



AUDLEM PARISH COUNCIL

Clerk: Owen Hembry
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MINUTES OF MEETING OF AUDLEM PARISH COUNCIL (APC)

held Monday 10th May 2021 at 7.00pm Audlem Village Hall

PRESENT - Cllrs C Gresty (Chair), R Warburton, P Salt, A Bicknell, M Duys, J Sansom, J McGregor, J Bower, D Winskill

In attendance: Interim Parish Clerk P Barton, incoming Parish Clerk O Hembry, CEC Cllr R Bailey and two members of the public.

23/21 Chair's report and introduction

A report was received from the Chair of the preceding 12 months including an overview and outline of the Council's plans going forward. The report is available to read, see attachment.

24/21 Clerk appointment

Owen Hembry was formally introduced to the meeting as the new Clerk, appointed with effect from Tuesday May 4, 2021 with the Interim Clerk Paul Barton remaining for a further period to support the Clerk in the handover.

Parish Elections May 2021

In the absence of a requirement to hold a Parish Council election, Cllrs C Gresty, R Warburton, P Salt, A Bicknell, M Duys, J Sansom, J Bower, J McGregor and D Winskill were re-elected unopposed.

25/21 Appointment of Chair

In the absence of additional nominations Cllr C Gresty was re-elected as Chair.

26/21 Appointment of Vice Chairman

Cllr D Winskill was nominated as Vice Chair. Their being no other nominations Cllr Winskill was unanimously elected.

27/21 Apologies:

There were no apologies for absence.

28/21 Councillor vacancies and Co-option of new Members

There are currently 3 vacancies on the Parish Council which are currently being advertised as casual vacancies in accordance with current governance guidelines. There was one casual application to join the Council. Members considered this application and it was **resolved** unanimously that Mr Paul Cawood be invited to join Audlem Parish Council as a co-opted Member. The Clerk will continue to monitor any further applications received and maintain an advertisement. Clerk and Chair to arrange an update for the AOL website.

29/21 Public speaking open forum and Public participation

There was no open forum or public participation.

30/21 Request for dispensation

There were no requests for dispensation.

31/21 Declarations of Interest

There were no declarations of Interest.

32/21 Minutes

It was **resolved** to approve the minutes of the last meeting held 12 April 2021 signed by the Chair as a true record subject to an amendment to the bank reconciliation table which incorrectly posted the deposit account amount as £118,402.51 which should have stated £118,403.42.

33/21 Matters arising

There were no matters arising from the Minutes of the last meeting held 12th April 2021.

34/21 Sub-committee structure

Members considered updates on membership of all subgroups previously circulated by the Chair and approved the updated committee structure as circulated. There remain some vacancies to be filled. Cllr P Cawood to receive details of sub-committees and vacancies.

- The next step is for the committees to become active.
- Committee members are to run each individual committee, including setting meeting timetables, priorities, agenda and responsibilities. Committees to provide regular updates at Parish Council meetings regarding activities.
- Discussion was held on the requirements relating to the committee dealing with Parish Council assets.
 - The Interim Clerk provided explanation regarding the functions of the asset register, to identify whether assets require repair or replacement, which should be done at least annually.
 - Secondly there is a requirement for risk assessment in relation to the Parish Council's liability.
 - Thirdly, there is a requirement for valuation purposes. Cllr J Bower offered to report back on procedures for asset valuation.
- The Interim Clerk has been approached concerning 'youth in the community' within the committee structure. Members agreed to review this for future inclusion in the sub-committee structure.
- The Interim Clerk informed the meeting there was currently no point of liaison between the Parish Council and the Canal & River Trust following the departure of Cllr Maclaren Brown. It was noted this area is included in the Tourism & Business sub-committee and the liaison will be resolved via the TFWG one of whose members already has a contact.

35/21 Financial matters

Members received a report from Cllr P Salt of the Finance Sub Committee (FSC) meeting held on April 28, 2021.

- The committee approved the Bank Reconciliation for the year ending 31st March 2021.
- The committee approved the schedule of payments for April.

Petty Cash	£56.18
Deposit Account	£118,404.42
Current account	£25,950.57
Total	£144,411.18

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

Public Conveniences	Cleaning	£450
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Lengthsman	Wages (incl Pension)		Confidential
Lengthsman	Pension contributions gross (NEST)		Confidential
Interim Clerk	Salary (incl Pension)		Confidential
PHS (Quarterly contract)	Public conveniences		£204.52
ChALC	Training modules		tba
SMP	Public Conveniences		£191.40
SMP	Public Conveniences		£110.00
SMP	Public Conveniences		£27.50
HMRC	PAYE		tba
ThenMedia	Website Maintenance		£51.60
Zoom	Online meetings		£14.39
Water Plus	PC Water/Waste		£155.35
EDF	Electrical supply		£60.00
Shires Payroll Services	Payroll		£29.40
APH	Grant		£5000.00
Landmark	TF Signage		Stage payment
James Hallam Ltd	Parish Insurance		£1095.38

