

Minutes of Marston Parish Council meeting held on 21st April 2021

First meeting back face-to-face in the Church Hall.

A full COVID-19 Risk Assessment was conducted by the clerk and Cllr PC. All handles, switches and surfaces where disinfected and seating placed 2 metres apart.

The meeting opened at 18:55

**Present**:

Parish Cllrs; Chairman M Potts (MP), Phil Carter (PhC), Amanda Nixon (AN), Angela Johnson (AJ), Ian Stanley (IS) and Dave Collier(DC)

Ward Cllr: Norman Wright (NW)

Clerk: Caroline Constable (CC)

**Apologies**:

Apologies received from Wrd Cllrs Lynn Gibbon and Phil Marshall

**Declarations of interest:**

There were no declarations of interest

**Dispensations:**

There were no dispensations

**Public Forum:**

There were no requests from the public to join the meeting

**Minutes:**

The minutes from the parish council meeting of 21/04/2021 were agreed and approved.

**Actions from previous meeting:**

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|  | Action | Assigned to | Actioned |
| 1 | Visit Higher Marston play area and check out building work going on at properties adjacent to the play area | PM |  |
| 2 | Contact RBL requesting 20 lamppost poppies | CC | Ordered & received |
| 3 | Check out bookcases | AN | Cllr’s PC & AJ each acquired a small bookcase (Cllr PC reimbursed £10) |
| 4 | Put notice about scarecrow comp in MM & on facebook | CC | √ |
| 5 | Get a tarmacking quote | CC | Included in correspondence |
| 6 | Look at grant for tarmacking | CC | Not yet done as was awaiting 2nd quote to determine whether grant needed |
| 7 | Take completed signatories form to Natwest | CC | √ |
| 8 | Visit site regarding 21/01392/CAT | CC/AN | Visited & spoke with resident who plans to pollard the tree |
| 9 | Contact Hourglass Charity – inviting them to coffee mornings | CC | Invited to a coffee morning |
| 10 | Contact inquiry regarding refusal of 18/04924/AGR | CC | √ |
| 11 | Chase contractor re fire door  | CC | √ |
| 12 | Complete risk assessment before Police&Crime Commissioners election 6/5/21 | CC/PC | √ |

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|  | Agenda Point | Assigned to.. |
| **1** | **Parish Cllr Reports**PC – posts have now been replaced on Higher Marston play area however they have not been securedAN – received a phone call from a Geoff Dodd who wishes to hold a film making club at the hall. Clerk will contactAJ – received a message from Pickmere Residents Association, asking whether we would be interested in joining forces along with Wincham to look at Pickmere Lake & Boardwalk. Cllr AJ offered to be pc representative and will contact them and then report back | CCAJ |
| **2** | **Ward Cllr Reports**NW – asked whether we were aware of the planning application 20/0368/FUL for 103 homes off New Warrington Road. It was decided to discuss this further under agenda item 6. Also, Rob Charnley is now the head of planning at CW&C. Clerk to email to ascertain why parishes are not informed of commercial developments on their boundaries. Wrd Cllr NW also asked whether we were aware of the pre-planning application for relocation and expansion of Harris Gas along Ollershaw Lane. Cllrs MP, PC & AN confirmed that they had already met with Harris Gas to discuss their plans but the pc were not aware that a planning application of any sort had been applied for. Clerk to look for application | CCCC |
| **3** | **Progress Reports**1. Scarecrow Competition – only one resident entry received. Disappointment was expressed especially after it had been well advertised and there had been numerous promises of involvement. A £20 gardening gift voucher is to be given as a prize. Cllr MP to purchase
2. Heritage Signpost – Cllr IS has contacted 3 blacksmiths, quote received from one. In their opinion the post is in urgent need of repair, there is a health and safety issue as the bolts are no longer effective. Also only 3 fingers left on the post all of which are in need of repair. He also informed him that a work permit would be required but that the contractor would need to go on a week long course at the cost of £500. Cllr IS then contacted Steven Bentley of Highways who stated that in this instance the work permit would not be required as long as the contractor was ‘careful’. Clerk asked Cllr IS to email Steven Bentley asking for this in writing.

Cllr IS also contacted a Restoration company in Cumbria who is also to send a quote.Cllr IS to send quotes to clerk1. Tarmacking Car Park – Clerk received 2nd quote (included in correspondence). The contractor stated that as compacted hardcore is already on the car park it would only need levelling and as such the quote is less than the other received at £6865. Clerk to accept quote
2. Bookcase – Cllr PC purchased a small bookcase for £10. Clerk reimbursed using petty cash. Cllr AJ had also acquired a bookcase that she is currently cleaning up. She is happy to donate it.
3. LPG Tank – As the hall will soon be in regular use again it is expected that the lpg tank will require filling up more often and so clerk as whether Cllr PC would take on a monthly job of checking the levels. Cllr PC agreed and stated that he had already checked and it was currently at 82% after being filled up last week
4. Lamppost Poppies – clerk ordered the 20 poppies as per last month’s meeting and they have been received. A cheque for £100 has been drawn
5. Keep Britain Tidy – campaign is to run at the end of May. Cllr’s decided to wait until June to do a village litter pick so that an announcement for volunteers can be placed in June’s Marston Murmurs. Cllr MP to coordinate. Clerk to add article to MM
6. Re-opening of Hall – as further lockdown easings have now occurred cllr’s agreed to re-open the hall for hires and coffee mornings. Clerk advised that the PC should sign up to the NHS Track & Trace otherwise each organiser will need to keep lists of people attending events/hires. It was decided that lists would be kept as use of hall is normally limited to a small number of attendees. Clerk has updated the Risk Assessment and the Hall Hire Terms and Conditions to reflect the following:
	1. Numbers limited to 25 (including organisers)
	2. Organiser to wipe down all handles, switches and surfaces before and after use
	3. One way system in place – entry via main double doors and exit via side door
	4. One way system in place for use of toilets – out through right hand internal door and back into room via kitchen
	5. Doors to be kept open at all times for ventilation
	6. Hand sanitiser will be provided at the entrance and exit (clerk to purchase further wall mounted dispensers)
	7. Kitchen is not available for use (hires)

