



## AUDLEM PARISH COUNCIL

**Clerk: Belen Lopez Bloor**  
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### MEETING OF AUDLEM PARISH COUNCIL MINUTES OF MEETING

Monday 15<sup>th</sup> July 2019 at 7.30pm  
Methodist Meeting Rooms, Shropshire Street

#### PRESENT

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

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

#### 19.31 APOLOGIES FOR ABSENCE

That apologies received from Cllr Lorna Matthews and Cllr David Higham be accepted.

#### 19.32 DECLARATION OF INTERESTS

None declared.

#### 19.33 CONFIRMATION OF MINUTES

Cllr Warburton proposed to confirm the minutes of the meeting held on 10<sup>th</sup> June 2019, Cllr Mottershead seconded. Councillors unanimously agreed.

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

#### 19.34 UPDATES FROM THE LAST MEETING

19.34.1 Update - Central Government's Community Clean Up grant funding.

Ward Cllr Bailey is arranging a joint meeting with the Chairpersons of surrounding parishes to decide how best to use the £809 grant that has been allocated and which Audlem Parish Council is currently holding.

**Action/s: Ward Cllr Bailey to progress this.**

19.34.2 Update - Benches on Emberton Place.

A resident had suggested two of them to be moved to a better location where they would be used more. They have been moved to Turnpike Field.

**Action/s: Clerk to notify the resident.**

19.34.3 Update - Asset review inspections.

Item deferred until September.

**Action/s: Asset working group to convene and complete the inspections. Clerk to circulate the forms again.**

19.34.4 Update – Review of asset list.

The Finance Sub Committee (FSC) agreed that the Parish Council's Asset working group should carry out a detailed inspection of all assets against the list and conduct a careful audit checking all assets on it, initial each one then signing the list and dating it to confirm that each asset has been verified. Item deferred until September.

**Action/s: Asset working group to review the list as above. Clerk to change the location of two of the benches at Emberton Place to Turnpike Field.**

#### 19.35 REPORT FROM WARD COUNCILLOR RACHEL BAILEY

See agenda item 19.34.1 Update - Central Government's Community Clean Up grant funding. Nothing else to report for now.

### 19.36 ANNUAL ACCOUNTS AND GOVERNANCE 2018/19

#### 19.36.1 Update - Financial Audit.

This Clerk has submitted the relevant paperwork to the external auditors PKF Littlejohn. The notice to inspect accounts was posted on the noticeboard and Audlem Online on Friday 28 June 2019 and they are available until Thursday 8 August 2019.

#### 19.36.2 Accounting Statement – to approve the 18/19 accounts.

Cllr Seddon proposed to accept part 1 of the AGAR return, Cllr Mottershead seconded. Councillors unanimously agreed.

Cllr Seddon proposed to accept the accounts, Cllr Warburton seconded. Councillors unanimously agreed.

**Resolved: that the AGAR statement and Parish Council accounts for 2018/2019 be accepted.**

### 19.37 HOUSING (Planning/Heritage & Conservation)

#### 19.37.1 PLANNING APPLICATIONS

To consider the following: -

Planning reference	Main location	Development description	Action	Decision by APC	Decision by CEC
19/3121N	Beech Tree House, Woore Road, Audlem, Crewe, CW3 0BP	Proposal Listed building consent to reglaze existing 7 No rear windows; replace French windows and Utility window to side elevation and new composite front entrance door within existing frame; fanlight and open pediment surround retained		No objections	Date Registered 28/06/2019 Last Date For Comments 31/07/2019 Decision Target Date 23/08/2019  Cllr Boyes proposed to write to CEC saying no objections, Cllr Seddon seconded. Councillors unanimously agreed.
19/3158N	ORCHARD COTTAGE, DAMSON LANE, COX BANK, CW3 0EU	Conversion of a detached double garage to additional accommodation		Further information requested.	Date Registered 03/07/2019 Last Date For Comments 31/07/2019 Decision Target Date 28/08/2019
19/2220T	AUDLEM CEMETERY, CHESHIRE STREET, AUDLEM	WORKS TO TPO TREES Trim side branches to medium centre	Approved.	No objections.	Due 02/07/2019
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

19/2762D	Land to the West of, AUDLEM ROAD, AUDLEM	Discharge of condition 6 on approved application 18/4442N	Refused		Refused / 11-Jul-2019
19/2187N	Wharf Cottage, SHROPSHIRE STREET, AUDLEM	Listed Building Consent to install secondary glazing, window easing and refurbishment, draft proofing to front & rear doors and internal works	Approved with conditions	No objections	Approved with conditions / 10-Jul-2019

19/3158N ORCHARD COTTAGE, DAMSON LANE, COX BANK, CW3 0EU

The planning application states additional accommodation but Councillors felt this is extremely vague. The Parish Council is keen to protect the conservation area and ensure no detrimental development takes place. They are concerned that this type of development will lead to creeping development. They would like further information on what type of construction it will be, whether the building will be insulated and would like justification from the property owners why it is needed and how it will be used. The deadline for submitting comments to CEC planning is 31st July but Councillors wished to defer making decision until further information is provided and extending the deadline to do so. Cllr Hopkins proposed writing to CEC planning stating the above then asking the Planning working group to make a decision. Cllr Boyes seconded. Councillors unanimously agreed.

