

**MINUTES OF A MEETING HELD ON WEDNESDAY 30<sup>th</sup> JUNE 2021 AT 7.30 PM AT MANLEY VILLAGE HALL**

Councillors: Ian Walton (Chairman), John Bunting, John Gilding, Colin Ford, Jonathon Roberts and Peter Sherlock

Councillor Hugo Deynem - Cheshire West and Chester Council (for part of the meeting)

Parish Clerk - Gaynor Hawthornthwaite

**1. APOLOGIES**

Councillors Jane Challoner and Pam Brook

**2. DISCLOSURE OF INTERESTS**

No interests were declared.

**3. 3.1 APPROVAL OF THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 19<sup>th</sup> MAY 2021**

These were unanimously approved as a correct record and signed by the Chairman.

**MATTERS ARISING FROM THE MEETING HELD ON 19<sup>TH</sup> MAY 2021**

**Review and agree actions to address the actions from audit**

Following the recommendations from the Internal Auditor, the PC had taken the following actions:

➤ **Updated risk assessment (supplier procurement)**

Councillor Walton had updated the Risk Assessment to include supplier (procurement) fraud including the adequacy of supplier onboarding controls as recommended.

➤ **Clerk's Allowances**

The Clerk had amended the 2020/21 AGAR form so that the Working from Home Allowance paid to the Clerk is included in 'All Other Payments' and not 'Staff Costs' and updated the figures accordingly for the Year Ending 31 March 2020 and Year Ending 31 March 2021.

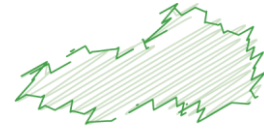
➤ **Timings for the publication of Notice of Public Rights**

The PC had noted the legal requirements for the display and publication dates for the Annual Notice of Public Rights for 2020/21 to ensure compliance. The Date of announcement Notice of Publish Rights to be Friday 11<sup>th</sup> June, commencing on Monday 14 June 2021 and ending on Friday 23 July 2021.

**Open Forum**

There were no members of the public in attendance at the meeting.

Councillor Deynem provided a summary of the Ward issues that were discussed on the Ward Walk with CW&C Chief Executive on 30<sup>th</sup> June, as follows:



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- Fly tipping in the area
- Grass verges/highway verges and planting of wild flowers
- Effective ways and options on how communication could be improved between the Borough Council and Parish Councils via a dedicated Team of Liaison Officers.
- Options of Parish Councils taking on some parish work – such as grass cutting

#### **4. SAFETY AND SECURITY**

##### **4.1 Survey of trees on the Parish Field adjacent to the B5393 – discuss progress (PB) and agree next steps**

Following the survey of the trees on the Parish Field adjacent to the B5393 by the CW&C Tree Officer and their recommendations, Councillor Brook had obtained a quotation of approximately £750 for the work on the trees that are showing signs of disease, from a tree surgeon who is registered with the Arboricultural Association.

Councillor Brook is in the process of obtaining further quotations for the tree works.

**Action – Councillor Walton to follow up with Councillor Brook to find out if further quotations have now been obtained.**

#### **5. ENVIRONMENTAL MATTERS**

No items reported.

#### **6. HIGHWAYS**

The ongoing highway issues in Manley were observed during the tour of Manley on the Ward walk.

##### **6.1 State of the Roads – Update on the status of the review of the roads and agree next steps**

Councillor Walton circulated a map of the highway faults that had been reported to CW&C via the online portal between March and June 2021. Some of these are now complete and some are in progress and remain outstanding.

The Manley PC highways faults list is to be kept updated.

##### **6.2 Manley Road – Tarvin Road - Speed Limit; update since last meeting (IW)**

Councillor Deynem reported that the speed of traffic on this stretch of road – Manley Road to Tarvin Road had been investigated and the general consensus was that this stretch of road did not fulfill the criteria for a 30-mph speed limit. A report on this investigation is awaited.

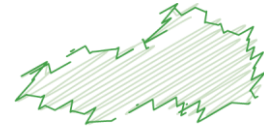
The PC are to consider the next steps they would like to take and report back to Councillor Deynem.

CW&C Highways have confirmed to Councillor Walton that the verge on Dark Ark Lane is too narrow and would pose a hazard if a 'Manley Village' sign was installed.

##### **6.3 Parking at Manley Common**

There has been no response from CW&C Highways about the resurrection of chevron signs on the bend which were reported to CW&C by the Police

**Action – Councillor Walton to follow up with CW&C Highways.**



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#### **6.4 Other Highways Items**

Councillor Deynem is to follow up with CW&C the issue that had been mentioned relating to part of the Sandstone Trail, which runs from Ashton Road along the access route to the forest lodges. The roadway is only one vehicle wide, with verges that are not always accessible, and which therefore poses a risk to walkers, riders, and cyclists.

