



## AUDLEM PARISH COUNCIL

**Clerk: Belen Lopez Bloor**

1 St Chads Way, Norton in Hales  
Market Drayton, Shropshire TF9 4AW

Telephone: 07432 332857

e-mail: audlempc@gmail.com

### MEETING OF AUDLEM PARISH COUNCIL

#### MINUTES OF MEETING

Monday 16<sup>th</sup> July 2018 at 7.30pm

Methodist Meeting Rooms, Shropshire Street

#### PRESENT

Cllr Geoff Seddon (Chairman), Cllr David Higham (Vice Chair), Cllr David Siddorns, Cllr Steve Boyes, Cllr Tim Lawton, Cllr Frances Mary Christie, Cllr Heather Jones, Ward Cllr Rachel Bailey.

**In attendance:** Clerk - Mrs Belen (Bee) Lopez Bloor.

#### PUBLIC FORUM

North West Ambulance Service (NWAS) & Buerton Parish Council attended to discuss concerns about ambulance response times following an incident in Buerton in November 2017.

The NWAS Sector Manager explained he has only been in post for 10 months and changes have already been made to improve response times which are now measured by sector and have to hit response time targets as follows:

Category 1 (purple) Life-threatening: - 50% within 7 minutes, 90% within 15 minutes

Category 2 (amber) Emergency: - 50% within 18 minutes, 90% within 40 minutes

Category 3 (yellow) Urgent: 50% within two hours, 90% within three hours

Category 4 (green) Less urgent: No target, may be given advice over the telephone or referred to another service such as GP or pharmacy.

The Emergency Operations Centre (EOC) prioritises emergency calls and decides what kind of response is required. Dependent on the response required, they may send a rapid response vehicle (RRV) equipped to provide treatment at the scene of an accident, or a traditional emergency ambulance or an urgent care service vehicle. Lower category calls can be dealt with over the phone using self-help and referring to another service like a GP or 111. NWAS also uses Community First Responders (CFRs) to complement the ambulance response. CFRs provide basic first aid and life support at the scene until the ambulance arrives. The Sector Manager confirmed that the target time is measured from when the EOC contacts the ambulance to when the ambulance (not the CFR) reaches the destination.

He admitted NWAS struggled last winter as all hospitals were overstretched and did not have enough resources nor enough vehicles therefore they were unable to respond. He assured the Councillors that Leighton Hospital is one of best hospitals in the North West and that from January onwards response times have improved with them now hitting all 6 performance targets.

Cllr Siddorns commented that Audlem is very rural as it is at the very south of Cheshire and enquired about the possibility of having sitting ambulances located nearby. The Sector Manager said this may be possible when they have enough vehicles in the ambulance fleet. Over the coming months NWAS expect to have another 4 ambulances deployed in strategic places in this sector, however, at the moment they only have 12 vehicles so it is not possible. Cllr Siddorns also commented that urban areas get a better response than rural areas which puts Audlem more at risk. The Sector Manager confirmed that this is a nationwide problem for rural areas because there is a finite resource. Cllr Rachel Bailey commented that she had seen little change in response times in the last 5 years and that rural areas keep suffering however when care does arrive it is second to none.

The Sector Manager added that NWAS are also trying to engage with health providers to free up demand on hospitals so that patients get seen to in a timelier fashion.

Buerton Parish Clerk queried whether recruiting more CFRs would help and Michael Thompson, the local CFR Team Leader confirmed that Audlem and Buerton are presently a priority to recruit more as there are currently only 4 CFRs. They had started off with a lot more, but the number has whittled down. He informed the Councillors that they have advertised on AOL and other webpages for Nantwich and surrounding areas. Their Team Leader has also been attending summer fetes and festivals to engage with

the community and raise awareness of this CFR recruitment drive. He also commented that 8 defibrillators have been added in and around Audlem and that they were working hard to engage with the community further by providing training in basic first aid and emergencies in conjunction with the British Heart Foundation's Heartstart programme. Councillors asked if there were plans to provide any more training in Audlem.

