



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 11<sup>th</sup> September 2024

Meeting opened 19:00 pm

### Present

Parish Councillors; Marion Potts (MP), Phil Carter (PhC), Dave Collier (DC), Simon Tate (ST), Angela Johnson (AJ)

Ward Councillors: Phil Marshall (PM)

Clerk: Gary Hedges (GH)

**Apologies:** Lynn Gibbon (LG), Helen Duncan (HD), Amanda Nixon (AN)

**Declarations of interest:** None

**Dispensations:** None

**Public Forum:** None

**Approval of minutes from parish council meeting on 10<sup>th</sup> July 2024 and 22<sup>nd</sup> July 2024.**

Approved and signed by MP.

### Actions from meetings 10<sup>th</sup> July 2024, 22<sup>nd</sup> July 2024, 16<sup>th</sup> August 2024

Owner	Topic	Action	Date set	Status
All	Car Park donation	All to consider charity options for the 2024 use of the car park donation	10/07/2024	Complete
AN	Fly tipping at the flashes	Ask bungalows in the vicinity if fly tipped has been observed by them.	10/07/2024	Unknown
AN	Chair exercise class	Look for a new instructor that can run a class for 1 hour on a Thursday.	10/07/2024	Complete
AJ	Neighbourhood Plan	Contact O'Neil Homer consultants and circulate all information	10/07/2024	Complete
GH	Planning Issues	Carry forward: keep a list of active planning applications within the parish	10/07/2024	C/F
GH	Fly tipping at the flashes	Inform Marbury Reserve Officer David James.	10/07/2024	Complete
GH	Hire Hall	Approach Wincham to enquire about the system used for managing bookings for their community Centre.	10/07/2024	Complete
MP	Chair exercise class	update Josh on the council's desire to change the day to suit residents	10/07/2024	Complete
MP	Higher Marston playground parking	Email Ward Cllr Lynn Gibbon to ask about safety checks and maintenance and fencing to keep dogs out.	10/07/2024	Complete
MP	Marston Murmurs	Let Amanda know how many Marston Murmurs copies are required on her round	10/07/2024	Complete
All	Hall exercise class	Consider whether to accept Wednesdays as a new regular day for the class	22/07/2024	Complete
AN	New Councillor Co-opting	Add Simon Tate to google calendar	22/07/2024	Complete
GH	New Councillor Co-opting	Scan new Councillor documents and send off to CWAC democratic services	22/07/2024	Complete
GH	New Councillor Co-opting	Apply for Councillor email for Simon Tate	22/07/2024	Complete
GH	New Councillor Co-opting	suggest an additional extraordinary MPC meeting due in case no election takes place to fill the Councillor vacancy.	22/07/2024	Complete

GH	Hall condition	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.	22/07/2024	Complete
ST	Hall exercise class	Look at other options for a trainer	22/07/2024	Complete
All	Marston Murmurs	Send any item for September Murmurs	16/08/2024	Complete
GH	New Councillor Co-opting	Scan new Councillor documents and send off to CWAC democratic services	16/08/2024	Complete
GH	New Councillor Co-opting	Request new councillor email account for Helen	16/08/2024	Complete
GH	Planning Issues	Comment on Planning Application 24/00800/FUL on behalf of MPC	16/08/2024	Complete
GH	Church Hall	Request a manual and warranty for the drainage system / works	16/08/2024	Complete
GH	Church Hall	Buy 2 x sanitary bins for the hall toilets	16/08/2024	Complete
GH	Email accounts	Enquiry with It'seeze about emails not being sent from Simon's councillor account	16/08/2024	Complete
GH	Hall Hire	Check if former Clerk's address is still on hall hire form and correct if necessary	16/08/2024	Complete
GH	Hall Hire	Remove booking fee from hall hire form	16/08/2024	Complete
HD	Marston Murmurs	Introduction for September Murmurs	16/08/2024	Complete
HD	New Councillor Co-opting	Complete notifications of interest form within 3 weeks	16/08/2024	C/F
MP	Church Hall	Ask Kevin Gleave for quote to paint the toilets	16/08/2024	Complete
ST	Marston Murmurs	Introduction for September Murmurs	16/08/2024	Complete

## 1. Parish Councillor Reports

### Cheshire Community Action (AN)

I have emailed thanking them for the grant and let them know work has been completed on the Water Treatment Plant (WTP) and sent photos.

