



AUDLEM PARISH COUNCIL

Clerk: Owen Hembry
88 McKelvey Way
Audlem, Crewe CW3 0FJ
e-mail: audlempc@gmail.com

MINUTES OF MEETING OF AUDLEM PARISH COUNCIL (APC)

Held Monday 14 June 2021 at 7.00pm Audlem Village Hall

PRESENT – Cllrs R Warburton, P Salt, A Bicknell, M Duys, J Sansom, J McGregor, P Cawood, D Winskill (Vice Chair).

In attendance: Cllr C Gresty (Chair, online), Parish Clerk O Hembry, Interim Parish Clerk P Barton, CEC Cllr R Bailey.

Cllr Winskill took the Chair in the absence of Cllr Gresty who attended online.

45/21 Apologies

Cllr J Bower did not receive the electronic communication at the email address to which it was sent and was therefore unaware of the meeting.

46/21 Councillor vacancies and co-option of new Members

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.

47/21 Public speaking open forum and public participation

There were no Members of the Public present.

48/21 Request for dispensation

There were no requests for dispensation.

49/21 Declarations of Interest

There were no declarations of Interest.

50/21 Minutes

It was **resolved** to approve the minutes of the last meeting held 10 May 2021 as a true record, subject to a renumbering of items from 35/21 onwards and to be signed by the Chair as a true record.

51/21 Matters arising

There were no matters arising from the Minutes of the last meeting held 10 May 2021.

52/21 Financial matters

- Members **resolved** to approve bank reconciliation for the period ending 7 May 2021, including retrospectively confirming the schedule of payments for May.
- Members **resolved** to approve the bank reconciliation for the period ending 7 June 2021, confirming the schedule of payments for June.
- Members **resolved** to approve the annual Audit return and sign off the AGAR forms following confirmation from the Internal Auditor.
- The Clerk spent £8.98 at WHSmith and £39.50 at Sainsbury's from petty cash on general office supplies. Receipts for both transactions have been provided.

Table showing the bank reconciliation figures to 7 May 2021

Petty Cash	£51.45
Deposit Account	£118,405.40
Current account	£44,855.34
Total	£163,312.19

Approved Monthly Payments April 1 – May 7

Public Conveniences	Steve Potter Property Maintenance	£191.40
Public Conveniences	Steve Potter Property Maintenance	£110.00
Public Conveniences	3 Counties Cleaning	£450.00
Turnpike Field capital expend	Landmark	£1,600.00
Internet security (two years)	McAfee	£54.99
Office Expenses	Zoom Video Communications	£14.39
Website	Then Media	£51.60
Turnpike Field Maintenance	Steve Potter Property Maintenance	£62.00
Scribe Financial Software	Starboard Systems Ltd (Scribe)	£561.60 (annual fee)
Public Conveniences	Cleaning Supplies 2 U	£98.10
Electricity supply	EDF Energy	£60.00
Salaries - Street Cleaning	Lengthsman	Confidential
Payroll Services	Shires Pay Services Limited	£29.40
Salaries -Admin	Interim Clerk	Confidential
Street Cleaning associated cos	Nest	Confidential
Salaries -Admin	Interim Clerk	Confidential
Salaries - Street Cleaning	Lengthsman	Confidential
Payroll Services	Shires Pay Services Limited	£29.40
Pension Contributions	Nest	Confidential
Public Conveniences	PHS Group	£204.52
Conveniences	EDF Energy	£60.00
Office Expenses	Post Office	£3.23
Office Expenses	Post Office	£1.50

Table showing the bank reconciliation figures to 7 June 2021

Petty Cash	£2.97
Deposit Account	£118,406.41
Current account	£41,733.05
Total	£160,142.43

Approved Monthly Payments May 9 – June 7

Payroll Services	Shires Pay Services Limited	£53.40
Repairs & Renewals	D White Electrical	£329.89 (inc VAT)
Repairs & Renewals	D White Electrical	£942.55 (inc VAT)
Annual insurance premium	WPS Hallam	£1,096.38
Public Conveniences	3 Counties Cleaning	£435.00

