



## AUDLEM PARISH COUNCIL

Clerk: Belen Lopez Bloor

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### MEETING OF AUDLEM PARISH COUNCIL (APC)

#### MINUTES OF MEETING

Monday 13<sup>th</sup> July 2020 at 7.30pm.

Online Zoom meeting.

**PRESENT** - Cllr Steve Boyes (Chairman), Cllr Lynette Hopkins (Vice Chair), Cllr Pat Salt, Cllr Ralph Warburton, Cllr Suzie Warren, Cllr Nigel Mottershead, Cllr Paul Barrett and Cllr George McLaren-Brown.

**In attendance:** Ward Councillor Rachel Bailey and Clerk - Mrs Belen (Bee) Lopez Bloor.

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

That apologies received from Councillor Lorna Matthews be accepted.

#### **20.39 DECLARATION OF INTERESTS**

None declared.

#### **20.40 CONFIRMATION OF MINUTES**

Cllr Warburton proposed to confirm the minutes of the meeting held on 15<sup>th</sup> June 2020, Cllr Hopkins seconded. Councillors unanimously agreed.

**Resolved: that the minutes be confirmed as a true and correct record.**

#### **20.41 ANNUAL BUSINESS**

20.41.1 To resolve to adopt the Council's current policies which have been amended.

20.41.1.a Standing Orders. – Approved.

20.41.1.b Financial Regulations. – Approved subject to amending the last sentence of clause 12.2 to include professional services.

20.41.1.c Finance Sub Committee Terms of Reference. - Approved.

20.41.1.d Health & Safety Statement. - Approved.

20.41.1.e Complaints Policy. – Approved subject to changing “complaints procedure” to “policy”.

20.41.1.f Subscriptions. - Approved.

20.41.2 To adopt new policies.

20.41.2.a Disciplinary & Grievance Policy. - Approved.

20.41.2.b Staff appraisal system. – Approved subject to amending the numbering on the assessment standards & inserting SMART for the objectives section.

20.41.2.c Internal Working Group & Staffing Committee Terms of Reference. – Approved.

20.41.2.d Community Engagement Policy.

**Action/s: With the Community Working Group. Defer until September meeting.**

20.41.3 Risk Assessment.

20.41.3.a Finance Risk Assessment. - Approved.

20.41.3.b Asset Register. - Approved.

20.41.3.c Asset inspections. - Approved.

**Resolved: Cllr McLaren-Brown proposed to accept all the above policies, Cllr Warburton seconded.**

**Councillors unanimously agreed. All the above policies accepted.**

**Action/s: Clerk to finalise the policies and upload these to Audlem Online.**

#### **20.42 GROUP REPORTS**

20.42.1 Update from the HPE working group.

Circulated to all. Cllr Hopkins provided a synopsis.

**Action/s: Clerk to arrange the next meeting for Monday 27<sup>th</sup> July at 11am.**

20.42.2 Update from the Internal working group.

Circulated to all. Cllr Boyes proposed a motion of thanks to the employment solicitor.

20.42.3 Update from the Community working group.  
No update. The next meeting will be in August.

#### **20.43 REPORT FROM WARD COUNCILLOR RACHEL BAILEY**

Ward Cllr Bailey thanked APC for its feedback on the 20 is plenty campaign. There is no further update as there was no meeting in July. She stated the initiative will link into social distancing measures and safe access routes to school with pavement widening and further measures to encourage pedestrian and cycling routes. Funding will be available in September, however, she commented the changes are required now, particularly due to increased footfall as the school summer holidays commence.

Update on installing the new noticeboard – CEC’s planning officers have not been on site visits due to the Covid lockdown but have started these again. They will inspect the site next time they are in the area. Cllr Warburton commented he would be happy to store it temporarily.

**Action/s: Ward Cllr Bailey to provide the locum clerk an update next week. Clerk to inform the carpenter it can be moved.**

She also highlighted concerns regarding elderly residents travelling to Nantwich who may not be able to pay for parking on the phone app or use contactless cards. She commended the bus service provided by the Wheelyboat group.

#### **20.44 ANNUAL ACCOUNTS AND GOVERNANCE 2019/20**

20.44.1 To resolve to approve the AGAR accounting Statement & approve the 19/20 accounts.

These have been signed off by the internal auditor and Councillors were satisfied. Cllr Warburton proposed to approve both of these. Cllr Hopkins seconded. Councillors unanimously agreed.

**Resolved: AGAR accounting Statement & 19/20 accounts approved by the Parish Council.**

**Action/s: Clerk to send the documentation to the external auditor. Cllr Boyes to post the Notice of Public Rights to the village noticeboard & Clerk to post this on Audlem Online on 14<sup>th</sup> July to commence the inspection period from Wednesday 15 July 2020 - Tuesday 25<sup>th</sup> August 2020.**

20.44.2 To resolve to appoint the RFO.

Cllr Boyes proposed to continue to appoint the Clerk as RFO. Cllr Salt seconded. Councillors unanimously agreed. No further action necessary.

