



**AUDLEM**  
PARISH COUNCIL

## **AUDLEM PARISH COUNCIL**

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### **MINUTES OF MEETING OF AUDLEM PARISH COUNCIL (APC)**

**held Monday 12<sup>th</sup> April 2021 at 7.00pm virtual on-line meeting**

**PRESENT** - Cllrs C Gresty (Chair), R Warburton, P Salt, A Bicknell, M Duys, J Sansom, and J McGregor

**In attendance:** Interim Parish Clerk – Paul Barton. CEC Cllr Bailey and Owen Hembry as the new Clerk in waiting

#### **Public speaking open forum and Public participation**

There was one Member of the Public present.

#### **1/21 Apologies:**

Cllr J Bower sent his apologies

#### **2/21 Request for dispensation**

There were no requests for dispensation.

#### **3/21 Declarations of Interest**

Cllr Bailey declared an interest in item 17/21.

#### **4/21 Councillor vacancies and Co-option**

There were two casual applications to join the Council carried forward from the March meeting. It was **resolved** unanimously that Mr Derek Winskill be invited to join Audlem Parish Council as a co-opted Member. For personal reasons the second applicant was unable to attend the meeting and as a result the application could not be considered. The Interim Clerk will continue to monitor any further applications received and maintain an advertisement. Clerk and Chair to arrange an update for the AOL website.

#### **5/21 Minutes**

It was **resolved** to approve the minutes of the last meeting held 8 March 2021 which were notionally signed by the Chair as a true record.

#### **6/21 Matters arising**

There were no matters arising from the Minutes of the last meeting held 8 March 2021.

#### **7/21 Meetings procedures**

Members considered and **resolved** to approve an update to the Terms of Reference and Code of Practice protocols for the Turnpike Filed Working Group which would apply for all other meetings, sub committees and working groups in line with current recommended protocols for meetings.

**8/21 Areas of responsibility-formation and membership of sub groups**

Members considered updates and structure of any/all subgroups. The Chair agreed to circulate an Addendum in due course for Members consideration and to confirm their views for approval at the next PC meeting if possible.

**9/21 Clerk Appointment**

Cllr Salt provided an update on the appointment of the new Clerk and was pleased to report that Mr Owen Hembry had accepted the appointment with a starting date of 4 May following the May Bank Holiday with the Interim Clerk continuing to provide support. All Members confirmed their welcome to Owen.

**10/21 Financial Matters**

- Members to receive a report from Cllr P Salt of the Finance Sub Committee (FSC) meeting held 31 March 2021 which included the Bank reconciliation to 6 March 2021 (as considered and approved by the FSC) and the schedule of payments as prepared by the Clerk (see draft FSC Minutes document) and Interim year end figures to 31 March 2021 which the Clerk will be reporting in more detail to the FSC meeting on 28 April when it is hoped that the year end figures will be complete and available for the Internal Auditor as soon as possible after that. Cllr Salt drew attention to the exceptional costs of £3287.50.
- 4<sup>th</sup> quarter review postponed as the financial year end had not been reached at the time of the last meeting.
- CCCA application forms had now been received.
- Ongoing review of Churchfield
- Awaiting a report from TFWG
- Members resolved to pay the grant monies agreed last year to APH, with all invoices showing proof of works carried out at APH which enables the grant monies to be released in line with the terms of the grant application.
- Members considered the Interim Clerk's report on the current VAT regulations that apply to the claiming of VAT on purchases using funds that are being managed by the Parish Council but which emanate from donations, grants, or other sources than via the precept.

*Where funds are donated to a local authority (in this case Audlem Parish Council) for specified purposes (ie, to develop a Parish asset via a voluntary donation), it can claim refunds of VAT provided that it makes the purchase itself, places the order, receives the supply, receives a VAT invoice addressed to it, and makes the payment, retains ownership of the purchase and uses it, or makes it available, for its own non-business purposes and keeps sufficient records for the purchase, and the purpose for which it is made (Audlem Parish Council does all of the above).*

Table showing the bank reconciliation figures to 6 March 2021

<b>Petty Cash</b>	<b>£56.18</b>
<b>Deposit Account</b>	<b>£118,403.42</b>
<b>Current account</b>	<b>£31,072.08</b>
<b>Total</b>	<b>£149,531.68</b>

Table showing the (unaudited) bank reconciliation figures to 31 March 2021 showing the basis of the year end AGAR balances.

