**MINUTES OF THE LOSTOCK GRALAM PARISH COUNCIL MEETING HELD ON MONDAY 1st JUNE** **2020 VIA ZOOM VIDEO CALL**

**Part I**

The meeting commenced at 7.30 pm.

**PRESENT:** Parish Councillors T Hodges, P Kelly, M Litton, T Smith, M Venables, A Ross, P Cobley, P Walker and L Kelly.

**IN ATTENDANCE:** L Sandison, Clerk.

**ALSO PRESENT:** One member of the Community Centre Association.

**PUBLIC FORUM**

-No public comments received.

-Cllr P Kelly raised the following:

1. Cllr Kelly has submitted his own comments as a member of the public with regards to the Costa Coffee planning application, Cllr Kelly has also spoken with Ward Cllr Stocks with regards to Highway concerns regarding the planning application.

2.Concerns raised over the pavement resurface from the Hall Lane traffic lights to the Newsagent on Manchester Rd.

3.Speeding on Manchester Rd which Cllr Kelly has reported to the Police, main concern is two motorbikes which regularly speed through the Parish.

4. Vandalism at the Cheshire Business Park.

5. Fly tipping at Winnington Woods.

6. Bins one and two are full.

7. Pothole near Gibbon Drive in need of repair.

-Cllr T Smith raised the following:

1. Motorbikes riding around Winnington Woods and onto farmers fields. Teenagers also drinking in the woods. 4x4 motorbikes have ruined the woods and destroyed the bluebells. Fires are also being set within the woods.

**APOLOGIES FOR ABSENCE**

It was **RESOLVED** to accept apologies from Cllr M Stocks.

##### DECLARATIONS OF INTEREST

None.

**MINUTES**

**RESOLVED** to accept the minutes of the AGM & Parish Council Meeting held on Monday 11th May 2020.

**PROGRESS REPORT**

-NTC is to plant the flower planters with non-stop begonias.

-NTC has now completed the football pitch works with seed now sown. So far, the seed hasn’t started to grow due to the dry weather. Rain is forecast from Wednesday. Should the new seed require further watering after the rainfall the Clerk will arrange for a hosepipe to be run from the Community Centre.

-CWAC are considering the Hall Lane traffic lights on the side of the Slow & Easy for the relocation of the school planter.

-CWAC have now dealt with the damaged tree near Lodge Lane on the grass green.

**MARK STOCKS**

-As you will all be aware the lockdown is gradually being eased.

-The council is 1 of 11 authorities the government is trailing Track and trace across the country.

-The majority of staff in planning and enforcement are still working from home.

-In fact, the majority of staff are still working from home.

-At this moment the only meetings taking place are the Cabinet and Planning committee which are being carried out virtually.

-Green bin collection start on the 4/6/2020

-The council is currently carrying out highways works taking advantage of reduced traffic at the amount.

-I am awaiting a response on when the larger litter bin will in place at the Lostock Triangle.

-I am also awaiting a response to the question Peter raised about highways.

-On planning the application at the Lime beds has been approved I am sure we will have more issues on this site in the future.

-Also, Balfour Beatty have permission to carry out ground work investigation at Cooke’s Lane this is nothing to do with the previously refused application for a compound.  I have raised concerns about it going in during the lockdown period but to no avail yet.

**POLICE**

Rebecca Jackson who is the new PCSO for the Shakerley Ward sent the following report:  
  
Do you use social media? If so please follow on:  
https://www.facebook.com/ShakerleyPol  
https://twitter.com/ShakerleyPol  
  
My first foot patrol was completed on a lovely afternoon around Shakerley Mere. I was able to engage with some local members of my community. Whilst out on the patrol, I noticed the overflowing waste bins. I reported this to CWAC (SS210781472).  
  
I have met up with some local businesses’ to offer some reassurance following some reports.  
  
I made the people aware that at the current time the local park equipment was out of bounds.  
  
I visited a venerable member of the community and made the community aware that they are able to fill out a Herbert Protocol for any venerable family or friends.  
  
Because it has been the National speed campaign, I have made people aware of the fatal five (Careless driving, drink/drug driving, not wearing a seatbelt, using a mobile phone and speeding). I have also asked where they believe the problematic roads are so I can address them. I have conducting speeding checks on Manchester road. Whilst conducting the speeding, I noticed that that drivers were swerving into the centre of the road, this was due to a large pot hole which has been reported (HW2116622258).  
  
I have completed some domestic abuse training. Please don’t suffer in silence and call our victim support department on 01606 366336.  
  
A big thank you was made on Thursday evening to all the key workers from Lostock Gralam community.  
  
A reassurance visit was made to Lostock Gralam church and everything was found to be all in order.  
  
I started to visit my local business’ to discuss with them what they believed were their top three policing concerns were. This information would allow me to focus on any raised issues, working proactively.  
  
A member of the public made me aware of a set of temporary traffic lights that had been placed on a blind bend and that motorists were overshooting the lights on the wrong side of the road. It has been reported to CWAC highways ref: HW212188519  
  
Speed checks were conducted on Moss Lane, Byley. A reminder that some children may be back at school starting from Monday.  
  
Observations were made at Lower Peover church notifying how scenic my patrol was.  
  
A reminder that school grounds are classed as private land and should not be used for sporting activities.  
  