**Resolved: Approved. Clerk continues to be RFO.**

20.44.3 To resolve to appoint the internal auditor.

Cllr Mottershead proposed to continue to appoint the same internal auditor for 2020 – 2021. Cllr Barrett seconded. Councillors unanimously agreed. No further action necessary.

**Resolved: Approved. Internal auditor to remain the same.**

#### **20.45 FINANCIAL MATTERS**

20.45.1 To receive the monthly financial information and FSC meeting minutes.

Financial information noted. The Clerk highlighted revised budget expenditure is now £83,777 as £4,000 has been reallocated from APC’s contingency budget to the community expenditure budget. As agreed at June’s monthly meeting, this will cover unforeseen emergency costs due to the COVID virus. Actual expenditure to date is £10,582 so the budget has 86% remaining with £73,195 available. FSC meeting minutes on hold until approved at the next FSC meeting on 12<sup>th</sup> August.

20.45.2 To resolve to submit the VAT126 return.

The Clerk confirmed the amount due back is £841.03. Cllr Hopkins proposed to submit the return claim. Cllr Warburton seconded. Councillors unanimously agreed.

**Resolved: VAT126 return to be completed by the Clerk.**

20.45.3 To resolve to add a new bank signatory.

Cllr Boyes proposed to add Cllr McLaren-Brown as a bank signatory, Cllr Hopkins seconded. One abstention from Cllr McLaren-Brown, all else in favour.

**Resolved: Cllr McLaren-Brown to be added as a bank signatory.**

**Action/s: Clerk to send documentation in September once the July minutes have been formally agreed and signed off.**

20.45.4 Authorisation of cheques – to agree the accounts for payment (see separate document).

The Clerk highlighted further invoices received after issuing the agenda. £90 from Tony Seabridge for grounds maintenance of Cox Bank Well and Churchfield Conservation Area. £416.40 from Scribe for the new financial software package. £57.39 to Hankelow Parish Council’s for their share of CEC’s Community Clean Up Grant Fund.

Cllr Salt proposed to accept all the payments circulated with the agenda and the new ones above. Cllr Barrett seconded. Councillors unanimously agreed.

**Resolved: That the BACS payments/cheques be approved.**

20.45.5 Scheduled payments – to approve the scheduled payments (see separate document).

Cllr Warburton proposed to accept the scheduled payments circulated with the agenda, Cllr Hopkins seconded. Councillors unanimously agreed.

**Resolved: That the scheduled payments be approved.**

20.45.6 Receipts – to minute the receipts (see separate document).

Noted.

## **20.46 TURNPIKE FIELD**

20.46.1 General update.

Cllr Boyes provided a synopsis of the Turnpike Field Working Group meeting held on 7<sup>th</sup> July. Councillors discussed the fencing specification and quotes received and agreed the temporary fencing should be replaced with permanent fencing to ensure the safety of residents and children. Cllr Boyes proposed the Parish Council delegate this project to TFWG to make a final decision and circulate this to the full Council before instructing the contractor to undertake the project.

**Action/s: Clerk to circulate the TFWG meeting notes. TFWG to arrange an online meeting to finalise the fencing project. Cllr Hopkins to speak to another local fencing contractor. Cllr Mottershead to speak to a local resident about flailing the field. Clerk to send ex-Councillor an email regarding his request to rejoin the TFWG.**

20.46.2 Update – maintenance programme tender.

TFWG are conducting a site visit with a local contractor to discuss the tender.

20.46.3 Tree works invoice.

TFWG recommended paying both the contractor's invoices. Councillors unanimously agreed.

**Resolved: Cllr Mottershead proposed to proceed with the actions as stated above, Cllr Salt seconded. Councillors unanimously agreed.**

## **20.47 PARISH COUNCIL MATTERS**

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

Central Government is urging the public sector reopen toilet facilities. The Clerk prepared and circulated a risk assessment recommending only opening the disabled toilet to all residents and arranging cleaning twice a day in order to minimise Covid infection risk. Councillors discussed the risk assessment and resolved to open all toilets blocks and have them all cleaned twice a day. Handyman to install locks inside each door high enough for children not to use it. Aim to reopen them from 27<sup>th</sup> July. Cllr Hopkins proposed to proceed on this basis, Cllr Barrett seconded. Councillors unanimously agreed.

**Action/s: Clerk to brief the cleaner, locum clerk and Lengthsman. Also, to purchase outdoor hand sanitiser unit and the gel to fill it. Locum clerk to prepare an article for Audlem Online nearer the time.**

20.47.2 To resolve to grant the internal working group delegated authority to choose a candidate for the Assistant Clerk role and appoint them before 1st September.

