



AUDLEM
PARISH COUNCIL

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Clerk: Carol Bell

Foxes Field
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Aston
CW5 8DT

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To Members of Council: You are hereby summoned to attend the Annual Meeting of Audlem Parish Council to be held on **Monday 13th May at 7.00 pm** in the **Methodist Church, Shropshire St, Audlem, Crewe CW3 0AE.**

Carol Bell

Parish Clerk

(Agenda published 8th May 2024)

AGENDA

24/1 Election of Chair – including the signing of the Declaration of Acceptance of Office

24/2 Election of Vice-Chair – including the signing of Declaration of Acceptance of Office

24/3 Apologies for absence

24/4 Declarations of Interest

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

24/5 Requests for Dispensation

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

24/6 Co-option of Councillors

24/7 Public Participation

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

24/8 Confirmation of Minutes

24/8 (i) Councillors are requested to **RESOLVE** to approve the Minutes of the meeting held on the 8th April 2024

24/8 (ii) Councillors are requested to **RESOLVE** to approve the Minutes of the extraordinary meeting held on the 16th April 2024

24/9 To REVIEW and AGREE membership of Council committees and working groups

- 24/9 (i) Turnpike Field Working Group
- 24/9 (ii) Village Management Committee
- 24/9 (iii) Finance Committee
- 24/9 (iv) Staffing Committee
- 24/9 (v) Planning Group

24/9 (vi) Communications Group

24/10 To REVIEW representatives on external bodies and vacancies

Burial Board – Cllr Stephen Hopkins
Public Hall – Cllr Kate Down
ADAPT - Vacancy
ADAS – Vacancy
AWEG – Vacancy
ADCA – Cllr George McLaren-Brown
Audlem Traders – Vacancy

ChALC – Chair and Vice Chair
Canal and River Trust – Vacancy

24/11 To REVIEW and ADOPT the latest version of

Standing Orders
Financial Regulations

24/12 To REVIEW

Terms of reference Turnpike Field Working Group
Terms of reference Village Management Committee
Terms of reference Communications Group
Terms of reference Staffing Committee
Terms of reference Planning Group
Terms of reference Finance Committee

24/13 To REVIEW the following policies

Communications Policy (2020)
Buttermarket Usage Policy (2023)
Health & Safety Policy (2020)
Code of Conduct (2019)
Grant Application (2019)
Discipline & Grievance Policy (2019)
Staff Sickness Policy (2019)
CCTV Policy (2020)
Equal Opportunities Policy (2020)
Complaints Policy (2020)
Risk Assessment Policy (2019)

24/14 Planning Matters – Councillors to CONSIDER and RESOLVE the following applications

24/14 (i) **24/1255N** Parcel of agricultural land opposite Swanbach Grange, Green Lane, Audlem - Two agricultural buildings to store forage and machinery, along with an associated access track

24/14 (ii) **24/1239N** Pheasants Rise, Damson Lane, Cox Bank – proposed bungalow

24/14 (iii) **24/1293T** 38 Salford, Audlem – works to trees in conservation area

24/14 (iv) **24/1124N** 15 – 17, Stafford Street, Audlem – conversion of existing building into a granny annexe

Councillors to **NOTE** the following decision

24/14 (v) **24/0250T** Turnpike Field, Green Lane, Audlem – Works to trees T4, T5, T10 and T32 – consent given by CE with conditions

24/15 Financial Matters

- 24/15 (i) To **NOTE** the CIL report for April 2023 – March 2024
- 24/15 (ii) To **REVIEW** the Asset register for year ending 31st March 2024
- 24/15 (iii) To **NOTE** the internal audit for the year ending 31st March 2024 as carried out by Jo O'Donoghue FSLCC and determine actions
- 24/15 (iv) To **CONSIDER** and **APPROVE** the completion of the Annual Governance Statement (section 1) for the year ending March 31st 2024
- 24/15 (v) To **CONSIDER** and **APPROVE** the Accounting Statements (section 2) for the year ending 31st March 2024
- 24/15 (vi) To **APPROVE** the date for the advertising for the exercise of public rights
- 24/15 (vii) To **DETERMINE** the auditor for 2024/2025
- 24/15 (viii) Council to **NOTE** that in accordance with section 151 of the 1972 Act, the Parish Clerk is appointed as the Council's Responsible Financial Officer for the Council as part of her contract of employment.
- 24/15 (ix) Council to reconfirm, in accordance with financial regulations 6.9 and its acceptance of BACS for the settlement of its invoices/requests for payment, provided that such payments are authorised by two bank signatories, and the evidence of such authorisation is retained, and any payments reported to the Parish Council have been made.
- 24/15 (x) To **NOTE** the income and expenditure statement as of the 30th April 2024

