



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 10th June 2019 at 7.30pm

Methodist Meeting Rooms, Shropshire Street

PRESENT

Cllr Steve Boyes (Chairman), Cllr David Higham (Vice Chair), Cllr Geoff Seddon, Cllr Ralph Warburton, Cllr Nigel Mottershead, Cllr Tim Lawton, Cllr Lynette Hopkins, Cllr Paul Barrett, Ward Councillor Rachel Bailey.

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

19.16 APOLOGIES FOR ABSENCE

That apologies received from Cllr Lorna Matthews be accepted.

19.17 DECLARATION OF INTERESTS

Cllr Barrett declared a non-pecuniary interest in agenda item 19.26.4 recent burglary.

Cllr Seddon, Cllr Warburton and Cllr Boyes as members of Audlem's Burial Board all declared a non-pecuniary interest in the planning application.

Cllr Higham as a representative of Canal & Rivers Trust declared a non-pecuniary interest in agenda item 19.22 Housing for planning application 19/2187N Wharf Cottage, Shropshire Street.

19.18 CONFIRMATION OF MINUTES

19.18.1 Cllr Lawton proposed to confirm the minutes of 13th May 2019, Cllr Seddon seconded. Councillors unanimously agreed.

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

19.18.2 Cllr Warburton proposed to confirm the minutes of the Annual Village Meeting held on 22nd May 2019, Cllr Seddon seconded. Councillors unanimously agreed.

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

19.19 ANNUAL BUSINESS DEFERRED FROM LAST MONTH

19.19.1 Asset Register.

Deferred until next month after the Finance Sub Committee have met.

Action/s: Finance Sub Committee to review and amend as necessary.

19.19.2 Insurance.

The Finance Sub Committee had made a recommendation to the Parish Council for the insurance to be renewed with RSA (Royal Sun Alliance) via WPS Insurance Brokers. It is an annual policy with a 3-year long term agreement which expires in 2022. Cllr Seddon proposed accepting the recommendation, Cllr Mottershead seconded. Councillors unanimously agreed.

Resolved: that the insurance be renewed with RSA (Royal Sun Alliance) on a 3 year agreement.

19.20 MATTERS ARISING

19.20.1 Update - Power source at The Buttermarket.

Despite the Clerk chasing there has been no further update from ADAS. No further action necessary until ADAS revert to the Parish Council.

19.20.2 Update - Gullies on the bridge, Coxbank, Kinsey Heath, Wood Orchard Lane and Whitchurch Road.

These problems have all been logged with Cheshire East Council and their Senior Highways Manager is now involved. Cllr Hopkins to keep progressing this issue and Cllr Higham volunteered to prepare a report for the gullies on Whitchurch Road.

Action/s: Cllr Hopkins to report back to full Council and Cllr Higham to provide the Highways team with this report.

19.20.3 Update - Central Governments Community Clean Up grant funding.

The meeting had to be rescheduled and Cllr Boyes is now meeting with Cllr Rachel Bailey to discuss this on Wednesday 11th June.

Action/s: Cllr Boyes to report back to full Council.

19.20.4 Update – Repainting of Audlem’s signs.

The Clerk informed the Council that Derek Winskill and Councillor Lorna Matthews had repainted the signs over the bank holiday weekend. The cost of materials was £154.15. The Councillors agreed the job had been done well and were very grateful. Cllr Boyes proposed sending a letter of thanks, Cllr Mottershead seconded. Councillors unanimously agreed.

Action/s: Clerk to draft a letter and send it.

19.20.5 Update - Benches on Emberton Place.

Councillors discussed leaving one bench and moving the two others. Community working group to visit this and make a recommendation.

Action/s: Clerk to add this to July’s agenda for resolution.

Ward Cllr Rachel Bailey arrived.

19.20.6 Update – BT phone box.

The Clerk reported that a BT engineer has carried out a full clean inside and out and repaired any damage. The cleaner has also given it another clean. BT have said that they will not update the equipment now as phone boxes usage has dropped by 90% and they are becoming obsolete. No further action necessary for now.

19.20.7 Asset review inspections.

Deferred until July.

Action/s: Clerk to add this item to the July agenda.

19.20.8 Update - Cheshire East Council plans to replace all existing yellow sodium with the new white light LED lanterns.

Cllr Hopkins reported that she had spoken to the senior lighting manager at Cheshire East Council (CEC) who has informed her that whilst the lamp facades themselves will remain, the lights will be replaced with LED bulbs. Whilst Councillors appreciated their cost and energy efficiency, they were concerned about light pollution. Ward Cllr Bailey asked highways group to look into this matter as the lamp facades themselves are over 20 years old and CEC have had trouble rolling out the LED programme as the older lamp facades are not always compatible with the new bulbs.

