



AUDLEM PARISH COUNCIL

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

MINUTES OF MEETING OF AUDLEM PARISH COUNCIL (APC)

held Monday 8th March 2021 at 7.00pm virtual on-line meeting

PRESENT - Cllrs R Warburton, P Salt, A Bicknell, M Duys, C Gresty, J Sansom, J Bowers, and J McGregor (see item 186/20 below)

In attendance: Interim Parish Clerk – Paul Barton. CEC Cllr Bailey.

Appointment of Chair

Following the resignations of Cllr Boyes as Chair, and Cllr G McLaren Brown the Interim Clerk invited nominations to Chair the Council till the Parish AGM scheduled for May 2021. Cllr C Gresty was nominated. There being no other nominations, Members voted unanimously to appoint Cllr Gresty to the Chair. There not currently being a Vice Chair, Members deferred electing a Vice Chair for this meeting and possibly the April meeting after which a new Chair and Vice Chair to be elected (or re elected) at the AGM meeting in May.

Public speaking open forum and Public participation

There was one Member of the Public present.

183/20 Apologies:

There were no apologies.

184/20 Request for dispensation

There were no requests for dispensation.

185/20 Declarations of Interest

There were no declarations of Interest.

186/20 Councillor vacancies and Co-option

Following the recent resignations of Cllrs S Boyes and G McLaren Brown, the Parish Council currently has five Councillor vacancies. There was one casual application to join the Council carried forward from February and two other applications in waiting from the last casual vacancy advert pending approval from CEC to the most recent advertisement. It should be noted that in the event that more than three applications are received, there will be a call for a by election to be held at the earliest permissible date advised by, and subject to CEC Governance directives. Vacancies will be advertised for by-election request (see above) before moving to inviting co-options (pending the outcome of the by-election request period). As a result it was **resolved** unanimously that Mr James McGregor be invited to join Audlem Parish Council as a co-opted Member. The Interim Clerk will continue to monitor any further applications received and maintain an advertisement. Clerk and Chair to arrange an update for the AOL website.

187/20 Minutes

It was **resolved** to approve the minutes of the last meeting held 8 February 2021 which were notionally signed by the Chair as a true record.

188/20 Matters arising

There were no matters arising from the Minutes of the last meeting held 8 February 2021.

189/20 Planning Reports

Planning Decisions:

There were no new planning decisions.

Planning Withdrawals:

There were no planning withdrawals

Planning Applications:

21/0744N Demolish conservatory & replace with single storey extension 4, CHURCHFIELDS, AUDLEM, CW3 0AN To be determined under delegated authority (Previously circulated) No objections

21/0925D Discharge of conditions 3 and 4 on approved app 20/4123N- Variation of condition 1 on approved application 19/2029N - Proposed extensions and alterations. Sylhet Lodge, AUDLEM ROAD, HANKELOW, CW3 0JA (N.B. This is in an adjacent Parish) No observations.

190/20 Group reports

Finance Sub Committee (FSC)

As Chair of the Finance Sub Committee (FSC), Cllr Salt reported on the FSC meeting held on 24 February 2021 (Minutes previously circulated to Members) confirming the following.

- Bank reconciliation to 6 February 2021 Bank statement, and schedule of payments which were now embedded in the Scribe accounts were approved.
- Balances agreed and approved were as follows

Petty Cash	£56.18
Deposit Account	£118,402.51
Current account	£36,297.67
Total	£154,756.36

- Approved monthly routine payments by BACS/STO/DD for

Public Conveniences	Cleaning
Lengthsman	Wages (incl Pension)
Interim Clerk	Salary (incl Pension)
ChALC	Training modules
HMRC	PAYE
ThenMedia	Website Maintenance
Zoom	Online meetings
Water Plus	PC Water/Waste
EDF	Electrical supply
Shires Payroll Services	Payroll

- Report on the quarter review documentation.
- The FSC **resolved** that Cllrs Boyes and McLaren Brown should be removed from the Santander Bank mandate following their resignations and to appoint Cllrs Salt, Bicknell and Gresty as signatories as soon as possible. (Clerk has circulated necessary documentation) The FSC formally recommends that the new incoming Chair to the Parish Council should also be a signatory to the Bank accounts at the earliest opportunity. This was approved by all Members
- Report on the proposed CCCA account.
- The FSC approved a payment of £1881 for the ground work and drain jetting work carried out to alleviate the flooding on the Longhill Moss site.

