



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 9th October 2024

Meeting opened 19:00 pm

Present

Parish Councillors; Marion Potts (MP) (Chair), Amanda Nixon (AN), Phil Carter (PhC), Dave Collier (DC), Simon Tate (ST), Angela Johnson (AJ), Helen Duncan (HD)

Clerk: Gary Hedges (GH)

Apologies: Phil Marshall (PM)

Declarations of interest: None

Dispensations: None

Public Forum: None

Approval of minutes from parish council meeting on 16th August 2024 and 11th September 2024.

Approved and signed by MP.

Actions from meetings 11th September 2024 plus actions carried forward

Owner	Topic	Action	Date set	Status
GH	Planning Issues	Carry forward: keep a list of active planning applications within the parish	10/07/2024	Complete
HD	New Councillor Co-opting	Complete notifications of interest form within 3 weeks	16/08/2024	Complete
All	Murmurs	Submit contributions for October edition by 20th September	11/09/2024	Complete
All Cllrs	Clerk salary review	Arrange meeting to discuss salary review following completion of 6 months probationary period.	11/09/2024	Complete
GH	Higher Marston playground	Email Helen Bromley (CWAC) to report a public health issue regarding dogs off leads at the playground (safeguarding and fouling)	11/09/2024	Complete
GH	Dark lane junction	Ask Four Lanes Garage to record each junction collision - to be reported to CWAC by GH regularly	11/09/2024	Complete
GH	Dark lane junction	Email Phil Marshall asking whether if a change of road layout or roundabout at Dark Lane junction would be considered relevant for Network North funding	11/09/2024	Complete
GH	Dark lane junction	Try to obtain accident data for Dark Lane junction	11/09/2024	Complete
GH	Higher Marston Hedges	Put in a request to Mark Brazil for Higher Marston Hedges to be cut.	11/09/2024	Complete
GH	Neighbourhood plan	attend 'future of Neighbourhood plans' event on 25th Sept 2024 if possible.	11/09/2024	Complete
GH	Budgets	Present budget analysis at next MPC meeting	11/09/2024	Complete
GH	Cllr Handbook update	Add to agenda for next MPC meeting	11/09/2024	C/F
GH	Policies and procedures	Create inventory of policies and procedures with dates when reviews are due.	11/09/2024	Complete
MP	Higher Marston steps	Send photographs of steps to Cllr Phil Marshall	11/09/2024	No longer applicable
MP	Reporting issues	Booklet 'Residents Guide to Reporting Issues' - publicise on FB and general article for Murmurs	11/09/2024	C/F
MP	Car park donation	Contact 'Let's Farm', Winsford re. how to make our annual £200 donation.	11/09/2024	Complete
PC	Water Treatment Plant grant	Install project funding plaque on fencing around water treatment plant	11/09/2024	Complete
PM	Higher Marston steps	Phil Marshall to submit photos of steps and notes through Councillor platform	11/09/2024	No longer applicable
ST	Defibs	Obtain prices for new defib pads for village hall	11/09/2024	Complete

ST	NP	Research government standards that MPC can work towards	11/09/2024	Complete
All	Murmurs	Submit contributions for October edition by 20th September	11/09/2024	Complete

Comments on above actions not covered elsewhere in agenda

- A cut of Higher Marston hedges is promised for January 2025
- New defib pads were purchased and installed in the Church Hall defib unit.

1. Parish Councillor Reports

Church Hall Keys for new Cllrs

MP has had hall keys cut for ST and HD. GH passed them onto AN immediately following the current meeting for giving out.

Earles Lane hedgerows (MP)

A complaint has been received from a resident about the hedges being overgrown. A letter from MPC was sent to the owner in Spring 2024 but no action has been taken.

Clerk Salary review (GH)

MP proposed and Cllrs agreed to raise the Clerk's hourly wage to £15.21 per hour backdated to the next payment period following the end of GH's 6-month probationary period (4th Sept 2024). This is the LC2 bottom increment (SCP18) on the National Association of Local Councils (NALC) 2023/24 local government services pay agreement.

MacMillian Coffee Morning

Cllrs would like to thank all those that attended and donated at the 2024 coffee in aid of MacMillan Cancer Support. A remarkable and record breaking £497.91 was banked for the charity as a result of generous donations, raffle ticket sales, and the 'wonderful card ladies' who donated their years' takings.

