

Minutes of Marston Parish Council meeting held on 18th July 2018

The meeting opened at 19.00

**Present**:

Parish Councillors; Chairman M Potts (MP), Vice-Chairman L McGahern LM), C Anthwal (CA), W Davies (WD), C Constable (CC) and G McGahern (GM)

**Apologies**:

Apologies were received from Ward Councillors; N Wright (NW), L Gibbon (LG) and D Hammond (DH). Apologies were accepted

**Declarations of interest:**

There were no declarations

**Dispensations:**

There were no dispensations

**Public Forum:**

No members of the public were present

**Minutes:**

The minutes from the parish council meeting of 13/6/18 were agreed and approved.

The format of the minutes was discussed and these minutes will be drafted in the new format and then agreed/edited as necessary at the next pc meeting in September. Therefore the agenda item numbers contained within this document to not match those within the actual agenda of 18/718.

|  |  |  |
| --- | --- | --- |
| **Agenda Point** | | **Assigned to..** |
| **1** | **Progress reports:**  *The Hall Working Group* – It was agreed to move issues to agenda point 15 (The setting up of a ‘Church Hall Charitable Trust’ – this is now agenda point 9)  *The Events Working Group* –The Best Kept Garden will be judged as agreed at last month’s meeting (Sunday 19th August 2018 at 11.00am, Cllrs’ Anthwal and L McGahern, Ward Cllr Wright and former clerk L Massey to judge) Cllr L McGahern is to collect the cup from last year’s recipient.  Details of this year’s Macmillan Cancer Research coffee morning were received, this will be discussed in Septembers meeting.  Kingsmead PC had contacted the pc asking whether we wanted to have a produce stall at an event later in the year. Cllrs’ will consult their diaries to see if they can fit it in, this will be discussed further in September’s meeting | CA & LM  NW  LM |
| **2** | **Finance**  *Invoices paid with authority*: Clerks final Salary £272.22, Scottish Power £275.45 & Waterplus £18.43 (cheques sent by former Clerk, L Massey)  *Invoices received & cheques created*: Waterplus £4.87 & Williams Design & Print £114 – Cheques to be sent  *Rent received (via Cllr Anthwal):* Kevin – Band £25.50, Mark – Band £25.00 – Monies to be Cashed.  *Invoices received from Cleaner(via Cllr Anthwal):* period 17/6/18 – 15/7/18, 5 weeks @ £10 per week  *Invoices received from Bookings agent (via Cllr Anthwal):* period 17/6/18 – 15/7/18, 5 weeks @ £10 per week  It was agreed that the cleaner/booking agent would no longer receive cash out of the rent monies received but that they would have to accept a cheque or be paid cash via a councillor who had taken a cheque. A cheque for £100 was paid to Cllr Anthwal to pay the cleaner/booking agent.  *Coffee morning:* 10/7/18 - £10 of donations received. 17/7/18 £18 of donations received. To be cashed.  *Accounts*: It was agreed that the red accounting book would no longer be used. Cllr Constable had created an excel spreadsheet for doing the accounts. Accounts had been created from the start of the financial year (April 2018) based upon the figures in the red book. A ‘Cash Payments and Receipts’ document was also created by Cllr Constable to log cash, this would now be used to manage all cash receipts (and any payments). These accounts will then be passed onto the new clerk (when one was appointed).  *Stationary*: Cllr Constable requires an ink cartridge, stapler, stamps and notepads. Cllr Davies agreed to buy these for the next pc meeting.  It was also agreed that we needed a petty cash tin. Cllr Constable to get one before September’s meeting.  *Payments for Adverts*: The Salt Barge and Tingdene are yet to pay for their adverts in the newsletter, they both agreed to pay £57. Cllr Davies to chase | CC  CC  CA  CC  WD  CC  WD |
| **3** | **Neighbourhood/Parish Plan**  Correspondence had been sent to Wincham PC over 2 months ago asking them whether they wished to continue with the plan as we had not received any communication from them in some time. A response was not received. However Cllr Anthwal had spoken to Kenton Barker and Annie Makepeace (who has now stepped down from the council) and as such they were struggling to achieve any progression. They stated that they were keen to continue. It was agreed to give Wincham PC until October to make any further commitment |  |
| **4** | **Correspondence**   1. *Canal River Trust email re: Commercial Development and unpermitted Activities in the West of Marston Village*   An email was received from the Canal River Trust regarding the letters sent out previously concerning the developments behind the Avenue.  It was proposed that we send this email and the most recent emails from Sam Greene and Cllr Gibbon to Ester McVey asking for her guidance in this matter as it appears that the council are not or cannot progress some aspects of the issues further. Cllr Constable to action.  MARCH to be contacted in order to draft a response to Sam Greene’s latest email. This draft would then be agreed upon by all councillors and then sent to Sam Greene and Ester McVey.  The Canal River Trust will now be kept in the loop   1. *Email trail for Speeding Traffic through Marston*   Former clerk L Massey again contacted Jamie Barron at Highways in June 2018 asking about whether anything could be done about the speeding as it was still an issue, requesting details about interactive speed signs. Jamie responded and Liz forwarded the email onto all councillors. A number of issues were raised and Cllr Constable asked Liz to gather some further information. No response as yet. Cllr Constable to query this with Liz (whether she got back to Jamie).  