

LITTLE BUDWORTH PARISH COUNCIL
Minutes of Little Budworth Parish Council meeting held on
Tuesday 19th September 2023 at Little Budworth Jubilee Hall

23/

Meeting started 7.pm

Present	Cllr Peter Robinson (Chair) (PR), Cllr Cora Cowap (Vice Chair) (CC), Cllr Gareth Todd (GT) Cllr Linda Jones (LJ) Cllr Chris Lee (CL) Cllr Dave Lee (DL) Ward Cllr Charles Hardy (WC) In Attendance -Tracey Whitlow – Parish Clerk (TW)	
65	Apologies for Absence were received from: Cllr Caroline Hall, Cllr Jenny Marshall	
66	Declarations of Members' Interests: PR & GT - Little Budworth Charities (as trustees)	
67	Approval of Minutes- The minutes of the Parish Council meeting held on Tuesday 4 th July 2023 were approved & signed by the Chair.	
68	Ward Councillor Report: Cllr Hardy gave a report to the PC. WC has contacted planning regarding planning applications 23/01652/FUL & 23/01694/FUL for Well Cottage Farm, and if necessary, will call in the planning applications. WC briefed the PC on CWAC's survey for a better county, CW to forward information to TW for circulating. WC handed a poster to the PC with his contact details, to go on the notice board (LJ) TW requested pdf copy to enable the poster to be added to the PC website. WC again asked for the PC to forward him any reference numbers to potholes around the parish that have been reported but not actioned, he will follow these up. CC to send these as she has been dealing with highways, to copy TW in for records. WC briefed the PC on the pothole situation, which is county wide, reiterated to use the CWAC report-it app, to report further potholes. WC suggested contacting Highways to monitor the number of vehicles using Mill Lane/Vicarage Lane corner, which the PC are sure is adding to the poor state of the highway.CC to email highways copied to TW for records.	WC TW LJ WC TW CC CC
69	Matters arising from Minutes of previous meeting unless covered elsewhere in the agenda: Notice of Public Rights – has expired, no public comments received.	
70	Accounts/Financial: 1. The cash book dated 01.09.23 was approved. 2. Bank statements to cash book reconciliation 01.09.23 were approved – except for an additional account, which until this week, having finally gained access to the bank the clerk/RFO was unaware of, it has a minimal balance of £5 the accounts will be rectified at the year end to show this, until then the accounts/bank reconciliation will be £5 out (plus any interest received). 3. Note Income received: VAT refund £1039.58 MSV Villagers Day £1485 Barclays compensation £125 (see clerks report) 4. Note payments ratified/to be paid Clerks overtime May & June Friends of Little Budworth Common Donation £200 Clerks salary August	

	<p>Community Heartbeat – defib pads & battery £329.40 JW landscaping (June) £144 JW Landscaping (August) £270 TP Construction – supply post & install speed display sign £576 TP Construction – installation of new village signs £558 Refund LJ – Poppy shop 25 lamp post poppies £125 Clerks expenses May & June £93.35 Sutton Weaver Parish council £50 (see minute23/71)</p> <p>5. Bank Signatories: Proposed (GT) seconded (PR) that Cllr Linda Jones be added to the bank signatories. Resolved LC given the paperwork to complete.</p>	LJ
71	<p>Clerks Report: Website has been updated, any councillor wanting to add anything to it to forward to TW. Email accounts some councillors have still not gained access to their accounts, DL to assist any councillor experiencing difficulties. It is now a requirement that parish councils use a designated email account, and as such all mail from the clerk will be sent only to the PC emails from 01.10.23. Bank TW has now got access to the bank. £125 received from Barclays for a) time spent sorting this out and b) the fact that Barclays compromised another of the clerks PC accounts. TW suggested this figure was split with the other PC Resolved to pay Sutton Weaver Parish Council £50 of the compensation received. TW has identified the missing bank payments and these were processed. Audit 22/23 due to the information TW supplied for 21/22 the external auditors have allowed the PC to claim Exemption from a full audit – saving £240. Church Magazine Contact details need editing, TW would like to add specified hours for telephone contact due to the number & timings of phone calls in the evening and at the weekend from members of the public. Resolved. As draft minutes are available on the website before the following meeting TW suggested that these also go in the Church Magazine, so that the PC are keeping the village more up to date. Resolved, after being seen by the chair and circulated to the PC, and marked as draft.</p>	DL
72	<p>Correspondence: Email received from planning, regarding the use of the field besides the playground for use as a carpark, which has no planning permission. The land is owned by The Egerton Estate with a private tenant, both of whom have given permission for the use. PR is liaising with the landowner, tenant and planning to rectify the position. Email re A54 Chester Lane from highways to inform the PC that the speed limit on part of Chester Lane is to be reduce to 40, at no cost to the parish council, Winsford Over, Verdin & Whitegate are funding this. Council asked TW to establish whether this is to run all the way to the traffic lights. Coach Road, highways have confirmed that if they did a speed assessment on coach Road, the likelihood is that they would recommend a 50 mph, not a 40 and definitely not a 30mph, the cost to the PC would be @£2500-£3000, and having a 50mph would not make any difference to the speed of the vehicles. Resolved not to carry this forward.</p>	PR TW
73	<p>Financial Regulations & Standing Orders: The PC considered changing the figure in 3.4 of the Financial Regulations to £500 (from £200) delegated spending power in case of emergency to the clerk. Proposed DL seconded CC Resolved to adopt the Financial Regulation. TW to add the amendment and update the website. Standing Orders resolved to adopt these with no changes.</p>	TW
74	<p>Other Policy Adoption: Council considered the following policies for adoption/amendment: Dignity at work, equality & Diversity, Code of Conduct, Email, Freedom of Information, Health & Safety, Publication Scheme, Risk Management, Scheme of delegation and Zero Tolerance policy.</p>	