- The grant payment of £5000 to the AP Hall was approved for payment by the FSC which had previously been agreed by the Parish Council.
- Renewal of the annual parish insurance policy at a cost of £1096.38 was approved, providing cover from June 1, 2021 to May 31, 2022.
- The FSC received a report from the Interim Parish Clerk on the year end Annual Governance and Accountability Return (AGAR). It was confirmed that all entries for the year had been double checked, and once the return and the AGAR form is completed the annual return will be passed to the internal auditor.
- The FSC approved that Kevin Mellor be re-appointed as the internal auditor and that he should have access to the Scribe Accounting system.
- The Interim Clerk presented an updated Reserves report which is held within the Scribe accounting software (see circulated FSC minutes). The Interim Clerk produced a detailed report on all spending on Turnpike Field since its purchase, a full breakdown of all donations and grants received towards the costs attached to the Turnpike Field and a schedule of all the Parish Reserves/Earmarked funds with some proposed updates to the year end. Input is requested from the Turnpike Field Working Group (TFWG) about the apportioning of the expenditure so that there is agreement on how the closing balance of total funds is split among the various sources, which will provide a closing balance for donations, grants and general reserves all of which being designed to improve transparency regarding funds held.
- The FSC reviewed the ongoing changing of bank signatories and the opening of the CCLA bank account and will report back on progress as soon as possible.
- Cllr D Winskill reported that he is meeting with the chair of ADAS, Neil Goodyear, to discuss a possible maintenance plan for Churchfields.
- The date for the next FSC meeting was agreed as Wednesday July 7, 2021 at 7.00pm.

The Interim Clerk presented documents relating to the AGAR return. It was explained that the Scribe Accounts provider is to remove a system error that is corrupting one element of the year-end figures for the year-end return. This correction will be made before the Internal Auditor undertakes his audit. Once approved by the Internal Auditor the return will be presented at the next Parish Council meeting for approval, before being sent to the External Auditor and posted on the Parish website.

36/21 Planning Reports

The Interim Clerk reported that the Council had received a notice expressing concern about the detritus on the embankment towards the brook and footpath. The Interim Clerk

could not identify a related planning application at this time. A report has been made to CEC's planning department, providing a general geographic location. Cllrs Duys, Bicknell and Winskill had all carried out research to establish the exact location with Cllr R Warburton also volunteering support. CEC Cllr R Bailey offered to make contact with the CEC planning enforcement officer regarding the concern. Interim Clerk to forward communications received by Parish Council to CEC Cllr R Bailey.

Planning Decisions:

There are no planning decisions reported.

Planning Withdrawals:

There are no planning withdrawals reported.

Planning Applications:

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, CW3 0HN

37/21 Working Groups

- TFWG: Cllr J McGregor presented a report from the Turnpike Field Working Group (TFWG). This report recommended that a professional consultant be engaged to carry out a feasibility study before being able to get a precise quote for the cost of building a car park. The reports required relate to ecology, tree and hedge survey, topographical survey, percolation and a highways risk assessment. The cost of these reports was estimated at £6000-£7000. APC to ask the TFWG to provide a recommendation on next steps and expenditure proposed. APC agreed that the TFWG should review the proposal as a whole, and that careful consideration needs to be taken on the proposed initial expenditure as well as the total project cost. APC also asks for the TFWG to make a recommendation on consultation with the community. Once APC has the recommendations from TFWG, a final decision on how to proceed will be made by APC.
- Police: Cllr A Bicknell presented a report on crime and disorder in the Audlem Parish between January 1, 2021 and March 31, 2021. Crime and disorder report to be posted on the website. Contact to be made with the new Police and Crime Commissioner.
- Emergency Plan: Cllr A Bicknell to put together an emergency plan for the parish.
- ACER: Cllr R Warburton to attend the next ACER meeting and report back to Parish Council.
- ADAS: Cllr D Winskill met with Neil Goodyear of ADAS to assess the Churchfields conservation area. Trees need to be trimmed. Contact being sought with a Reaseheath College tree expert to examine a branch of a larger tree which appears to be on the verge of splitting. ADAS has provided a schedule of works to be undertaken to maintain the area. A quote has been received to complete six cuts of the grass for £150, and hedge cutting as and when will be £100. Hedge cutting will be scheduled for September/October.

38/21 Clerks report

No additional report.

39/21 Report from Ward Councillor

CEC Cllr R Bailey outlined plans for potentially charging for highway services from CEC. The understanding is there is a proposal to come for a 12-month pilot that could result in Parish Councils paying for highway services. Invitations will be sent to Parish Councils via ChALC. The briefing is expected to take place quite soon. Areas being considered for charging

include gully emptying, patching, street lighting and potholes. Some Parish Councils have formed pan-parish groups to try to improve engagement.
CEC has adopted a committee system with any public meetings relating to service areas to be held every other month.
Ward Cllr Bailey raised concerns about dog fouling in Monks Lane.
Ward Cllr Bailey will continue to push for a safe crossing for Audlem St James Primary School.

40/21 Parish Councillor Matters

No other matters.

41/21 Correspondence

No other correspondence.

42/21 Grant applications

- Members reconsidered a previously deferred grant application from ADAS towards the costs of Spring Planting (previously circulated). Grant of £500. Approved.
- Audlem and District Community Action (ADCA) have been notified that grant applications can now be considered.
- Members reconsidered a previously deferred grant application request on behalf of ACER totalling £172.80. Approved.

43/21 Items for future agenda

Councillors are requested to email any items for future agenda.

44/21 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 14th June 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, 12 July 2021. 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 ended 9.30pm

It was **resolved** to approve the minutes of the last meeting held 10th May 2021 which were notionally signed by the Vice Chair as a true record on Monday 14th June 2021.

O Hembry
Clerk