



AUDLEM
PARISH COUNCIL

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

Held Monday 13 September 2021 at 7.00pm Audlem Village Hall

Present - Cllrs C Gresty (Chair), D Winskill (Vice Chair), A Bicknell, M Duys, J Sansom, J McGregor, R Warburton.

In attendance: Clerk O Hembry and one member of the public.

90/21 Apologies

Apologies were received from Cllrs J Bower, P Salt, P Cawood, CEC Ward Cllr R Bailey.

91/21 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.
- There was one application to join the Council. Members considered the application and it was unanimously **resolved** that Jean Stainthorpe be invited to join the Audlem Parish Council as a co-opted member.

92/21 Public speaking open forum and public participation

No items were discussed.

93/21 Request for dispensation

There were no requests for dispensation.

94/21 Declarations of Interest

There were no declarations of interest.

95/21 Minutes

It was **resolved** to approve the minutes of the last meeting held on July 12, 2021 as a true record to be signed by the Chair Cllr C Gresty.

96/21 Matters arising

There were no matters raised arising from the minutes of the last meeting held on July 12, 2021.

97/21 Subcommittees

Finance

- The bank reconciliation report to July 30 was approved.
- The bank reconciliation report to August 31 was approved.
- The payment schedule available to September 30 was approved.

- The Clerk spent £17.25 at Sainbury's and £3 at Tesco on office supplies; £6.85 and £6.85 at the Post Office on postage for banking documents; £3.50 at the Co-op on toilet roll for the toilet block. All payments were made from petty cash and receipts have been provided. The Interim Clerk spent £3.23 at the Post Office on postage, with a receipt provided.
- The payments list included an agreed payment to the Interim Clerk for 49 hours of holiday, being a net payable figure of £503.11.
- Santander Bank signatory forms to add Cllrs C Gresty and P Salt, and Clerk O Hembry, have been supplied to the bank and a response is awaited.
- CCLA investment fund paperwork to open the account are to be signed by the previously authorised signatories, Cllrs Gresty, D Winskill, P Salt and M Duys.
- The external auditor for the AGAR year-end submission requested numerical data to accompany the commentary on the submission regarding some variances to the previous year. The data was supplied to the auditor as requested by September 3. The auditor has replied that the explanations have answered the queries, noting that any matters raised by team members are subject to a review and sign off by an engagement lead.
- Banking security update. It was agreed to move this item to Part B.

Table showing some figures from the bank reconciliation to July 30, 2021

Petty Cash	£59.87
Deposit Account	£118,407.38
Current account	£32,605.08
Total	£151,072.33

Table showing some figures from the bank reconciliation to August 31, 2021

Petty Cash	£53.02
Deposit Account	£118,408.39
Current account	£25,227.65
Total	£143,689.06

Approved Payment Schedule (transactions available to September 30)

62 6/7/21 Audlem Newsletter	Audlem Printers	£240.00
63 6/7/21 Training	ChALC	£30.00
65 9/7/21 Pension Contributions	NEST	£32.27
66 9/7/21 Pension Contributions	NEST	£78.75
64 9/7/21 Payroll Services	Shires Pay Services Limited	£29.40
102 9/7/21 Payroll Services	Shires Pay Services Limited	£12.30
67 15/7/21 Public Conveniences	Water Plus	£104.84
69 22/7/21 Annual membership fee	Society of Local Council Clerks	£166.00
70 22/7/21 Annual membership fee	ChALC	£588.60
68 22/7/21 Public Conveniences	PHS Group	£77.33
72 22/7/21 Office Expenses	Sainsbury's	£17.25

