



## AUDLEM PARISH COUNCIL

**Clerk: Belen Lopez Bloor**

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### MEETING OF AUDLEM PARISH COUNCIL MINUTES OF MEETING

Monday 1<sup>st</sup> October 2018 at 7.30pm

Methodist Meeting Rooms, Shropshire Street

#### PRESENT

Cllr Geoff Seddon (Chairman), Cllr David Higham, Cllr Frances Mary Christie, Cllr Kate Down, Cllr Lynette Hopkins and Cllr Nigel Mottershead.

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

#### 18.76 APOLOGIES FOR ABSENCE

Apologies were received from Cllr David Siddorns, Cllr Steve Boyes and Ward Cllr Rachel Bailey.

#### 18.77 DECLARATION OF INTERESTS

None received.

#### 18.78 CONFIRMATION OF MINUTES

Cllr Down proposed to confirm the minutes of the meeting held on 3<sup>rd</sup> September 2018, Cllr Mottershead seconded. All Councillors were in favour.

**Resolved: That the minutes be accepted.**

#### 18.79 MATTERS ARISING

18.79.1 Highways issue – Repairs on Woore Road near Manor Farm.

Clerk updated the Council to inform them all remedial works have now been completed. No further action necessary.

18.79.2 Parking outside the Co-op, Shropshire Street.

Following a letter from the Clerk the car parking spaces outside the Co-op have been remarked to reinstate the number of spaces back to three.

18.79.3 On demand heater for public conveniences.

Cllr Higham has checked the system and the current heater is best for on demand hot water. He confirmed that legionella is not an issue because the heater heats water instantaneously and there is no redundant pipe work so there are no conditions for legionella to breed.

It was agreed that a notice should be placed on the outside wall stating that any problems should be notified to the Parish Council's telephone number.

18.79.4 Update - Reinstating Bagley Lane footpath to Adderley.

The Clerk has chased Shropshire Council but the matter is still with the Planning Inspectorate for determination. There is no quick resolution and the process takes some time.

**Action: Clerk to report back to the Parish Council when any further progress is made.**

18.79.5 Bath Lane – littering.

The Clerk reported that Audlem's Police Community Support Officer is in touch with the resident to keep an eye on the problem.

18.79.6 Maintenance of the Churchfields Conservation area.

The Clerk confirmed that a grounds maintenance contractor has been employed to tidy up the area.

18.79.7 Maintenance of Cox Bank Well.

The Clerk confirmed that a grounds maintenance contractor has been employed to tidy up the area.

## 18.80 HOUSING (Planning/Heritage & Conservation)

### 18.80.1 PLANNING APPLICATIONS

To consider the following: -

Planning reference	Main location	Development description	Action	Decision
18/4442N	Land Off, AUDLEM ROAD, AUDLEM, CW3 0HE	Variation of condition 1 (plans - substitution of previously approved plot 86 house type from 'Glyn' to 'Abersoch') to planning application 16/1131N - Appearance, landscaping, layout and scale of outline permission for up to 120 dwellings	No objection	Registered 04/09/2018, Last Date For Submitting Comments 10/10/2018 Decision Target Date 04/12/2018
18/3994N	18, STAFFORD STREET, AUDLEM, CW3 0AP	Conversion of ex old post office and two residential units into 3 residential units	Comments submitted, awaiting decision	Comments submitted by email & letter 09/09/2018, Decision Target Date 02/10/2018
18/3546N	Sandy Lane Farm, Sandy Lane, Audlem, CW3 0BF	Formation of New Agricultural/Agricultural Contractors Access Route from existing yard to Paddock Lane	Comments submitted, awaiting decision	Comments submitted by email & letter 13/08/2018, Decision Target Date 31/10/2018
18/3869N	48 Heathfield Road, Audlem CW3 0HH	Proposed rear extension to existing bungalow	Comments submitted, awaiting decision	No objection submitted, Decision Target Date 27/09/2018
18/3687D	LAND REAR OF, 22, HEATHFIELD ROAD, AUDLEM, CW3 0HH	Discharge of condition 17 on application 14/3976N	None	Approved with conditions 07/08/2018
18/4057N	22, DAISY BANK CRESCENT, AUDLEM, CW3 0HD	Two Storey Side Extension (amendment to previous permission 18/1294N)	None	Approved with conditions 06/09/2018
18/3765N	BANK HOUSE, BUNSLEY BANK, AUDLEM, CREWE, CW3 0HS	Demolition of existing garage and proposed garage	None	Approved with conditions 18/09/2018