Action/s: Highways working group to investigate this further.

19.20.9 Update - Adderley A529.

Cllr Boyes and Cllr Hopkins had attended a meeting with Adderley Parish Council and Shropshire Council present. Most improvements to the road are markings in the road and barriers. There is a need to understand what Cheshire East Council are proposing towards Audlem.

Action/s: Ward Cllr Bailey to check if there has been an update at CEC. Highways working group to keep an eye on the project & keep the Parish Council informed of any updates.

19.20.10 Update – Dangerous tree on Wood Orchard Lane.

The Clerk had reported this problem to CEC and a resident has also been in touch to say they had already reported this matter to CEC in September last year. CEC have written to the landowner who owns the field and have been asked to take action urgently.

Action/s: Clerk to keep chasing CEC.

19.20.11 Tree fallen down on Cheshire Street.

The Clerk reported this to CEC who removed it on the same day. No further action necessary.

19.20.12 Hedge parsley reducing visibility on the narrow country lanes.

This matter has been reported to CEC for them to take urgent action but there is currently no update from them.

19.21 ANNUAL ACCOUNTS AND GOVERNANCE 2018/19

19.21.1 Accounting Statement – to approve the 18/19 accounts.

The Clerk reported that the accounts do balance and she had started preparing the forms for the audit today with Cllr Seddon who has experience of previously completing them in previous years. The Finance Sub Committee will be sent these for review and these will then be circulated to the

Parish Council any comments to be provided within 3 days. Cllr Boyes proposed to accept the accounts subject to any comments, Cllr Warburton seconded. Councillors unanimously agreed.

Action/s: Clerk to circulate the finalised audit documents once they are completed.

19.21.2 Appointment of RFO.

This continues to be the Clerk. No further action necessary.

19.21.3 Confirmation of Internal Auditor.

Cllr Seddon proposes to appoint the Parish Council's usual internal auditor, Cllr Warburton seconded. Councillors unanimously agreed.

Action/s: Clerk to liaise with the internal auditor then send the documents to the external auditor PKF Littlejohn.

19.22 HOUSING (Planning/Heritage & Conservation)

19.22.1 PLANNING APPLICATIONS

To consider the following: -

Planning reference	Main location	Development description	Action	Decision by APC	Decision by CEC
19/2220T	AUDLEM CEMETERY, CHESHIRE STREET, AUDLEM	WORKS TO TPO TREES Trim side branches to medium centre			Due 02/07/2019 Cllr Higham proposed to write to CEC saying APC have no objections, Cllr Lawton seconded. 3 abstentions due to non-pecuniary interests. All other Councillors in favour. Action/s: Clerk to write to CEC Planning Officer to inform them.
19/1986N	19, WHITCHURCH ROAD, AUDLEM, CW3 0EE	Proposed notification of agricultural building for storage of garden equipment and storage of livestock food and bedding	Not yet decided	No objections in principle but recommend attaching a condition so any decision removing permitted development rights or specifying that it may only be used for the use applied for.	Incomplete application. Not yet decided.
19/0185N	SANDY LANE FARM, SANDY LANE, AUDLEM, CW3 0BF	Formation of New Agricultural/Agricultural Contractors Access Route from Existing Yard to Paddock Lane and Ceasation of Bath Lane route	Not yet decided		Date Registered 14/01/2019 Committee Date Last date for comments 20/02/2019 Decision Target Date 11/03/2019
19/1390N	Sandy Lane Farm, SANDY LANE, AUDLEM, CW3 0BF	Proposal certificate of existing lawful use for the Storage and maintenance of agricultural machinery, storage and maintenance of gritting vehicles.	Decided - approved		Positive certificate 24-May-2019
19/1525N	Maybank, WOORE ROAD, AUDLEM, CW3 0BT	Single storey rear extension with internal alterations	Approved	No objections	Approved with conditions / 21/05/2019
19/2012N	HEATHFIELDS, AUDLEM ROAD,	Non Material Amendment to	Approved		Approved 30/04/2019

	AUDLEM	18/4442N			
19/2168N	55, COPTHORNE DRIVE, AUDLEM, CW3 0EQ	Single storey dual pitched extension to provide dining room	Approved	No objections	Approved with conditions
19/0855N	Land adj 10, SALFORD, AUDLEM, CW3 0AZ	Reserved Matters following Outline Approval 18/0178N - Outline planning permission for erection of 2 no. dwellings. All matters reserved except access	Withdrawn		

19/2187N Wharf Cottage, SHROPSHIRE STREET, AUDLEM

Planning application for a listed Building Consent to install secondary glazing, window easing and refurbishment, draft proofing to front & rear doors and internal works.

