

Minutes of Marston Parish Council meeting held on 17th May 2023

The meeting opened at 19:03

**Present**:

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

Ward Cllrs; Phil Marshall (PM)

Clerk: Caroline Constable (CC)

**Apologies**:

Apologies received from Ward Cllrs Lynn Gibbon (LG) and Norman Wright (NW)

**Declarations of interest:**

There were no declarations of interest

**Dispensations:**

There were no dispensations

**Public Forum:**

No members of the public present

**Minutes:**

The minutes from the parish council meeting of 12/04/2023 were agreed and approved.

**Actions from previous meeting:**

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|  | Action | Assigned to | Actioned |
| 1 | Check planning status for static caravans – if needed report the one along Cart Lane | CC | √ |
| 2 | Article for MM about HGV use of Olllershaw Lane | IS | √ |
| 3 | Obtain Quote for full colour MM | IS | √ |
| 4 | Article for MM about returning unwanted copies once read | CC | √ |
| 5 | Add hall marketing to May agenda | CC | √ |
| 6 | Purchase ribbons | CC | √ |
| 7 | Contact resident who offered to decorate Marston side of Ashwood Park | MP | √ |
| 8 | Article for MM Neighbourhood Plan meeting 12/6 | IS | √ |
| 9 | Inform interested resident about NP meeting | AJ | √ |
| 10 | Invite on back of MM Coronation Afternoon Tea | IS | √ |
| 11 | Article for MM - home decoration to celebrate coronation | IS | √ |
| 12 | Contact Andy Hamman – meeting to discuss triangle | CC | √ |
| 13 | Chase CW&C – Higher Marston Play Area | MP | See agenda item below |
| 14 | Talk to resident – parking Fernlea Road | MP | √ |
| 15 | Contact Highways – white lines junction Fernlea Road & Hall Drive | CC | √ |
| 16 | Research H&S for Door Grab Handles | CC | √ |
| 17 | Contact Fernlea Road resident about parking issues | MP | √ |
| 18 | Email Simon Tate re defib training | CC | To chase |

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|  | Agenda Point | Assigned to.. |
| **1** | **Parish Cllr Reports**AN- List of HGV’s using Ollershaw Lane (some speeding) during Coronation weekend received from resident. Clerk to send letters. Also received a donation from Rick Nixon of £30 towards coronation event spending. Also wanted to know when the bunting/ribbon was to be taken down – whenever possibleDC – asked when new chairs arriving. Clerk has yet to order. Will sort out asap | CCCC |
| **2** | **Ward Cllr Reports**PM – stated that the first council session will be held on 18/5Planning – back log due to delays during lockdown now being addressed and numbers waiting are now falling. They do however, expect a flurry of activity as plans that were approved before/during lockdown but not yet started will be asking for extensions of timeMember Budgets – new budgets will soon be available, applications needed before the summerHighways – ward cllrs to have a drive through with new head of highways; Jane Black, highlighting issues with a view to getting work done sooner rather than later. Send lists of problem areas before the weekend so that they can be looked atSoot Hill – contractor states that they are ahead of schedule. Ward cllrs have asked the chief exec to put pressure on them to provide more detailed/weekly updatesWinnington Bridge – Barnton pc are spearheading a letter to CW&C to look at what can be done now that level up funding has been refused | CC |
| **3** | **Progress Reports**1. Neighbourhood Plan

Meeting at the Salt Barge 6.30pm12/6/23. Clerk to put together an agenda before 5/6 and send to cllrs1. Defibrillators

Still awaiting on confirmation of date for training. All to look at funding opportunities to get defib’s onto Higher Marston estate. Notice in MM for sponsorship/donations as well as writing to local companies including; Northwich Metals, Harris Gas, Landrover Garage, Lloyds Bank Farm, Vodoo, 20 Club1. Triangle

Planning meeting with Andy Hamman of Highways postponed. Need to highlight issues over safety and how we can enhance what is seen as the entry point to the village. Consensus was that the ‘slip’ lane to the right leading from Ollershaw Lane onto Marston Lane needs to be closed off. This will stop HGV’s running over the actual triangle land and force everyone to the same turning point. Issues with slip from Marston Lane into Ollershaw Lane that runs outside four lanes garage also needs to be addressed. Clerk to produce an agenda 1. Marston Footpath 7

No further updates. IS has walked the path recently and can get through but weeds are starting to take over again. AJ still awaiting an update from CW&C s to when further work is to be carried out. She will chase1. MP surgery

Clerk has received a reply for Ester McVey’s office with a suggested date. All in agreement and clerk to respond. Ester McVey’s office will send out further details and invitations1. Higher Marston Play Area

No further updates. PM has seen emails between LG and CW&C officers involved. We will await update from LG1. Parking Fernlea Road

Weaver Vale has been out and spoken to the residents, access has improved. Report to now be removed from agenda1. Exercise Sessions

Need to decide on a date and time for sessions. All in agreement to ask for Thursday mornings. Discussion over how costs will be covered. Last time sessions ran costs were not covered. All in agreement that we charge the £10 hourly rental fee and instructor can then keep remaining monies. AN to contact him. It was also discussed that the sessions needed to be managed by a councillor. MP agreed to take on responsibility1. Marston Murmurs