	<p>Minor alterations regarding email addresses were noted, amendments to be made. The PC Resolved to adopt all the above policy's. TW to update the website. Council asked for TW to create a version history for all policies, including date of adoption and date of next review – also to be added to the website.</p>	<p>TW TW TW</p>
75	<p>Highways – Mill Lane/Vicarage Lane junction: CC has emailed highways again regarding the road surface. Flooding reported at the traffic lights on the Cotebrook side. TW to report. Village Signs, these are now in place, the council would like to thank Cllr Peter Robinson & Cllr Cora Cowap for all their hard work in getting these designed, made and installed. Missing signs, CC to ask CH to forward details to her of missing signs, to be added to CC's list and sent to TW for bringing to the attention of Highways.</p>	<p>TW CC TW</p>
76	<p>Planning Applications 23/02016/FUL Moss Hall Farm, Beech Lane. Comments submitted to planning re: whether the planning application meets the criteria for change of use, highway safety concerns on Beech Lane and the possibility of over development in the wider area. <i>Please see planning portal for full comments</i> 23/02175/FUL Ash House Farm, Winsford Road, Wettenhall. No comments submitted as planning could not grant an extension to enable the planning committee to adequately consider. 23/02282/FUL Bawk House Farm, Hickhurst Lane, Comments submitted, that the council felt they had not enough information to consider.</p>	
77	<p>Working Groups/committees 1. Litter Picks. One arranged for after the MSV, date to be confirmed, Resolved that the PC would offer refreshments up to a budget of £150. 2. Planting Group. Bulbs to be purchased for planting around the village, out of the annual budget. LJ to arrange. The Parish Council would like to thank Jim Brown for looking after the Booth Avenue plants, Jane Simpson for taking care of the flower bed by the Church and Dave Lee for the plants on The Cobbles. 3. Parish Plan. The bus stop shelving has now been completed, with a huge thanks to Kerry & Sam Spann for doing this at no expense to the Parish Council. 4. Oulton Park Liaison committee. Next meeting is the 11th October. 5. Little Budworth Common. No report 6. Little Budworth Charities. No meetings taken place.</p>	<p>LJ</p>
78	<p>Asset Maintenance & Register 1. Village Green <ul style="list-style-type: none"> • Playground – The playground has had a visual check by GT • Playground hedge - PC are to consider grants to replace the fence- this will be an ongoing project. 2. Marquee – TW confirmed that unfortunately the insurance company will not pay out on the damaged marquee, due to it being damaged as “An act of God”</p>	
79	<p>Items for next meeting. 1st draft 24/25 budget. Ground maintenance.</p>	
80	<p>Annual review of clerks pay scale and hours. Due to lack of time, this will be conducted prior to the next meeting, PR to liaise with LJ, CL & TW for a suitable date.</p>	
80	<p>Date for next meeting – Tuesday 3 October 7.pm</p>	

The meeting closed at 9.20pm
Date:

Signed: