



## AUDLEM PARISH COUNCIL

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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 13<sup>th</sup> Sept 2021** at **7.00pm**. The meeting will be at Youth Club Room of the Annexe at Audlem Public Hall.

## AGENDA

- 90/21 Apologies** (1 minute)  
To receive apologies for absences.
- 91/21 Councillor vacancies and co-option of new Members** (10 minutes)
- There are currently two vacancies on the Parish Council which have been or are currently being advertised as casual vacancies in accordance with current governance guidelines.
  - To consider a co-option application to become a Parish Councillor.
- 92/21 Public speaking open forum and public participation** (6 minutes)  
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.
- 93/21 Request for dispensation** (1 minute)  
To receive requests for dispensations to speak and/or vote on any matter where a Member has a disclosable pecuniary interest.
- 94/21 Declarations of Interest** (1 minute)  
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.
- 95/21 Minutes** (1 minute)  
To authorise the Chair to sign the minutes of the last meeting held 12 July 2021 as a true record.
- 96/21 Matters arising** (2 minutes)  
To consider any matters arising from the minutes of the last meeting held 12 July 2021.
- 97/21 Subcommittees** (25minutes)
- **Finance**
    1. To review bank reconciliation report to July 30.
    2. To review bank reconciliation report to August 31.

3. To approve the payment schedule.
  4. Update on Santander Bank signatories. Forms to add Clerk O Hembry, Cllr C Gresty and Cllr P Salt have been sent to the bank.
  5. Update on CCLA investment fund account. Forms to open the account need to be signed by the previously authorised signatories, Cllrs Gresty, Winskill, Salt and Duys.
  6. Update on AGAR year-end submission. External auditor requested numerical data to accompany the commentary on the submission regarding the variances to the previous year. The data was supplied to the auditor as requested by September 3. The auditor has replied that the explanations have answered the queries, noting that any matters raised by team members are subject to a review and sign off by an engagement lead.
  7. Banking security update.
- **Turnpike Field Working Group**
    1. Update on progress of investigating the building of a car park.
    2. To discuss the arrangements, conditions and charging for use by third parties.
    3. To discuss any plans for future use of the field.
    4. Update on any maintenance plans.
    5. Update on any bookings and administration.
    6. Next Turnpike Field Working Group meeting is on September 22.
  - **Asset Management**
    1. Update on the ongoing review of assets.
    2. Update on planned cleaning and maintenance of the monument/lamp in square.
    3. Update regarding plans for a new noticeboard.
    4. To discuss a new location for the Council's bins currently kept at the Fire Station.
    5. Update on any work in the Churchfields Conservation area.
    6. To discuss drawing up an annual plan for village maintenance.
    7. The Lengthsman has informed the Council that there is a broken picnic bench on Little Heath Green.
    8. Maintenance work undertaken on the toilet block by Steve Potter Property Maintenance. Invoiced cost of work is £328.30.
      - a. Three new light tubes.
      - b. Replaced 11 damaged roof tiles and broken guttering, and realign existing guttering.
      - c. Remove debris from gutters and rainwater pipe swan necks.
      - d. Cut out two rotten sections of timber door frame to disabled toilet and splice fix replacement sections, including making good the paintwork.
      - e. Refix the handles to three cubicle doors in the ladies toilet.
      - f. Ease and adjust the front entrance doors and ironmongery to ladies and gents toilets.
      - g. Attend to hand drier in disabled toilet and replace fuse.
      - h. Attend to adjust cisterniser valve to gents toilet.
      - i. Further work is advised to replace the front door locks to the ladies and gents toilets at a quoted cost of £200 (materials and labour). Mr Potter was unable to adjust the cisterniser to ensure water flushes into the gents urinal toilet. He says the valve appears to be faulty and will require replacement by a plumber.
  - **Tourism & Business**
    1. Update on the Village Meeting. The meeting is proposed to take place on October 16.
    2. Cllr Gresty will present the proposed plan seeking approval from the Council for the event to go ahead and arrangements to be made.
    3. Cllr Warburton has provisionally booked the public hall and annexe for a cost of £250, and provided a list of organisations and businesses to be invited.
    4. Discuss opportunity/timing to launch a village questionnaire and use of Around Audlem to help promote the event and questionnaire.
  - **Management & Communications**
    1. Update on staff contracts, appraisals, and roles.
    2. To discuss creating an introductory form that provides information on the Councillors, functions and responsibilities of the Council, who to contact regarding issues for which it is not

responsible, and a map of the Parish. Information could be used on the website, newsletter and in handouts at meetings.