Cllr Seddon proposed to write to CEC informing them the Parish Council has no objections, Cllr Boyes seconded. Councillors unanimously agreed and commented that the letter should refer to Audlem's Neighbourhood Plan.

Action/s: Planning working group to draft a letter for the Clerk to send.

19.22.2 Birds Nest Development, Audlem Road.

Cllr Boyes updated the Parish Council following recent communication with the developer. Renew Land Developments have taken the decision to cancel the planned public consultation whilst they gather further technical data and use this to redesign the site to fit the needs of the Council as far as possible. In doing so there has been a slight delay in organising a new date. The developer has assured the Parish Council that revised plans for the scheme will be sent as soon as it is available. They will also send letters to local residents to inform them of the public consultation in order to maximise turnout and hope this will be before the summer holidays.

Action/s: Cllr Boyes to keep the Parish Council updated.

19.22.3 Site Allocations & Development Policies Document (SADPD).

Cllr Boyes met with CEC's Strategic Planning team on 5th June to discuss the SADPD which allocates housing until 2030, looking at a 5 year housing supply. As part of their land allocated for housing, CEC had looked at 5 or 6 options around Audlem and allocated 2 sites for future development; Bird's Nest (opposite McCarthy & Stone and Anwyl) and East View, which adjoin each other. The Parish Council supported these draft allocations subject to further discussion as the detail for the site develops. There were caveats as the Parish Council had formally objected to the proposed footpath on Little Heath Green which was accepted and the developer is now placing it on the left. The developers had requested 35 units but only 20 units were allocated. CEC's Strategic Planning Board will be reviewing the SADPD until the end of June and then the Parish Council will have chance to look at it and provide their observations.

Action/s: Cllr Boyes to keep the Parish Council updated.

Ward Cllr Rachel Bailey left the meeting at 8.10pm.

19.23 FINANCIAL MATTERS

19.23.1 Finance Report – to receive the Finance Report.

Cllr Boyes proposed that in future the finance report be provided a week before the meeting and that Cllr Barrett works with the Clerk to optimise the finance spreadsheet. Cllr Higham seconded. Councillors unanimously agreed.

Action/s: Cllr Barrett to arrange a meeting with the Clerk. Clerk to send finance reports as above.

19.23.2 Update - Parish Council Insurance renewal.

Covered above under agenda item 19.19.2 Insurance.

19.23.3 To add Cllr Boyes, Cllr Lawton & Cllr Hopkins as bank signatories.

Cllr Higham proposed to add these Councillors as signatories, Cllr Seddon seconded. Councillors unanimously agreed. Clerk has given the relevant form to Cllr Boyes for completion and he will pass it on to Cllr Lawton and Cllr Hopkins for them to complete their sections.

Action/s: Clerk to send the completed form along with these meeting minutes signed to the bank.

19.23.4 Grant requests

19.23.4.a £500 for Touring Arts Visiting Audlem (TAVA).

Further information has been requested and this is outstanding. No further action necessary until TAVA revert with the required information.

19.23.4.b £1,271.96 for Audlem Scouts.

The Finance Sub Committee is to meet to discuss this request and make a recommendation to the Parish Council at July's meeting.

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

2075	Audlem Festival Committee	Grant		179.40
2076	Councillor Lorna Matthews	Repairs & Renewals	Materials and tools to repaint Audlem village signs	154.15
2077	Belen Lopez Bloor	Office Expenses	Mileage, postage, printing, stationery	58.72
2078	Belen Lopez Bloor	Village Meeting	Food	52.35
2079	Ralph Warburton	Village Meeting	Drinks	71.24
2080	CHALC	Training		35.00
2081	Audlem Public Hall	Village Meeting		85.00
2081	Audlem Public Hall	Room hire		60.00
2082	WPS Ltd	Insurance		1,080.48
2083	3 Counties Cleaning	Public Conveniences		205.00
2084	Shropshire Union Canal	Subscription	Membership	25.00

Cllr Higham proposed to accept the authorisation of cheques, Cllr Boyes seconded. One abstention, all other Councillors in favour.

Resolved: That the cheques be approved for payment.