Office Expenses	Zoom Video Communications	£14.39
Salaries -Admin	Interim Clerk	Confidential
Salaries - Street Cleaning	Lengthsman	Confidential
Website	Then Media	£51.60
Public Conveniences	EDF Energy	£60.00
Public Conveniences	Water Plus	£155.35
Salaries -Admin	Clerk	Confidential
Office Expenses	Sainsbury's (office supplies/stationery)	£39.50
Office Expenses	WHSmith (office supplies/stationery)	£8.98

53/21 Turnpike Field Working Group

Cllr McGregor gave a brief report and confirmed that it had been a very positive meeting. All Members had received and considered the Notes from the last meeting of the TFWG which included approval having been given by the working group to present an abbreviation of the figures on the Parish website by Cllr Gresty. Consideration of the next steps to be discussed at the next Parish Council meeting.

54/21 Longhill Moss meeting

It was recommended by Cllr McGregor that this item should be considered as a Confidential matter which Members approved.

55/21 Monument/lamp in square

Cllr Winskill provided a short briefing on the lamp. He confirmed that the lamp as a Grade II listed structure had to be treated with extreme care and contact had been made with Robin Rogers of Nantwich to discuss next steps in regards to the cleaning and maintenance having advised that he had previously worked on this. It was agreed that Cllr Winskill should pursue this matter further to ensure that Mr Rogers was correctly briefed and competent and insured to carry out this work on behalf of the Council. Cllr Gresty subsequent to the meeting requested a written quote for consideration before proposed work is approved and commenced.

56/21 Subcommittees

Asset Management Subcommittee

- **Asset risk assessment:** The committee has examined two systems for undertaking a risk assessment of assets, and is recommending adoption of a system used by another parish that has been provided by the Interim Clerk. The committee will report to the Council with more information on setting up a version of this system for Audlem. The list of assets on the asset register is being investigated for accuracy. Research will be undertaken to produce recommendations for health and safety inspections for each type of asset and project. A set of guidelines will be produced. The Council is liable for the maintenance of the defibrillator at the toilet block., and information will be provided on the process for undertaking this maintenance. The committee will proceed with a risk assessment of the assets and plans to report back to the Council with recommendations in three months.

Safety Subcommittee

- **Emergency plan:** The committee has contacted the Emergency Planning Officer at Cheshire East Council who has provided guidance on developing an emergency plan for the parish. Two systems have been examined and the subcommittee has opted for the Cheshire East Council Resilience Plan model. The committee has set a target of six months to draw up an initial plan.

- **Speed watch:** The committee recommended a recruitment campaign using the Parish Council website and to request the help of Audlem Online to get more volunteers trained by Cheshire Police. The Council was supportive of the plan and the committee will prepare the details for the campaign.
- **Policing:** It was suggested that October was a good month to invite the Police and Crime Commissioner to attend a Parish Council meeting (see also Item 60/21).

Tourism & Business Subcommittee

- The committee recommended not meeting with business and tourism groups until the situation with the covid virus outbreak is more settled.

57/21 Planning Reports

Cllrs McGregor and Duys confirmed that all Planning applications had been considered.

Planning Decisions:

21/2464N Agricultural determination building for Alpaca's KINSEY HEATH FARM, BAGLEY LANE, AUDLEM, CREWE, CHESHIRE, CW3 0DR. DETERMINATION - REFUSAL (STAGE 2)

21/1978N Prior approval of a single storey rear extension extending 3.9475 metres beyond the rear wall, maximum height of 3.30 metres and eaves height of 2.40 metres. 14, CHURCH VIEW, AUDLEM, CHESHIRE, CW3 0HN. DETERMINATION – APPVL NOT REQD (STAGE 1)

Planning Withdrawals:

There were no planning withdrawals reported.

Planning Applications:

There were **No Objections** raised to the planning applications listed below.

21/2868N Demolition of existing sun room, provision of replacement sun room with porch, extension of the dining room and bedroom above Mill Cottage, MILL LANE, AUDLEM, CW3 0AY. Last date for submitting comments 17th June.

21/2812N 2 storey rear and single side extension. Ashleigh, PADDOCK LANE, AUDLEM, CW3 0DP. Last date for submitting comments 23rd June.

21/2644N Replace existing garage and store with new swimming pool KINSEY HEATH FARM, BAGLEY LANE, AUDLEM, CREWE, CHESHIRE, CW3 0DR. Last date for submitting comments 16th June.