- Pending the reorganisation of the various APC working groups, the FSC will continue to monitor Parish Assets and cost centres and the leading up to the financial year end as at 31 March 2021.
- The next FSC meeting is scheduled for 31 March 2021

Turnpike Field Working Group

Cllr Warburton chaired the last meeting of the working group held on 10 February 2021 and provide a full report on the meeting:

- Members were advised that the Council had previously sought quotations from 3rd party grid/matting system suppliers as well as an architect who would draw up design drawings and follow this up with a planning application for an agreed figure. Members were advised that the Council had previously submitted a 'pre-application advice request' in 2018 which would not now be valid due to planning changes so would need to make a fresh application. Having determined that the architect had agreed to honour his previous quotation the Council should try to move this matter forward.

It was **resolved** to approve expenditure of up to £2000 for necessary work to be carried out PLUS an additional sum of circa £1000 to enable the initial Planning Application and fee to be submitted and paid. (subject to additional guidance that Cllr Bailey is able to ascertain from Highways/Planning/Environmental Depts). In open discussion it was noted that any application would now also be subject to changes in planning and policy decisions for both Highways and Environmental consideration. Cllr Bailey offered to carry out informal enquiries on current policy with Planning, Highways and Environmental.

It should be noted that any such planning application was likely to be influenced by any recommendations forthcoming from the TFWG

- Cllr Warburton provided some historical overview costings for the Car Park but it was agreed that any such costings via the TFWG would need to be subject to conditions imposed by CEC Highways for revisions and or conditions concerning the approved entrance to the field.
- It was noted that the APC membership of the working group was diminished, and should consist of 5 Council Members. It was agreed that the Council representation should now comprise Cllrs Warburton, Sansom, Duys, Bicknell and McGregor.
- Cllr Warburton advised that he had seen quotations based on 1150sq mts for the car park costing net of VAT in the range of £58,700 to £65,000 SUBJECT to Highways approving an entrance location to the field. Members discussed this at length expressing concern that a figure of £40,00 quoted to the public meeting originally, has successively kept rising to what could now be over £100,000. The detail of this needs very careful consideration and possibly taken back to the Parishioners with more guidance from the TFWG.

191/20 Financial Matters

Cllr Salt reported on the Finance Sub Committee meeting of 24 February (see item 190/20 above).

It was agreed that this Committee needed more members with Cllr Bower to be approached to join this Committee with further additions to be considered as soon as possible.

Cllr Salt also reported on the proposed CCCA fund for excess funds (also see Item 190/20)

It was agreed that details of relevant Financial matters (Minutes of the FSC meetings) would be circulated to all Members.

192/20 Clerk Appointment

Cllrs Salt and Duys reported on the progress in finding and appointing a new Clerk. The closing date for applications was 5th March There was discussions about application forms and CV's submitted.

Cllr Salt was preparing an interview questionnaire in conjunction with Cllr Duys and the Interim Clerk advising that the plan was to shortlist and interview during week commencing 22 March, and if possible offering the position to a successful applicant the following week. The Interim Clerk was to circulate the applications received to the recruitment sub group

193/20 Clerks Report

The Interim Clerk advised that he had inspected the Public Conveniences to verify that PHS had installed new soap dispensers which had been installed but that the old ones had been left in situ. It was agreed that this matter should be revisited in future. The asset management group need to review all assets including the Public Convenience. The Interim Clerk reported on a communication from the Parish Insurance underwriters advising that they were planning to change the current underwriters. NO details are yet available in terms of cost implications but these will be monitored and reported on in due course.

194/20 Turnpike Field

(See item 190/20)

195/20 Buttermarket

Members were advised that there was nothing to report as the electrician has not yet commenced the work in hand.

196/20 Maintenance Issue

The Clerk reported on some minor maintenance work to be carried at the Public Conveniences to be carried out in course by a local Handyman.

There was an update on the Longhill Moss which was provided by the Interim Clerk, the Council having lost the services of former Cllr McLaren Brown

197/20 Report from Ward Councillor

CEC Cllr Bailey provided a verbal update on local matters including.

- Congratulating Cllr Gresty on her election as Chair.
- Thanking the Parish Council for the work done towards achieving a high level of transparency.
- The ongoing Community Governance review being carried out by CEC which could have far reaching implications across a wide area of Cheshire with a consultation period that will follow. The review could result in Audlem Parish Council losing one Councillor. It was also noted that Parish Councils appear NOT to have been informed but Cllr Bailey advised that she would forward what information is available.
- The highways budget for the locality (AHG Nantwich) of £70,000 appears to have been removed and replaced with a Ward budget of £4,000 for Councillors.
- Cllr Bailey was following up on the request for a pedestrian crossing adjacent to the Anwyl estate which has been an ongoing cause for concern.
- Cllr Bailey commented on CIL monies which are distributed to Councils and how they can be spent. It was noted that Audlem Parish Council is holding CIL funds of £29074.50 in its Reserves which can be used for any purposes for local service delivery towards capital (not revenue) costs in developing the services provided to the community whilst suggesting that the Parish Council make clear steps to improve the transparency of what the Council plans to do with those funds.
- Cllr Bailey commented that the CEC precept was due to rise by 4.99% for 3 years which included 3% towards Adult Social Care but with a cut to Highways and pot hole funding where funding is pump primed.
- Highways issues remain an ongoing concern as does dog fouling. Support for action is disappointing but a take up reference to the CEC Dog warden which Cllr Bailey has directed residents to has been quite good.

198/20 Parish Council Matters & Policies

Training: Cllr Salt confirmed that she had now attended the Code of Conduct & Councillor Meetings and Procedures training module with ChALC whilst Cllr Duys had attended the Roles and responsibilities training module. Cllrs Duys and Bicknell had attended the Year End Accounts module with Cllr Salt due to attend later in the month. It was requested that the Interim Clerk re circulate the list of training modules

199/20 Correspondence

The Interim Clerk re stated that ADAS have asked the Parish Council for comments/updates on the following:-

Milestone markers and Monument/War Memorial where cleaning/remedial work needs to be carried out. Following discussion it was agreed to go back to ADAS for guidance/assistance

200/20 Areas of responsibility

Following discussion, the Members agreed to sit on the following groups:-

TFWG – 5 Members Cllr Warburton(Chair) and Cllrs Sansom, McGregor, Duys and Bicknell

FSC – Cllrs Salt, Gresty, Bicknell, Bower plus one other in due course

Longhill Moss – in a caretaker capacity Cllrs McGregor and Warburton (N.B. Cllr Bower has offered to assist)

Recruitment- Cllrs Salt and Duys assisted by the Interim clerk

Burial Board- Cllr Warburton sits on this with Cllrs Gresty and Sansom

201/20 Grant applications

Consideration for a grant application from ADAS towards the costs of Spring Planting (previously circulated) was deferred to the next meeting.

202/20 ITEMS FOR FUTURE AGENDA

Cllr Duys provided a briefing on the desire to work towards becoming a Quality Council and the steps required to achieve this which will take several months to effectively set up the processes and recording of data and information to start to work towards achieving this status.

203/20 Part 2 Confidential

There were no confidential items.

204/20 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 April 2021** at Audlem Public Hall or via an online meeting facility (to be decided nearer the time).

Future planned dates, 10 May 2021 noting that this is scheduled to be the AGM, 14 June 2021, 12 July 2021. NO meeting in August 2021, 13 September 2021, 11 October 2021, 8 November 2021, 13 December 2021.

It should be noted that meeting dates are subject to change and in view of the ongoing Covid situation will continue to be 'virtual' meetings until guidelines permit otherwise.

Meeting closed at 9.18pm

It was **resolved** to approve the minutes of the last meeting held 8 March 2021 which were notionally signed by the Chair as a true record on Monday 12 April 2021

Cllr C Gresty

Paul A I Barton

Interim Clerk