**Action: Clerk to write to the Planning Officer re Planning Application 18/4442N.**

18.80.2 Planning Application 18/3564N Sandy Lane Farm –applicant’s letter

The Councillors acknowledged receipt of the correspondence but had no further comment.

18.80.3 Cheshire East Local Plan Part 2 - consultations 11 September - 22 October

Cllr Seddon informed the Parish Council that Cllr Boyes is arranging a planning meeting to investigate the consultation and report back. Cllr Seddon to stated he would reschedule the meeting date.

18.80.4 Cheshire East Council Community Infrastructure Levy Schedule Examination update regarding v2 draft Programme.

Cllr Boyes attended this examination but was not present to report to the Parish Council.

**Action: Clerk to add this item to the November agenda.**

18.80.5 Cheshire East £2m New Homes Bonus Community Fund.

Cllr Higham provided a summary and explained there is a pot of £167,000 in each of the next two years to share between 32 Parish Councils in the Nantwich area. The minimum bid is £10,000. Cllr

Higham asked the Councillors if there is anything they would wish to spend money on). Cllr Lawton suggested all Councillors should email Cllr Higham with their suggestions.

**Action: All Councillors to email Cllr Higham with their suggestions.**

## 18.81 FINANCIAL MATTERS

18.81.1 To receive AGAR External Auditor Report.

Cllr Seddon explained the amendment was because a late change to the form involving pension contributions had been made and that he had not initialed the change. Therefore, this had been noted by the external auditor. Apart from this, the external auditors have confirmed the audit is acceptable and signed it off.

**Action: Clerk to add the signed audit report to the Audlem Online website.**

18.81.2 1st Quarter Bank Reconciliation.

This has still not been reconciled.

**Action: Clerk to report back in November once the second quarter's bank statements have been received and report back to the Council.**

18.81.3 Finance Report – to receive the Finance Report.

**The report was received.**

18.81.4 To agree membership to the Finance Sub Committee.

Currently there are three Councillors on the sub-committee and ChalC have advised that this should be increased. Cllr Seddon proposed to raise the membership numbers to five. Cllr Lawton seconded. All Councillors were in favour.

**Resolved: That the Finance Sub Committee membership be five Councillors.**

**Action: Clerk to amend the Finance Sub Committee Terms of Reference for these to be adopted at the November meeting.**

18.81.5 To receive the interim report from ADCA re the Parish Council grant.

The Councillors acknowledged receipt of the report and expressed their delight that the grant had been put towards such good use.

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

Cllr Higham proposed to authorise the payments and receipts listed below, Cllr Down seconded. All Councillors were in favour.

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

Audlem Methodist Church	Room hire		135.00
MF Security Ltd	Repairs & Renewals		234.00
The Society of Local Council Clerks (SLCC)	Training	Cheque for Bee's training course	30.00
PKF Littlejohn LLP	Professional Services	Fee for external audit	240.00
Gavin Davies	Salaries - Street Cleaning		408.94
Belen Lopez Bloor	Salaries		595.39
Belen Lopez Bloor	Office Expenses		15.77
PHS Group	Public Conveniences		175.75
Tony Seabridge	Repairs & Renewals		210.00
3 Counties Cleaning	Public conveniences		£195.00
Steve Potter	Public conveniences		£142.75

