

ACTON BRIDGE PARISH COUNCIL
Minutes of Acton Bridge Parish Council meeting held on
Monday 3rd November 2025 at The Parish Rooms, Acton Bridge.

Meeting started 19.00

2025-6		By:
	<p>Present: Cllr David Charlton, (Chair), Cllr Leigh Wakefield (LW), Cllr Olivier Van Laer (OVL), Cllr Stephen Golding (SG), Cllr Charles Fifield (CF)</p> <p>In Attendance: Tracey Whitlow – Clerk (TW)</p> <p>Ward Cllr's Gillian Edwards (GE)</p>	
25/104	<p>Apologies for Absence were received & accepted from:</p> <p>Cllr Trevor Brocklebank (TB), Cllr Helen Broughton (HB),</p> <p>Ward councillors Lynn Stocks & Phil Rimmer</p>	
25/105	<p>Declarations of Members' Interests:</p> <p>Cllr Charlton, Cllr Golding, as members of ABCA committee.</p>	
25/106	<p>Approval of Minutes:</p> <p>The Parish Council Resolved to approve the minutes of the Parish Council meeting held on 2 October 2025 as a true and accurate record. Signed by the chair.</p>	
25/107	<p>Public Participation:</p> <p>None present.</p>	
25/108	<p>PCSO update:</p> <p>PCSO not present. PCSO newsletter has been received, TW will circulate and add to the website. Nothing pertaining to Acton Bridge.</p>	
25/109	<p>Ward Councillor Report/s: (unless an agenda item)</p> <p>Report received from GE:</p> <p>Playground – Successful meeting with CWAC and DC, awaiting the documents for review, to take this forward as a village initiative.</p> <p>Flood Meeting- held last week, good turnout, Environmental Agency are happy with progress.</p> <p>Acton Lane - siding out works has been carried out.</p> <p>Highways Initiative not progressing as planned.</p> <p>A49 speed reduction will be completed on 12.01.26 which will involve a road closure</p> <p>Sandbags – delivery imminent.</p> <p>Warm Hub – coming early next year to Acton Bridge, to also include Crowton residents, run through OPAL (Older Persons Active Living). Will involve meeting up for activities/conversation and a meal provided (cost involved). More information to follow.</p>	
25/110	<p>Matters Arising: (from previous minutes if not an agenda item)</p> <p>Playground Swing Seats: Contact at CWAC was under the impression these had been replaced. He will follow it up.</p> <p>SID's Not working last month but are now working. Felt it was possibly due to the weather and solar not getting enough light. Monitor.</p>	
25/111	<p>Accounts/Financial:</p> <p>1. Ratify/Approve Receipts & Payments:</p> <p>R&P list presented and approved. Appendix 1. Clerks October overtime of 7.5 hours approved.</p> <p>2. Bank Reconciliation:</p>	