73 22/7/21 Public Conveniences	Co-op	£3.50
74 22/7/21 Office Expenses	Tesco	£3.00
71 22/7/21 Salaries -Admin	HMRC	£200.55
79 28/7/21 Public Conveniences	Steve Potter Property Maintenance	£55.00
81 28/7/21 Office Expenses	Post Office	£3.23
80 28/7/21 Website	Then Media	£51.60
77 01/8/21 Pension Contributions	NEST	£32.27
78 01/8/21 Pension Contributions	NEST	£73.88
95 01/8/21 Electricity supply	EDF Energy	£60.00
75 01/8/21 Salaries -Admin	Clerk	£875.06
76 01/8/21 Salaries - Street Cleaning	Lengthsman	£442.56
101 02/8/21 Turnpike Field loan repayment	Public Works Loan Board	£5,231.83
84 16/8/21 Public Conveniences	3 Counties Cleaning	£435.00
83 16/8/21 Payroll Services	Shires Pay Services Limited	£41.70
59 16/8/21 Pension Contributions	A J Bell (Barclays Smart Investor)	£26.48
82 16/8/21 Salaries -Admin	Interim Clerk	£503.11
86 17/8/21 Grounds Maintenance	Tony Seabridge Grounds Maintenance	£60.00
90 17/8/21 Turnpike Field Maintenance	Tony Seabridge Grounds Maintenance	£660.00
85 17/8/21 Salaries -Admin	Interim Clerk	£440.00
87 18/8/21 Salaries -Admin	HMRC	£264.43
88 19/8/21 Petty Cash Office Expenses	Post Office	£6.85
89 19/8/21 Office Expenses	Google (re online memory)	£0.39
97 24/8/21 Room Hire	Audlem Public Hall	£220.00
100 31/8/21 Website	Then Media	£51.60
93 01/9/21 Pension Contributions	NEST	£32.27
94 01/9/21 Pension Contributions	NEST	£78.75
98 01/9/21 Public Conveniences	3 Counties Cleaning	£390.00
96 01/9/21 Electricity supply	EDF Energy	£60.00

99 01/9/21 Office Expenses	Google (re online memory)	£15.99
91 01/9/21 Salaries -Admin	Clerk	£919.78
92 01/9/21 Salaries - Street Cleaning	Lengthsman	£442.56
105 06/9/21 Office Expenses	Post Office	£6.85
104 06/9/21 Salaries -Admin	Interim Clerk	£420.00
106 08/9/21 Public Conveniences	Steve Potter Property Maintenance	£328.30
107 08/9/21 Grant	ADAS	£500.00
54 30/9/21 Longhill Moss Tenancy advice	Rostons Ltd	£303.60

Turnpike Field Working Group

- Three companies were scheduled to visit in the week of the meeting to provide quotes for undertaking work on a carpark as per the design brief.
- Maintenance work is required including to fencing, streams and general land work. Some fencing work was considered a potential safety issue. The necessary work is to be discussed within the Turnpike Field Working Group so that quotes for required work can be presented to the Council for consideration.
- An annual maintenance plan will be drawn up.

Asset Management

- The safety committee has been undertaking risk assessments on Council assets. It was intended that a maintenance plan be put in place to address work required on assets.
- Update on planned cleaning and maintenance of the monument/lamp in square. Cllr D Winskill reported that Robin Rogers of Nantwich was expected to undertake maintenance work on the base of the monument in the following two weeks. The Council had previously approved the work to be undertaken at a quoted price of £708 plus VAT.
- A location for a new Parish Council noticeboard is still to be determined. One possible site suggested was next to the Village Hall, if it was permitted. Next to the toilets could be another option and also Turnpike Field. All options are being followed up on as a matter of priority. Community organisation ADAS asked for its objection to be noted to the noticeboard being installed in the village centre due its size at 1.8m wide.
- Cllr R Warburton to investigate relocating the Council's bins currently kept at the Fire Station to the cemetery.
- In the Churchfields Conservation area tree pruning was expected to take place at some time in December or January. The work will be undertaken for free by Reaseheath college with students under supervision. The Council approved the replacement of two damaged and unsafe gates at a cost of £320. Cllr J McGregor will provide the invoice and advised the work should be undertaken during the next two weeks. Tony Seabridge is undertaking grass and hedge cutting work as per an agreed plan.
- It was suggested that an annual plan for village maintenance should be developed.
- The Lengthsman has informed the Council that there is a broken picnic bench on Little Heath Green. An inspection of all the Council's benches and picnic tables is to be undertaken for maintenance planning.
- Assets are being assessed, with the toilet block examined monthly.
- Maintenance work undertaken on the toilet block by Steve Potter Property Maintenance included three new light tubes, replacement of damaged roof tiles and broken guttering, and realign existing guttering, remove debris from gutters and rainwater pipe swan necks, cut out two rotten sections

of timber door frame to disabled toilet and splice fix replacement sections, including making good the paintwork, refix the handles to three cubicle doors in the ladies toilet, ease and adjust the front entrance doors and ironmongery to ladies and gents toilets, attend to hand drier in disabled toilet and replace fuse.

