

## AUDLEM PARISH COUNCIL

Interim Clerk: **Paul A I Barton**  
9 Stock Lane  
Shavington, Cheshire CW2 5ED  
Telephone: 07977059087  
e-mail: audlempc@gmail.com

### MEETING OF AUDLEM PARISH COUNCIL (APC)

#### MINUTES OF MEETING

Monday 7<sup>th</sup> September 2020 at 7.00pm at Audlem Public Hall

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

**In attendance: Interim Parish Clerk – Mr Paul Barton. Minutes – Mrs Clare Withington (Locum)**

**There was one member of public present for part of the meeting.**

#### **Public speaking open forum and Public participation**

No members of public were present for this item.

#### **20.55 Apologies:**

To receive apologies for absence- Ward Cllr Rachel Bailey.

#### **20.56 Request for dispensation**

None.

#### **20.57 Declarations of Interest**

Cllr Ralph Warburton declared a non-pecuniary interest in item 20.66.3 Audlem Public Hall grant request.

#### **20.58 Councillor vacancies and Co-option of new Members**

The Chair reported that following the resignation of Cllr Lorna Matthews, Cllr Suzie Warren and Cllr Paul Barrett there were no 6 vacancies on the Council. One vacancy (unfilled seat) will be co-opted in Part 2. Two vacancies following expiry of the bi-election notice will now be advertised for co-option applications to be submitted. The three recent resignations now need to be advertised for bi-election request before moving to inviting co-options (pending the outcome of the bi-election request period). **RESOLVED** – Interim Clerk to arrange. Chair to arrange an update for the AOL.

#### **20.59 Minutes**

To authorise the chairman to sign the minutes of the last meeting held 13 July 2020 as a true record – The minutes were proposed by Cllr Ralph Warburton and seconded by Cllr Lynette Hopkins **RESOLVED** that they be signed as a true and accurate record by the Chair at the meeting.

#### **20.60 Matters arising**

To consider any matters arising from the Minutes of the last meeting held 13 July 2020 –

20.44.1 - The AGAR public inspection period had now expired and there were no requests for inspection.

20.45.2 - **RESOLVED** that the VAT reclaim for the last period is to be made by the Interim Clerk, if it has not already been claimed.

20.47.1 -The toilets had been reopened with Covid-19 measures and feedback had been positive. Cllr Ralph Warburton will be emptying the honesty box and had the spare set of keys from Lorna Matthews. It was noted that a local retail outlet was encouraging their customers to use the toilets, instead of the ones on their premises – although no action was to be taken.

20.47.2 It was noted that following the second round of interviews there was no appointment made for the Assistant Clerk position.

20.47.3 To Royal Mail post box was to be located outside the post office.

20.48.1 Cheshire East Council - Covid mobile testing unit has been suggested for the Audlem Village car park.

20.48.3 Audlem St James CE Primary School - Multi Academy Trust Consultation- **RESOLVED** Interim Clerk to check this letter has been sent and if not to send.

20.48.4 New CEC Funding opportunity – A meeting held over Zoom was held with the Chair, ADAS and Cllr Rachel Bailey. Support had been given from other Parish Councils and they are continuing to work in other areas of the village. Another meeting will be held in November along with the Chairs of the other Parish Councils.

CEC Payphone Consultation – There were no responses to the payphone consultation.

20.49 Areas of Responsibility – It was agreed to revisit this once the new Parish Councillors were on board.

20.49.4 To resolve to appoint a subgroup to progress the CCTV project – To revisit this once the new Parish Councilors were on board.

20.50 Longhill Moss tenancy agreement & track use - **RESOLVED** the new lease will be circulated to all for approval at the October Parish Council meeting. Once approved the notice to quit will need to be served before January 2021. Cllr McLaren Brown noted that the size of land was incorrect and should be 4.2 acres not 6.05 acres, this needs to be confirmed. It was also noted that there is a tree in Longhill Moss that is not in the Parish Council's ownership being on the highway's verge. The Clerk had written to Cheshire East Council to inform them. **RESOLVED** Cllr George McLaren Brown to pursue this with Cheshire East Council.

## **20.61 Planning Reports**

### **Planning Decisions:**

20/3077N VILLAGE VIEW CLOSE, AUDLEM Non Material Amendment to application17/1643N  
- Application for approval of reserved matters on approval 14/3976N Approved 20/08/20

**RESOLVED** that the meeting be suspended to allow the member of public the opportunity to raise their concerns regarding this planning application. The concerns related to the completion of the outstanding traffic management works. The other matter related to the magnolia trees on Hilary Drive, which were noted as being planted by Cllr Ralph Warburton. The meeting was continued after the member of public had spoken.

**RESOLVED** that it be noted that with regards to 20/3077N the plans have now been approved by Highways officers following some delay with building regulations and the work can be completed along with the progression of the Section 268 application for the land to be adopted.

### Planning Withdrawals:

There are no planning withdrawals

### Planning Applications:

**20/3032N** 18, STAFFORD STREET, AUDLEM, CW3 0AP Non-material amendment to approved application 18/3994N - Conversion of ex old post office and two residential units into 3 residential units – This be noted.

**20/3021D** 16, STAFFORD STREET, AUDLEM, CW3 0AP Discharge of conditions 3, 4, 5, 6, 7 & 8 on application 18/3994N - Conversion of ex old post office and two residential units into 3 residential units – This be noted.

**20/3181D** AUDLEM WHITEHOUSE, WHITCHURCH ROAD, LIGHTWOOD GREEN, AUDLEM, CW3 0EL Discharge of Condition 2 on 20/1252N - Change of Use of land for driveway extension and proposed garage building – This was outside of the Parish and was noted.

**20/1060T** Land At, SHROPSHIRE STREET, AUDLEM Works to tree - Crown reduction of Copper Beech (T27) – It was noted that this would need a qualified tree surgeon to carry out the work. No further comments.

**20/3375N** THE LYMES, WOORE ROAD, AUDLEM, CHESHIRE, CW3 0BP Listed building consent for proposed single storey courtyard extension, renovations & internal alterations and

**20/3374N** THE LYMES, WOORE ROAD, AUDLEM, CHESHIRE, CW3 0BP Proposed single storey courtyard extension, renovations & internal alterations– The applications were considered together. There was some concern that there were no drawings in relation to the proposed buildings, which had been referred to in the planning statement. Cllr Warburton proposed, seconded by Cllr Hopkins and it was **RESOLVED** that the Parish Council responds to we welcome the proposal in principle but the Parish Council would like reassurances that the replacement buildings are in keeping with the existing, that there are no adverse comments from the neighbours and that the Conservation Officer is satisfied with the proposals.

**20/3337T** AUDLEM METHODIST CHURCH, SHROPSHIRE STREET, AUDLEM, CREWE, CHESHIRE, CW3 0AE Blue Atlas Cedar T1: To fell and replant with a suitable replacement. This tree shows signs of Needle Blight (*Sirococcus tsugae*), which defoliates trees, including Atlas Cedar. Also, there is a consent to fell the deodar Cedar adjacent, which is causing members of the church concern that the weakened tree may suffer limb failure with the Atlas Cedar becoming more exposed to winds following the removal of the deodar Cedar – **RESOLVED** that there be no objections.

**20/3580N** CORBROOK GRANGE, AUDLEM ROAD, AUDLEM, CW3 0HF Change of Use of the buildings comprising Corbrook Grange and associated buildings and garage from C3 (Dwelling house), to C2 (Residential Institution -Training Centre). The existing building will be reconfigured to suit the new use, with minor adjustments and alterations, including addition of a new exit door at the rear of the building at ground floor level and conversion of the existing double garage to form a single bedroom staff accommodation associated with the Health Retreat. There are no changes proposed to the existing access driveway and electrically operated gates, leading to the main road – The Chair proposed and Cllr Mottershead seconded that it be **RESOLVED** that there be no objections to the change of use.