21/2735N Certificate of lawful proposed development of single storey rear extension. 4, HEYWOODS RIDGE, AUDLEM, CW3 0EF. Last date for submitting comments 15th June.

21/2651T T1 species not known Fell. T2 species not known Fell. We propose to plant hedging at the rear of our parking area on the boundary with the British telecom Exchange building. Cottage, SCHOOL LANE, AUDLEM, CW3 0BA. Last date for submitting comments not available.

21/2954N DIVISION OF EX HOUSE 15, 17 STAFFORD STREET INTO 2 DWELLINGS 15-17, STAFFORD STREET, AUDLEM, CW3 0AW. Last date for submitting comments 7th July.

21/3019N One and a half storey rear extension with internal alterations and new vehicular access with existing access closed. Acre Hill Cottage, Audlem Road, Hankelow, Crewe, CW3 0JE. Last date for submitting comments 30th June.

21/2568N Variation of condition 2 on application 20/0810N - Construct new house to the rear of Grey House and refurbish the existing Grey House. GREY HOUSE, AUDLEM ROAD, HANKELow, CW3 0JE. Last date for submitting comments 30-Jun-2021.

58/21 Butter Market booking requests

- ADAS have requested use of the Butter Market on 26th November, 10am-9pm, for the Big Switch On. A copy of public liability insurance has been provided. **Request was approved.**
- ADAS have requested use of the Butter Market on 22nd December, 5pm-9pm, for Carols in The Square. A copy of public liability insurance has been provided. **Request was approved.**
- ADAPT has requested use of the Butter Market on Saturday 18th September for a publicity event on climate change, biodiversity and carbon reduction. A copy of public liability insurance has been provided. **Request was approved.**

59/21 ACER Steering Group

Cllr Warburton reported on his attendance at an ACER Steering Group meeting that included discussion of a Cheshire East Council toolkit with regards to a practical actions checklist, a tool for estimating carbon footprint, a presentation to the community and an online platform to support and promote collaboration and knowledge sharing. Cllr Warburton is to advise ACER they can investigate and report back to the Council. CEC Cllr Bailey to investigate when the Parish Council will receive an invite to discuss the toolkit.

60/21 Village meeting

Members discussed possibilities for holding an annual public meeting. It was considered inappropriate for it to be held as part of a regular monthly Council meeting given the volume of business generally undertaken. It was suggested the village meeting should be planned subject to rules regarding the Covid virus outbreak. The meeting would involve local organisations and the Council could attend with its own stall. The Police could be invited which would provide an opportunity for the Police and Crime Commissioner to attend. It was agreed that the Tourism & Business Subcommittee should meet and devise a plan and report back. It was agreed the meeting should be held in October if this is viable.

61/21 Clerks report

The Clerk provided an update on training they had undertaken with the Interim Clerk most days, two virtual sessions with ChALC and with the Scribe modules.

62/21 Report from Ward Councillor

- CEC Cllr Bailey thanked the Council for ensuring minutes and agendas were posted well in advance of the meeting.
- The Council was thanked for ensuring the new bin on Monks Lane will be emptied by the Lengthsman.
- Cllr Bailey commented on a pilot scheme by Cheshire East Council to introduce highway maintenance top-up fees. Cllr Bailey said NALC had asked LGA for advice for Parish Councils on the issue. Cllr Bailey said there was no clear timeline, no answer as to what determined basic maintenance and how the Parish Council was to participate in the pilot when it had not precepted for such a plan. Cllr Bailey raised the possibility of seeking advice from ChALC on the proposed top-up fees, and clustering with other Parish Councils to help determine an approach to the pilot scheme.
- Cheshire East Council has been successful in bidding for a mobility grant from the Government which was related to a bus service that is in effect a dial-a-ride service. The grant is for three years. A minibus will be purchased and the service will be booked using a computer app or by telephone. Anticipated hours of operation are from 7am to 7pm, and it was envisaged there would be a minimum of two passengers per journey. Cllr Bailey welcomed the plan but raised concerns as to what could happen to the current bus service, home school transport and volunteer services in the area. Cllr Bailey raised a concern about whether there could be an over-supply of services, which if not taken up, might then be

followed by lower provision than is currently the case when the grant ended. Cllr Bailey has been in contact with local organisations about the development.