Cllr Salt proposed to grant delegated authority, Cllr Mottershead seconded. Councillors unanimously agreed.

**Resolved: That the internal working group proceed with appointing an Assistant Clerk as above.**

**Action/s: The internal group will circulate information regarding the chosen candidate to full Council.**

20.47.3 To resolve the location for Royal Mail post box.

Royal Mail have confirmed they will not install the new post box outside Williams Newsagents as they deem it an unsuitable space. It will be installed outside the post office.

**Action/s: Clerk to reply to the Post Office to confirm Councillors raised no objections.**

20.47.4 To discuss & resolve locum clerk for holiday cover.

Cllr Boyes proposed to accept the services of the locum Clerk arranged through SLCC to cover for the Parish Clerk from 16<sup>th</sup> – 30<sup>th</sup> July. Cllr Warren seconded. Councillors unanimously agreed.

**Resolved: that the locum Clerk covers this holiday period.**

## **20.48** CORRESPONDENCE

20.48.1 Cheshire East Council - Covid mobile testing unit.

CEC need to be able to mobilise at speed (the following day) a mobile testing unit. The Parish Council responded to say Audlem village car park could be used in case of emergency. It could extend onto the playing field if the weather is dry enough.

Action/s:

20.48.2 SLCC Letter to Secretary of State Coronavirus: Financial Support for Local Councils.

This letter highlighted concerns that higher tier councils are unable to release funds to parish councils. Councillors noted the contents.

20.48.3 Audlem St James CE Primary School - Multi Academy Trust Consultation.

Governors are looking at converting to an Academy by joining a Multi Academy Trust and are currently consulting with the local community. Cllr Warburton proposed to respond pledging the Parish Council's support. Cllr Hopkins seconded. Councillors unanimously agreed.

**Action/s: Clerk to respond with a letter of support.**

20.48.4 New CEC Funding opportunity.

CEC launched the Covid-19 community response and recovery fund helping local people adapt to new ways of offering support to communities, both during and following the coronavirus pandemic, as well as maintain and continue to offer services as government restrictions are lifted.

**Action/s: Cllr Boyes to liaise with ADCA.**

20.48.5 Turnpike Field car park enquiry from member of public.

Clerk has responded to inform the resident it has not been possible to progress the project due to Covid. TFWG will be meeting on 16th September to discuss how to take the project forward.

Other correspondence received after the agenda was issued.

CEC's response re COVID recovery & social distancing on highways.

**Action/s: Clerk to circulate his response. HPEA group to discuss it at next meeting. Cllr Boyes to liaise with locum clerk to send a letter.**

CEC Payphone Consultation

Cllr Hopkins proposed adding a news item to AOL. Cllr Mottershead seconded. Councillors unanimously agreed.

**Action/s: Cllr Boyes to liaise with Clerk.**

Numerous emails received from residents regarding road safety and speeding concerns. These were circulated to full Council.

**Action/s: HPEA working group to discuss these at their next meeting and the locum Clerk to respond to residents/take action as appropriate.**

## **20.49** AREAS OF RESPONSIBILITY

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

Cllr McLaren-Brown to join the internal working group.

Cllr Warren to join TFWG.

HPEA & Community working groups – defer adding Councillors until new ones join later in the year.

Councillor representatives to outside bodies – Cllr Boyes to join ADCA. Cllr Warren to join Audlem Burial Board. Cllr Barrett to join the Tourism and Traders Group. Cllr Mottershead to join Canal & Rivers Trust. Cllr Warburton to join ADAPT.

Cllr Boyes proposed to proceed as above, Cllr Mottershead seconded. Councillors unanimously agreed.

**Resolved: To appoint the Councillors as above.**

20.49.2 To appoint a website subgroup to review the website in line with NALC's new website accessibility guidance.

Councillors Warren, Barrett, Salt & Mottershead to form this group.

20.49.3 To resolve to appoint a subgroup of four Councillors to conduct a review of internal working practices.

**Action/s: Internal group to hold one meeting to discuss streamlining internal practices.**

20.49.4 To resolve to appoint a subgroup to progress the CCTV project.

**Action/s: Community working group to progress the project.**

## **20.50** ITEMS FOR FUTURE AGENDA

Cllr McLaren Brown requested Longhill Moss tenancy agreement & track use are added.

**20.51 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at **7pm** on **MONDAY 7<sup>th</sup> SEPTEMBER 2020** at the Methodist Church or via an online meeting facility (to be decided nearer the time).

**Action/s: Clerk to change the time on the diary invites as meetings will now be 7pm instead of 7.30pm.**

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

Cllr Boyes proposed to exclude the public from Part 2 of the meeting on the grounds of confidentiality. Cllr Warren seconded. Councillors unanimously agreed.

**Resolved: That the public be excluded from Part 2 of the meeting. Public excluded at 9.20pm.**

DRAFT MINUTES