3. To discuss the holding of a regular village surgery by the Clerk and a Councillor. To take place potentially once a month.
4. Guidelines for use of emails.

- **Safety**

1. Update on road safety scheme.

- **Planning**

## **98/21 Planning Reports**

**(5 minutes)**

### **Applications:**

21/4296N Conversion of 3 no self contained flats back into one residential dwelling 3, HEATHFIELD ROAD, AUDLEM, CW3 0AU. Deadline for comments: 23/9/21

21/4519N Conversion and extension of existing barn into one dwelling with associated access (renewal of P06/0186) The Dairy, BAGLEY LANE, AUDLEM. Deadline for comments: 29/9/21

21/4118T Tree works to crown reduce Birch tree by 25%, reduce height on Holly tree to approx. 20ft and remove Birch tree 44, STAFFORD STREET, AUDLEM, CW3 0AP. Deadline for comments: No date available

## **99/21 Longhill Moss**

**(10 minutes)**

To discuss any updates relating to Longhill Moss.

## **100/21 Highways**

**(10 minutes)**

To discuss any updates relating to the possible next steps the Parish Council might take in regards to Cheshire East Council's proposed Top Up Highways Maintenance pilot scheme. CEC Ward Cllr R Bailey is organising a meeting of Parish Councils to be held either virtually or in person on either Thursday September 23, or Monday September 27, with a start time of 7pm or 7.30pm.

## **101/21 Audlem Public Hall**

**(10 minutes)**

To discuss the strategy and management of Audlem Public Hall and the possible involvement of Audlem Parish Council.

## **102/21 Playing field**

**(5 minutes)**

To discuss the previous investigation by the Council regarding taking ownership of the playing field assets.

## **103/21 Audlem Carbon Emissions Reduction (ACER)**

**(5 minutes)**

Cllr Warburton this month attended a meeting of ACER at which questions directed at the Council included the rewilding of hedgerows and verges, installation of at least one electric charging point on the carpark, how to increase the recycling of plastics, how to increase use of bus services and ensuring all footpaths are well signed and kept clear.

## **104/21 Neighbourhood plan**

**(5 minutes)**

Cheshire East Council is contacting groups to see whether they intend to modify their neighbourhood plans.

## **105/21 Community Ownership Fund**

**(5 minutes)**

The UK Government has launched a £150 million fund to help support voluntary and community organisations to take ownership of assets that are at risk of being lost and run them as sustainable community businesses. To discuss whether the Council wishes to investigate this fund for any potential projects.

- I06/21 Buttermarket bookings (5 minutes)**
- Audlem Bell Restoration Appeal. Sept 11, 10am-noon. Plant sale.
  - Audlem Carbon Emissions Reduction Project. Sept 18, 9am-5pm. Event about climate change.
  - ADAS. Nov 26, 10am-9pm. The Big Switch On.
  - ADAS. Dec 22, 5pm-9pm. Carols in the Square.
- I07/21 Around Audlem Newsletter (5 minutes)**  
To discuss items for upcoming newsletter. The deadline for contributions for the next edition has passed, however, the publisher is awaiting content from the Council which could relate to the proposed village meeting.
- I08/21 Clerks report (3 minutes)**  
Clerk to report on any matters not included elsewhere.
- I09/21 Report from Ward Councillor (5 minutes)**  
To receive any updates from Cheshire East Council Cllr R Bailey.
- I10/21 Parish Council Matters & Policies (5 minutes)**
- To receive reports and comments from any Cllrs who have undertaken any training modules in the last month.
  - Councillors to report on any other matters not covered elsewhere on the agenda.
- I11/21 Correspondence (3 minutes)**  
To report on any other correspondence received by the Council
- I12/21 Grant applications (2 minutes)**
- Audlem and District Community Action is seeking £500 to support its Medical Transfer Service.
- I13/21 Items for future agenda (3 minutes)**  
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.
- I14/21 Date of next meeting (1 minute)**  
Until further notice the Parish Council monthly meetings will be held on the second Monday of each month, except for August during which there are no meetings. Members to consider the date of the next meeting of the Parish Council currently set as being held at **7.00pm on MONDAY 11 October**, which will be held at Audlem Public Hall (location to be confirmed nearer the time).
- Future planned dates: 8 November 2021, 13 December 2021, 10 January 2022, 14 February 2022, 14 March 2022,

**Meeting time: Please note that there was no meeting in August and that this is a large agenda which may run for longer than two hours.**

**Important Meeting Notes:** 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.