



AUDLEM PARISH COUNCIL

Interim Clerk: **Paul A I Barton**

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To Members of the Council

You are hereby summoned to attend the meeting of Audlem Parish Council to be held on **Monday 8th March 2021 at 7.00pm. Because of the current Government restrictions this will be a 'virtual' meeting. (see details below noting that Members of the Public may not be able to be present for items held in confidence)**

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.

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.

AGENDA

Public speaking open forum and Public participation

The Parish Council will consider any requests from members of the public to address the meeting. However any requests to discuss items of business on the agenda and/or relevant Parish matters will be at the Chair's discretion whether these requests will be granted, and if invited to speak, individual members of the public will be allowed to speak for up to a maximum of three minutes. NB: no decision can be made on these matters but they may be placed on a future agenda of the Council.

Appointment of Chair

Cllr Boyes gave his notice at the end of the last PC meeting held on 8 February. There not currently being a Vice Chair, Members to elect a Chair for this meeting and possibly the April meeting after which a new Chair and Vice Chair to be elected (or re elected) at the AGM meeting in May

183/20 Apologies:

To receive apologies for absence

184/20 Request for dispensation

To receive requests for dispensations to speak and/or vote on any matter where a Member has a disclosable pecuniary interest .

185/20 Declarations of Interest

To receive declarations by elected and co-opted members of interests in respect of items on this agenda. Members are reminded that, in accordance with the revised Code of Conduct, they are required to declare any disclosable pecuniary interests or other registerable interests which have not already been declared in the Council's Register of Interests. (It is a criminal offence not to declare a disclosable pecuniary interest either in the Register or at the meeting.) Members may, however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared in the Register, as well as any other registerable or other interests. If a Member requires advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote, he/she is advised to contact the clerk at least 24 hours in advance of the meeting.

186/20 Councillor vacancies and Co-option of new Members

There are currently 5 vacancies on the Parish Council which have, or are currently being advertised as Casual vacancies in accordance with current governance guidelines. If MORE than five people apply for the Casual vacancies then a local election will need to be held which cannot be before May 2021 under the current Covid conditions. There are three new applications for consideration with other enquiries having been received. (see item 203/20)

187/20 Minutes

To authorise the chairman to sign the minutes of the last meeting held 8 February 2021 as a true record.

188/20 Matters arising

To consider any matters arising from the Minutes of the last meeting held 8 February 2021

189/20 Planning Reports

Planning Decisions:

There are no planning decisions reported

Planning Withdrawals:

There are no planning withdrawals reported

Planning Applications:

21/0744N Demolish conservatory & replace with single storey extension 4, CHURCHFIELDS, AUDLEM, CW3 0AN To be determined under delegated authority (Previously circulated)

21/0925D Discharge of conditions 3 and 4 on approved app 20/4123N- Variation of condition 1 on approved application 19/2029N - Proposed extensions and alterations. Sylhet Lodge, AUDLEM ROAD, HANKELOW, CW3 0JA (N.B. This is in an adjacent Parish)

190/20 Group reports

- TFWG report (see item 195/20)
- FSC meeting 24 February 2021 (see item 192/20 below)

191/20 Financial matters

- Members to receive a report from Cllr P Salt of the Finance subcommittee meeting held 24 February 2021 which included the Bank reconciliation to 6 February 2021 (as considered and approved by the FSC) and a schedule of payments to approve the schedule of payments as prepared by the Clerk (see draft Minutes document)
- Members to have the opportunity to raise any questions or queries on the Parish accounts which are now fully integrated using the Scribe software which produces audit trails, and enables the Parish Council to demonstrate how seriously the Parish Council takes the management of public funds. The structure of the Accounts is now based around Cost Centres & Cost Codes for more accurate budget reporting, and the tracking of Actuals vs. Budget + variances throughout the year and for forecasting the council's financial position at any given time. Managing Reserve funds efficiently is a key factor moving forward, whilst VAT returns can be completed more efficiently. March is a key month as the PC will be commencing its year end Audit (at the end of March) with information available to the Internal Auditor within a matter of weeks.

192/20 Clerk appointment

Members to consider the next stage of the process to appoint a new Clerk and to agree which Cllrs will form the new interview panel.

193/20 Clerks report

- Clerk to report on any matters not included elsewhere.
- Public conveniences update.

- Parish Insurance Brokers advise that they have reviewed their insurance underwriters and have selected The Military Mutual as the new scheme insurer. (There is an option to remain with RSA) This new facility will be in place and effective from the 1st March 2021 and they advise that they have addressed the key criteria of “best value”. Clerk to report on annual renewal premium in due course.

194/20 Turnpike field

To receive a brief report from the last TFWG meeting held on 10 February 2021 and discuss any issues arising. Storm damage costs suffered in January which has been notified to Parish Insurers but still awaiting any costs incurred.

The draft notes from that meeting (circulated)

195/20 Buttermarket

To receive an update on progress

196/20 Maintenance issues

- Longhill Moss: To receive any updates available and to appoint a Cllr to take over the role of monitoring the Longhill Moss.
- See item 199/20 below concerning Milestones, Monument & Buttermarket

197/20 Report from Ward Councillor

- To receive CEC updates from CEC Cllr Bailey

198/20 Parish Council Matters & Policies

To receive a report from any Cllrs who have undertaken any training modules noting that it will be necessary for the PC to maintain a register of training achieved if the PC is to pursue its Quality Council aspirations.

To reconsider the current Covid situation on meetings and gatherings and what action may be required for the Parish AGM (due May) and APM which could be considered for September if permitted.

Councillors may raise any other matters noting that no decisions can be taken without prior notice.

199/20 Correspondence

The Interim Clerk to report any new correspondence that has not been previously circulated to, or by Members.

Via the Minutes of their last meeting held 15 February, ADAS have asked the Parish Council for comments/updates on the following:-

- a) Painting of Milestone markers – ‘PC are arranging a risk assessment’
- b) Monument – lamp is leaning, needs painting and base needs cleaning. It was noted that PC had previously arranged for stone masons (Rodgers) to clean and repair both the Monument and the War Memorial.

Action - NG to write to PC (not yet received)

c) No reports received from Parish Council

d) Progress report to be asked for regarding Power in the Butter Market – email received from PC on 20 Jan, awaiting written confirmation from CE Conservation Officer to permit PC to go ahead with installation.

Action – IW - Update: go-ahead has been given with PC to pay for work

NALC have asked for PC's to circulate for consideration.

PC2-21 | MODEL DESIGN CODE The NALC Policy Committee on 6 October 2020 adopted a suite of planning positions including the following one directly relevant to this consultation: “NALC will support changes to the planning system which it perceives will strengthen the system and the voice of democracy and lead to better quality, appropriately sited developments. It will not support planning changes which it perceives will work in the opposite direction.” This will be available for all Members to consider.

200/20 Areas of responsibility

Ongoing consideration to be given to membership of all committees, working groups and representatives to outside bodies confirming where either delegated or allocated authority is given in accordance with Standing Orders, noting that previously there were the following committees and sub groups.

201/20 Grant application

To consider grant application from ADAS towards the costs of Spring Planting (circulated).

202/20 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.

202/20 If necessary to resolve to exclude the public from Part 2 of the meeting on the grounds of confidentiality.

PART 2 – CONFIDENTIAL

203/20 This item may be taken immediately after item 185/20 or 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 virtual meeting.

204/20 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 12th April 2021** at Audlem Public Hall or via an online meeting facility (to be decided nearer the time).

Future planned dates, 10 May 2021 noting that this is scheduled to be the AGM, 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 will continue to be 'virtual' meetings until guidelines permit otherwise.