AJ firmly believes that the newsletter looks better in full colour, especially areas with photographs and as such would like us to move to producing Murmurs in full colour. IS also stated that June’s edition has already gone to print as he is away from 18/5. A discussion was then had over costs and whether we could move to bi-monthly rather than monthly to cover increase in costs and help alleviate some of the pressure on IS to produce a monthly edition. Potential increase in cost is approx.. £470 per year (clerk pointed out that this has not been budgeted for but in view of recent VAT refund could be covered). The discussion was taken to votes;For Full Colour version – 4 for and 3 against – so agreed that from next edition MM will be in full colourFor moving to Bi-monthly to recoup costs, clerk pointed out that whilst this could recoup some costs the number of pages would probably increase per edition as content would increase, and IS happy to keep to a monthly edition as long as others helped with the content – 4 for and 3 against – so agreed to keep to a monthly edition. It was also agreed that a piece would also be placed in MM asking for resident’s contributions | CCALLCCCCAJCCANIS |
| **4** | **Hall Marketing and Management**AJ believes that the rental of the hall could be improved with some better marketing. A discussion was then had about how the hall could be marketed other than the piece in MM. It was agreed that a leaflet could be produced and AJ would then deliver to various outlets; Salt Museum, Salt Barge, Four Lanes Garage, Community Boards, Doctors, Facebook. 6 A4 leaflets will be produced and 50 A5. IS to create and clerk to printAJ also believes that the hall rental needs to be better managed as some potential hirers not getting responses in a timely manner. Clerk confirmed that as well as Angie’s pc phone number contact is via the ‘info’ email address. It was agreed that a further 2 contact phone numbers would be added, DC and AJ agreed to have their numbers added. Clerk will create new notice for main noticeboard outside of hall with contact details and update website accordingly. MM notice also needs updating | IS/CCCCIS |
| **5** | **Finance**1. **AGAR 2022-2023 – year end accounts**

Clerk talked through the AGAR form and MP and clerk signed1. **Exercise of Public Rights**

Dates agreed 5/6 – 14/7. Clerk to place notices in noticeboard for 5/61. **Internal Audit**

Internal Audit completed and again as last year auditor questions why PAYE is not done for clerk’s wages. Clerk pointed out that PAYE registration is impossible due to low earnings (less than £120 per week) and the cost of having a company process a 0 return each month is unjustified. All agreed that associated cost is unfounded and current policies in place to manage are adequate1. **Invoices received & cheques created:**

 1. Clerks Purchases & Reimbursements

 Travel/ etc… £83.18 total £ chq no.1436Clerks Salary 20.42 hrs @ £15.41ph - £314.62 Chq no. 14351. Quote for full colour newsletter/change in number of copies
2. Itseeze website/email April 2023 - £57
3. Zurich Insurance – renewal £620.34 chq no.1432
4. Remittance CW&C – coronation funding £136.36 & election hall hire £160
5. Williams Design & Print – May Newsletter (D010151) – £167.50 chq 1433
6. Chris Swallow – internal audit - £215 chq no. 1434
7. Coronation afternoon tea raffle £71
8. Refreshments for afternoon tea £61.56 (Margaret Peake-cash paid)
9. Cleaner – 16/4 – 7/5 4 wks total £40 plus 14/5 £10 - £50
10. Booking - 16/4 – 7/5 4 wks total £40 plus 14/5 £10 - £50

 £ 100 to Angie chq no 14381. Rent:

 Penguin Group 11/4 £20 13/4 £20 20/4 £25 24/4 £20 3/5 £20 15/5 £20 8/5 £25 9/5 £20 total £170 Mind, Body & Spirit 18/4 £25 (£5 owing from last month) 2/5 £20 total £45 Scarlet Revolution 11/5 £10 booking fee 14/5 £20 – total £30 Emma Wood 11/5 £40 Total - £2851. Coronation Refreshments – AN £124 chq no 1437
2. Coronation – eggs – AJ £10.50 (cash paid)
3. Coronation refreshmenst – IS - £11.90 (cash paid)

Coffee Morning donations £50.62£20 Donation received from Helen£30 Donation received from Rick Nixon(Coronation Afternoon Tea overall cost £279.79 (including all refreshments, purchase of ribbons/bunting/napkins etc..), received in donations (including raffle) £121 plus £136.36 members budget award)) | CC |
| **6** | **Correspondence**1. Email Cheshire Community Action – VAT relief for Energy Saving Materials
2. Email(s) Andy Hamman – Highways – meeting to discuss Triangle - postponed
3. Email(s) Planning – static caravan – enforcement issued
4. Email PCSO Wiggins – April Report
5. Email Mid Cheshire Footpath Society – thanks for renewed subs
6. Email(s) Steve Bentley – Highways – Parking Issues Fernlea Road
7. Email(s) Andy Hamman (Highways) & Nicholas Upon (CW&C) – footpath tarmacking Ollershaw Lane
8. Email(s) pertaining to planning application 23/00657/FUL – no objection
9. Planning Application 23/00657/FUL – Land at Dark Lane & Marston Lane – Change of Use – no objection
10. Email Hynet – latest update
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| **8** | **Any other business**MP – a query was raised about getting thank you cards/gifts for non pc volunteers who helped during the coronation events. A discussion was had and it was agreed that due to the number (11) gifts were too expensive and so thank you cards would be purchased. PhC to ask his daughter who works at a card shop to purchase some cards on our behalf | PhC |

Confirmed date of next meeting, 14/06/2023

Meeting closed at 21:11

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)