

**MINUTES OF A MEETING HELD ON WEDNESDAY 1<sup>st</sup> NOVEMBER 2023 AT 6.00 PM  
AT MANLEY VILLAGE HALL**

Councillors: Ian Walton (Chairman), Kate Birkenhead, Pam Brook, Jane Challoner, Colin Ford, John Gilding and Peter Sherlock

Parish Clerk - Gaynor Hawthornthwaite

**1. APOLOGIES FOR ABSENCE/NON-ATTENDANCE**

Cheshire West and Chester Ward Councillor Hugo Deynem and Manley Parish Councillor John Bunting.

**CO-OPTION OF A NEW COUNCILLOR**

Following the 4<sup>th</sup> May 2023 Parish Elections, there was one Parish Councillor vacancy. Kate Birkenhead had expressed an interest in the Parish Councillor vacancy.

It was proposed and seconded that Kate be co-opted as a Manley Parish Councillor. This was unanimously agreed. Kate accepted the position of a Manley Parish Councillor and was welcomed to the meeting.

**2. DISCLOSURE OF INTERESTS**

None declared.

**3. APPROVAL OF THE MINUTES OF THE MEETING HELD ON 4<sup>th</sup> OCTOBER 2023**

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

**Public Speaking Time/Open Forum**

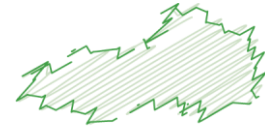
There were no members of the public in attendance.

**4. SAFETY AND SECURITY**

**4.1 PCSO involvement in PC meetings – discuss and agree actions following PCSO feedback on proposals from the October meeting.**

Councillor Walton had contacted PCSO Debbie Netherton confirming that the PC would notify her of any issues or concerns following the PC meetings and that she could also join PC meetings remotely if she wasn't able to attend in person.

The PC are to add a communication channel to the PC website so that residents can raise any issues with the PCSO. This will also be added to the Manley News and Parish News communications to residents.



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Following the Sandstone Ward meeting, Councillor Walton is to write to the Police and Crime Commissioner notifying him that the target of the PCSO attending 50% of parish council meetings is unworkable and the arrangements that Manley PC have put in place for raising any issues with the PCSO.

**Action – Councillor Walton to add details to the Manley PC website and the Manley News and Parish News.**

## **5. ENVIRONMENTAL MATTERS**

To improve the appearance of the Village Hall, the bins that are located at the front of the building are to be removed and a new Village Hall sign is to be installed.

The users of the Village Hall are to be notified about the removal of the bins.

**Action – Councillor Walton to contact the Glass Recycle Ltd (who are responsible for the bins) and ask for the removal of the bins.**

## **6. HIGHWAYS**

The deep pothole that is located under the railway bridge Manley Lane has been reported and the road surface along the stretch of road from Manley Road to Yarangall Green is to be reported.

**Action – Councillor Walton to report the poor road surface along Manley Road**

## **7. COMMUNITY**

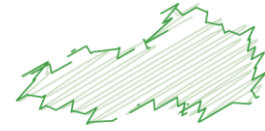
**7.1 and 7.2 Update from Village Hall AGM and to discuss and propose ways of improving Village Hall finances and filling hall management vacancies.**

Councillor Walton reported on the following:

- At the current rate of expenditure there is likely to be a deficit of £5000 at the end of the financial year ending March 2024. In order to achieve breakeven, the Village Hall Committee has decided that there will be no Village Hall paid roles from the next financial year, which will result in a saving of £5000 per year.
- Volunteers are required for the Booking Secretary and Treasurer roles, for a 2-year period.

**Action – Councillor Walton to put the details of the volunteer roles of Village Hall Booking Secretary and Treasurer onto the PC website.**

- The Village Hall boiler is leaking and is not working. To replace the corroded parts, a quotation of £1500-£2000 has been received. The cost for a new boiler would be £5000. Councillor Walton has emailed the insurance company to see if the boiler is covered under the insurance policy.



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- The repairs to a broken drain under the Village Lawn is awaited and will cost approximately £1500. To assist with the funding of the repairs, the PC agreed at the October meeting to assist with the cost of the drains work and agreed to pay the invoice.
- The paint has been purchased for the painting of the walls and woodwork in the Village Hall.

Following a discussion about assistance with the painting of the hall, it was agreed that the CIL payment should be used to cover the cost of the labour for the painting and the paint and that volunteers should be sought for the kitchen and snug area as a way of getting people engaged with the Village Hall.