- Further work was advised to replace worn and faulty front door locks to the ladies and gents toilets at a quoted cost of £200. The Council approved the replacement of the locks. The cisterniser to ensure water flushes into the gents urinal toilet was attended to but could not be adjusted. Mr Potter advised the valve appeared to be faulty and would require replacement by a plumber. The Council approved engaging a plumber to undertake the work. The asset committee advised that the electronic system that locks and unlocks the doors was not set to the correct times. A manual is needed for the system to be reprogrammed. Cllr R Warburton offered to investigate this matter. One toilet still taped off from Covid restrictions can be returned to use.

Tourism & Business

- An update was provided on the Village Meeting. It was proposed to be an all-day event with organisations having tables in the public hall and annexe. About thirty groups could be contacted about taking part. The Council discussed holding the meeting on Saturday November 6. The date is not confirmed and the group (post meeting) proposed to now organise the event in the Spring as there were a number of village events in November leading up to Christmas with which it should not clash. Cllr R Warburton had provisionally booked the Public Hall and annexe, which will need to be deferred until a new date is selected.

Management & Communications

- An induction appraisal was undertaken for the Clerk O Hembry, and an appraisal for the Interim Clerk before that role ended.
- Members agreed it was timely to review current contracts.
- The committee is to undertake a review of Council paperwork and storage.
- The committee is to retrieve the Council's legal documents from solicitors.
- A monthly village surgery is to be trialled, to be attended by the Clerk and initially either Cllr M Duys or P Salt. The start date is to be confirmed.
- A guideline for use of emails has been written to help alleviate unnecessary email volume.
- An information leaflet is to be drawn up by Cllrs M Duys and P Salt that provides information about the Council, its functions and responsibilities.

Safety

- The Speedwatch advertising campaign has resulted in a new volunteer. The committee is investigating the possibility of working together with a neighbouring parish on Speedwatch.

Planning

- The planning committee reported on applications.

98/21 Planning Reports

Applications:

21/4296N Conversion of 3 no self contained flats back into one residential dwelling 3, HEATHFIELD ROAD, AUDLEM, CW3 0AU.

Deadline for comments: 23/9/21

The Council raised no objection.

21/4519N Conversion and extension of existing barn into one dwelling with associated access (renewal of P06/0186) The Dairy, BAGLEY LANE, AUDLEM.

Deadline for comments: 29/9/21

The Council raised no objection.

21/4118T Tree works to crown reduce Birch tree by 25%, reduce height on Holly tree to approx. 20ft and remove Birch tree 44, STAFFORD STREET, AUDLEM, CW3 0AP.

Deadline for comments: No date available

The Council raised no objection.

21/4664T T1 Cypress - crown raise lower branches removing no more than 2.5 m from branch tips due to shading in upstairs bedroom Holmeside, WOORE ROAD, AUDLEM, CW3 0BH

Deadline for comments: No date available

Application was listed after the agenda was published.

The Council raised no objection.

21/4571N Installation of two dormer windows to the front elevation of the property. SPRING COTTAGE, 48, HEATHFIELD ROAD, AUDLEM, CW3 0HH.

Deadline for comments: 30/9/21

Application was listed after the agenda was published.

The Council raised no objection.

The Council agreed to hold short break and the meeting restarted at approximately 9pm. Cllr A Bicknell could not remain for the rest of the meeting.

99/21 Longhill Moss

It was agreed to move this item to Part B.