24/15 (xi) To **APPROVE** the payment schedule below

Invoice Date	Supplier	Goods/Services	Amount (£)
16.04.2024	Audlem Methodist Church	Room hire for APC 16.04.24	25.00
18.04.2024	GiffGaff	Clerk's mobile phone	10.00
30.04.2024	Freeths Solicitors	Legal advice on contract for Turnpike Field	2,021.00 + VAT (404.80)
01.05.2024	Then Media	Website and e-mail supplier	39.00 + VAT (7.80)
13.05.2024	Audlem Methodist Church	Room hire for TFWG 29.04.24 Room hire for APC 13.05.24	25.00 40.00

24/15 (xii) To **APPROVE** retrospective payments below

Invoice Date	Supplier	Goods/Services	Amount (£)
03.04.2024	Scribe	Accounts package	66.00
15.04.2024	Lloyds Bank	Bank charges	7.00
19.04.2024	EDF Energy	Electricity to toilet block	124.89
19.04.2024	3 Counties Cleaning	Cleaning of toilet block	420.00
22.04.2024	WaterPlus	Water to toilet block	104.04
29.04.2024	The Planning Studio	Charges for retrospective planning application for TFWG	500.00
29.04.2024	Parish Clerk/RFO	Clerk duties (inc. 10.5 hrs O/T)	1287.31
29.04.2024	Lengthsman	Lengthsman duties	521.40
01.05.2024	Scribe	Accounts package	66.00

24/15 (xiii) To **NOTE** income received

Invoice Date	Supplier	Goods/Services	Amount
04.04.2024	Cheshire East	Precept	39,080.00
07.05.2024	Cheshire East	Community Infrastructure Levy	1674.74

24/16 Correspondence

24/16 (i) Acknowledgement received from DI Lees in response to complaint letter sent to the Chief Commissioner of Crime

24/17 Turnpike Field

- 24/17 (i) To receive an update from the TFWG meeting held on the 29th April 2024
- 24/17 (ii) To consider the creation of a sub-group to restart the car park project
- 24/17 (iii) To **APPROVE** the grass cutting schedule and contractor for the coming year
- 24/17 (iv) To review the Weed Spraying Risk Assessment Document and associated spraying record
- 24/17 (v) To discuss the spraying of the brambles in Turnpike Field

24/18 Village Management Committee

- 24/18 (i) To provide an update on the meeting with Richard Hibbert re the car park
- 24/18 (ii) To **AGREE** budget for Annual Village Meeting
- 24/18 (iii) Provision of more Cycle racks
- 24/18 (iv) To **NOTE** April Crime data for Audlem;

- 1/4. Domestic Incident.
- 2/4. Burglary/Criminal Damage: Vicarage Lane, BT Exchange, male identified arrest attempts in place.
- 2/4. Burglary: Vicarage Lane, Country Nursing home, arrest attempts for same male as above.
- 5/4. Fraud: Mckelvey way.
- 8/4. Violence: Corbrook Park.
- 10/4. Domestic Incident.
- 13/4. Suspicious Person: Shropshire Street.
- 15/4. Missing Person: Found safe and well.
- 14/4. Road Rage: A529.
- 15/4. RTC: Audlem Bowling Club, slight injury.
- 17/4. Sexual Offence: Related to Social media.
- 19/4. Violence: Audlem Wharf, 5 males fighting, officers attended males dispersed before arrival.
- 21/4. Highway Disruption: Whitchurch Road, barriers removed at road closure.
- 23/4. Fraud: Mill Lane
- 23/4. Harassment: Lightwood Green.

24/19 Report by Ward Councillor

24/20 Date of next meeting

The next meeting will be held on **Monday 3rd June** in the **Methodist Church, Shropshire Street, Audlem CW3 0AE**

Exclusion of Public

At this point the Council will ask that the press and public be excluded from the meeting during consideration of an item pursuant to Section 100 (A) 4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

PART B

- 24/21 To **DISCUSS** the latest legal advice received from Freeth's solicitors in relation to past activity on Turnpike Field and **AGREE** the next steps.