18.81.7 Scheduled payments – to approve the scheduled payments.

SO	ThenMedia Ltd	Public Info Display Screens	£24.10
SO	Shires Pay Services Limited	Payroll Services	£20.00
DD	NEST	Pension Contributions	£55.66
DD	NPower	Electricity	£108.00
DD	Water Plus	Water Supply	£81.56
Withdrawal	Bank charges	CHAPS bank charge for purchase of Turnpike Field	£25.00
Transfer	Transfer to Hibberts	Purchase of Turnpike Field	£238,049.32

18.81.8 Receipts – to minute the receipts.

01/08/2018	Santander	Bank Interest	£32.02
02/08/2018	PWLB	Funds to purchase Green Lane	£249,912.50
06/08/2018	Toilets	Honesty box	£55.00
14/08/2018	HMRC	HMRC VAT Refund	£951.68
01/09/2018	Santander	Bank Interest	£32.00
04/09/2018	Toilets	Honesty box	£16.00
04/09/2018	CEC	Precept	£19,769.50
05/09/2018	Santander	Compensation for Hibberts transfer telephone error	£50.00
06/09/2018	Toilets	Honesty box	£36.00

## 18.82 TURNPIKE FIELD (PREVIOUSLY KNOWN AS LAND AT GREEN LANE)

### 18.82.1 General update on the field.

#### 18.82.1.a Temporary pedestrian gate.

Cllr Higham confirmed this will be fitted in the next week at a cost of £230.

#### 18.82.1.b Tree survey.

**Action: Clerk to chase JCA Ltd to establish what date this has been booked in for.**

#### 18.82.1.c Himalayan Balsam.

The treatment of the Himalayan Balsam has now been put back until Spring 2019. Cllr Hopkins requested that the successful contractor be determined and notified accordingly.

**Action: The Working Group to recommend the preferred contractor and a decision be made at the November meeting.**

**Action: Clerk to notify the contractors of the delay in carrying out the work.**

#### 18.82.1.d Working Group.

Cllr Mottershead informed the Parish Council that a meeting had been held to discuss the village applicants for the Working Group. Each applicant had been graded according to their skill set and experience. Membership of the Group will be discussed in Part 2 of this meeting. Cllr Seddon also commented that another Councillor is required on the group now that Cllr Warren has resigned.

## 18.83 PLAYING FIELD COMPLEX – UPDATE

Cllr Seddon informed the Parish Council that our solicitor is still pursuing this.

## 18.84 PARISH COUNCIL MATTERS

### 18.84.1 Noticeboard.

Cllr Seddon updated the Parish Council with the recent news that Burgess Salmon solicitors are acting on behalf of The Crown Estate and they have advised that in practical terms The Crown Estate cannot authorise the erection of a new noticeboard. They have also intimated that it is highly unlikely that they would object or interfere. Cllr Seddon stated that APC may need Planning Permission as it is in the Conservation Area. The Parish Council will need to determine what type of noticeboard it requires. Cllr Hopkins stated a deed of insurance will be required when a noticeboard is erected as the land is not owned by the Parish Council. This will need to be investigated before the noticeboard is erected.

**Action: Clerk to research options further and to write to ADAS and ADAPT informing them of the latest update.**

### 18.84.2. To resolve to advertise Councillor vacancies to replace Cllrs Warren and Carlin following their resignations.

Cllr Seddon stated that these two vacancies will need to have a notice published in the normal way. Cllr Seddon proposed this is actioned, Cllr Higham seconded. All Councillors in favour.

**Resolved: That the notice for both Councillor vacancies be published.**

**Action: Clerk to send the vacancy notice to CEC for inclusion on their website and post it on the noticeboard.**

## 18.85 CORRESPONDENCE

### 18.85.1 Interim report from ADCA.

See 18.81.5 above.

### 18.85.2 Audlem Welcome Pack.

Audlem Tourists/Traders Groups are putting together a welcome pack for those new to the village and the Parish Council have been invited to add an article outlining our role in our community and how we see our future plans.

