: Gary Hedges (GH)

Apologies:

Phil Marshall, Norman Wright

Declarations of interest:

None

Dispensations:

None

Public Forum:

No public present

Approval of minutes from parish council meeting on 13 March 2024

Approved

Actions from meeting 13 March 2024

See appendix 1.

1. Parish Councillor Reports

AN – 13 Cross Street now changed to 11a Cross street.

2. Ward Councillor Reports (LG)

- No significant change since last month. This is a pre-election period due to PCC elections.
- There is soon to be a protest by families of children with special educational needs and disabilities (SEND) in response to the way they feel they've been treated. A group of 53 families have written to every local councillor and LG is meeting with them to better understand what the problems are. These include issues such as getting places in school and the delivery of respite care, for which each school gets £6K per pupil.
- Councillors are keen to wash road signs and clear those covered with foliage. Parish councillors are encouraged to report the worst affected signs.

3. Progress Reports

- a) Broadband installation

- **AN** successfully applied for UKSPF Cheshire West & Chester Council Digital project grant of £2000 for the installation, calibration and setup of 5G ready antenna, internal WiFi router and all associated cabling costs in the qualifying building. This amount will also cover the cost of a pre-paid data SIM card. **AN** also got approval from councillors for a contract with EE (broadband provider), which will cost £27 per month.
- **AN** – Installation to be completed by Kingsley Communications on 11th April. A dish will be installed at the back of the hall with wire going over the roof and entering the hall near one of the windows facing the graveyard.

b) D-day 80th Anniversary

- 2 x hurricane lamps purchased by AN
- Positive enquiry about re-enactment. **Action:** re-confirm re-enactment (**MP**).

c) Hall repairs / maintenance

- Further quotes are required to cover a re-build of the storeroom rather than basic repairs. Once quotes have been received, an application for a grant to the brine compensation board can be made. Permissions are also required for driving a mini digger through the graveyard as this will bring down the overall cost compared with digging it out by hand. **Action:** request quotes and ask Alec (vicar) for permissions for a digger going through the graveyard. (**AJ**).

d) Neighbourhood Plan

- Two responses to online survey, which have now been downloaded from Survey Monkey. **Action:** Paper responses to be typed up (**GH**).

e) Defibrillators

- MP successfully applied for a DHSC £750 grant to provide 50% match funding towards the cost of a new defibrillator, which is to be fitted at 1 Fernlea Road, Higher Marston. The device has been delivered. **Action:** Ask Miles Hughes (Electrician) to fit defib (**MP**). **GH** wrote to a resident who previously offered to contribute to the cost of defib for the top end of the village. No response received.

f) Planning Issues

- **MP** - The earth mound created by diggers at the Corner of Ollershaw Lane has now been distributed against the hedge and hard standing has been put down. As there has been no application for land use change, these actions have been put through to planning enforcement and an officer has been allocated to look at it.
- Clarification sought over what 'decided' means as the status of a planning application. **Action:** Find out what it means by 'decided' on a planning application (**LG**).
- **Action:** Clerk to keep a list of active planning applications within the parish (**GH**).

g) Wildflower seeds and bird boxes (**AN**)

- The seeds given out with the March edition of Marston Murmurs were well received.

- Following a note in the April newsletter, two applications for a bird box were received and will be given out. There is a deadline of Sunday 14th April for any further applications. After the closing date, the remaining bird boxes will be put up at the church hall.

h) Marston Murmurs

- **MP** – articles for the May edition needed by 20th April.
- 335 copies in current print run. **AN** requested an additional 5 copies to cover newly rented properties. **Action:** Order 340 copies of May edition (**MP**).