**20/3589T** BARN COTTAGE, SCHOOL LANE, AUDLEM, CW3 0BA Works to tree – Fell Maple Tree No. 1 – The Chair proposed, seconded by Cllr Warburton that it be **RESOLVED** that there are no objections.

**20/3690N** MANCHESTER HOUSE, 1, SHROPSHIRE STREET, AUDLEM, CREWE, CW3 0AE Proposed rear fire escape – The Chair proposed and it was seconded by Cllr Hopkins that it be **RESOLVED** to support the application.

Two further applications were received after the agenda had been issued – 20/3703N & 20/3662N and it was **RESOLVED** that the Clerk be given delegated authority to respond once Councillors had submitted their comments.

#### **20.62 Group reports**

- Community Working Group to report on a carried forward Item 20.41.2 from the July meeting.

Cllr Warburton reported that a meeting had been held however following the resignation of Parish Councillors, the tasks will need to be reassigned. There is a move to make the village carbon zero and a meeting will be held on Wednesday evening. Cllr Warburton reported that the village playing field has now been cut and white lines were being painted.

- To receive an update from the HPE working group – Cllr Hopkins reported that a meeting had been held. There were no new markings outside the fire station to keep the area clear of traffic. It was felt that this may have improved the situation. The pavement in front of the Co-op had been restricted temporarily while a charity was collecting donations which had caused some issues with social distancing. Cheshire East Council had not responded with regards to the funding available to implement social distancing measures. The police had suggested several areas to be created into hard standings for the camera van. **RESOLVED** that a site meeting be held with PCSO Jervis and the Road Safety officer to review the suggested sites and other options. Cllr Hopkins will also raise this at the next Policing meeting on 29<sup>th</sup> September. All to send their issues to raise at the meeting to Cllr Hopkins by 27<sup>th</sup> September. The speedwatch group will also be requested to provide an update.
- To receive an update from the Internal working group – There was nothing to report for this meeting.

#### **20.63 Report from Ward Councillor**

To receive report from CEC Cllr Rachel Bailey – There was no update available.

#### **20.64 Financial matters**

- To approve the Bank reconciliation to 31 August 2020. As at 29 August 2020 the Interim Clerk has been unable to access the Parish Bank Accounts and as a result is unable to supply a Bank reconciliation. This should be remedied when relevant mandates have been amended (See Part 2 of the Agenda) – **RESOLVED** that this be noted and the mandates progressed in order to resolve the access issues. Identification codes have now been issued to the Chair and Vice Chair.
- The Interim Clerk is unable to verify receipts which should include both the refund of a VAT refund claim and the half yearly receipt of the Parish Precept. This should be remedied when relevant mandates have been amended and submitted to the Bank (See Part 2 of the Agenda) – **RESOLVED** that this be noted and the mandates progressed in order to resolve the access issues. It was noted that
- Members to resolve revised/additional Authorised Signatories as a result of recent changes of Membership. (See Part 2 of the Agenda) – To be discussed.
- Authorisation of cheques – Members to ratify the signing of cheques payments as prepared by the Clerk (see separate document). **RESOLVED** to approve the cheques for payment as circulated. **RESOLVED** that the Interim Clerk will work with Cllr McLaren Brown to prepare a list of invoices for payment which are outstanding.
- Members to approve the scheduled payments (see separate document). Members to note that as at 29 August a schedule as the Interim Clerk has NOT been in a position to extract this information which will be produced as the earliest opportunity. (See Part 2 of the Agenda) – **RESOLVED** that this be noted.

## 20.65 Turnpike field

To receive a general update and consider all matters and decide on a future plan of action to include:

- maintenance programme.