**GH** brought a plaque received, to the meeting, which stated that the funding for the WTP project came from CWAC. It was agreed that the plaque should be installed on the fencing surrounding the WTP in the hall carpark.

**Action PC:** Install project funding plaque on fencing around water treatment plant

### Twenty Club (AN)

I have been in touch with a member of the club about the overhanging foliage over the footpath and have given a phone number to which there was no answer at the moment.

### Higher Marston Steps (MP)

The state of the steps (broken steps, overgrown vegetation) renders them not fit for purpose and has been reported by MP several times. In addition, the exterior wall of 11 Mere Road at the edge of the steps is crumbling. MP has reported this to Weaver Vale.

**Action MP:** Send photographs of steps to Cllr Phil Marshall

**Action PM:** Submit photos of steps and notes through Councillor pathways.

### Defib pad expiring (MP)

The defib pads for the village hall unit are about to expire.

**Action ST:** Obtain prices for new defib pads for village hall

### Marston Murmurs (MP)

Request for contributions by 20<sup>th</sup> September for the October issue.

**Action ALL:** Submit contributions for October edition by 20th September

## 2. Ward Councillor Reports (PM)

- Money still available in Ward Councillors members budget but it must be allocated by January.
- Network north money - £185m has been allocated for transport infrastructure but we're waiting to see what we get. TB4 consultation out until 26th Sept for comments. We encourage everyone to submit problems to fix and give their priorities.
- Road mapping software on CWAC website for gullies reporting is now live. You can zoom in on the map and check to see if gullies are mapped and whether they being cleared.
- Resurfacing is happening – our fair share –
- At a recent meeting of interested parties for Pickmere Lake issues, Dan Price (Police Crime Commissioner) was in attendance and came across very well, showing that he understands the issues.
- PM now on Cheshire fire authority, which is mostly about prevention. The authority made 25,000 home visits last year. Cheshire fire day is 12th Sept 2024.
- National Planning Policy Framework: there is currently a consultation about certain aspects until 24th Sept. The framework is being reviewed by top level central government. They're reviewing what is an acceptable local plan and housing targets are back, which will see an increase in the CWAC target.

- Issues with Children's services SEN referrals. CWAC said they are going to do something about it. CWAC are currently recruiting for a new lead.
- Winter Fuel: Lots of pensioners are not claiming pension credit. We are trying to get information out as widely as possible.

### 3. Pickmere Lake

AJ and PM reported back from the meeting with PCC Dan Price and other representatives from CWAC, Cheshire East, local parish and ward Councillors, and the fire service on 10<sup>th</sup> September 2024.

Cheshire East is funding a consultation on parking in Pickmere. The consultation with residents will take place in October and considered by head of highways by end of November.

They are suggesting time limited bay parking on one side of the road in Pickmere, and double yellow lines on the other side of the road. The implementation and bays would take place by March 2025.

As a longer-term solution, a Public Space Protection Order (PSPO), has been applied for, which will require a lot of evidence to meet the necessary thresholds. It is thought that there's been under-reporting of incidents and residents should be encouraged to report issues through official avenues. A booklet 'Residents Guide to Reporting Issues' was brought to the meeting and shown to Cllrs.

**Action MP:** Booklet 'Residents Guide to Reporting Issues' - publicise on FB and general article for Murmurs

It was also mentioned at the meeting that Wincham PC are putting in a challenge to planning on the use of Gatley Field on the basis that the owner needs to apply for a change of land use in order to permit public access. There was also discussion of the need for a slicker way of coordinating potential dispersal orders for sunny weather so that all parties are prepared and can react quickly.

### 4. Ollershaw Lane - vehicle weight reduction (AJ)

AJ has asked LG what criteria are for starting the process of getting a weight reduction of 7.5T on Ollershaw Lane except for access, and is waiting to hear back. If this is possible, Google could be informed, which should lead to automatic directing of vehicles via Higher Wincham industrial estate.

