



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 10<sup>th</sup> July 2024

Meeting opened 19:00 pm

### Attendees:

Parish Councillors; Marion Potts (MP), Phil Carter (PhC), Dave Collier (DC), Amanda Nixon (AN), Angela Johnson (AJ) (arrived 19:30)

Clerk: Gary Hedges (GH)

**Apologies:** None

**Declarations of interest:** None

**Dispensations:** None

**Public Forum:** Simon Tait and Helen Duncan

### Approval of minutes from parish council meeting on 12<sup>th</sup> June 2024

Approved and signed by MP.

### Actions from meeting 12<sup>th</sup> June 2024

Owner	Topic	Action	Status	Origin June 24 minutes
MP	High Marston Playground	Raise a safety concern with CWAC about resident vehicle access through the barriers adjacent to play equipment area.	Complete	5
MP	High Marston Playground	Ask for update from CWAC enforcement on playground land encroachment and fly tipping.	Complete	5
GH	Planning issues	Keep a list of active planning applications within the parish	C/F	7
GH	Neighbourhood Plan	Digitalise and collate Neighbourhood Plan suggestions	Complete	8
AJ	Marston Church Hall: Storeroom repairs	Ask John and Builder Girl for quotes on the repair specification detailed above.	C/F	6a
GH	Marston Church Hall: Storeroom repairs	Lodge a Prescribed Notice of Damage with the Brine Compensation Board	Complete	6a
GH	Marston Church Hall: Hall hire	Approach all regular hirers to ask if they're willing to pay for hall hire via BACS.	Complete	6a
AN	Toilet drainage	Request attendance of United Utilities to confirm whether or not the hall is connected to a main sewer.	Complete	6b
GH	Marston Church Hall: Hall hire	Consider how receipts could be issued for hall hire payments	Complete	6c
ALL	Marston Church Hall: Hall hire	Consider how a receipt/s may be issued for chair exercise group session payments.	C/F	6c
AN	Front Gardens Competition	Contact Ian Stanley for certificate template, collect trophy and get it engraved.	Complete	11
GH	Online banking	Draft internet banking policy and apply for online banking with NatWest.	Complete	13b
GH	AGAR audit	Submit completed AGAR forms to external auditor.	Complete	14
GH	Correspondence: Cllr email addresses	Apply for new email addresses for clerk and info mailboxes as well an email address for each Cllr.	Complete	15
PC	Marston Church Hall: Fire extinguishers	Call in Fire Queen for extinguisher servicing.	Complete	16

## 1. Parish Councillor Reports

**Fly tipping of garden waste at the flashes (AN):** Fly tipping has been observed on the corner of Ollershaw Lane by the wall on CWAC land next to the footpath at the entrance to the flashes.

**Action:** AN to ask bungalows in the vicinity if fly tipped has been observed by them.

**Action:** GH to inform Marbury Reserve Officer David James.

**Fernlea Road Steps (MP):** MP submitted a further complaint to CWAC regarding overgrown vegetation (TR629446745). Two flagstones have been re-laid but several remain cracked or uneven, which is a trip hazard to residents.

**MacMillan Coffee Morning (MP):** To be held on 17<sup>th</sup> September with advertising in Marston Murmurs.

**Chair exercise class (MP):** Josh happy to pay via BACS but would like to change the day to Tuesday. The new day of Monday has attracted fewer attendees and it's not working for the community as a result.

**Action:** AN to look for a new instructor that can run a class for 1 hour on a Thursday.

**Action:** MP to update Josh on situation.

**Fingerpost Farm Building Work (MP):** Buildings are going up without planning permissions. No response to complaint submitted to enforcement. Case number 24/00209/EOPDEV.

**Willow Pond Farm hard standing (MP):** Issue is with CWAC planning enforcement but no update received.

## 2. Ward Councillor Reports (PM)

No Ward Councillors present and no reports received.

## 3. Marston Church Hall

A) Drainage update (GH)

Hall toilets remain out of order and a portable toilet is still in place in the carpark. United Utilities have confirmed that there is no mains sewer in the vicinity of the hall and therefore the foul water from the toilets must have been flowing directly into the water surface drain, which is owned by Highways.

On 3<sup>rd</sup> July, £5520 was received by MPC as an insurance settlement to repair extensive damage caused to the pipework by the tree roots.