**Action: Clerk to check with the CFR Team Leader if they will arrange further basic first aid training sessions for Audlem through British Heart Foundation.**

A resident attended and discussed her experience in helping people with learning disabilities participate in gardening projects to help them engage with their community and nature. She believed this would be a good use of part of the land at Green Lane and left further information with Cllr Seddon for consideration.

An ADAPT member asked if the land adjacent to the Coop store could possibly be used for bike stands and bike racks. Another member of ADAPT suggested getting a working group together to discuss this idea. Cllr Seddon agreed this would be a good idea.

#### **18.38 CO-OPTION OF COUNCILLOR**

Cllr Higham proposed Mr Nigel Mottershead be co-opted as a Councillor. Cllr Boyes seconded. All other Councillors were in favour.

**Resolved: That Nigel Mottershead be co-opted as Councillor.**

#### **18.39 APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Jenny Carlin, Suzie Warren, Kate Down and Lynette Hopkins.

#### **18.40 DECLARATION OF INTERESTS**

None received.

#### **18.41 CONFIRMATION OF MINUTES**

18.41.1 Cllr Christie proposed to confirm the minutes on 11<sup>th</sup> June 2018, Cllr Lawton seconded. All other Councillors were in favour.

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

18.41.2 Cllr Mottershead proposed to confirm the notes from the Annual Village Meeting held on 16<sup>th</sup> May 2018. Cllr Boyes seconded. One abstention and all other Councillors in favour.

**Resolved: that the notes from the Annual Village Meeting held on 16<sup>th</sup> May 2018 be confirmed as a true and correct record.**

#### **18.42 POLICY REVIEW**

The draft CCTV policy will need to be deferred until the September meeting as the Parish Council are awaiting key information from the police to complete the policy. The Councillors reviewed all the other various policies (Privacy Policies – Internal & External, Personal Data Audit Questionnaire, Subject Access Request Policy, Document Retention Policy and Grant Policy). With the Grant Policy Cllr Seddon queried how often can the same committee/group ask for a grant which led to a discussion whereby it was agreed that it would be no more than once for any same project in one financial year. Councillors agreed that it would be acceptable to leave this point in the policy as it is. Cllr Higham proposed to accept all the policies, Cllr Lawton seconded. All Councillors were in favour.

**Resolved: that these policies be accepted and uploaded onto Audlem Online (AOL).**

**Action: Clerk to add CCTV policy to September's meeting agenda and add all other policies to AOL.**

#### **18.43 MATTERS ARISING**

18.43.1 Car Parking at the Fire Station – update.

The Group Manager at Audlem's Fire Station had discussed the request for 12 parking spaces (or whatever they can spare) with the Station Manager last week. They were going to investigate the request and potential parking space numbers. The security issues remain but the Fire Station are looking to assist where they can and will revert with an answer soon.

**Action: Clerk to keep liaising with the Group Manager on the matter and report back to the Council.**

18.43.2 CCTV system repair & maintenance contract – update.

CCTV Repair: MF Security has now repaired the broken CCTV system so it is fully operational. Two new CCTV warning signs have also been fitted. There is also an older council CCTV sign fitted at the car park entrance.

The maintenance inspection found that the cabling was inappropriate, so MF Security provided 2 joints plus re-cabling to all three cameras and made appropriate repairs to the cameras that included replacing one camera which had completely failed. The total cost of repairs came to £399.60. The Clerk also advised that the replacement locks will be installed this week.

Maintenance contract: The previous CCTV supplier Wistonia quoted £360.00 for an annual CCTV maintenance contract which includes a service per year plus access to an engineer 24 hours a day and hire of a van with lift every service. MF Security have quoted an annual service fee of £195. This includes one site visit and service inspection every year.

**Action: Clerk to arrange for an annual maintenance contract with MF Security.**

18.43.3 Repairs to the Buttermarket, Millennium Stone Wheel & Public Conveniences.

Various repairs were noted following the asset inspections. The Buttermarket had a tile missing from the roof and the tiles on the left hand front corner were very unsafe as they had slipped and appeared to be hanging by a thread at a risk of falling. The left-hand seat at the Buttermarket was also very loose on its fittings and also needed to be repaired. There was a loose brick at the front right of the plinth of the Millennium Stone which also required repair. There were various repairs needed in the public conveniences to cubicle locks and doors. The Clerk had obtained two quotes from two local workmen and presented these to the Councillors who agreed to instruct the maintenance contractor who was providing best value.

**Action: Clerk to instruct the maintenance contractor to proceed with the repairs and report back to the Council once they have been completed.**

Cllr Christie also asked who had the mobile CCTV and Cllr Seddon informed her that it was in his possession. Cllr Seddon to return this back to the Clerk in due course.

**Action: Cllr Seddon to return the mobile CCTV to the Clerk. Clerk to add this to the asset register.**

18.43.4 New bollards on the Playing Field.

The Business Manager at Ansa Environmental Services Ltd has installed new bollards to prevent vehicles accessing the playing field. This will help deter people parking on the field without permission.

18.43.5 Repairs on Woore Road near Manor Farm.

This matter relates to a highly dangerous and hazardous hole in the pavement near Manor Farm on Woore Road which means the general public have been walking out on to a 60-mph road. The issue had been ongoing for over 3 weeks despite the Clerk making various enquiries with Cheshire East Highways, BT Openreach, United Utilities and Morrisons Utilities to get it urgently repaired, none of them taking responsibility. The Clerk reported the matter to our Local Highways Officer and his team finally attended on 13th July to make sure the exposed hole was protected and barriers around it were erected. They have also got the street works team to urgently report this again to BT has a matter of urgency either to replace the cover or to plate the hole so there is safe access into the village.

**Action: Cllr Christie to keep Councillors updated with the progress of its repair.**

18.43.6 ADAS request for bike racks and benches.

Still awaiting response from ADAS.

## **18.44 HOUSING (Planning/Heritage & Conservation)**

### **18.44.1 PLANNING APPLICATIONS**

To consider the following: -

<u>Status</u>	<u>Registration date</u>	<u>Date for submitting comments</u>	<u>Decision date</u>	<u>Decision description</u>	<u>Application</u>	<u>Main Location</u>	<u>Full development description</u>
Registered	21/05/2018	20/06/2018	16/07/2018		<b>18/2438N</b>	Land West of, AUDLEM ROAD, AUDLEM	Substitution of 3 approved plots 75-77 replacing them with 4 smaller plots

Registered	25/06/2018	Last comment submission date is unavailable	22/07/2018		18/3132N	Land Off, AUDLEM ROAD, AUDLEM	Non material amendment to 17/0339/N Repositioning of advertisement board
Registered	06/06/2018	No objection	01/08/2018		18/2798N	Kinsey House, BAGLEY LANE, Audlem, Crewe, CW3 ODR	Variation of condition 1 on approved application 17/4561N - Variation of condition 2 relating to Plot 2 only -Variation of conditions 2, 3 and 4 on approved application 15/3053N - approval of the substituted house plans and elevations and site plan.
Registered	14/06/2018	09/07/2018	09/08/2018		18/2916D	Land Off, AUDLEM ROAD, AUDLEM	Discharge of conditions 3, 4 and 11 on application 17/0339N
Decided	09/05/2018	No objection	06/06/2018	Approved with conditions	18/2069N	62, Cheshire Street, Audlem, Cheshire, CW3 0HB	Side extension to rear outrigger and change roof from flat type to pitched type
Decided	16/02/2018	31/05/2018 Objection	26/06/2018	Refused	18/0838N	KINSAL VILLA, PADDOCK LANE, AUDLEM, CW3 ODP	Construction of a dwelling and formation of vehicular access

Councillors discussed application 18/3132N in respect of the repositioning of McCarthy & Stone's advertisement board. Cllr Siddons proposed that the Parish Council object to this application as it was not aware of any original application. He also proposed that the Clerk point out that the Google Maps image shows the incorrect positioning of the board. Cllr Mottershead seconded. All other Councillors in favour. It was also agreed that the Clerk write to Cheshire East Council enquiring why the Parish Council was not consulted about having advertising hoarding all around the development in the first place. Cllr Rachel Bailey commented that this may be a Highways matter but that the Planning Department should be approached.