2. Ward Councillor Reports

None – no Ward Councillors present

3. Ollershaw Lane – vehicle weight reduction (AJ)

Since the last MPC meeting, Ward Cllr Lynn Gibbon (LG) has proposed an online meeting involving Highways, Police, LG, Marston PC (AJ) and Wincham PC to discuss the 7.5t weight reduction (except for access) proposal on Ollershaw Lane. LG has suggested approaching all businesses on Ollershaw Lane about how many of them need or have deliveries that arrive in vehicles in excess of 7.5t so that the information is ready for the discussion with Highways and the police.

Action GH: Suggest to LG for best time for the proposed weight reduction meeting

Action AJ: Ask all businesses on Ollershaw Lane how many deliveries they need or have over 7.5t each week

4. Dark Lane Junction

GH has approached Four Lanes Garage asking them to keep a log of near misses and collisions at the junction. From 12th Sept to 7th Oct, 3 incidents were recorded (2 x near misses and 1 x collision – no injuries). The garage has agreed to continue logging the incidents and GH will report them on their behalf.

GH shared the Department for Transport's Mapping Application for Visualising Road Injury Casualties on projector screen. It showed that 11 casualties in 4 collisions at the junction from 2019 to 2013. However, there is no legal obligation on those involved to report a collision. Only a duty to share details between all parties. GH felt 4 collisions involving casualties in 5 years grossly underestimated the true figure given personal observations of the aftermath of crashes from living close by.

Ward Councillor PM corresponded with GH, commenting on 4th Oct that 'we did raise that junction on our last 'outing' with the Head of highways around Marbury. Happy to raise the subject again'. GH is still awaiting an answer on whether a new road layout at the junction would fit the criteria

for applying for Network North money (should be still be distributed as planned).

MP said that road signs on Marston Lane warning of the crossroads (both sides) are completely obscured by vegetation to a point where motorists cannot see the signs.

Action GH: Inform resident re. obscured crossroads sign East of Marston Lane

Action MP: Find a way to have the crossroads sign West of Marston Lane uncovered

5. Higher Marston (MP)

a) Steps

On 13th September, following persistent reporting, the vegetation on and overhanging the steps was cleared by highways and are now tidy and more accessible.

b) Playground parking

No update to report

c) Play equipment area

GH has been in correspondence with Dr. Helen Bromley re. the public health issue around the lack of fencing to stop dogs fouling in the play equipment area. Helen Bromley has been in touch with Regulatory Services who have advised 'they would be happy to arrange some patrols if we can indicate when dog fouling is likely to be taking place and in relation to the fencing, it would be worth them doing a site visit prior to any fencing work being agreed – the entire area may be too big to be designated a dog exclusion zone. It might be of value if they could view the site and advise on possible recommendations, to ensure any proposals to bring the area within the Public Space Protection Order are appropriate'.

Helen also advised that the CWAC Section 106 Officer says there's currently no money that could be used at Marston Paly Area. However, there is currently a planning application at Lane Ends Farm, Marston, CW9 6DP whereby, if implemented, the parish would receive around £10,000 in Community Infrastructure Levy (CIL) payments. The money could be used to address the issues at the play area if that was a priority for the Parish Council.

Action GH: Ask for regulatory services visit with MP happy to join.

6. Planning Applications

No new planning applications have been received since the last MPC meeting. However, on 12th September 2024, an application (Ref: 21:03791-FUL) was approved for the erection of a detached dwelling and associated parking at land adjacent to 4 Cross Street for Mr. G Blair. This application was received by CWAC on 19th August. MPC had not been aware of it previously, and therefore did not submit a comment.

Action GH: Ensure notifications of all new Marston planning applications come through to the Clerk email address so they can be circulated to Councillors.

7. Remembrance Sunday

Marston PC will hold their annual remembrance service on Sunday 10th November. Attendees are advised to arrive by 10:45 am with the service starting at 10:55 am. Those able to assist erecting the remembrance arch should arrive at the hall at 2pm on Saturday 2nd November.

Action All: If possible, assist with putting up the remembrance arch. 2pm on Sat 2nd Nov.

Action GH: Inform CWAC democratic services of the details of the Marston service.