The possibilities of how to improve the safety of the Dark Lane junction was also discussed. It was suggested that despite being a hotspot for accidents, too few deaths have occurred for action to be taken by CWAC. Also, it is thought that many more accidents occur at the junction than actually get reported, e.g. when no serious injuries occur or police / paramedics have not been in attendance. GH offered to try and obtain the accident data and ask Four Lanes Garage if they'd be happy to record incidents going forward in an attempt to gather more evidence. An enquiry will also be made with PM regarding whether a road layout change at the junction would be something relevant for spending Network North money.

**Action GH:** Ask Four Lanes Garage to record each junction collision - to be reported to CWAC by GH regularly.

**Action GH:** Contact Phil Marshall asking whether if a change of road layout or roundabout at Dark Lane junction would be considered relevant for Network North funding.

**Action GH:** Try to obtain accident data for Dark Lane junction.

### 5. Higher Marston Estate (MP)

#### a) Hedges and green space

Green spaces have been cut back but not very much. It is only being done once per month on the park and it's not frequently enough. Other areas are only cut once per year in Spring and Autumn. We need to request that Higher Marston Hedges are cut by CWAC. Vale and Mere Road hedges (estate side and field side), and along Marston Lane (road side and inside of hedges) have not been cut since last year.

**Action GH:** Put in a request to Mark Brazil for Higher Marston Hedges to be cut.

**Action GH:** Print out A3 map of Marston in colour and laminate.

b) Higher Marston Playground parking

No further update from Mark Brazil's team

## 6. Planning Applications

No new applications

## 7. Neighbourhood Plan

There is an online workshop on the future of Neighbourhood Plans on 25<sup>th</sup> September for £30.

AJ reported that we are entitled to a free 15-minute phone call with O'Neil Homer, a company that provide a service helping local councils to engage effectively with emerging Local Plans and other planning authority documents and to prepare Neighbourhood Plans and Neighbourhood Priority Statements.

AJ suggested Madeleine Gohin, A Neighbourhood Planning Officer, would be worth contacting in order to find someone to refer to, and Andrew Towlerton Associates, an independent planning consultancy that help with develop development of Neighbourhood Plans would be useful to contact regarding how to commission consultants.

Burscough and Dunham-on-the-hill are examples of parishes that have completed their Neighbourhood plans.

**Action GH:** Attend 'future of Neighbourhood Plans' event on 25th Sept 2024 if possible.

**Action ST:** Research government standards that MPC can work towards

## 8. Marston Church Hall

a) Store room repairs

No progress at the moment

b) Toilet redecorating

Quotes are being obtained

c) PAT testing

Completed Mark Clay PAT testing services. Invoice and certificates not yet received. A two-way extension lead failed the test and has been disposed of.

d) Car park donation

It was decided that 'Let's Farm' (Winsford), would be a good option for the annual £200 charity donation for use of the church hall car park. They offer people with learning disabilities the chance to take part in farming life.

**Action MP:** Contact 'Let's Farm', Winsford re. how to make our annual £200 donation.

## 9. Finance

a) Payments

## Pre-authorised payments made (11<sup>th</sup> July to 10<sup>th</sup> September 2024)

Description	Amount	Statement date	Budget	Payment method
Williams Design & Print – September Newsletter (D011171)	217.75	09/09/2024	Advertising	BACS
EE Limited - August 2024	32.4	19/08/2024	Bills	Direct Debit
EE Limited - July 2024	37.2	19/07/2024	Bills	Direct Debit
WaterPlus - 15 July 2024 - 14 August 2024	6.79	30/08/2024	Bills	Direct Debit
WaterPlus 15 June 2024 - 14 July 2024	6.57	30/07/2024	Bills	Direct Debit
Website - It'seeze Aug24	69	21/08/2024	Bills	Direct Debit
Website - It'seeze July24	66.6	22/07/2024	Bills	Direct Debit
Chelford Mobile Services - toilet hire 1/7 - 31/7/2024	138	05/08/2024	Hall Works	BACS
Chelford Mobile Services - toilet hire 6/5 - 30/6/2024	276	26/07/2024	Hall Works	BACS
KG Services - Kevin Gleave - Cover air vents and point gaps	130	24/07/2024	Hall works	BACS
Techflow - Completion of Water treatment works installation	6600	05/08/2024	Hall works	BACS
Techflow - Toilet fill valve & flexible connector	102	12/08/2024	Hall works	BACS
Josh Merson - exercise class - 31st July - 28th Aug 2024	200	30/08/2024	Other	BACS
Angie - Aug24 Pay- 4 x cleaning and 4 x hall admin @10p/h	80	19/08/2024	Salaries	BACS
Clerk Salary (net) - 10July-13Aug24 (312.08 gross - 62.40 tax)	249.68	15/08/2024	Salaries	BACS

