

Minutes of Marston Parish Council meeting held on 11th May 2022

The meeting opened at 19:12

**Present**:

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

Clerk: Caroline Constable (CC)

**Apologies**:

Apologies received from Cllr Julie Ledger (JL), and Ward Cllr Phil Marshall (PM)

**Declarations of interest:**

There were no declarations of interest

**Dispensations:**

There were no dispensations

**Public Forum:**

There were no public present

**Minutes:**

The minutes from the parish council meeting of 13/04/2022 were agreed and approved.

**Actions from previous meeting:**

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|  | Action | Assigned to | Actioned |
| 1 | Complain to CW&C that hedges on Higher Marston still not cut even though numerous reports sent before end of March cutting period |  | √ - no response as of yet |
| 2 | Check out cost of Jubilee Tree plaque from store in town | MP | √ - purchased for £49.99 |
| 3 | Contact fingerpost restorer for information about the post for English Heritage application | IS | √ |
| 4 | Write piece for MM about costs of producing it | IS | √ |
| 5 | Contact highways with concerns over junction of Marston Lane and Dark Lane following recent accident | NW | √ |
| 6 | Contact Andy Hammon about issues over New Warrington Road | NW | √ |
| 7 | Send request to NW about permitting for scaffolding – re Cross Street | CC | √ |
| 8 | Look into how permits given for scaffolding – re Cross Street | NW | √ |
| 9 | Contact Fiona Dunning re £100 grant for Jubilee celebrations | CC | √ application sent |
| 10 | Article for MM – fingerpost | IS | √ |
| 11 | Article for MM – raffle prizes needed for Jubilee event | CC | No |
| 12 | Look into getting a defib for hall | CC | No – busy with accounts |
| 13 | Look into applying for a grant for our NP | CC | No – busy with accounts |
| 14 | Accept quote from Stewart Joinery | CC | √ scheduled for August |

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|  | Agenda Point | Assigned to.. |
| **1** | **Parish Cllr Reports**  Cllr AN – resident has asked for Marston signs to be updated as they are worn and unsightly. Clerk will contact Highways.  Cllr MP – report sent to CW&C – mud/debris on Marston Lane – they have already responded and will be cleaning the road asap.  Cllr MP – also reported verges along Marston lane and at junctions as they are overgrown and obstructing view.  Cllr MP – united utilities were on Higher Marston playground digging holes and upon investigation were found to be clearing out the drains. Workman was rude when questioned. | CC |
| **2** | **Ward Cllr Reports**  No Ward Cllrs present |  |
| **3** | **Progress Reports**   1. Interactive Traffic Speed Sign   Sign has now been erected but it is very faint, clerk has reported to Highways – awaiting a response   1. Cenotaph Repair   Cllr MP contacted Rev. Alec who will once again chase the contractor   1. Heritage Signpost   Contractor has now sent some information to back up our application for heritage status. Clerk to complete the application.  Clerk also to contact Highways to see whether a border of some sort can be placed around it to protect it from council grass cutters.   1. Neighbourhood Plan   Full new application has to be submitted. Application for grant for help with set up still to be completed.   1. Jubilee Plans   Plans still being finalised. Costing for food needs to be done and clerk to purchase ribbons for decorating the front of the hall. Date for next meeting set at 23/5 7pm at The Salt Barge. Decorating of hall to be done 28/5.   1. Defibrillators   Still to do   1. Marston Murmurs   Cllr AN commented that she had received complaints from residents that murmurs was geared more to elderly residents than anyone else.  Cllr AJ – proposed a sub-committee to manage murmurs to discuss content etc… Cllr MP suggested that murmurs needed cllrs to take on the roles of editing which will save on costs. Cllr IS volunteered to take on the role with Cllr AJ as second. Clerk will begin handover and meetings will be held over the summer to look at how it can be improved further, with full handover for the October issue   1. Hall Hire Cost Review   Still to be done   1. Code of Conduct Review   Code of conduct reviewed in line with recent updates from Chalc, documented updated and changes agreed and adopted. | CC  CC  CC  CC |
| **4** | **Finance**   1. **Internal Audit Review**   Following the audit by the internal audit a number of issues were highlighted:   * The auditor believed that we should be registered for PAYE, clerk has investigated and as her salary is less than the minimum earnings limit there is no need to register for PAYE, full records still need to be kept * NS&I – the auditor suggested closing this account as the statement closes on 31/12 and so a balance as at 31/3 is not available. All agreed to close the account and transfer the funds (approx.. £141) into the current account * Risk Assessment/Register – risk has always been managed in line with standing orders however, auditor felt that something more substantial was needed. Clerk in process of creating new risk register * Receipts for Angie – auditor suggested keeping the vouchers that Angie sends. Clerk will keep from now on and they will be included in the monthly payment’s documentation * Payment of Rent – auditor suggested keeping the ‘receipts/invoice’ for the hall hire. Clerk will keep from now on and they will be included in the monthly payment’s documentation   Following the review it has also been decided to add another level of checks for the clerks hours. Along with the timesheet that the clerk produces a diary will be kept of all days/hours worked  ***Invoices received & cheques created*:**   1. Clerks Purchases & Reimbursements - £88.73   Including stamps, refuse sacks and paper Chq no. 1342  Folders & screen wipes £23.95 chq no. 1348  Clerks Salary 30 hrs @ £15.41ph - £462.30 Chq no. 1346   1. Itseeze website/email April 2022 - £57 2. Williams Design & Print – newsletters - £150 chq no. 1343 3. Chaps – boiler repair - £65 chq no. 1344 4. Zurich Insurance – insurance - £560.84 chq no.1345 5. Cleaner – 6. Booking Agent –   £100 to Angie chq no. 1341   1. Rent:    * 1. Penguin Group – 22/3 28/3 9/4 £60   9. Marion Potts – purchase of plaque for Jubilee Tree £49.99 chq no. 1349 | CC  CC  CC  CC  CC |
| **5** | **Correspondence**   1. Email from Andy Hamman and Dave Reeves CW&C regarding parish traffic/road issues particularly junction of Dark Lane and Marston Lane 2. Email from Lynn Gibbon – out of hours reporting of gypsy encampments 3. Zurich Policy Documents 4. Email from Ian Stanley/Fingerpost restorer re info for heritage application 5. Email from Fiona Dunning CW&C – member budget grant for jubilee celebrations |  |
| **6** | **Any other business**  Discussed need to delegate work away from Chair so that all cllrs had specific tasks. Along with a new editing team for Marston Murmurs it was decided to have a Hall Management Team, Cllr PhC volunteered to be lead with Cllr DC as second. They will now be responsible for all aspects of the hall and carpark. Clerk to email Angie to inform her of changes and to arrange a meeting between her and cllrs PhC & DC.  Cllr IS issued his apologies as he will not be able to attend next month’s meeting. | CC |

Confirmed date of next meeting, 08/06/2022

Meeting closed at 20:44

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)