At Lostock Gralam Business park, 3 youths were seen in possession of alcohol which has been seized. Other officers attended the scene for a stop and search which discovered drug paraphernalia.

##### PLAY AREAS AND INSPECTIONS

-Tree branch came down at the play area. The Clerk instructed CG Services to remove on his next visit to the play area. This was done FOC.

-The Clerk as applied new hazard tape and signage to the play area advising of the play area closure due to COVID-19.

**FOOTBALL PITCH PROGRESS**

-The FCC Application has now been submitted.

-The Clerk and Football Pitch Executive Committee will now concentrate on a response to the planning permission conditions which were set.

**CHAIRMANS REPORT**

-The Chairman queried whether there had been any update on the Community Centre Lease. The Clerk is still awaiting further progress from the Solicitors.

**CLERKS REPORT**

-PC reviewed Copyright Transfer document and **RESOLVED** to accept the document with the following amendments;

1. Client amended to Organisation.
2. Signature amended to Signed by the Chairman of Lostock Gralam Parish Council.

-New footpath surface from Hall Lane traffic lights to the Newsagent has been reported to CWAC. They have since been out an inspected the works and spoken to local neighbours who have been affected by the work.

-Sunken manhole re-reported outside Gibbon Drive. CWAC Reference HW211164320.

-Wincham PC have contacted the PC about Russell Homes Planning Application for residential development at Land off New Warrington Road, Wincham. Cllr M Venables raised the following comments Are they not building on or near a flood plain? No extra amenities being provided, exiting from the estate onto a 40mph speed limit road, pressure on local schools. Clerk to contact Wincham PC to ascertain their views.

-Police are investigating the two motorbikes which repeatedly speed through the parish. Police camera van has been out on the A556 31/05/2020.

-The green bin collection is re-starting on the 4/6/2020.

-Cllr Mark Stocks has sent over the Christmas Light Switch on Grant form for a recommended £250. The PC **RESOLVED** that the grant form should be completed and that the Christmas Light Switch on should go ahead if safe to do so.

-The Primary School is in need of 18Sqm of turf to extend the playing field. They have asked whether the council gardeners can donate some. Clerk contacted NTC who said they could offer grass seed. The PC **RESOLVED** that the school can purchase up to £50.00 of turf and complete an S.137 grant application form.

**PLANNING**

The Council considered the following planning applications and **RESOLVED** to respond as below:

The Lime-bed planning application is still showing as awaiting a decision on the CWAC Planning Portal 18/04735/FUL.

|  |  |
| --- | --- |
| APPLICATIONS | |
|  |  |
|  |  |
| DECISIONS | |
| 20/01128/FUL | - Demolition of existing conservatory and erection of single storey rear extension  - 15 Cedar Close, Lostock Gralam, Northwich, Cheshire  **-Approved** |

**FINANCE**

-The Mid Cheshire Footpath Society are not charging for this year’s subscription due to COVID-19.

-The PC considered and **RESOLVED** to accept the below Purchase Order system proposal and Bank Reconciliation approval procedure.

**Purchase Order System**

**Audit Recommendation**: the PC’s internal auditor has recommended that a Purchase Order System is adopted by the PC.

**Current Process**: Currently there is no Purchase Order system but authorisation is required on payments over £500.

**New Proposal**: Cllr Andrew Ross (AR) will manage a new Purchase Order system in which the following will take place:

1. The Clerk Requests a Purchase Order from AR.
2. AR maintains a spreadsheet which details the Purchase Order Number, Date, Value, Payee etc
3. If the Purchase Order Request is below £500, AR can authorise, if it is above £500, AR must seek a second approval from the Chairman.
4. AR is not an authorised signatory on payments and therefore an additional level of security will be in place before any payment is actually made.
5. Cllr M Venables will have access to the PO spreadsheet should AR be unavailable.

**Bank Reconciliation**

**Audit Recommendation**: the PC’s internal auditor has recommended that a quarterly review process be put in place to review the PC’s Bank Reconciliations.

**Current Process**: Currently the Bank Rec’s are completed on a monthly basis by the Clerk but are not reviewed by anyone in the PC.

**New Proposal**: Cllr Andrew Ross (as a qualified Chartered Accountant and former External Auditor) will review the Bank Rec’s on a quarterly basis and report back to the PC at the subsequent meeting.

-The current account bank balance is £9,593.02 the deposit account balance is £60,933.45

-It was **RESOLVED** to accept payment of the following accounts.

|  |  |  |
| --- | --- | --- |
| **Chq no.** | **Payee** | **Amount** |
| 300719 | Lostock Gralam Primary School | £310.00 |
| 300720 | CHALC | £543.24 |
| 300722 | Cardiac Science Holdings (UK) Ltd | £181.14 |
| 300724 | CG Services Ltd | £314.00 |
| 300725 | ASH WASTE SERVICES | £154.12 |
| 300723 | Northwich Town Council | 2,198.40 |
|  | Income |  |

**COUNCILLORS’ REPORTS & FUTURE AGENDA ITEMS**

-Ask Ian Rutherford if the PC can loan the speed radar gun.

-Concerns raised regarding abusive and intoxicated member of the community.

The meeting finished at 8.20pm

**DATE AND TIME OF NEXT MEETING**

The next Parish Council meeting will be held on Monday 6th July 2020 via Zoom at 7.30 p.m.