8. The Salt Barge defibrillator (AN)

The council was offered a £750 grant from Department of Health and Social Care to cover 50% of the cost of a new defibrillator, having reopened the scheme on 18th September 2024. Cllrs agreed via email to proceed with the purchase of a new unit (to be installed on the Salt Barge pub) and the £750 payment from MPC has been made. The new unit has been delivered but not yet installed.

9. Neighbourhood Plan (AJ)

GH was unable to attend the 'future of Neighbourhood plans' event on 25th Sept 2024. ST has been doing some research and is still looking at examples for elsewhere.

10. Marston Church Hall

a) Heating

A request was made by a regular hirer to set heating to come on slight before the start of their sessions. The thermostat has been set by AN to 19c between 9 - 10 am, and between 6 - 9pm each day. Hirers are still able to boost the temperature. The settings will be reviewed according to need and cost. The LPG tank is currently at 30% capacity and requires filling up.

Action GH: Arrange for Harris Gas to fill up LPG tank.

b) Store room repairs (AJ)

No progress. Original quotes obtained by AJ: £9745 John (full rebuild and dig out), £6180 (part rebuild including re-roofing), and £350-400 for just pointing but this was ill advised as a long-term resolution. It was suggested that new quotes will need to be obtained as prices are expected to have risen. ST agreed to take over the project.

Action ST: Write specification for the works, agree it with other MP Cllrs, and send out for quoting.

c) Toilet re-decorating (MP)

Kevin Gleave will be coming to the hall on 10th October to provide a quote for the work.

d) Car park donation

As agreed at the last MPC meeting (11th Sept), the £200 donation to Let's Farm, Winsford on behalf of the Church Hall car park owner for annual usage has been made. MP & PC will be making a visit to the farm on 10th Oct and writing a piece for the Marston Murmurs.

e) Outside light

It has been raised by a regular hirer that the light on the outside of the hall is very dim at night.

Action MP: Contact Miles to check and fix the outside light.

11. Finance (GH)

a) Payments

Pre-authorized payments made (11th September to 8th October 2024)

Payee	Description	Amount	Statement date
Scottish Power	Scottish Power - Period 1st June to 31st August 2024	268.53	16/09/2024
Angela Kemmett	Ange - Sept24 Pay- 4 x cleaning and 4 x hall admin @10p/h	80.00	17/09/2024
EE	EE Limited - Sept 2024	32.40	19/09/2024
Gary Hedges	Clerk salary Sept 2024	302.88	19/09/2024
It'seeze	Defib pads for Hall Defib	63.54	20/09/2024
London Hearts	DHSC External Defib - 50% costs covered by grant	750.00	22/09/2024
It'seeze	Spot on - Website - Sept 24	70.20	23/09/2024
Williams D&P	Williams Design & Print – October Newsletter (D011251)	221.10	25/09/2024
Josh Merson	Josh Merson - exercise class - 11st Sept - 25th Sept 2024	120.00	26/09/2024
Angela Johson	Angela Johnson expenses	78.31	27/09/2024
Gary Hedges	2 x sanitary bins for hall	59.99	28/09/2024
Gary Hedges	Norton virus protection 360 standard - 2 years	49.98	28/09/2024
WaterPlus	WaterPlus - 15th August to 15th September 2024	6.79	30/09/2024
Mark Clay	PAT testing - 30 items on 9th Sept - see certificates	30.00	01/10/2024
Let's Farm	Annual use of church hall car park donation on behalf on landowner	200.00	07/10/2024

Payments to be agreed

1. Clerks Salary 29.75 hrs @ £ 15.21 = £ 452.49 (gross)
2. Cleaner 4 wks. total **£40**
3. Booking 4 wks. total **£40**
£80 to Angie to be paid via BACs
4. Chair exercise admissions money = £150 cash
5. Reimbursement – AN - £20 – Garden competition trophy engraving – to be paid via BACs.
6. Reimbursement – MP - £10 – 2 x hall keys cut for new Cllrs. – to be paid via BACs.

