## **ACTON BRIDGE PARISH COUNCIL**

## Minutes of Acton Bridge Parish Council meeting held on Monday 2<sup>nd</sup> June 2025 at The Parish Rooms, Acton Bridge.

Meeting started 19.00

2025-6		By:
	<b>Present:</b> Cllr Leigh Wakefield (LW) (Chair) Cllr Olivier Van Laer (OVL), Cllr Charles Fifield (CF) Cllr Stephen Golding (SG) Cllr Leigh) Cllr Trevor Brocklebank (TB).	
	In Attendance: Tracey Whitlow – Clerk Ward Cllr's Gillian Edwards	
25/23	Apologies for Absence were received & accepted from: Cllr David Charlton, (Chair), Cllr Helen Broughton (HB), Ward Cllr's Lynn Stocks & Phil Rimmer	
25/24	Declarations of Members' Interests: Cllr Golding & Cllr Fifield as members of ABCA committee.	
25/25	Approval of Minutes: The Parish Council <b>Resolved</b> to approve the minutes of the Parish Council meeting held on 14 May 2025 as a true and correct record. Signed by the chair.	
25/26	Public Participation: None present.	
25/27	PCSO update: PCSO not present.	
25/28	Ward Councillor Report/s: (unless an agenda item) Report Received from GE: A49 speed reduction – still ongoing with Highways FP10 – problem with flooding/eroding – Public Rights Of Way (PROW) officer wants to use Flexipave, a rubber crumb surface which looks a little like tarmac but isn't. It is safe for use near rivers as it doesn't leech and it allows water to drain through, so would hopefully stop the issue of the path washing away every time we have heavy rain. It doesn't freeze in winter so provides a safe surface for horse riders, cyclists and walkers. Having researched the product, the Parish Council see no issues with this. GE to feed back to PROW officer. Hynet project is running behind schedule. Playground – GE is following up CWAC & will arrange a zoom meeting.	
25/29	Accounts/Financial:  1. Ratify/Approve Payments & Receipts:     Payments:     J. O'Donoghue -Internal Audit invoice £250.00     Zurich Insurance £241.00     Clerks overtime 8.5 hrs to be paid with salary.     Receipts:     None  2. Bank Reconciliation:     See Appendix 1	

25/30	Clerks Report: Minor alterations made to the website. If Cllrs note anything that needs amending, please let TW know. Following the resignation of a councillor TW has informed the elections team and a 'Vacancy Notice' has been added to the website & notice board. If 10 or more residents do not call for an election by 13.06.25 the PC are able to co-opt a further councillor.	
25/31	Planning: New applications received: 25/00835/FUL - Former Acton Bridge Garden Centre Station Road Acton Bridge - Construction of garage and stables. Reviewed – Resolved to comment to LPA on the inappropriate overdevelopment of the site in regard to the garage and the erecting of a x2 stable block with storage is inappropriate for the size of the paddock in Green Belt. Decisions notified from LPA: None received.	TW
25/32	Other Meeting Reports: TB has attended a Devolution meeting.	TW
25/33	<ol> <li>Highways &amp; Speeding:</li> <li>Highways Issues: White lines faded at the bottom of Acton Lane junction to A49. TW to requested being repainted with the ongoing road works to the A49.</li> <li>A49 speed reduction. No updates received from Highways.</li> <li>Speed Indicator Reports: Speed indicator company has gone into receivership. TW has ear marked the £1755.50 disputed invoice amount, however if the receivers want to recover this it will be disputed again. TW has a contact of an independent company who may be able to assist in any remedial work to the SID's. TW to contact the company for a quote.</li> </ol>	TW
25/34	<b>Domain name</b> : legislation is pushing towards all PC's having a gov.uk domain. TW has completed the registration required and is looking at companies to take this further. OVL to forward information to TW for completion.	OVL TW
24/35	Annual Insurance: The renewal from Zurich has been received and reviewed. No changes to cover required. Resolved to continue insuring through Zurich at a cost of £241.00.	
25/36	Bank Accounts: Deferred until next month.	
25/37	<ol> <li>Internal Audit Report: Received with only minor recommendations which were discussed:         <ol> <li>'To provide regular budget reports with explanation of variances. These reports should be documented in the minutes.' This comment was aimed at a request from the auditor for budget review note for quarter 1, whilst there was no clerk/RFO in post. Clerk to ensure quarterly budget reviews &amp; information on the minutes going forward.</li> <li>'It is recommended that the Council review the Clerk's contract, including an assessment of whether the current number of contracted hours is adequate to fulfil the responsibilities of the role.' Previously actioned: The PC have already set a review date for September.</li> </ol> </li> </ol>	

	3. 'The following need to be added to the website: Meeting Papers and Reports for all meetings including financial reports.' Previously actioned/rectified: The new website now has the facility to add further meeting papers.	
25/38	Exemption Certificate: Resolved to certify as exempt from an External audit as the receipt/payments are under £25K TW to add the Exemption certificate to the website and send to the external auditor.	TW
25/39	Annual Governance Statement 2024-25: Approved and signed by the chair. TW to add to the website.	TW
25/40	Accounting Statements 2024-25: Approved and signed by the chair. TW to add to the website.	TW
25/41	<b>Provision of Public Rights:</b> Dates set for 03.06.25 to 14.07.25. TW to add to the website and notice board	TW
25/42	Parish Rooms Lease Resolution to take to Part B – confidential. Resolved Part B confidential:  1. Parish Rooms Roof: Ongoing 2. Parish Rooms Lease: Ongoing	
25/43	Items for Next Meeting: Domain update, Bank Account, Q1 accounts review. Co-option	
25/44	Date of Next Meeting: The next ABPC meeting is planned for Monday 7 <sup>th</sup> July 2025 at 19:00 at the Parish Rooms	

The meeting closed at 19.50

Signed:	Dated:

Appendix 1.

Acton Bridge Parish Counc	cil	
<b>Bank Reconciliation to Cas</b>		
<b>Presented at Council Mee</b>	5	
Prepared by T Whitlow		
BANK RECONCILLIATION		
Co-operative Bank		£22,917.88
Total		£22,917.88
CASH BOOK RECONCILIATION		
B/F Co-op		£13,268.87
Total B/f 01.04.25		£13,268.87
Receipts to date		£10,620.00
Expenditure to date		£1,629.30
Balance		£22,259.57
Uncleared payments		£658.31
Statement balance 12.05.25		£22,917.88