A discussion was had about whether it was financially viable to purchase an interactive speed sign. £4000 had been allocated in previous years and these funds were still available. Cllr Constable had created a forecast/budget based upon last year’s spending and known costs for this financial year and she suggested that more funds may be available to put towards the anticipated £6000 cost. It was proposed that we write to the council requesting that the speed limit be reduced to 20mph through the village. All councillors are to prepare a statement backing a request for a reduction in speed and once a complete draft was created this would be sent to the council by Cllr Constable.  A question was raised about whether there was a weight limit on the bridge in the village. Cllr Anthwal advised that there was not even though 6-7 years ago Severn Trent Water conducted a survey which discovered that there were already cracks in it.   1. *Planning Application 18/01391/FUL Erection of 3 additional park homes*   Notification received from CW&C of the approval of this application despite the pc’s objection.  It was noted that now we have a firm Planning Policy in place we will be able to send more forceful/informed objections in the future.   1. *Planning Application 18/01337/FUL Replacement of Garage at 102 Ollershaw Lane*   Notification received from CW&C of the approval of this application despite the pc’s objection | CC  DW & CA  CC  CC  ALL  CC |
| **5** | **Ward Councillor Reports**  No ward councillors present |  |
| **6** | **Parish Councillor Reports** & items for future agendas   1. A question was raised as to whether former clerk L Massey had passed the laptop on and whether we had received a disc with all emails on (as agreed upon at Liz’s exit interview). Cllr Constable confirmed that the laptop had been left with her but that as yet she had not been able to check it out and that no disc had been left. Cllr Constable is to ask Liz whether she had produced a disc. 2. Former clerk’s (Liz) retirement gift was discussed. It was proposed that each councillor give £10 towards this gift with the pc matching the amount. All councillors agreed to this and so £120 would be available. Cllr’s Anthwal and L McGahern were to visit Fryers in Knutsford for an anniversary rose and purchase a pot to go with this, any remaining cash would be used to purchase a high street voucher. The cheque for the PC’s contribution would be paid to Cllr Anthwal in September upon production of receipts. 3. The accreditation of the Salt Barge as a Community Asset was brought up. The landlady of the pub was still happy to pursue the application and Cllr Davies had acquired the relevant application form and stated that there were no risks to the pc or the councillors and the pc had no formal requirements other than to propose the application. Cllr Davies was to add himself as head nominee. All councillors agreed to send the application. 4. A quote from Hero’s 4 Hire for the fixing of the sliding door on the storage cupboard and for putting the baby change unit on the wall of the WC had been received. The quote was for £468 and was deemed to be too high. The cost of a replacement sliding door was researched and could be as low as £32. It was agreed to request a quote from a local handyman (Steve Williams – 07952 092 784) via a resident on the Ashwood Park Homes (Sheila). Cllr Constable to contact. Cllr L McGahern offered to show Mr Williams the job if Cllr Constable could not attend. 5. *Bank Accounts:* Cllr’s Potts and Anthwal and former clerk L Massey had visited the bank to discuss future banking arrangements, particularly internet banking. Internet Banking could be done but each councillor would be personally liable for any financial losses, whether through fraud or any other reasons. It was agreed that this was no longer an option. The forms to process internet banking were provided by the bank but will be filed for the present time.   Getting a third signatory was also discussed, forms were given by the bank and Cllr Davies agreed to be a third signatory (for back up purposes only). Cllr Davies duly signed the forms and these will be returned to the bank.  Cllr Anthwal is to receive the bank statements until a new clerk is appointed. The current bank statements were handed over to Cllr Anthwal.  It was stated that the current account had a running balance of £150 and that money put into the account was then moved to the reserve account. The process was unclear and so Cllr’s Anthwal and Potts will contact the bank again to get clarification.  It was agreed that the finances needed to be discussed at length and that a finance sub-committee would be needed in the future. This discussion is to be placed on the next agenda   1. *Future Agenda*   It was agreed that the format of the agenda in the future would change and that only actionable points or points raised before the next pc meeting would be placed on the agenda   1. Cllr Constable produced *policies* for GDPR and Privacy. These were signed off and will be placed in a ‘Policies’ folder to be held at the church hall and published to the website.   The Data Protection Consent Form was looked at and needs to be adjusted to add check boxes to show what information is currently held (i.e. name, address, email, telephone)   1. *New Laptop/Printer.* Cllr Davies is to get prices of refurbished A3 printers for September’s pc meeting. 2. Cllr Constable is to purchase a new laptop and software before September’s pc meeting.   Cllr Davies suggested having a cupboard built to house the printer and laptop. This will be discussed at the next pc meeting, adding it to the agenda.   1. *Mission Statement.* It was agreed to add the pc logo to the document and publish to the website 2. *Banners advertising Hall Hire.*  2 banners are to be purchased as per emails sent to all councillors. | CC  CA &  LM  WD  CC  CC  CA & MP  CA & MP  CC  CC  CC  CC  WD  CC  CC  CC  CC |