<b>Petty Cash</b>	<b>£56.18</b>
<b>Deposit Account</b>	<b>£118,403.42</b>
<b>Current account</b>	<b>£26,482.53</b>
<b>Total</b>	<b>£144,942.13</b>

With outstanding payments at the year end of £6087.87. The Clerk also presented several draft AGAR return figures which still had to be verified by the Interim Clerk prior to submission to the FSC next meeting and then to the Internal Auditor for audit. The work has been completed on the Buttermarket electrical renovation with invoices awaited.

Cllr Bailey raised the question of the 'Donations' and how they were ringfenced. Cllr Salt and the Interim Clerk explained that at present those funds remained in the Parish Council deposit account along with the CIL funds that the Council received. It was explained that the opening of the CCCA account was to reduce the risk of having funds not covered by the FCA £85,000 cap in a separate account. The FSC are still working towards this when funds will be appropriately allocated into what will then be two non Current accounts. Following some discussion the Chair asked for the Interim Clerk to interrogate the records to ascertain detailed expenditure on the Turnpike Field with an additional analysis of what the reserves are and how they are apportioned, and also how to effectively communicate this information to the community.

## **11/21 Planning Reports**

### **Planning Decisions:**

There were no new planning decisions.

### **Planning Withdrawals:**

There were no planning withdrawals

### **Planning Applications:**

**21/1188T** Oak (T1) reduce branches overhanging garden by 2-3 metres. 58 WINDMILL DRIVE, AUDLEM, CW3 0BE. No observation

**21/1791N** Ground & first floor extension. LOWER LIGHTWOOD GREEN FARM, WHITCHURCH ROAD, AUDLEM, CREWE, CHESHIRE, CW3 0EP

**21/1423T** Oak - Tree Fell. Oak Tree Barn, WOORE ROAD, AUDLEM, CW3 0BP

**21/1126N** Demolition of existing porch and replacement with a larger porch. 2 HEYWOODS RIDGE, AUDLEM, CW3 0EF. (Previously circulated with no observation)

**21/1337S** EIA Screening Opinion for Audlem and Buerton Wastewater Treatment Works upgrades. Audlem and Buerton Wastewater Treatment Works, AUDLEM. Members raised concerns whilst being please at the update of the facility that there were likely be potential additional traffic problems in the area whilst new pipework etc was being installed and requests that due consideration be given to managing any highways and public inconvenience with the environs of Audlem where roads are already under pressure at times.

**21/1341N** Erection of a single dwelling and detached garage plus associated works. Land adjacent Richmond House, MILL LANE, AUDLEM, CW3 0AY. (Previously circulated) No objection

**21/0802N** PROPOSED FRONT PORCH, REAR EXTENSION, GARAGE EXTENSION & FENESTATION ALTERATIONS. 8 MOORSFIELD AVENUE, AUDLEM, CREWE, CW3 0LA. No observation.

**21/0926T** Tree work to beech tree. Beech Tree House, Woore Road, Audlem, Crewe, CW3 0BP.

**21/1851N** SINGLE STOREY REAR EXTENSION. Beech Tree House, Brock Cottage, LONGHILL LANE, HANKELOW, CW3 0JQ. Out of Parish. No observations.

### **12/21 Group reports**

Cllr McGregor confirmed that following the last meeting of the TFWG it had been agreed that the Working Group convene a subgroup of 4 people to devise a design plan for the car park to be submitted to APC as soon as available. Principal that it must be financially viable. Agreed to receive the report and then consider future action. Cllr Bailey reaffirmed the CEC comments on materials, access and splay that will need to be considered by CEC when a formal application is submitted. That CEC confirmed that the pre planning application of 2018 was deemed out of date and would be subject to changes implemented since then with a comment 'there was now a greater focus on the retention of grass, but that they were unable to provide advice on what materials would be acceptable at this stage'.

### **13/21 Clerks Report**

The Clerk had no matters to report.

### **14/21 Schedule of outstanding/ongoing activities**

Members considered a proposal from the Chair to create a register of ongoing items all of which will be assigned to a relevant sub group. This discussed in detail in addition to the sub groups which was also included and agreed.

### **15/21 Report from Ward Councillor**

Cllr Bailey provided updates on the following.

- Community Governance review was circulated with little affecting Audlem
- Road crossing on Cheshire Street
- Loss of £70,000 from the local AHG budget with the Ward Councillor receiving just £4,000
- CEC change of Governance procedures at meetings & Local Plan Part 2
- Road diversions all centred on Audlem resulting in Cllr Bailey requested Highways to provide better notification of planned works with Highways asking if Audlem might consider cessation of on street parking on Cheshire Street or Shropshire Street. Consideration may need to be given by new sub committee whilst also obtaining local traders views and then potential feedback to Highways.

### **16/21 Parish Council Matters & Policies**

Cllr Salt confirmed that she had completed the Year end accounts and audit training. Cllr Duys is attending the Neighbourhood Planning session with Cllr Sansom to attend the Roles and responsibilities course. Interim Clerk to advise Members periodically as and when courses become available. Cllr Sansom asked about the availability and the cost of training and available budget with the Interim Clerk confirming that there was a training budget which was planned to cover all potential training costs in the current fiscal year. The plan for the AGM was discussed with the APH having confirmed that the next meeting can be held in the Public Hall, whilst the Methodist Church were looking forward to welcoming the Council back but could not accommodate the Council meetings for the next two months as they couldn't comply with the Social distancing requirements for April and had building works likely to disrupt proceedings in May. Interim Clerk to arrange. No decision could be made concerning the Annual Public meeting which ideally should be in September.

### **17/21 Correspondence**

ADCA information to be circulated.

The Interim Clerk advised the meeting that he had received a Freedom of Information request which he would respond to on behalf of the Council whilst advising Councillors of the response.

Jennifer Cope had contacted the Council to consider the prospect of producing another edition of the Around Audlem Newsletter. This was discussed and agreed that the time was now right to reinstate this with the Chair asking for information to enable her to produce some material for submission. Interim Clerk reported that he had received further information about the tree which fell in January which is still subject to providing a detailed claim to the insurers.

#### **18/21 Grant applications**

- Members considered a grant application from ADAS towards the costs of Spring Planting (circulated) and agreed to support with a grant of £500 but may allow ADAS to submit a further claim later in the year.
- To respond to an enquiry on behalf of Audlem and District Community Action (ADCA) to ask when details of the Council's 2021 Grant Scheme will be made available.
- Cllr Warburton again asked about the grant for the bell appeal. This remains problematic as it falls outside the criteria for grants. It was agreed that the Council could not consider a revised application which breaches the grant criteria. The Buttermarket can be used for fundraising activities.

#### **19/20 Items for future agendas**

Cllr Duys asked for a programme of Risk Assessment for field bookings to be considered.

**20/21** If necessary to resolve to exclude the public from Part 2 of the meeting on the grounds of confidentiality. There were no confidential matters.

#### **21/21 PART 2 – CONFIDENTIAL**

This item may be taken immediately as deemed necessary by the Chair.

Members to consider any Councillor applications and if approved, to resolve, to co-opt new Members.

**Please note that this part of the meeting is NOT open to the public who will be asked to leave the meeting. (virtual or live)**

#### **22/21 DATE OF NEXT MEETING**

Until further notice the Parish Council monthly meetings will be held on the second Monday of each month. Members to consider the date of the next meeting of the Parish Council currently set as being held at **7.00pm on MONDAY 10th May 2021** which is scheduled to be the AGM and would normally be held at Audlem Public Hall or via an online meeting facility (subject to prevailing Covid distancing rules and may need to be decided nearer the time).

Future planned dates, 14 June 2021, 12 July 2021. NO meeting in August 2021, 13 September 2021, 11 October 2021, 8 November 2021, 13 December 2021.

It should be noted that meeting dates are subject to change and in view of the ongoing Covid situation may either be live and or a combination of live and 'virtual' meetings until guidelines permit otherwise.

#### **Important Meeting Notes:-**

N.B. Audlem Parish Council remains quorate providing at least one third of all Members are present with not less than 3 Members present. (See STO item 3:u)

Please note that as per the Standing Orders policy contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

It was **resolved** to approve the minutes of the last meeting held 12 April 2021 which were signed by the Chair as a true record.

Cllr C Gresty(Chair)

Owen Hembry  
Clerk  
Dated 10 May 2021