INCOME

Rent and Chair exercise admissions

Payor	Description	Income (£)	Statement date
Various	Chair exercise admissions - up to 10th September 2024	130.00	13/09/2024
NEPACS	Hall hire for 2 hours on 19th Sept 24	20.00	16/09/2024
Lynda Birtles	Hall hire - Tuesday 27th Aug to Thursday 19th Sept inclusive, 4 weeks at 3 hours per week.	120.00	20/09/2024
Matt Reeves	Hall Hire - M Reeves - Sunday band - 2 hours on 22nd Sept 24	20.00	22/09/2024
NEPACS	NEPACS - Hall hire for 4 hours on 25th Sept & 3rd Oct 24	40.00	26/09/2024
Louise Colohan	Time to shine October Hire	30.00	27/09/2024
Penguin Group	Hall Hire Cash - 14th August 2024 to 10th September 2024	40.00	27/09/2024
Matt Reeves	Sunday band hall hire 29th Sept 2024 13:00 - 16:00	30.00	29/09/2024
Claire Harrison	Hall hire - 9th November 2024 11:30 -14:30	30.00	01/10/2024
Together Theatre	2nd part payment for Oct 2024 Hall hire	45.00	07/10/2024
Matt Reeves	Hall Hire - M Reeves - Sunday band - 3 hours on 6th Oct 24	30.00	07/10/2024
Ant Hill Mob	Hall Hire	20.00	Cash to deposit
	TOTAL	£555	

Coffee mornings

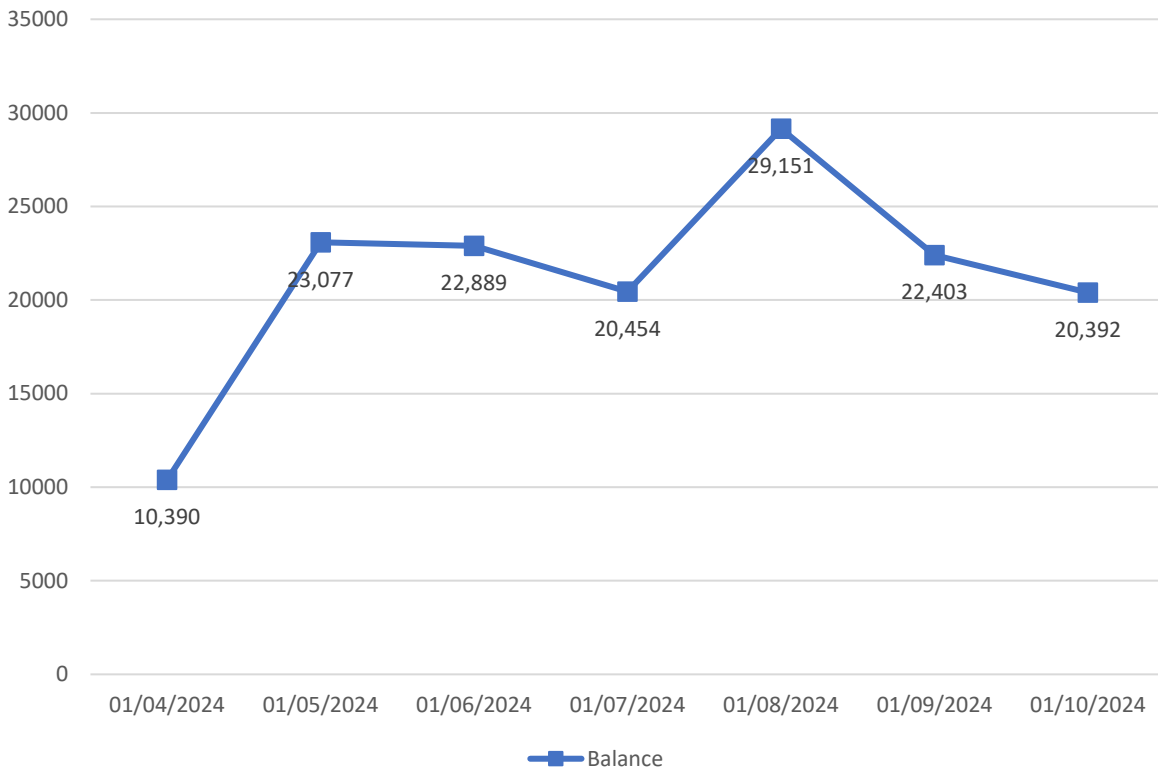
Donations = £51.30

b) Budget update (6 month)

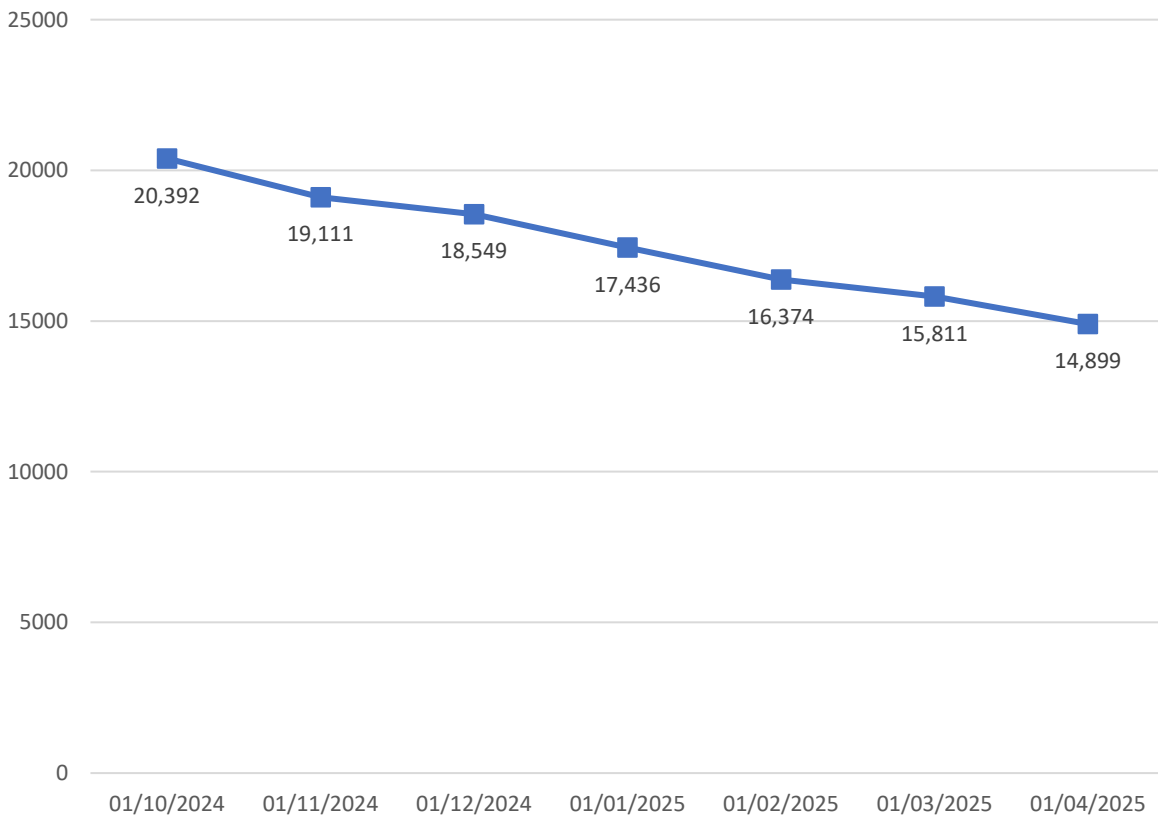
- Reforecasting for the finance year 2024/25 predicts a surplus **£4554**
- Bills, plus Murmurs and email / web hosting forecast higher than budgeted by **>£700**
- Hall hire income is forecast **£3344** higher and overall Clerk costs forecast spending **£1670** less than budgeted.
- A combination of a grant and insurance payout has meant work a forecast **£1053** surplus to hall works.

	Original Budget	Spending to 30/9/2024	Budget balance	FY Reforecast	Budget vs reforecast
Advertising	2140	1306.50	833.50	2633.10	-493.10
Mumurs newsletter	2140	1306.50		2633.10	-493.10
Church Hall	4425	-1263.58	5688.58	-1215.18	5640.18
Bills	3045	2280.47		4012.87	-967.87
Cleaning / hall admin	1040	520		1036.00	4.00
Equipment	2000	133.93		133.93	1866.07
Hall Hire	-2000	-3144.50		-5344.50	3344.50
Hall works	340	-1053.48		-1053.48	1393.48
Clerk	7350	2491.41	4858.59	5679.81	1670.19
Admin costs (e.g. paper, ink etc.)	1450	157.03		217.03	1232.97
External payroll	0	88.20		216.60	-216.60
Salaries	5900	2246.18		5246.18	653.82
Community activities	0	222.49	-222.49	462.49	-462.49
Chair exercise	0	190		430.00	-430.00
D-day 2024	0	32.49		32.49	-32.49
Fundraising	30	-488.82	518.82	-818.82	848.82
Donations	-420	-670.62		-1120.62	700.62
Refreshments	450	181.80		301.80	148.20
Internal audit	230	300	-70.00	300.00	-70.00
Internal Audit	230	300		300.00	-70.00
Memberships	250	248	2.00	248.00	2.00
CHALC		190		190.00	-190.00
Cheshire Community Action		50		50.00	-50.00
MCFS		8		8.00	-8.00
Other	2050	750	1300.00	750.00	1300.00
Parish Equipment (e.g. defibs)	2000	750		750.00	1250.00
Wreath	50	0			50.00
Precept	-14000	-14000	0.00	-14000.00	0.00
Precept		-14000		-14000.00	14000.00
Website/emails	684	386.40	297.60	806.40	-122.40
Web / email Hosting	684	386.40		806.40	-122.40
MISC	0	0	0	600.00	-600.00
Balance - Income over expenditure	4615	-10047.6	13206.60	-4554.20	7713.20

MPC CA Balance actuals 1/4/2024 - 1/10/2024



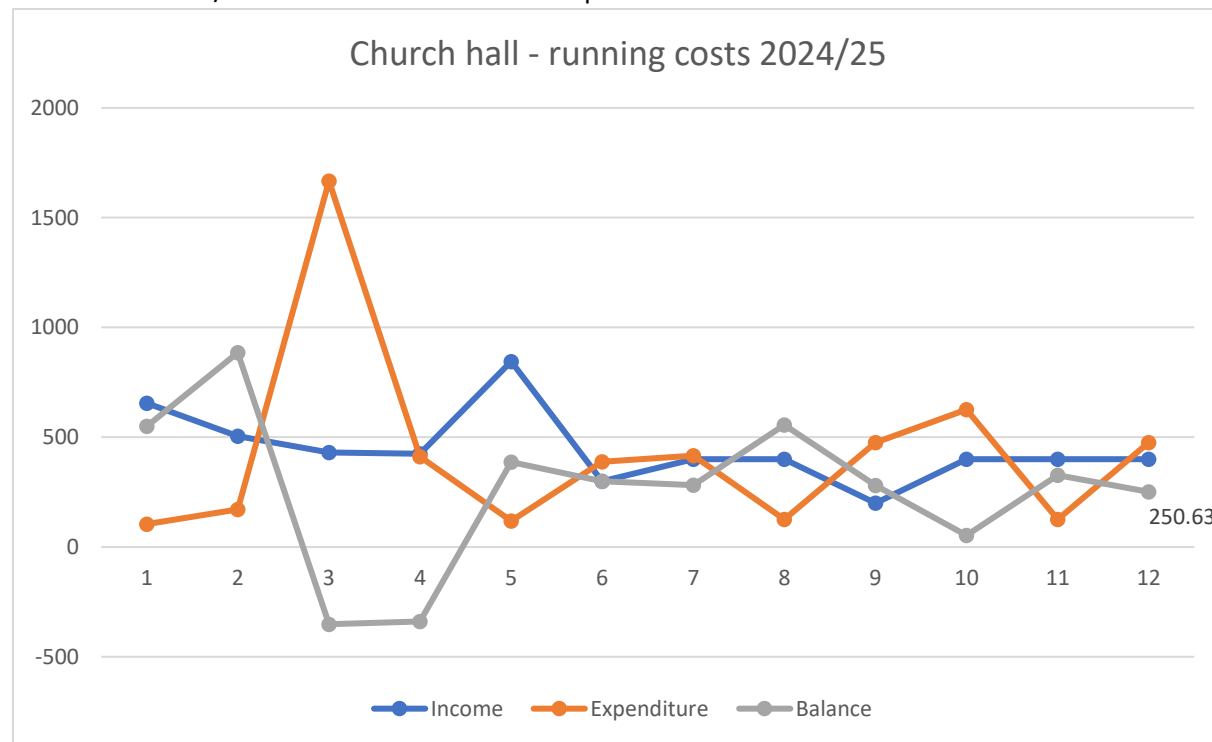
MPC CA Balance 1/10/2024 - 31/03/2025



Expenditure = Water, Electricity, Gas, WIFI, insurance, pat testing, Fire extinguisher test, green bin, cleaning, hire admin

Income = Hall hire

- The current annual hall operating cost (without new work or repairs) = **£5182.80**
- The hall must be rented 10 hours per week to break even with operating costs.
- For 2024/25 there is a forecast **£250** surplus



c) Savings Account

As the MPC current account is currently forecast to be £14,899 at the end of the current financial year, and is accruing no interest, it was recommended by GH that a NatWest 35-day notice business savings account is opened and a proportion of surplus expenditure is deposited where it will return 3% interest. It was agreed by Cllrs to open the new account and deposit £7k from the current account and the full balance of the reserve account (currently £3176.28). In addition, it was agreed for the reserve account should be closed down.