**Action: Clerk to object to this application and check with the Planning Officer to see if approval was needed for the hoarding around the site.**

#### 18.45 FINANCIAL MATTERS

18.45.1 Cllr Seddon proposed to change cheque signatories for Santander from Cllr Jones to Cllr Higham. Cllr Jones seconded. All Councillors in favour.

**Resolved: Cllr Higham to become the new cheque signatory for Santander in place of Cllr Jones.**

**Action: Cllr Higham to complete relevant paperwork and send this into Santander with his ID.**

18.45.2 Finance Report – to receive the Finance Report.

**The report was received.**

18.45.3 Authorisation of cheques – to agree the accounts for payment.

Cllr Lawton proposed to authorise the payments listed below, Cllr Christie seconded. All Councillors were in favour.

**Resolved: that the payments below are made.**

1803	Zurich Municipal	Insurance		1,410.67
1804	PHS Group	Public conveniences		175.75
1805	Councillor Geoff Seddon	Councillor Expenses	Coffee with Cheshire Community Action Best Kept Village Judges	9.10
1806	Gavin Davies	Salaries - Street Cleaning		408.94
1807	Belen Lopez Bloor	Salaries	Salary included an extra 12 hours paid for extra hours worked April - June	761.00
1808	Audlem Bowling Club	Grant		

				1,500.00
1809	MF Security Ltd	Repairs & Renewals	CCTV System Repair	399.60
1810	Audlem Methodist Church	Room bookings		65.00
1824	Belen Lopez Bloor	Office Expenses	CCTV sign, stationery, postage, mileage	77.18
1825	Councillor Heather Jones	Payroll Services	Incorrect withdrawal from Heather Jones' bank account instead of Parish Council's bank account.	20.00
1826	3 Counties Cleaning	Public conveniences		169.00

18.45.4 Scheduled payments – to approve the scheduled payments.

Cllr Jones proposed to authorise the scheduled payments listed below, Cllr Christie seconded. All Councillors were in favour.

**Resolved: that the scheduled payments below be accepted.**

25/06/2018	DD	ThenMedia Ltd	Public Info Display Screens	24.10
28/06/2018	DD	Npower	Electricity supply	108.00
05/07/2018	DD	Shires Pay Services Limited	Payroll Services	20.00

18.45.5 Receipts – to minute the receipts.

01/06/2018	Santander	Bank Interest	£31.98
15/06/2018	Longhill Moss	Rent	£1,200.00
30/06/2018	Toilets	Honesty box	£58.69

18.45.6 To resolve to approve Audlem Football Club's grant request of £420 for new football kit as per the Finance Sub Committee's (FSC) recommendation.

The FSC recommended that the Parish Council grant half the monies for Audlem Football Club's (AFC) away kit. Cllr Jones was concerned that this grant would mean setting a precedent for other sports clubs to also request grants for kit.

Cllr Christie proposed to decline the grant request, Cllr Siddorns seconded. 4 Councillors in favour of this decision. 3 abstentions.

**Resolved: That the grant request be refused.**

**Action: Clerk to notify AFC of the decision.**

#### **18.46 LAND AT GREEN LANE**

To resolve to form a working group for Green Lane.

Cllr Seddon stated that the draft contract for the purchase of Green Lane has been received from Hibberts, the solicitors. A change to the contract had been requested asking there to be no payment to the vendors for a number of possible community uses. The vendors have confirmed they are happy with this.

**Action: Clerk to send the draft contract to Cllr Mottershead and also send the discussion paper to Cllr Mottershead and Cllr Boyes.**

Cllr Boyes suggested calling a separate meeting to go through all the information on Green Lane field and discuss the strategy going forward. All Councillors were in favour.