i) Hall hire

- The current process of hall hires, based on trust, whereby most renters pay cash rather than a form of electronic payment after each session and have to pick up and drop off keys from Angie’s home was discussed by councillors. **AJ** expressed concern about the security for the process from an external auditing stance. There is no way to know whether the hire has actually taken place. Also, each hirer must collect and return the key from a key safe at AK’s address, which is less straightforward than if the key safe was placed on the church hall. **MP & AN:** the key safe is safer at a residential address than on the hall, and we’d be more likely to realise if there was an issue. There has been no problem to date with hirers paying in cash at the end of their session and this should remain as an option for payment but this could should be reviewed if there was ever an issue. **GH** suggested new hirers could be asked to pay by bank transfer in advance to reduce cash used. **MP** thought that a lack of option to pay by cash could mean fewer rentals.
- Hire poster: Councillors approved the edited version of the poster. **GH** suggested it would be better to have a photo of the inside of the hall on the poster. **PhC** prompted send images to **GH**. **Action:** add photo of the inside of the hall to poster before printing out (**GH**).
- Hall rental terms and conditions. We are low on printed copies. **Action:** Print out a few copies and give to **AJ** (**GH**).

4. Finance

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

Cheque payments

Description	Cost (£)	Date issued	Cheque No.
London Hearts – Defib (50% match funding)	750	18.03.2024	1486
Caroline Constable- outstanding expenses – HP + GiffGaff	21.99	28.03.2024	1487
Chalc Affiliation fee 2024-25	190	10.04.2024	1488
Mid-Cheshire Footpath Society Annual Subscription	8	10.04.2024	1489
Williams Design & Print – April Newsletter (D010845) – £214.40	214.40	10.04.2024	1490
Angie Kemmett – 4 x hall hire booking. 4 x cleaning.	80	10.04.2024	1451
Amanda Nixon Expenses – D- day lanterns and batteries	32.49	10.04.2024	1452

KG Services – Repair, clean and replace gutter seals	94	10.04.2024	1453
Clerks' salary 28.75 hrs @ 13.28	381.80	10.04.2024	Approved - payment to be made once external payroll in place.

Direct debits

Description	Cost (£)	Inv. / bill issued	Date taken
Itseeze website/email	57	22/3/2024	
Waterplus	6.26	16/3/2024	
Scottish Power	323.89	01/03/2024	18/3/2024

Cash

Description	Cost (£)
AJ reimbursement – coffee morning supplies	15.17

Income

a) Rent

Hirer	Hire dates	Rent received
Together Theatre	15/3, 22/3, 29/3 March	£75
Together Theatre	12/4, 19/4 (from 7pm) & 26/4	£80 - Expected 07.04.2024
Lynda Birtles	14/3, 19/3, 28/3, 2/4, 4/4, 9/4	£90
Ant Hill Mob Group	18/3, 25/3, 8/4	£60
Ollie Party	5/4	£65
Scarlett Revolution	17/3, 24/3, 30/3, 7/4	£80
Leah Barrows	30/3	£60
	TOTAL	£510

b) Coffee mornings

Description	Amount (£)
Donations	85.55

c) Grants / Precept

Precept 2024-2025

£14,000 – invoice date 5th Apr 2024. Payment date 8th Apr 2024 [unknown if received]