 It was decided to restart coffee mornings from 8th June. Table service only, maximum 25, only cllr’s allowed in kitchen. Clerk to place notice in MM.A fire safety check would also be required before regular use of the hall could commence. Cllrs MP & PC to sort out1. Inquiry into land behind Ollershaw Lane – inquiry now taken place, awaiting the result
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| **4** | **Finance*****Invoices received & cheques created*:** 1. Clerks Purchases and Expenses - £68.99

Including stamps @ £20.40Clerks Salary 21.67 hrs @ £15.41ph - £333.88Total payable £ 402.87 Chq no. 12871. Itseeze website/email £57
2. Receipt from Chalc for membership renewal £156.6
3. Invoice from RBL for poppies £100 chq no 1286
4. Remittance for hall hire for Police & Crime Commissioners election £136
5. Williams Design & Print – newsletter £120.60 chq 1288
6. Chalc – Neighbourhood Planning Seminar – £25 chq 1289 Cllr IS attended, IS to send report to clerk

***Rent received*** *(via Cllr CA):* No rent***Cleaner***4 weeks 18/4/21-9/5/21 £40***Invoices received from Bookings agent***4 weeks 18/4/21-9/5/21 £40£80 chq no. 1290 | IS |
| **5** | **Correspondence**1. Email from Chalc regarding consultation into electronics communication infrastructure – clerk advised that this covered the installation of mobile phone masts under permitted development, chalc would be submitting a response objecting to this. Cllr’s agreed that they were happy to have chalk submit on their behalf
2. Email from Cheshire Community Action regarding ACRE’s guidance for reopening of community halls
3. Email from potential hall hirer. Clerk to contact once new T&C’s completed
4. Email from Chalc regarding countywide flooding in January 2021 – community resilience plans
5. Email from Cheshire Community Action regarding funding information from Sport England
6. Email from Vispa.net regarding fibre broadband – it was agreed that this may not be as legitimate as it seems and as clerk could not find out any information

that they had actually been in contact with CW&C it was decided not to pursue further1. Application for Parish Councillor Vacancy – candidate could not attend meeting and so if still interested next meeting and no other application, they will be coopted
2. Planning Application Decision – 20/03395/FUL – 114 Ollershaw Lane – Approval. Clerk had contacted planning about what appeared to be the breaking of conditions set on original planning application for the building of an ‘office’ in the garden of the property. CW&C advised that it was deemed that connecting the main house with the building did not constitute ancillary accommodation and thus was not breaking the condition thus the approval
3. Quote for Tarmacking of Car Park
4. Quote for Heating Changes
 | CC |
| **6** | **Any other business**Planning Application 20/0368/FUL – as informed by Wrd Cllr NW – as no one knew anything about this is was decided that clerk would investigate and then report back before any further action was takenCllr AN – whilst looking for the planning application for Harris Gas expansion she had noticed that an application had just been put in to demolish the café just off Ashwood Park on Chapel Street in Wincham. Clerk to check out and report back before further action taken.Cllr AN also asked about putting a new PC sign on the outside of the building. Clerk offered to look into thisCllr AN – stated that we needed to ensure that the new central heating control reset after a power cut. Clerk to contact contractor to ascertainCllr MP – had received an enquiry into whether the Walking Group was to restart. It was agreed that whilst this had been well attended it had become quite bring doing the same routes and so a co-ordinator who could create routes would be needed. An article is to be placed in MM to look for interested parties.Cllr MP also reminded everyone that a new letter box, microwave and kettle was needed. Clerk to sort outCllr IS asked who was responsible for keeping the noticeboards uptodate. Clerk advised that it was everyone’s responsibility but that she generally put in PC notices but after her father’s recent death had been a little remiss in keeping it uptodate. Cllr AJ offered to take on the role. Clerk to pass on key and send notices as necessary  | CCCCCCCCCCCC |

Confirmed date of next meeting, 9/6/21

Meeting closed at 21:12

Abbreviations: pc (parish council), cllr (councilor), cllrs’ (councillors’), cllr’s (councillor’s), CW&C (Cheshire West and Chester), MM (Marston Murmurs), MPC (Marston Parish Council)