**Action – Councillor Walton to arrange for the painting of the hall before the 26<sup>th</sup> November Village Hall event and Councillor Brook to purchase some satin wood paint, to be reimbursed by the PC.**

- As a cost saving, it is proposed that the fluorescent lights in the hall should be replaced with LED lights. The cost for the fitting of the lights is approximately £600 and £1000 for the installation.

The PC are to enquire about whether there is a qualified electrician in the village who could assist with the installation and signing off, of the work.

- To increase the revenue, the Village Hall Committee are going to offer sponsorship from local businesses, who could contribute, in return for signage at the Village Hall. Councillor Walton has drafted a letter to send to the community.

### **7.3 Village Hall events – update**

The following events have been arranged for November:

- Wine Tasting - Friday 10<sup>th</sup> November – tickets are £25 each
- Music Night - 24<sup>th</sup> November - tickets are £10 each
- Christmas Market - 26<sup>th</sup> November

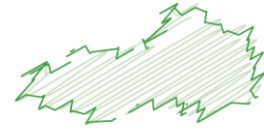
**Action - Councillor Walton is to consult with Councillor Deynem about any CW&C funding that is available to assist with the Village Hall revenue.**

## **8. PLANNING APPLICATIONS**

### **8.1 Pingot Lane applications – update**

There has been no update on the Pingot Lane applications.

## **9. FINANCE**



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## **Review of Current Financial Position**

The MPC bank account balance as at 1<sup>st</sup> October, was £15569.70.

The Clerk reported that a Community Infrastructure Levy (CIL) Payment of £990.27 had been received from CW&C for 2023/24.

The PC had considered the Village Hall improvements and agreed that the CIL Payment should go towards the cost of the paint (£184.00) and the painting of the walls and woodwork (£500) in the village hall to improve the appearance of the hall.

The following were approved for online payments:

- Payroll for last 3 months – Rose Rowland - £60.00
- Paint for Village Hall – Reimbursement to Councillor Colin Ford - £100.00
- Paint for Village Hall – Reimbursement to Councillor Ian Walton - £84.00
- Chalc Training Meetings and Procedures for Councillor Birkenhead - £25.00 – Cheshire Association of Local Councils
- Renewal of Office 365 subscription for the Parish Council Laptop - £59.99 – Mrs G Hawthornthwaite (due on 27<sup>th</sup> November)

## **10. CLERK'S REPORT AND CORRESPONDENCE**

The following Bulletins and Circulars had been received and circulated since the October 2023 meeting:

### **Chalc**

- Weekly Bulletins and Member Briefings
- Training courses
- Funding our future – Your chance to help shape the Council's budget plan to reflect your priorities
- Town and Parish Connections Event: Planning - Wednesday 29th November 6pm to 7pm

### **CW&C**

- Draft Heritage Strategy - Public Consultation

### **Police and Crime Commissioner**

- Working Together in Chester

### **PCSO**

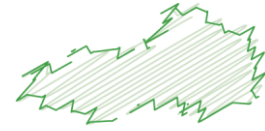
- October Monthly Update

### **Delamere Forest**

- Delamere Forest Monthly Update - October 2023

### **Cheshire Fire Authority**

- Cheshire Fire Authority 2024-2028 Draft Community Risk Management Plan



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### **Proposed 2024 Meeting dates**

It was agreed that the same pattern for the 2024 PC meetings should continue - 6.00 pm start on the first Wednesday of every month, apart from August and December when no meetings are usually scheduled. The following 2024 PC meeting dates were agreed:

- 3<sup>rd</sup> January
- 7<sup>th</sup> February
- 6<sup>th</sup> March
- 3<sup>rd</sup> April
- 1<sup>st</sup> May
- 5<sup>th</sup> June
- 3<sup>rd</sup> July
- 4<sup>th</sup> September
- 2<sup>nd</sup> October
- 6<sup>th</sup> November

### **11. DATE OF NEXT PC MEETING**

The date of the next meeting is **Wednesday 3<sup>rd</sup> January 2024 at 6.00 pm**

### **ANY OTHER BUSINESS**

- Councillor Sherlock mentioned that he would no longer be able to maintain the Parish Field and asked if the PC could find someone else to complete this.

**Action – Clerk to note The Parish Field as an agenda item for the January 2024 meeting.**

- Councillor Walton mentioned that Manley Tennis Club is now defunct, and residents will be asked for their suggestions for usage of the tennis courts.
- Councillor Brook suggested that the PC should try and find out what residents would like to see in the village and to try and increase community involvement. If a big village event was organised this could be a way of engaging residents and also raising revenue for the village hall.
- Councillor Challoner had spoken to the owners of the Parish Field about the use of the Field for village events.

The meeting closed at 19.25