UKSPF Grant

£2000 – received in bank 22nd March 2024

Correspondence List

1. Email 15.03 Lynn Gibbon – Ward update
2. Email 15.03 UKSPF Grant Approved - Digital Project | Marston Church Hall
3. Email 20.03 ChALC Online Survey - Supporting our communities
4. Email 21.03 Lynn Gibbon – Flooding recommendations accepted at overview and scrutiny
5. Email 21.03 Andrew Mathieson - Easter Activities at Northwich Memorial Court
6. Email 22.03 Latest news from Cheshire Community Action: March 2024
7. Email 25.03 DHSC Match Funding Received - Application Ref: 07657
8. Email 25.03 2024 Annual Subscription for the Mid-Cheshire Footpath Society and Notice of Annual General Meeting
9. Email 02.04 Ann Brazier: Little Leigh Green Festival poster
10. Email 04.04 Highways: TTRO16758 New Warrington Road, Marston – temporary road closure notice
11. Email 05.04 ChALC Weekly Bulletin 05.04.24
12. Email 08.04 Precept 2024-25 - BACs Remittance Advice 12500465
13. Email 08.04 Stewart House - A new local plan for Cheshire East: Consultation on the issues
14. Email 08.04 ChALC Online Training - Meetings and Procedures 16th or 23rd April 2024
15. Email 08.04 Lynn Gibbon – Community help – request for dates of planned litter picking, sign cleaning or trimming back foliage around signs, all when safe to do so.
16. Email 08.04 Joanne Thwaites - AED status update required
17. Email 09.04 Stephen Smith (Winsford/Northwich Work Zones) - Area Partnership Meeting - Thu April 11th - Winsford - Wyvern House 1pm - 3pm
18. Email 09.04 Stephen Smith (Winsford/Northwich Work Zones) Art and Mindfulness - Northwich Work Zone Tu 23rd April
19. Email 09.04 Stephen Smith (Winsford/Northwich Work Zones) Volunteer Fair Winsford - 6th June 24
20. Email 09.04 PCSO Diana Wiggins PCSO REPORT MARCH / APRIL 24

Any other business

Action: Update and provide new potential councillors with kit / paperwork (**GH**).

Next Meeting: 8th May 2024 6:45pm

Meeting closed at 8:59 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)

Appendix 1: Actions from 13.03.2024

Assigned to	Topic	Action	Status (10/4/2024)
LG	Playground fly tipping and pigeon deterrents	Enquire with CW&C council over use of cable ties.	Complete. Ties being installed.
AN	Airport fund chairs	Chase up delivery.	Complete. Chairs arrive 15/4
MP	Gutters on hall	Request quote required from local handyman to clear gutters and repairs joints.	Completed. Gutter work done.
AJ	Footpath 7 Clearance	Provide update to residents in MM.	Completed
AJ	Sewage issues at Flashes	Reapply to United Utilities for information on when sewerage is pumped in.	Carry forward
LG	Sewage issues at Flashes	Ask Andy Hammond to visit site.	Action: Ask Madelaine Davies (CW&C) to look into the issue.
AJ	Repairs to hall storeroom wall	to rebuild store room as grant may be available. Quotes for repairs were £450 and £350 but would not be guaranteed as subsidence evident.	Carry forward. See 3c.
GH	Motorhome crossing play area and ingress into council land for parking.	Send photos to LG.	Completed
LG	Motorhome crossing play area and ingress into council land for parking.	Ask Mark Brazil (CWAC Head of Environmental Services) to have it investigated.	Completed. An officer is being sent to the site to investigate.
AN	Wi-fi grant opportunity	Proceed with grant application.	Completed. See 3a.
AN	D-Day 80th Anniversary	Purchase 2 x red hurricane LED lamp.	Completed. See 3b.
MP	D-Day 80th Anniversary	Enquire over possible re-enactment performance for afternoon tea event.	Completed. See 3b.
MP	Spring litter pick	Register event with the Keep Britain Tidy 'big litter pick' and write a piece for MM.	Completed
GH	Earles Lane hedges	Draft letter to Whalebone Farm asking for hedges to be cut back.	Completed
GH	Neighbourhood Plan	Digitalise and collate neighbourhood plan suggestions, including from online survey.	Carry forward. See 3b.
GH	Defibrillators	Enquire over previously made donation offer.	Completed. See 3e
MP	Defibrillators	Apply for DHSC grant.	Completed. See 3e
All	Crystal Cottage - planning consultation	Report comments to Marion.	None received
GH	Bird boxes and bat box	Seek advice on positioning of bat box on hall.	Complete. Back of hall.
GH	Marston Murmurs	Provide paragraph/s introducing new clerk.	Complete
GH	Hall Hire	Update hall poster. Change AK phone number. Add AJ phone number. Change font.	Complete
GH	Hall Hire	Add 'hall online booking' as agenda item for discussion at April PC meeting.	Complete