## Payments agreed

1. Clerks Salary 28.5 hrs @ £13.28 = £ 378.48 (gross) (including 2 weeks holiday pay) – holiday calc. average hours per week = 7.5 x 2 weeks = 15 hours pay.
2. Angela expenses (coffee morning refreshments) - **£78.32**

## INCOME

### Rent

Description	Income (£)	Statement date
Linda Birtles - 27th June 2024 to 25th July 2024, 4 weeks at 3 hours per week.	120	26/07/2024
Hall Hire - E Dutton – 17 <sup>th</sup> August, 6.5 hours	65	19/08/2024
Hall Hire - M Reeves – Sunday Band 18 <sup>th</sup> August, 2 hours	20	19/08/2024
Hall Hire - cash payments - 10th July to 13th August 2024	150	19/08/2024
Hall Hire - Together for Theatre – July and August 2024	460	20/08/2024
Linda Birtles -30th July to 22nd August inclusive, 4 weeks at 3 hours per week.	120	23/08/2024
Hall Hire - M Reeves – Sunday Band 25 <sup>th</sup> August, 2 hours	20	27/08/2024
<b>TOTAL</b>	<b>£955</b>	

### Coffee mornings

Donations = £ 167.27

Clerk time sheet for 14<sup>th</sup> August to 10<sup>th</sup> September was approved and signed by **XX**.

Bank reconciliation for the period 5th July to 4th August 2024 bank reconciliation for current account approved and signed by ST.

**Action GH:** Present budget analysis at next MPC meeting

## 10. Councillor Handbook (ST)

To be made regular agenda item

**Action GH:** Add to agenda for next MPC meeting

**Action GH:** Create inventory of policies and procedures with dates when reviews are due.

## 11. Clerk probation / salary review (MP)

MP and GH had a probation review meeting on 4<sup>th</sup> September and GH has now completed the 6-month probationary period.

No salary review took place but Cllrs will meet without the Clerk to discuss.

**Action All Cllrs:** Arrange meeting to discuss salary review following completion of 6 months probationary period.

## 12. Marston Murmurs (MP)

Discussed above under Parish Councillors reports.

## 13. Correspondence (GH)

10<sup>th</sup> July – 10<sup>th</sup> September 2024

1. Email 11.07 – Chalc - Proposed Dog control Public Spaces Protection Order changes – presentation slides
2. Email 11.07 – Member of public – HGV usage on Ollershaw road
3. Email 12.07 – Ron Bailey - Safety of Lithium ion Batteries and e-bikes and scooters
4. Email 17.07 – Mark Brazil – High Marston Playground – responses to question from Marion – re. safety checks and fencing around the play area.
5. Email 18.07 – CWAC Planning - Planning Consultation 24/00800/FUL - 6A Ollershaw Lane
6. Email 19.07 – Chalc - Town and Parish Connections Online Event: Highways 18th September 2024
7. Email 19.07 – Beth Fletcher (Senior Planning Policy Officer (Planning Policy)) Sent Parish maps reflecting the information that was subject to local plan public consultation.
8. Email 22.07 - Highways - Temporary Road closure TTRO17692 Dark Lane, Marston – 26th July 2024 for an estimated 1 day.
9. Email 22.07 – Manchester Airport – Draft Noise Action Plan 2024 – 2028 – slides from recent forum.
10. Email 23.07 – Chalc - Town and Parish Connections Event - Thursday 25th July - HOUSEHOLD WASTE RECYCLING CENTRES CONSULTATION
11. Email 23.07 – Chalc - CWVA's Volunteering Strategy for Cheshire West - Survey Link
12. Email 26.07 - NALC Community Safety Case Study – Survey
13. Email 27.07 – PCSO Michelle Gillett – Operation Sceptre – Knife sweeps
14. Email 30.07 – Debs May (Wincham Parish Council) – draft press release on Pickmere fire for comment / suggestions.
15. Emails 31.07 - Highways - Temporary Road closure TTRO17719 Marston Lane, Marston – A559 Marston Lane / B5391 Wincham Lane / A559 Hall Lane / B5391 Church Street: ROAD CLOSURE 16th & 17<sup>th</sup> September - Night time working 20:00hrs - 05:00hrs.