Action GH: Apply for a NatWest 35-day business savings account, deposit £7K from the MPC current account and the full balance of the reserve account, and then close down the reserve account.

d) Bank reconciliation

Current account bank statements and MPC account statements were checked and signed by DC.

12. Policies and procedures

GH provided ST a list of current policies and procedures with last updated dates as findable on the clerk laptop. MP stated that other policies do exist within the church hall files that are not on the clerk laptop, and that progress was being made on policies up to the point at the previous clerk resigned. ST agreed to research and highlight gaps in the current MPC policies, and provide ideas for the improving the MPC set up. MP commented that Ashton Hayes PC has good straight forward policies on line which can give a basis to adapt to our use, and that there was a list of policies that MP Cllrs agreed were needed at a meeting in 2023.

Action MP: Share a list of policies previously agreed necessary for MPC

Action ST: Research and highlight any policy gaps, and provide ideas for improving the set up.

13. Marston Murmurs (MP)

Five extra copies are needed. Request for contributions by 20th October for the November issue.

Action ALL: Submit contributions for November edition by 20th October

Action MP: Order 5 extra copies of Marston Murmurs for November issue

14. Correspondence (GH)

11th September – 8th October 2024

1. Email 11.09 – Chalc - Online Connections Event – 16th October
2. Email 13.09 – Chalc – Chalc board vacancy
3. Email 13.09 – Wincham Clerk-Pickmere Lake – Compiled timeline of lake issues
4. Email 13.09 – Society of Local Council Clerks - 2024 Cheshire SLCC Branch Conference
5. Email 16.09 – Cheshire Community Action - Martyn's Law - Terrorism (Protection of Premises) Bill
6. Email 23.09 – Cheshire East - Consultation on Bollington NP (Modification) Regulation 16 Consultation
7. Email 26.09 – Chalc - ChALC Annual Meeting Thursday 17th October from 6pm Canalside Conference Centre
8. Email 27.09 – Manchester Airport - Manchester Airport Parish Council Forum
9. Email 29.09 – Mark Clay – 2024 PAT testing reports
10. Email 01.10 – Rebecca Mason (Canal and Rivers Trust) - Anderton Boat Lift & Visitor Centre Engineering the Future project planning information
11. Email 02.10 – Lynda Birtles – Heating and outside light at Church Hall
12. Email 02.10 – -Member of public – Weight restriction on Ollershaw Lane – comments and support for MPC re. proposed weight restriction.
13. Email 02.10 – Society of Local Council Clerks - Meet Your Police and Crime Commissioner - Dan Price
14. Email 02.10 – Lynn Gibbon – School Activities
15. Email 03.10 – Andrew Braddock (CWAC) – Remembrance Services
16. Email 04.10 – Phil Marshall – Dark Lane Junction
17. Email 04.10 – Phil Marshall - HyNet - further Consultation & Events
18. Email 04.10 – Helen Bromley (CWAC) - Marston Playground dogs public health issue – Offer to contact regulatory Services and S106 lead officer
19. Emails 04.10 & 07.10 – Mark Brazil – Higher Marston hedge cutting – due to needing to book traffic management, the hedges will be cut in January.
20. Phone call 07.10 – resident – upset with massive lorries on Ollershaw lane due to safety (almost knocked by them several times), and damage (lorry knocked a tile off his roof at 3am).
21. Emails 07.10 – AJ & Lynn Gibbon-Ollershaw Lane weight reduction proposal – arranging Teams meeting with members from Wincham and Marston PCs, Highways and Police to look at the wider implications for reducing the number of HGVS using inappropriate routes.
22. In-person - – Resident – Dark Lane junction - to look at the wider implications for reducing the number of HGVS using inappropriate routes.
 - Marston road signs being covered being covered by hedges MP

15. Any other Business

None

Date of the next meeting: 13/11/2024

Close of meeting: 21:15

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)