**Action: Clerk to call an Extraordinary Meeting on Tuesday 24<sup>th</sup> July at 7pm and circulate an agenda to all Councillors then upload it onto Audlem Online website. Defer the discussion of the working group until said meeting.**

#### **18.47 PLAYING FIELD COMPLEX**

Cllr Siddorns queried if Cheshire East Council (CEC) is maintaining the Playing Field but Cllr Higham explained that it is standard practice that they will not touch it until the Transport Festival is over. Cllr Seddon commented that the Parish Council should ensure CEC complete everything before the complex is taken over.

#### **18.48 PARISH COUNCIL MATTERS**

18.48.1 Maintenance of the Churchfields Conservation area.

The Parish Council recently carried out a risk assessment of Churchfields Conservation Area and noticed the whole area is very overgrown. The Clerk contacted ADAS and they confirmed that they have arranged for the paths in the conservation area to be cut this week. Councillors discussed the area and agreed that it needs proper management.

**Action: Clerk Speak to Cllr Down when she returns from holiday so she can liaise with ADAS. Cllr Down to remind ADAS that they were going to come up with a management plan.**

18.48.2 Maintenance of Cox Bank Well.

The Clerk is obtaining comparative quotes from Tony Seabridge, Byrne's Gardening Services and Cam McDonald. Cllr Siddorns asked if anybody has completed a Land Registry search to find out who owns the land and Cllr Jones volunteered to do so.

**Action: Cllr Jones to complete a Land Registry search. Clerk to speak to local gardeners and obtain quotes to maintain the area by strimming it and to get a sign put up on the post warning of shallow water.**

18.48.3 Closure of the Community Projects bank account.

When the Community Projects Group (CPG) was set up many years ago the Parish Council transferred some money into the CPG bank account. According to the CPG constitution upon its dissolution the Parish Council should be notified by letter and be authorised to take control of any remaining money. This had not happened. In the meeting minutes of the Tourism Group it is mentioned that a request to transfer the money from the CPG's account had been made. Cllr Jones had drafted a letter to the Chairman of the Tourism Group (a former member of the CFG) to enquire why the correct procedure had not been followed.

**Action: Clerk to submit the letter prepared by Cllr Jones.**

18.48.4 Website maintenance & update.

The Clerk has received training and can now upload agendas and meeting minutes to the AOL website. She is to chase the Communications group to progress the design of the new layout and receive the updated content for the Parish Council section. A higher and more prominent profile on the home page of the website is also required.

**Action: Clerk to liaise with the Communications Working Group.**

18.48.5 Donation for a new flag on the Church.

A request was made, via a Facebook group, that the Union Flag, flying atop the church, should be replaced as it is looking extremely tired and tatty. All Councillors agreed that it needed replacing. The approximate cost is £150 for a 3 yard hand stitched and appliqué by a UK maker. As the Parish Council is unable to contribute towards church maintenance, Councillors agreed that a possible way forward would be to request that ADAS fund the flag out of the grant they have already been given.

**Action: Clerk to write to ADAS explaining the position and requesting they fund the cost of this new flag from the grant previously awarded.**

18.48.6 Supply of hot water in public conveniences & legionella testing.

Cllr Higham volunteered to investigate this and report back. It was agreed to put the item on September's agenda.

**Action: Cllr Higham to report back. Clerk to put item on September's agenda.**

18.48.7 Qualified inspection of any Parish Council owned trees.

Zurich Insurance has confirmed insurance cover for trees is restricted to Public Liability insurance only. The Parish Council is required to have a qualified inspection of any trees that fall under the Council's ownership or responsibility to demonstrate that reasonable care to manage and seek advice for trees has been taken. In other words, without any upkeep or survey, a claim could not be defended successfully. Trees at Longhill Moss, Churchfields and potentially the Playing Field and the land at Green Lane (when these come into the Council's ownership) will need to be inspected and

an asset risk assessment conducted. Cllr Jones proposed to have Parish Council owned trees inspected later in the year. Cllr Lawton seconded. All Councillors were in favour.