	<p>Bank reconciliation 31.10.25 Received & approved. Appendix 2</p> <p>3. CIL receipt: The PC are to receive a Community Infrastructure Levy payment of £2102.99. To go to EMR, only able to spend on infrastructure.</p>	
25/112	<p>Clerks Report:</p> <p>Bank payments: 2 payments set up on online banking have not gone through the account. Quirk with Co-op Bank for dual authorisation, transactions not authorised in a time frame disappear. TW to reset payments to ABCA and JCC. Also see</p> <p>CIL receipt: The PC are to receive a Community Infrastructure Levy payment of £2102.99</p>	
25/113	<p>Planning:</p> <p>New applications received/comments ratified on applications received since the last meeting:</p> <p>25/02965/FUL Car Park Adjacent 19 Warrington Road Acton Bridge Northwich CW8 3QB Proposal: Replacement boundary treatment consisting of dwarf wall, rail fencing and replacement gates. Reviewed. Resolved to comment that the PC welcome the change of boundary wall, but are surprised there is no mention of the concrete bases in the planning application and would like to see this reviewed.</p> <p>25/03257//FUL Hillcliffe House Cliff Road Acton Bridge Northwich CW8 3QP Proposal: Proposed single storey rear extension with first floor balcony. Cllrs have not had adequate time to review this application. To review via email and send any comments to TW for submission.</p> <p>Other Notifications Received: None</p>	
25/114	<p>Other Meeting Reports:</p> <p>Joint Cemetery Committee (JCC) meeting has been attended by CF</p>	
25/115	<p>Highways & Speeding:</p> <p>1. Highways Issues: TW has followed up the white line boxed area at the Hazel Pear junction again.</p> <p>2. A49 speed reduction. See 25/109</p>	
25/116	<p>Domain name:</p> <p>All barring one councillor are now using the new parish council email accounts. TW to assist remaining councillor to gain access.</p>	TW
25/117	<p>Bank Accounts:</p> <p>Barclays have informed TW there is a monthly charge of £8.50 for new community accounts. Discussed. Resolved to continue with the new bank account, considering issues 25/112, and opening a reserve account will offset the bank charges. TW to send links to the bank signatories for completion.</p>	TW
25/118	<p>Co-option:</p> <p>No applications received to date.</p> <p>TW to advertise via Facebook noticeboard and website, with a closing date of 31.12.25</p> <p>To add to ABCA news</p> <p>Cllrs to advise MOP's when opportunities arise.</p>	TW
25/119	<p>Internal Auditor:</p> <p>Following issues with the IA audit last year, whereby the audit report referenced a different PC and their issues, not ABPC, TW has used the Internal Audit Forum to source another IA.</p>	

	Resolved for TW to engage the services of Sue Lilly, Internal Auditor at a cost of £50 for 2025-26 Audit.	TW
25/120	Budget 2026-2027: Reviewed, amendments made. Part B will impact the budget, as will the CIL receipt. TW to recirculate for inclusion next month.	TW
25/121	New Policies: IT policy reviewed. One minor amendment. Resolved to adopt. TW to update the website	TW
25/122	Stile On FP19 1. Resolved to request CWAC to replace the stile with a gate. 2. Resolved to contribute £200 towards replacement gate. TW to contact CWAC.	TW
25/123	Village Clean Up: 1. DC reported that the recent village clean up had been successful. Thanks to all villagers that attended and to ABCA for the refreshments, and particular thanks to Cllr Gillian Edwards and CWAC Street Scene who provided the equipment at the last minute, following miscommunication. 2. Resolved to purchase litter picking equipment and hi-vis vests for future use, up to £200. TW to investigate costing.	TW
25/124	Items for Next Meeting: Budget, litter picking equipment,	
25/125	Resolved to take parish rooms roof and staffing to Part B (confidential) Part B confidential: 1. Part B minutes 06.10.25 approved and signed. 2. Resolved to suspend Financial Regulations, as only one quote meets structural engineers report. Quote from LPB Building of £6312.68 +VAT accepted. (Appendix 3 Confidential notes.) 3. Resolved to increase clerks hours from 01.01.25 to 5.5 hrs per week.	
25/126	Date of Next Meeting: The next ABPC meeting is planned for Monday 1st December 2025 at 19:00 at the Parish Rooms.	

The meeting closed at 20.40

Signed:

Dated:

Appendix 1.

Appendix 2.

<u>BANK RECONCILIATION</u>	<u>20.10.25</u>
Co-operative Bank	£19,512.96
Total	<u>£19,512.96</u>
<u>CASH BOOK RECONCILIATION</u>	
B/F Co-op Bank	£13,268.87
Total B/F 01.04.25	<u>£13,268.87</u>
Receipts to date	£10,887.68
Expenditure to date	£5,047.02
Balance	<u>£19,109.53</u>
Plus uncleared items	£403.43
Balance 31.10.25	<u>£19,512.96</u>

Acton Bridge Parish Council		
Receipts & Payment Schedule		03/11/2025
<u>Income Received since last meeting:</u>		
	None	£0.00
		<u>£0.00</u>
<u>Payments ratified/for approval</u>		
R	Mid cheshire Rail Users	£25.00
R	JCC Precept	£128.43
A	Clerks expenses Sept-Oct	£19.62
		<u>£25.00</u>