The group had visited the site. It was **RESOLVED** to approve the quote to cut the field which would be in the region of £150 if there was minimal ragwort for removal and up to £400 if larger quantities required the disposal of the hay. It will be taken away and disposed of properly and not bailed due to it being harmful to livestock and horses. It was further **RESOLVED** to approve the cut for £150 to cut the top and side of the hedges as agreed (internally and externally).

A meeting will be held next week with the group. The Chair proposed and Cllr Warburton seconded and subject to one abstention the majority **RESOLVED** that the group should develop an annual maintenance programme for final approval by the Parish Council. Noted that this would be developed ready for next year with spend of up to £500 per quarter.

- Signage

Cllr Mottershead will design and obtain prices for 4 signs to be located at each gateway to state the following:

No camping

No caravans

To clean up dog fouling

No overnight stays

No fires

- Any other actions required

It was noted that the car parking will need to be progressed with a consultant appointed to prepare some schemes. It was agreed to await until the new councillors were on board. However it was hoped that a public meeting could be held to discuss the schemes before the end of the year.

## 20.66 Parish Council Matters

To receive updates as necessary on the following:

- The public conveniences - Noted that these had reopened.
- Consideration of the role of Clerk/Assistant Clerk will be considered under Part 2 of the Agenda – This had been discussed earlier.
- To consider the grant application received from Audlem Public Hall – There was a query on the funds available to the group to carry out this work and also that VFM be sought through other quotes. It was noted that this should be progressed in line with the grants policy which considered grants of up to £1500. The Chair proposed and it was seconded by Cllr Mottershead and **RESOLVED** that the group be asked to submit their application formally using the Parish Council forms with supporting information. Attendance to answer questions as also requested for the next Parish Council meeting. Cllr Warburton to liaise with the Clerk to send the group the application forms. The balance of the grant programme will be provided for the next meeting.
- the location for Royal Mail post box – this was discussed earlier.
- Any other matters noting that no decisions can be taken without prior notice.(see Item 20.69)

Cllr George McLaren requested the current insurance schedule. Mrs Withington would forward this on from the emails. The Interim Clerk will provide the Asset registers going back over the last 5 years.

**20.67 Correspondence**

The Interim Clerk is unable to advise on any new correspondence but believes that all correspondence received since the last meeting has been circulated to or by Members – this was noted.

**20.68 Areas of responsibility**

- In view of a number of changes that have taken place since the last meeting, 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 – **RESOLVED** to await the new Parish Councillors.
- To receive an update from the website subgroup re NALC's new website accessibility guidance – It was unclear what brief the consultant had to bring the Parish Council's website up to the new standards. The Interim Clerk will contact the website administrator and Then Media to find out.
- To receive an update/report from the working group considering internal working practices – Discussed earlier on the agenda.
- To receive an update from subgroup concerning the CCTV project – Discussed earlier on the agenda.

**20.69 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. No other items were suggested.

**20.70 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at **7.30pm on MONDAY 5<sup>th</sup> October 2020** at a venue to be advised or via an online meeting facility (to be decided nearer the time). **RESOLVED** to approve this, although the time will be 7pm. Cllr Salt submitted her apologies.

**20.71 **RESOLVED**** to exclude the public from Part 2 of the meeting on the grounds of confidentiality.

**PART 2 – CONFIDENTIAL**

**20.72** To consider and approve as appropriate actions of Councillor applications. (Please see Item 20.58) **RESOLVED** to consider this item first on the agenda. Two applications had been circulated for consideration for the co-option vacancy. The Chair proposed and was seconded by Cllr Hopkins and it was **RESOLVED** to co opt and appoint Mr John Bowers as a Parish Councillor. A third application would be considered for the other 2 co-options along with the other application at the next meeting once circulated to all. The Interim Clerk will inform the other two parties of this.

Mrs Withington left the meeting at this point and the Interim Clerk took the minutes for the remaining item of the meeting.

**20.73** To consider all personnel matters pertaining to the Clerk and to consider appropriate action going forward.