19.23.6 Scheduled payments – to approve the scheduled payments.

DD	07/05/2019	NEST	Pension Contributions	£91.73
SO	07/05/2019	Shires Pay Services Limited	Payroll Services	£20.00
DD	20/05/2019	Water Plus	Water supply	£72.36
SO	28/05/2019	ThenMedia Ltd	Website	£24.10
SO	30/05/2019	Shires Pay Services Limited	Payroll Services	£4.50

Cllr Higham proposed to accept the scheduled payments, Cllr Boyes seconded. Councillors unanimously agreed.

Resolved: That the scheduled payments be approved.

19.23.7 Receipts – to minute the receipts.

01/05/2019	Bank interest		£43.19
02/05/2019	Honesty Box		£65.57
29/05/2019	Cheshire East Council Community Clean Up Grant		£809.00
29/05/2019	Credit note from NPower		£321.00

Noted: That the receipts be approved.

A direct debit for £50 on 02.02.2019 to CAF Fields in Trust had not been minuted in previous minutes. Councillors unanimously agreed to accept this payment.

19.23.8 Turnpike Field Donation update.

Cllr Seddon informed Councillors that donations up to last Saturday were at £16,713 plus a further £50 had been received today as a donation for allowing parking for a funeral. Councillors also mentioned that £40 had been found on the street and handed in to the newsagents. After a few weeks wait nobody had claimed it so it has been donated to the Turnpike Field pot.

Action/s: Clerk to write an open thank you letter for Audlem Online about the lost £40 having been donated to Turnpike Field.

19.24 TURNPIKE FIELD

19.24.1 Amendment to Turnpike Field Terms of Reference to incorporate £500 spending authority every 3 months.

Subject to approval from the Responsible Financial Officer (RFO), Cllr Seddon proposed to authorise the £500 spending authority, Cllr Lawton seconded. Councillors unanimously agreed. The Clerk and RFO confirmed their approval.

Resolved: That the Turnpike Field Working Group are granted a spending authority of £500 every 3 months.

Action/s: Terms of reference to be amended to reflect this change.

19.24.2 Update - Old Vicarage Tree Surgery works.

The contractor has visited the site again and has said they will complete the work in tranches, with it taking 4 -5 days. Some of the trees have Tree Preservation Orders on them and so the correct consents will need to be obtained. Cllr Higham is liaising with the contractor.

Action/s: Cllr Higham to report back to the Parish Council.

19.24.3 Update - Ecological survey by Cheshire Wildlife Trust (CWT).

This is booked in 5th July. Cllr Hopkins is speaking to CWT as to whether it is possible to cut the grass in advance of the survey and is awaiting a response. The Turnpike Field Working Group (TFWG) will be visiting the site next Thursday so it will be picked up then.

Action/s: Cllr Hopkins to report back to the Parish Council.

19.24.4 Camping during events.

Councillors discussed the need to clearly define where the camping area is and also send a letter with conditions/ guidelines and a plan when people come to camp.

Councillors discussed an enquiry from an event organiser who wants to organise a small event at the Audlem Village Hall, possibly the weekend of 26th, 27th and 28th June 2020 and use the field for camping. The TFWG had already looked at this request and were in agreement that they should be encouraging events in the village, including from outside organisations, which increase tourism and trade in the village shops and pubs but recommend strict conditions so the event organiser would need to have comprehensive public liability insurance, provide appropriate toilets, bins and arrange for rubbish clearance and waste collection after the event. Cllr Hopkins asked how many events are the Parish Council going to allow. Councillors debated whether the event would be beneficial to the village. Some stated that there were already two campsites nearby and that the Parish Council did not purchase the field for this purpose whilst others said that 130 people attending the event bringing trade to local businesses needs to be considered. Cllr Boyes proposed entering into further discussions with the event organiser before making any decision and sending a letter stipulating conditions. Cllr Higham seconded. Councillors unanimously agreed.

Action/s: Cllr Boyes to draft a response to the event organiser for the Clerk to send.

19.25 PLAYING FIELD COMPLEX – UPDATE

19.25.1 Roundabout in the children's play area being replaced with new equipment.

Cllr Seddon drafted a letter which has been sent.

Action/s: Ward Cllr Rachel Bailey to report back to the Parish Council.

19.25.2 Ownership progress with Hibberts Solicitors.

There is no update as the solicitor dealing with the case is off sick. Cllr Higham explained that Fields in Trust were involved to protect the field from development and because CEC would only lease it to the Parish Council for 30 years. Cllr Boyes, Cllr Mottershead and Cllr Seddon to meet with the solicitor and scope out how far we have got with taking over ownership.