| **7** | **Parish Council Surgery**  The first Parish Council Surgery took place on 17th July 2018 after the regular Tuesday coffee morning. Cllr’s present were Cllr Anthwal, Cllr W Davies, Cllr L McGahern and Cllr G McGahern. Four residents attended and brought up four issues. Issues were duly noted and Cllr’s assigned a task. Please see sheet attached at end of this document.  Feedback will be sent to residents.  Item 4 – Cllr Anthwal has written to Mr Gibbon asking whether residents can use the field. If the answer is ‘no’, then no clearing up can take place. If the answer is ‘yes’ then volunteers will clear the rubbish with help of pc.  The next surgery is scheduled for 7pm on 2nd August at the Salt Barge, Cllr’s Constable and L McGahern to attend.  Cllr Anthwal produced a surgeries sheet. This needs to be distributed to all other councillors and clerk (via email). | CA &  WD &  LM &  GM  CA  CA |
| **8** | **Bridge over the Stream**  It was stated that the ‘saga’ was continuing with Mr Gibbons over the reinstatement of the bridge. A Ranger who worked in the area in the 1970’s and who was also involved in the setting up of the permissive path had been spoken to. The Ranger felt that if a petition was created asking for the re-instatement of the bridge then Phillip Gibbon, who he felt was open to the idea, plus the petition, may be all that was needed get the bridge reinstated.  Cllr’s stated that they often had other walkers commenting on the removal of the bridge and how much it affected their walks.  It was proposed that a petition be produced which could then be circulated to all walkers (by leaving a copy in Marbury Park) and by leaving one with the vicar. | WD |
| **9** | **The Newsletter**  A smaller edition of the newsletter would be produced in August.  Cllr Davies is to send a pdf copy of all previous newsletters to Cllr Constable so that they can be published on the website | WD  WD  CC |
| **10** | **The setting up of a ‘Church Hall Charitable Trust’**  Cllr Davies had produced a document based upon his thoughts for the Hall and its future refurbishment (this had been emailed to all councillors). It was agreed that we need to look at the long term needs of the hall under a project and prioritise needs. This will be addressed at the next pc meeting.  With regards to the setting up of a charitable trust, the vicar had again been contacted, he advised that they were finding it difficult to find anything in St Mary’s Archive. It had been documented in 1967 that St Mary’s had sold Marston Church Hall to Marston Parish Council and it went from being parochial to fiscal but there is no physical document. Alec Brown (the vicar) is to ask a governor of the school to perform a conveyancing search in the hope of finding an actual document. Alec will contact Cllr Anthwal when he has some information.  It was stated that as the hall is on the fixed asset register there must be some formal document somewhere and that there may be something in all of the papers handed over by the former clerk. It was agreed to spend time going through the papers sometime over the summer. Cllr’s are to organise this themselves outside of the pc meeting.  It was also proposed that a new structural survey be commissioned for the hall. This will be discussed at the next pc meeting, adding it to the agenda | ALL  CC |
| **11** | **The Salt Store/Coronation Building**  This is still under discussion with the Lion Salt Works. In part with this, discussions have also been made regarding Community Allotments running alongside the canal and the LSW. The Canal River Trust are agreeable to this and it is currently being costed. | CA |
| **12** | **The Avenue and the area behind the Salt Barge**  Discussed as part of correspondence |  |
| **13** | **Traffic Calming**  Discussed as part of correspondence |  |
| **14** | **Bus Service**  Cllr Constable was to contact the relevant authorities requesting the setting up of a bus service to service Marston. This has not yet been done and needs to be actioned before September’s meeting | CC |
| **15** | **Procedure to monitor Planning Applications**  A policy was produced at the planning meeting on 9/7/18. Cllr Anthwal to produce the document which will then be put into a folder in the hall. | CA |

The meeting closed at 21.02

**Date of the next meeting:**

The date of the next Parish Council meeting is 12th September 2018.

Abbreviations: pc (parish council), cllr (councillor), cllrs’ (councillors), LSW (Lion Salt Works)

Signed as a true representation of the minutes taken.

Chair to the Parish Council

Cllr Marion Potts

Signed: Date:

