



## AUDLEM PARISH COUNCIL

**Clerk: Belen Lopez Bloor**

1 St Chads Way, Norton in Hales  
Market Drayton, Shropshire TF9 4AW  
Telephone: 07432 332857  
e-mail: audlemcpc@gmail.com

### To Members of the Council

You are hereby summoned to attend the online meeting of Audlem Parish Council to be held on **Monday 15<sup>th</sup> June 2020 at 7.30pm**. The agenda is shown below.

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.

### To members of the public

Please note that as per the Standing Orders policy the period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting. Subject to this a member of the public shall not speak for more than 3 minutes.

Yours sincerely

**Belen (Bee) Lopez Bloor**

Clerk to the Parish Council

---

### AGENDA

#### PUBLIC FORUM

Members of the public will be invited to comment on any of the items on the agenda or draw attention to matters of concern before ordinary business commences.

#### **20.18 ELECTION OF CHAIRMAN**

Signature of acceptance of office by the newly elected chairman.

#### **20.19 ELECTION OF VICE-CHAIRMAN**

Signature of acceptance of office by the newly elected vice-chairman.

#### **20.20 TO ACCEPT APOLOGIES & REASONS FOR ABSENCE**

#### **20.21 DECLARATION OF INTERESTS**

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

#### **20.22 CONFIRMATION OF MINUTES**

To confirm the Minutes of the meeting held 5<sup>th</sup> May 2020.

#### **20.23 ANNUAL BUSINESS**

20.23.1 To review the Council's current policies.

20.23.1.a Standing Orders.

20.23.1.b Financial Regulations.

20.23.1.c Finance Sub Committee Terms of Reference.

20.23.1.d Complaints Policy.

20.23.1.e CCTV Policy.

20.23.1.f Freedom of Information Policy.

20.23.1.g General Privacy Notice.

20.23.1.h Data Audit Questionnaire.

20.23.1.i Document Retention & Management Policy.

20.23.1.j Privacy Policy.

20.23.1.k Internal Privacy Notice.

20.23.1.l Model Publication Scheme.

- 20.23.1.m Subject Access Request Policy.
- 20.23.1.n Equal Opportunities Policy.
- 20.23.1.o Grant Application Policy & Application Form.
- 20.23.1.p Communications Policy.
- 20.23.1.q Subscriptions.
- 20.23.1.r Buttermarket Booking Policy.
- 20.23.1.s Turnpike Field Terms of Reference.
- 20.23.1.t Turnpike Field Booking Policy.
- 20.23.1.u Learning & Development Policy.
- 20.23.1.v Health & Safety Statement.
- 20.23.1.w Internal Working Group Terms of Reference.

- 20.23.2 To adopt new policies.
  - 20.23.2.a Disciplinary & Grievance Policy.
  - 20.23.2.b Staff appraisal system.
  - 20.23.2.c Staff sickness Policy.
  - 20.23.2.d Community Engagement Policy.

- 20.23.3 Risk Assessment.
  - 20.23.3.a Finance Risk Assessment.
  - 20.23.3.b Asset Register.
  - 20.23.3.c Insurance policy.

20.23.4 Asset inspections.

**20.24 GROUP REPORTS**

- 20.24.1 Update from the HPE working group.
  - 20.24.1.i To resolve to progress recommendations for Longhill Moss.
- 20.24.2 Update from the Internal working group.

**20.25 REPORT FROM WARD COUNCILLOR RACHEL BAILEY**

**20.26 HOUSING (Planning/Heritage & Conservation)**

20.26.1 Planning Applications

Planning reference	Main location	Development description	Action	Decision by APC	Decision by CEC
20/2140N	15-17, STAFFORD STREET, AUDLEM, CW3 0AW	Conversion of existing building in Churchfields into a single residence	Registered		Registered 27/05/2020 Comments by 01/07/2020 Decision Date 22/07/2020

20.26.2 Other Planning Matters

- Cheshire East Council Covid-19 options for social distancing on roads and public spaces.
- 20 is plenty campaign.
- Planning Application 13/2224N Anwyl Homes Heathfields site – play area.

**20.27 FINANCIAL MATTERS**

- 20.27.1 To receive the monthly financial information and FSC meeting minutes.
- 20.27.2 To resolve to amend the current bank signatories & add the RFO as a cheque signatory.
- 20.27.3 To resolve to reduce contingency budget from £24,000 to £20,000 to cover unforeseen spend under COVID emergency measures.
- 20.27.4 Bank account FSA protection limit of £85,000.
- 20.27.5 To resolve to purchase new financial software package.
- 20.27.6 To resolve and approve grant requests.
  - 20.27.6.i Audlem Indoor Bowling Group Grant Application for £1,500.
  - 20.27.6.ii Wheelyboat Grant Application for £1,500

20.27.6.iii ADAS grant application for £500.

20.27.7 Authorisation of cheques – to agree the accounts for payment.

2203	Gavin Davies	Salaries - Street Cleaning		442.56
2204	Belen Lopez Bloor	Salaries		631.20
2205	Audlem Electrical Services	Repairs & Renewals	Installation to time delay push button on toilet water heater	116.75
2206	Robert Collins	Approved Projects	New noticeboard	528.91
2207	Audlem Methodist Church	Room Hire		50.00
2208	Prism Parfums Limited	Community Expenditure	Hand sanitiser for ADCA, lengthsman and Councillors during COVID-19	270.00
2209	WPS Hallam	Insurance	Annual insurance premium	1089.60
2210	Mr S M Potter	Repairs & Renewals	Fixing lighting in public conveniences	26.05
2211	CHALC	Subscriptions	Annual membership fee	576.36
2212	Belen Lopez Bloor	Salaries		631.20
2213	Gavin Davies	Salaries - Street Cleaning		442.56
2214	Belen Lopez Bloor	Office expenses		66.74
2215	East Midlands Solutions	Turnpike Field Running Costs	Turnpike Field temporary fencing - reissued as cheque 2199 went missing	477.48

20.27.8 Scheduled payments – to approve the scheduled payments.

20/05/2020	DD	Water Plus	Water supply		£96.39
06/05/2020	DD	NEST	Pension Contributions	Belen Lopez Bloor	46.03
06/05/2020	DD	NEST	Pension Contributions	Gavin Davies	32.27
01/06/2020	DD	EDF Energy	Public Conveniences		60.00

20.27.9 Receipts – to minute the receipts.

31/05/2020	Santander	Bank Interest	£60.10
	Honesty Box	Toilet income	TBC

**20.28 TURNPIKE FIELD**

20.28.1 General update.

20.28.2 Update – maintenance programme tender.

20.28.3 Tree works invoice.

**20.29 PARISH COUNCIL MATTERS**

20.29.1 To resolve to discuss the current situation regarding the public conveniences.

20.29.2 To resolve to conduct a full CCTV review.

20.29.3 To resolve a new location for Royal Mail post box.

20.29.4 To resolve to increase Assistant Clerk's contracted hours to 20 per month.

20.29.5 To discuss the position of Assistant Parish Clerk.

20.29.6 To accept Councillor resignations and resolve to advertise Councillor vacancies.

20.29.7 To resolve to amend the terms of reference for the internal group so it also acts as the staffing and disciplinary group.

20.29.8 To resolve to add Councillor emails on AOL's APC contact page & correspondence protocol.

20.29.9 To resolve to discuss the timing & content of monthly meetings.

**20.30 CORRESPONDENCE**

20.30.1 Cheshire East Council Consultation - Vulnerable and Older Persons' Housing Strategy.

**20.31 AREAS OF RESPONSIBILITY**

To resolve the membership of Councillors to all committees, working groups and representatives to outside bodies.

**20.32 ITEMS FOR FUTURE AGENDA**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate nor decision making.

**20.33 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at **7.30pm** on **MONDAY 13<sup>th</sup> JULY 2020** via an online meeting facility.

**20.34** To resolve to exclude the public from Part 2 of the meeting on the grounds of confidentiality.