16. Email 01.08 – Chalc - NALC Star Council Awards 2024
17. Emails 01.08 – 03.08 – Public, Lynn Gibbon & James Morris (Senior Manager, Community Safety, Public Protection Service, (CWAC)) - Pickmere Lake land North of Earles Lane - The Gatley Field – concerns over recreational use.
18. Email 04.08 – MOP – Smoke from Garden Bonfires – health concerns and breach of guidelines.
19. Email 05.08 – Cheshire East - Consultation on Styal NP Regulation 16.
20. Email 06.08 - Highways - Temporary Road closure TTRO17719 Marston Lane, Marston. 559 Marston Lane / B5391 Wincham Lane / A559 Hall Lane / B5391 Church Street: ROAD CLOSURE 23rd and 24th September - Night time working 20:00hrs - 05:00hrs.
21. Email 07.08 – Michelle Gillett – Community Litter Pick – Pickmere Tuesday 13<sup>th</sup> Aug
22. Email 08.08 – PCSO Diana Wiggins - PCSO REPORT JULY/AUGUST – Marston fraud - Report of email believed to have been hacked regarding transfer of apple gift cards.
23. Email 16.08 – Dave Levins (Northwich LPU Neighbourhood Inspector) via Naomi (Wincham PC Clerk) - Dispersal Order at Pickmere Lake - a dispersal under IML1896689 which will run from 08:30hrs on Saturday 17<sup>th</sup> August to 22:00hrs on Sunday 18<sup>th</sup> August 2024.
24. Email 19.08 – Liz Corfield (Cheshire Police) - PCC Dan Price meeting to discuss Pickmere Lake issues
25. Email 22.08 – MP to Andrew Nicolson / Mark Brazil – Trees plants on Children’s play area and vehicles parked photos.
26. Email 29.08 – Chalc - NALC Survey on MHCLG proposed reforms to the NPPF and other planning reforms.
27. Email 29.08 – Aleta Steele (Snr Manager, Communities and Engagement, (CWAC)) - Mining for Memories’ project is worth its salt...
28. Email 30.08 – Chalc - Centre for Sustainable Energy Webinar: Common planning considerations for community energy projects - Tues 8th October 7.00 - 8.30pm.
29. Email 30.08 – Chalc - Cheshire Sandstone Ridge - Online Survey
30. Email 02.09 – SBA Team (on behalf of PKF Littlejohn LLP) – Annual audit - CH0129: Receipt of documents – notification of exempt status, 2024.
31. Email 03.09 – Simon Jones (Your Streets Officer, CWAC) – Grass cutting. We have been reducing cutting in certain areas throughout the whole of Cheshire West to increase biodiversity and offset carbon dioxide emissions.  
We will be carrying out two cuts a year on these sections of ground. Our mowing team will be along to carry out the second cut very soon.
32. Email 05.09 – Member of public – request for historical photos of Marston for private Worsley family history research.
33. Email 06.09 – Planning Policy Team (CWAC) - Parish and Town Council information events report.
34. Email 09.09 – Mark Brazil – Responses to MP re. trees planted. Promise to ‘speak to the team’.
35. Email 09.09 – Building Control (CWAC) – Approval document with conditions re. installation of water treatment plant at Marston Church Hall in 2024.

#### 14. Any other Business

DC mentioned that meetings are going on longer. MP suggested meetings can be made more concise or open, and that’s up to Cllrs, and can always be changed.

**Date of the next meeting: 09/10/2024**

**Close of meeting: 22:10**

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)