United Utilities estimated the cost to extend the sewer system to the hall would be £70-110K, which is makes it an unaffordable solution. A septic tank was also ruled out due to close proximity to a water course. The other option considered was the installation of a sewage / water treatment plant, which could potentially be installed in the Church Hall car park. The treated water could be directed into a soak away or back into the surface water drain. Andy Hamman (Principal Engineer, CWAC) recommended via email that a water treatment plant be installed ASAP between the toilets and the water surface drain.

Permissions were obtained from the Steven Platt (Manor Farm and Church Hall carpark owner) for a water treatment plant to be installed on his property.

Three quotes were obtained for a water treatment plant installation and a pumped connection to the water surface drain or to a new soak away. Councillors voted via email in favour of appointing Techflow Drainage Ltd as the most cost-effective option. A full plans application was submitted to CWAC building

control for approval on 9<sup>th</sup> July.

#### B) Store room repairs (AJ / GH)

A prescribed notice of damage was submitted to the Brine Compensation Board on 8<sup>th</sup> Jul by GH. More information and photos were requested by the board on 10<sup>th</sup> July and this has been submitted.

Without support from the Brine Compensation Board, it was agreed that the issue should be postponed until the current drainage problem is resolved due to potential budgetary constraints.

#### C) Hall Hire

Upon request by GH, all regular hirers have agreed to pay for hall hire via BACS instead of cash. It was agreed by Cllrs that electronic payment should be made upfront and a week's notice given to transfer a booking to another date. GH prepared and circulated a draft template for hall hire payments receipts prior to the meeting. It was agreed to adopt the new receipt template. Longer term, GH suggested further efficiencies could be made if bookings could be made and pay for via a website instead of emails.

**Action:** GH to approach Wincham to enquire about the system used for managing bookings for their community Centre.

#### D) Fire extinguishers (PC)

Fire Queen completed servicing and one extinguisher has been replaced. Another will need replacing in 2025.

### 4. Finance (GH)

#### A) Payments

#### EXPENDITURE

Payments issued 12<sup>th</sup> June to 9<sup>th</sup> July 2024

Description	Cost (£)	Inv. No.	Date issued	Cheque No.	Budget category
Scottish Power	278.89		17/6/2024		Bills
Clerk Salary (net) – 10Apr-7May24 (411.68 gross - 82.40 tax)	329.28		13/05/2024	1462	Salaries
Website - It'seeze Apr24	66.60		21/06/2024		Bills
WaterPlus	6.79		01/07/2024		Bills

Payments issued / approved 12<sup>th</sup> June 2024

Description	Cost (£)	Inv. No.	Cheque No.	Budget
Clerk reimbursements – stationary & EE monthly bill	44.19		1496	Expenses / bills
Clerk reimbursements – building control application	328.52		1495	Hall
Techflow drainage (excavation)	1050		1491	Hall
FireQueen Ltd	229.44		1492	Hall
Angela Johnson – Coffee Morning Expenses	72.18		1494	Coffee Morning
Clerk salary 45.5hrs @13.28 = £335.32 (gross) – cheque to be	-		-	Salaries

issued following receipt of pay slip from Shire Accountants.				
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- Clerk time sheet for 12<sup>th</sup> June to 9<sup>th</sup> July was approved and signed by AN.

## INCOME

Rent (£10 per hour)

Hirer	Hire dates	Amount (£)	Payment type
CWAC – General Election	4/7	160	BACS (4/7/24)
Sunday Band - Matt	30/6, 7/7	40	Cash
Band practice – Fin Rigg	28/6 (2 hrs)	20	Cash
Ant Hill Mob – Richard	17/6, 24/6	25	Cash
Lynda – keep fit	13/6, 18/6, 20/6, 25/6	60	Cash
	<b>TOTAL</b>	<b>305</b>	

Donations

Description	Amount (£)
Coffee mornings	71.95
<b>TOTAL</b>	<b>71.95</b>

### B) Online banking update

A draft online banking policy was prepared and circulated by GH prior to the meeting. All Cllrs agreed to adopt the policy.

A NatWest paper form for applying for an online banking account was completed by GH, AN & MP, and posted in June. However, GH had not received any information prior about the application by 10<sup>th</sup> July. GH enquired with NatWest and they had no record of the application. NatWest advised that the application could be completed online and has this now been submitted.

### C) Bank reconciliation

5th June to 4th July 2024 bank reconciliation for current account approved and signed by MP.

## 5. Councillor Vacancies (GH)

A notice of a 'casual vacancy' for a MP Cllr was submitted to CWAC democratic services on 25<sup>th</sup> June and a copy placed in each noticeboard. If an election is not necessary (fewer than 10 electors calling for one), a new Cllr can be appointed by Co-option at the PC meeting.