- Cllr Bailey is continuing to work with Audlem School on a road crossing.
- Cllr Bailey said United Utilities will make contact with regards to water treatment works proposed for 2022 that will result in traffic lights as new pipework is installed, resulting in road closures. Cllr Bailey has provided United Utilities with contact details.
- There continues to be a lot of road closures for utility works. Cllr Bailey said she had previously been asked to work with CEC on how to overcome log jams that occur in Audlem because of on-street parking. Cllr Bailey will provide the Clerk with details for an agenda item to provide a mandate to organise a meeting with Highways to discuss options.

63/21 Parish Council Matters & Policies

- Cllr Warburton has collected £80.65 (noted as £80.56 in the agenda) from the honesty box in the toilet block, which has been passed to the Clerk to be recorded as petty cash.
- The Cleaners have lost the keys for the toilet block. Cllr Warburton to check the spare set to see if any required keys are missing.
- Cllr Duys reported on a pilot scheme by Cheshire East Council to introduce highway maintenance top-up fees (see also Item 62/21), and that the highways budget had been cut by 23 per cent. Any road maintenance a parish council wanted to undertake that was not listed as planned maintenance would have to be paid for as extra work, which would include administrative charges. If a council wanted to extend an existing bus service this would be done in partnership with CEC and there would be an applicable charge. CEC Cllr Bailey will be provided an allowance of £4200 within the pilot scheme, which could be spent on one project or divided across multiple parishes.

64/21 Correspondence

- The Council received correspondence asking about the impact on the community of potential changes by Royal Mail. The Council noted that the are changes planned but that it has no authority in this matter.
- The Council received correspondence expressing concern about the use of cycles on the playing field and has passed this onto Cheshire East Council.
- ANSA has installed a bin on Monks Lane at no cost to the Parish Council. It is located at the Monks Lane end of the Mill Lane bridle way to the right-hand side of the field gate.
- The Council received correspondence regarding overhanging greenery on the footpath from Heywoods Ridge. The Council has no authority in this matter and the Clerk has responded to the correspondent with contact details for Cheshire East Council Highways.
- The Council has received an enquiry about installing a memorial plaque to a bench, or a bench and plaque. Cllr Warburton has replied to inform the correspondent that the Parish Council does not have this within its remit (N.B. At present the Council has no Policy for this type enquiry which could be a matter for further consideration). Cllr R Warburton provided details of a scheme for contributing towards a plan for an avenue of trees in the cemetery, which could include a plaque beside a tree.
- The Methodist Church has contacted the Parish Council to ask if it could consider contributing towards the cost of resurfacing a car park. Such a contribution does not qualify under existing statutory rules, which prohibit the Council from providing funds to religious organisations. The Clerk has responded to the Methodist Church.
- The date for Party on the Park has been moved from July 3 to July 31. An adjusted request for use of Turnpike Field has been submitted to the Council.

65/21 Grant applications

A grant application by Cllr Warburton (pp ADAS), for the amount of £149.40 for the purchase of flags for display in the village was **approved**.

66/21 Items for future agenda

No items were raised for future agenda.

Part 2 Confidential matters

Item

Members discussed the problem at Longhill Moss.

67/21 Date of next meeting

Until further notice the Parish Council monthly meetings will be held on the second Monday of each month. Members to consider the date of the next meeting of the Parish Council currently set as being held at **7.00pm** on **MONDAY 12th July 2021** which will be held at Audlem Public Hall or via an online meeting facility (subject to prevailing Covid distancing rules and may need to be decided nearer the time).

Future planned dates: NO meeting in August 2021, 13 September 2021, 11 October 2021, 8 November 2021, 13 December 2021, 10 January 2022, 14 February 2022, 14 March 2022.

It should be noted that meeting dates are subject to change and in view of the ongoing Covid situation may either be live and or a combination of live and 'virtual' meetings until guidelines permit otherwise.

Meeting closed at 9.17pm

It was **resolved** to approve the minutes of the last meeting held on 14 June 2021 which were signed by the Chair of the meeting as a true record on Monday 12 July 2021.

O Hembry
Clerk