**Action: Clerk to circulate the email to the Councillors and the Communications Group to draft article for inclusion by 18<sup>th</sup> October.**

18.85.3 Low walls surrounding the Audlem signs in need of repair.

ADAS contacted the Clerk to say that the low walls surrounding the signs are in need of repair. The Chairman has checked with an ex-Chairman to see who arranged for the work to be done originally and it was ADAS so they will be responsible for the repairs.

**Action: Clerk to notify ADAS so they can progress the repairs.**

**Other correspondence:**

Cllr Higham mentioned an email received from a resident regarding Heywoods Ridge where school children have to dangerously cross the road twice to reach the bus stop on Holly Bank because there is no footpath. PCSO Nick Jarvis is investigating this.

Cllr Christie commented there is a lack of pedestrian crossings in the village and the Parish Council should act to try to rectify this.

A letter had also been received from CEC about proposed parking restrictions on Heathfield Road outside the school. Cllr Hopkins reported that it was chaotic and raised safety issues for children.

**Action: Highways Group to conduct site visits, investigate these and report back to the Parish Council in November.**

Cllr Seddon mentioned that contributions are wanted for the Around Audlem newsletter.

The deadline is 10 October 2018. Cllr Seddon asked for suggested items for inclusion.

**Action: Cllr Seddon to circulate article and send it before 10<sup>th</sup> October.**

**18.86 AREAS OF RESPONSIBILITY**

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

Community and Asset group reports were missing.

**Action: Working groups to send these to the Clerk for circulation with the meeting minutes.**

18.86.1.a Parked bikes against the wall outside Lord Combermere.

Concern was expressed about bikes being parked on the footpath forcing pedestrians onto the road. Cllr Hopkins also raised the issue of the bike racks outside the Deli causing problems for pedestrians when bikes are parked there. Cllr Lawton has spoken to the owner about this. Cllr Hopkins asked that the Parish Council write to CEC Planning asking them whether planning permission is required. The issue of vehicles being parked in the on-street parking areas for periods significantly over the one-hour period was also raised.

**Action: Clerk to check if planning permission should have been sought and also write to CEC about how parking in the on-street areas is monitored.**

18.86.1.b PPG issues.

18.61.1.b.i Emergency services.

Clerk has sent information from the July meeting minutes to the PPG group.

18.79.9.b.ii Defibrillator obscured view.

The hanging basket has now been moved so the view is clear. A list of all the defibrillators should be added to the Diorama, Audlem Online website and noticeboard.

**Action: Clerk to action.**

18.79.9.b.iii Access to surgery in icy weather.

No gritting took place last year which caused paths to be dangerous.

**Action: Clerk to email CEC Highways to ensure that the access to the Medical Centre is gritted this year.**

18.86.2 To appoint Councillors to Working Groups.

18.86.2. a Communications Group membership. – Cllr Mottershead & Cllr Lawton have been appointed.

Community Group – Cllr Hopkins has been appointed.

Finance Sub Committee – see 18.81.4. Cllr Hopkins has been appointed. Another Councillor will also be appointed once the vacancies have been filled. Cllr Hopkins stated that the

meeting dates should be set in advance for a year of Finance Sub Committee (FSC) and these ought to be circulated to all the Councillors. Cllr Lawton agreed and said this will be considered at the next FSC meeting.

18.86.3 To appoint Councillors to external bodies.  
All appointments have been made.

**18.87 ITEMS FOR FUTURE AGENDA**

None received.

**18.88 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at 7.30pm on **MONDAY 5<sup>th</sup> NOVEMBER** in the Methodist Rooms.

**18.89** Cllr Seddon proposed to exclude the public from Part 2 of the meeting on the grounds of staff and commercial confidentiality. Cllr Hopkins seconded. All Councillors in favour.

**Resolved: That the public be excluded from Part 2 of the meeting. Public excluded at 9.10pm.**