## 6. Marston Footpath 7 (AJ)

The footpath has been cleared of overgrown vegetation. A resident rang and emailed AJ specifically to thank the parish council for ensuring CWAC completed this work.

## 7. Higher Marston playground parking (MP)

Since an article on vehicle parking in the playground was published in Marston Murmurs, only one car has been seen parking in the area. Since Mark Brazil emailed to say he has asked his legal team to

look into access permits / agreements, there has been no further correspondence.

The grass has got extremely long but cut today. Nettles are still around play equipment and vegetation coming up through the bark.

**Action:** MP to email Ward Cllr Lynn to ask about safety checks and maintenance and fencing to keep dogs out.

## **8. Planning applications**

No new applications

## **9. Neighbourhood Plan (AJ / GH)**

**All 11 Questionnaire responses have been digitalised and circulated.**

AJ attended a drop-in CWAC Local Plan meeting on 4th June and fed back to Cllrs: the outgoing government were going to slightly change the framework so it was possible to just have a priority Neighbourhood statement, which would identify the key aims and feed into the local plan but has no statutory influence. A consultation grant is currently open and could be applied for. It was suggested that if the grant application was successful, it could be used to appoint O'Neil Homer Neighbourhood planning consultants. The current Local Plan is going into Greenbelt, looking to extend Wincham industrial park. It was emphasised by AJ that we need to get started and Dunham-on-the-hill have already completed theirs, which we could look at. AJ is not aware of any deadlines.

**Action:** AJ to contact O'Neil Homer consultants and circulate all information.

## **10. Sewage at the flashes (AJ)**

No developments made. It was agreed that the issue should be dropped until further notice.

## **11. Marston Murmurs (MP)**

Anything articles for the September issue should be forwarded to MP. We now have a buildup of spare copies. Excess murmurs to be placed in the garage, the hall and church.

**Action:** MP to let AN know how many is required on her round.

## **12. Correspondence (GH)**

1. Email 12.06 - CWAC – Polling Station Opportunities
2. Email 12.06 - CWAC – Community space for meeting young people
3. Email 16.06 - MP to Mark Brazil (CWAC) – Higher Marston vehicle parking. Request for more info on 2008 agreement about right of access, and ingress by green fencing around campervan.
4. Email 17.06 – Zurich Insurance – Confirmation that Zurich will cover the cost of the investigation and repair to the pipework as a result of the tree root ingress.
5. Email 20.06 - Mark Brazil to MP – response to the above. Mark has asked the team to chase legal and property regards the license to access.
6. Email 20.06 - Highways - Temporary Road closure TTRO17449 Dark Lane, Marston – 9<sup>th</sup> July for 1 day.
7. Email 20.06 – Chalc - Submitting a motion to the 2024 ChALC Annual Meeting
8. Email 25.06 – Chalc - Cheshire West Volunteering Strategy (2025-2030) - consultation survey
9. Email 27.06 – United Utilites – Notice of emergency repair work to a water main on Ollershaw Lane.
10. Email 27.06 – Andy Hamman (Principal Engineer, Highways) – Confirmation that highways will permit clean water going into water surface drain once a water treatment plant has been fitted.
11. Email 28.06 – ChALC - Parkinson Partnership Briefing Note - Financial Services Compensation Scheme

12. Email 03.07 – PCSO Diana Wiggins - PARSIH COUNCIL REPORT JUNE/ JULY 2024
13. Email 05.07 – Cheshire East - Consultation on High Legh NP Reg
14. Email 05.07 – Manchester Airport - Manchester Airport Draft Noise Action Plan Consultation 2024
15. Email 08.07 – Richard Hall (CWAC) – Enquiry on whether a decision has been made on where to site a defib if not saltwork.
16. Email 08.07 – Manchester Airport - Manchester Airport Parish Council Forum
17. Email 08.07 – Democratic Services – Thank you for making the hall available.

### **13. Car park donation (All)**

Steven Platt (Manor Farm and Church Hall carpark owner) has requested this years' donation be local charity chosen by the council.

**Action:** All to consider charity options for the 2024 use of the car park donation.

### **14. Any other Business**

**Front Gardens Competition:** Ian Stanley is happy to prepare certificates this year for the final time. Some gardens have already been shortlisted and this must be completed by Friday 12<sup>th</sup> July. Cllrs will be judging shortlisted gardens on Wednesday 17<sup>th</sup> July.

**Date of the next meeting: 11/09/2024**

**Close of meeting: 21:00**

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)