**Action – Councillor Deynem to follow up the road access route to the forest lodges.**

#### **Lay-by on B5393 near Manley Village School**

Councillor Gilding is continuing to follow up the ownership of the layby on the B5393 near Manley School, in particular if this is a recognised CWaC asset.

### **7. COMMUNITY**

#### **7.1 Update on Village Hall Committee (IW)**

Councillor Walton reported that the Village Hall Committee AGM was held last week and gave the following update:

- The Village Hall Committee accounts are being completed by Nick Bell.
- Grants totalling £20,000 have now been received from CW&C.
- The refurbishment works of the bar are continuing and will be completed by the end of July. Prior to the commencement of the bar works, a survey was completed. Any issues highlighted are being addressed.
- There have been no enquiries about using the bowling green attached to the Village Hall by bowling clubs. The Committee has agreed, therefore, that for this year, the outside space can be used for any party bookings that have expressed an interest in using the outside space.

#### **7.2 Parish Council Website – discuss and agree improvements for ease of use**

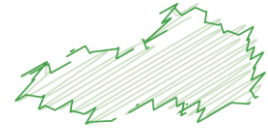
The following suggestions were put forward to help improve the layout and ease of use of the website:

- As the list of PC documents on the website was starting to get quite long, it was suggested adding separate tabs for agendas and minutes and sub headings for each year
- A start time should be put alongside the 'Meeting Dates' heading
- Any documents that are published on the website should be pdfs and not Word documents
- Standing Orders should be under 'Council Documents' rather than Financial Information

### **8. PLANNING APPLICATIONS**

- 21/02206/FUL - Sleepers Croft, Ashton Road Delamere Northwich WA6 6PA: Single storey side extensions – Any comments to the Clerk by 14<sup>th</sup> July.
- 21/02227/FUL - Birch Hill House Bushells Lane Manley Frodsham Cheshire WA6 6HX: Single storey extensions - Any comments to the Clerk by 15<sup>th</sup> July.

The concerns that had been received from residents about some construction works that are currently taking place on Manley Road had been referred to CW&C Enforcement Team.



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## 9. FINANCE

### Review of Current Financial Position

The MPC bank account balance as at 1<sup>st</sup> June 2021 was £16443.71

The following was approved for online payment:

- Room Hire at Village Hall – PC Meeting 30<sup>th</sup> June 2021 - £22.00 – Manley Village Hall

### Budget Monitoring Reports at PC Meetings

In accordance with the PC's financial regulations - Annual estimates (budget) and forward planning, it was agreed that the Clerk should provide a financial report for each meeting that details annual estimates (budget) and forward planning so that expenditure can be monitored on a monthly basis.

**Action – Clerk to note for the PC meetings.**

### Quarterly Audit Checks

In accordance with the Financial Regulations, the Clerk provided Councillor Gilding with all the current 2021/22 financial paperwork at the meeting so that a quarterly audit check on the financial accounts could be completed.

## 10. CLERK'S REPORT AND CORRESPONDENCE

The Clerk mentioned that a response had been received from CW&C Democratic Services to confirm that there had been no request for an Election and that the PC could now co-opt to the Parish Councillor vacancy.

The following Bulletins and Circulars had been received since the June 2021 meeting:

### Chalc

- Weekly Bulletins
- Town and Parish Council Connections Online Event: Cheshire Archives 7<sup>th</sup> July at 6 pm
- Chairmanship for Local Councils on 7<sup>th</sup> July at 6pm
- Meetings and Procedures for Local Councils 6<sup>th</sup> July at 1.30 pm
- Nalc Funding and Grants Bulletin
- Speeding Survey Follow Up

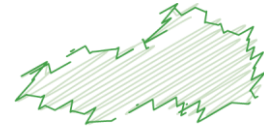
### CW&C

- Cheshire West Crowd – Project Creator Workshops 22<sup>nd</sup> June and 15<sup>th</sup> July
- Consultation under Clause 60 of the High-Speed Rail (West Midlands – Crewe) Act 2021  
SRM:081400062

## 11. DATE OF NEXT PC MEETING

The date of the next meeting is **Wednesday 4<sup>th</sup> August at 7.30 pm at Manley Village Hall** (subject to room availability at the Village Hall)

**Action – Clerk to confirm once room availability has been checked.**



#### **ANY OTHER BUSINESS**

The following were reported:

- Councillor Walton mentioned the email that had been received relating to the Renaming the School with Amalgamation - Survey. The PC agreed unanimously that out of the four names in the current survey, Alvanley and Manley Village School was the best option;
- The PC thought that it would have been appropriate to do a wider survey involving the local community. This would then have allowed an analysis by sub-group, i.e., residents, non-residents, current parents etc., to gauge the strength of feeling in these groups. It's probably too late for that now unless the current vote results in no clear winner.

**Action – Councillor Walton to respond to Alvanley PC and Manley Primary School.**

The meeting closed at 8.50 pm