100/21 Highways

CEC Ward Cllr R Bailey is organising a meeting of Parish Councils to be held either virtually or in person to discuss Cheshire East Council's proposed Top Up Highways Maintenance pilot scheme. The proposed date for a virtual meeting is Monday October 4. Cllr Paul Cawood will represent the Council at the meeting and other members are welcome to attend.

101/21 Audlem Public Hall

The Parish Council agreed it was supportive but currently did not have the capacity to be directly involved in the strategy and management of the Public Hall. One Councillor has approached the Public Hall offering their services.

102/21 Playing field

Discussion about the possibility of the Council taking ownership of the playing field assets was deferred to the agenda of the Council meeting to be held on October 11. Cllr C Gresty is to forward to members details of work previously undertaken by the Council.

103/21 Audlem Carbon Emissions Reduction (ACER)

Cllr Warburton this month attended a meeting of ACER at which questions directed at the Council included the rewilding of hedgerows and verges, installation of at least one electric charging point on the carpark, how to increase the recycling of plastics, how to increase use of bus services and ensuring all footpaths are well signed and kept clear. This item was deferred to the agenda of the Council meeting to be held on October 11.

104/21 Neighbourhood plan

Cheshire East Council is contacting groups to see whether they intend to modify their neighbourhood plans. This item was deferred to the agenda of the Council meeting to be held on October 11.

105/21 Community Ownership Fund

The UK Government has launched a £150 million fund to help support voluntary and community organisations to take ownership of assets that are at risk of being lost and run them as sustainable community businesses. It was suggested this item be discussed at the next meeting of the Turnpike Field Working Group. However, further investigation following the meeting discovered that Parish Councils were not eligible.

106/21 Buttermarket bookings

- Audlem Bell Restoration Appeal held a plant sale on Sept 11.
- Audlem Carbon Emissions Reduction Project. Sept 18, 9am-5pm. Event about climate change. (Already approved)
- ADAS. Nov 26, 10am-9pm. The Big Switch On. (Already approved)
- ADAS. Dec 22, 5pm-9pm. Carols in the Square. (Already approved)

107/21 Around Audlem Newsletter

Cllr C Gresty reported that content was to be written post meeting and may include details of the village meeting if this was approved. Cllr Gresty will lead and liaise with the editor.

108/21 Clerks report

Ansa Environmental Services is to repair or replace a damaged post-mounted bin and a dog bin.

109/21 Report from the Ward Councillor

There was no report from the Ward Councillor.

110/21 Parish Council Matters & Policies

Cllr M Duys was to undertake a training module on planning provided by Chalco.

111/21 Correspondence

An enquiry has been received regarding vacancies on the Council. The Clerk has replied (this was not reported at the meeting).

112/21 Grant applications

A Council received a request from Audlem and District Community Action for £500 to support its Medical Transfer Service. It was **resolved** that the Council approve the grant.

113/21 Items for future agenda

- Discussion about the possibility of the Council taking ownership of the playing field assets.
- Discussion of questions raised by the Audlem Carbon Emissions Reduction group.
- Cheshire East Council is contacting groups to see whether they intend to modify their neighbourhood plans.
- Discussion of the booking policy for organisations wishing to use the Buttermarket.
- Councillors are requested to email agenda items to the Clerk.

114/21 Date of next meeting

Until further notice the Parish Council monthly meetings will be held on the second Monday of each month, except for August during which there are no meetings. The next meeting of the Parish Council will be at **7.00pm** on **MONDAY 11 October** at Audlem Public Hall (room location to be confirmed nearer the time).

Future planned dates: 8 November 2021, 13 December 2021, 10 January 2022, 14 February 2022, 14 March 2022.

Part B

The Council agreed to enter into Part B due to the confidential nature of the business to be conducted.

Banking security

The Clerk provided an update for members as set out in confidential Appendix 1/2021.

Longhill Moss

Cllr J McGregor provided an update on Longhill Moss as set out in confidential Appendix 2/2021.

The meeting closed at approximately 10pm

It was **resolved** to approve the minutes of the last meeting held on 13 September 2021 which were signed by the Chair of the meeting as a true record on 11 October 2021.

Signed:

Position:

O Hembry
Clerk