Action/s: Cllr Seddon to arrange this meeting and the team to report back to the Parish Council.

19.26 PARISH COUNCIL MATTERS

19.26.1 Domain name, email addresses and document library.

Cllr Higham proposed to proceed with the above 3 initiatives, Cllr Boyes seconded. Councillors unanimously agreed.

Action/s: Clerk to liaise with Then Media to set these all up and report back to the Parish Council.

19.26.2 Co-option of Councillors.

The Clerk informed the Parish Council she had received two applications. Cllr Boyes proposed to formally advertise the vacancies for transparency with a view to making a decision in July and co-opting in September. Cllr Seddon seconded. Councillors unanimously agreed.

Action/s: Clerk to proceed with the above.

19.26.3 Gentlemen's toilets.

There have been some issues with the toilets which have now been resolved. No further action required for now.

19.26.4 Recent burglary.

Recent burglary noted. Councillors discussed the neighbourhood watch scheme which seems to be in some areas of Audlem. It was also agreed to raise the issue at the next Police Liaison Meeting.

Action/s: The Parish Council representative will discuss the burglary at the next police liaison meeting. The community working group is to look at how residents can work together to prevent burglaries.

19.26.5 Updating the car park diorama.

A weather-proof sticker is needed to show that the post office has moved from location 15 to between location 3 & 7. Cllr Boyes proposes to have professionally printed stickers to amend the diorama and also add a list of defibrillators. Cllr Higham seconded. Councillors unanimously agreed.

Action: Cllr Higham to provide the Clerk with the required measurements.

19.26.6 ChALC Employment / Recruitment Manual.

ChALC (in partnership with the Hampshire Association of Local Councils) have developed an employment/recruitment manual which can be purchased for £15.00. Cllr Boyes proposed one is purchased, Cllr Warburton seconded. Councillors unanimously agreed.

Action/s: Clerk to proceed with the purchase but check it gets updated.

19.26.7 Venues for Parish Council meetings.

Cllr Boyes, Cllr Hopkins, Cllr Seddon and Cllr Warburton discussed this item at a meeting and recommend keeping the current arrangements as they are. No further action necessary for now.

19.26.8 Clerk attendance at working group meetings.

Councillors discussed the new structure of working groups which will mean the Clerk attends more meetings. Deferred until the new structure has been approved.

19.26.9 Gifts for retiring Councillors.

Cllr Seddon is purchasing these and they will be presented at July's meeting.

19.27 CORRESPONDENCE

19.27.1 Complaint from resident regarding Markden Homes' residential development.

Action/s: The Highways working group will draft a letter of response.

19.27.2 Complaint from resident regarding some gullies missed from Cheshire East's clean up, hedge parsley obstructing visibility & dangerous tree on Wood Orchard Lane.

Action/s: Discussed above and action has been taken. See agenda item under 19.20 Matters Arising.

19.28 AREAS OF RESPONSIBILITY

19.28.1 To receive working group reports.

The Clerk circulated the organogram of the new structure. Cllr Boyes to prepare a report for the July meeting when Councillors will be allocated to the new groups.

Action/s: Cllr Boyes to prepare a report for July and Clerk to recirculate list of outside representatives to all Councillors.

19.28.2 To appoint Councillors to working groups and outside bodies.

19.28.1 Finance Sub Committee.

Need one more Councillor to join. Cllr Boyes proposed Cllr Barret joins, Cllr Seddon seconded.

Action/s: Clerk to amend the Terms of Reference for approval at July's meeting. Councillor Barrett to join the Finance Sub Committee.

19.28.2 Turnpike Field Working Group.

Cllr Boyes explained that now Cllr Warburton is a Parish Councillor there is a need to look at the membership of the working group. Councillors agreed that he should stay on the working group and 2 new community representatives should be sought to join the working group so that there are 5 Councillors and 6 village representatives. Cllr Boyes proposed amend the Terms of Reference and advertise for the vacancies. Cllr Seddon seconded. Councillors unanimously agreed.

Action/s: Clerk to amend the Terms of Reference and TFWG to commence process to recruit two new village representatives.

19.29 ITEMS FOR FUTURE AGENDA

Shortening the monthly meeting agenda.

Increasing the Clerk's hours.

19.30 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held at **7.30pm** on **MONDAY 15th JULY 2019** in the Methodist Rooms. There will be no monthly meeting in August. After this the next meeting will be at **7.30pm** on **MONDAY 2ND SEPTEMBER 2019**.

Cllr Boyes declared the meeting closed 9.30pm.