**Action: Clerk is to add this to the agenda for the September meeting.**

18.48.8 Footpaths.

1. Complaint regarding Bath Farm.

There has been continual vandalism to the stile nearest the village with someone sawing the stile down. The stile was repaired and was then sawn again. This is dangerous as there have been 40 cows in that field that could escape into the village. The matter has been reported to the police and CEC Footpath Officer is also investigating this matter.

**Action: Clerk to liaise with the CEC Footpaths Officer to provide an update to Councillors.**

2. Footpaths from Bagley Lane towards Adderley which finishes at Shropshire boundary.

Parish Councillors were concerned to hear that Adderley Parish Council had objected to the reinstatement of the two footpaths into Adderley from the Shropshire boundary. It is understood that they were not aware of Audlem Parish Council's submission to Shropshire Council to have the path reinstated as it would be beneficial for local residents and the many walking groups who come to Audlem and the surrounding area. In light of this, some of Adderley's Councillors now wanted to reverse their decision.

Cllr Higham proposed that the Clerk write into Adderley Parish Council and Shropshire Council to recommend the acknowledgement on the definitive paths map as public rights of way and remain accessible to walkers in the future. Cllr Jones seconded. All other Councillors were in favour.

**Action: That the Clerk write to Adderley Parish Council and Shropshire Council with the Parish Council's views.**

## **18.49 CORRESPONDENCE**

18.49.1 Biodiversity Report – AWEG.

This has been forwarded to all Councillors by email for them to read.

18.49.2 Neighbourhood Planning Survey from Cheshire East Council.

**Action: Planning Working Group to look at this during their next meeting then report back.**

18.49.3 Cheshire East Planning Officer response to complaint regarding Markden Homes' Heathfield Road development.

Clerk has circulated a copy of CEC's response to the complaint and reverted to said complainant to keep them informed. No further action necessary.

The Town & Parish Council Conference on Wednesday 26th September 2018 was mentioned briefly. The Clerk is to check nearer the time which Councillors may be able to attend.

NALC Annual Conference 2018 ON 30-31 October 2018 in Milton Keynes has also opened for bookings. NALC's Annual Conference will be taking place at the DoubleTree by Hilton in Milton Keynes. The Councillors discussed the conference but did not feel it was worthwhile them attending.

## **18.50 AREAS OF RESPONSIBILITY**

18.50.1 To receive reports from the Working Groups and Sub Committee.

**Action: Clerk to circulate all the working group reports including the Communications Working Group which was received late.**

18.50.2 To appoint Councillors to Working Groups.

Cllr Boyes agreed to be appointed to the groups for Assets, Highways, Housing & Planning, Business & Tourism. Cllr Hopkins requested that she be appointed to Housing & Planning, Environment and Highways groups. Cllr Mottershead will let the Clerk know which Working Groups he wished to join. Cllr Hopkins enquired about the number of Councillors on the Finance Sub Committee as three was not enough if one Councillor was unavailable for a meeting. She stated that she would be happy to join it. It was agreed to place this item on September's agenda.

**Action: Clerk to amend the Working Group schedule and circulate this to all Councillors.**

**Action: Clerk to add FSC membership to September's meeting agenda.**

18.50.3 To appoint Councillors to external bodies.

None on this occasion.

**18.51 ITEMS FOR FUTURE AGENDA**

None received.

**18.52 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at 7.30pm on **MONDAY 3<sup>RD</sup> SEPTEMBER** in the Methodist Rooms

**18.53 To resolve:** to exclude the public from Part 2 of the meeting on the grounds of staff and commercial confidentiality.

Cllr Jones proposed to exclude the public from Part 2 of the meeting on the grounds of staff and commercial confidentiality. Cllr Boyes seconded. All Councillors in favour.

**Resolved: That the public be excluded from Part 2 of the meeting.**

DRAFT MEETING MINUTES