**Action/s: Clerk to write to CEC and Planning Working Group to be convened on the receipt of the additional information to decide whether the PC should object.**

### 19.38 **FINANCIAL MATTERS**

19.38.1 Finance Report – to receive the Finance Report.

Received.

19.38.2 First quarter bank reconciliation.

Received.

**Action/s: To be taken to next FSC meeting.**

19.38.3 To accept the VAT return 2018 - 2019.

The Clerk has submitted the claim to HMRC for £979.28. No further action required.

19.38.4 Timetable for setting the precept including reviewing level of reserves.

Cllr Seddon explained that reserves were built up when commencing the takeover of the playing field and car park.

Cllr Boyes proposed that the FSC meet in September and review trends in the budget, clarify what items come under each section and how much money should be in the reserves. They are then to make a recommendation to full Council in October for a wider discussion so that all Councillors fully understand the budget before making a decision on next year's precept. Cllr Warburton seconded. Councillors unanimously agreed.

**Action/s: FSC to proceed as above.**

19.38.5 To approve the grant request of £1,271.96 for Audlem Scouts.

The FSC had recommended to approve Audlem Scouts original grant request of £1,271.96 for camping equipment. Audlem Scouts then reduced the request to £671.97 following a discussion with Cllr Higham. Cllr Warburton proposed to accept the request, Cllr Boyes seconded. Councillors unanimously agreed.

**Action/s: Clerk to inform Audlem Scouts their grant request has been accepted and to ask if they require further funding.**

Councillors also discussed the grant request from ADAPT for bike racks. At the Parish Council meeting on January 2018 Councillors agreed to pay 50% of the bike racks. These were then discussed again at the April 2018 and in January 2019. ADAPT had said they would apply for postcode lottery funding so until this is secured the Parish Clerk will hold their grant request.

**Action/s: Clerk to inform ADAPT.**

#### 19.38.6 Authorisation of cheques – to agree the accounts for payment.

2086	Gavin Davies	Salaries - Street Cleaning		418.08
2087	Belen Lopez Bloor	Salaries		631.20
2088	Belen Lopez Bloor	Office Expenses	Mileage, postage, mobile phone top up, external harddrive	146.07
2089	CHALC	Training	New Code of Conduct Training & Finance training	150.00
2090	3 Counties Cleaning	Public Conveniences		187.50
2091	Audlem Methodist Church	Room hire		55.00
2092	JGM Heating & Plumbing	Repairs & Renewals	Toilet repairs	63.00

The Clerk's expenses increased from that noted on the agenda due to mileage for a day's training in Christleton and purchasing an extra external harddrive for disaster recovery purposes.

The invoice from CHALC increased as this now covers Finance training as well as Code of Conduct training.

There is an extra invoice for JGM Heating & Plumbing as they repaired the toilets ahead of Party in the Park.

Cllr Boyes proposed to accept the authorisation of cheques, Cllr Mottershead seconded. Councillors unanimously agreed.

**Resolved: That the cheques be approved for payment.**

#### 19.38.7 Scheduled payments – to approve the scheduled payments.

DD		NEST	Pension Contributions	TBC
SO		Shires Pay Services Limited	Payroll Services	£24.50
DD		Water Plus	Water supply	£72.36
SO	25/06/2019	ThenMedia Ltd	Website	£24.10

Advance warning of £5,231.83 PWLB repayment for Turnpike Field will be debited on 2 August 2019.

**Action/s: Clerk to email Councillors with the amount for the NEST pension contribution.**

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

**Resolved: That the scheduled payments be approved.**

#### 19.38.8 Receipts – to minute the receipts.

01/06/2019	Bank interest		£44.66
01/06/2019	Honesty Box		£65.57

**Noted: That the receipts be approved.**

#### 19.38.9 Turnpike Field Donation update.

These now stand at £16,818.

### 19.39 TURNPIKE FIELD

19.39.1 To receive the Turnpike Field Working Group meeting minutes from 3<sup>rd</sup> July 2019.

Received. Cllr Boyes pointed out the ecological survey findings, the plans to purchase an extra litter bin for Greys Bridge and the 5 new picnic tables soon to be installed. In terms of the car park, the group had agreed the best route forward was to submit another pre-planning application to CEC.

Cllr Seddon commented that the Parish Council should, as a matter of courtesy, show the proposed car park plans to vendor. Councillors unanimously agreed.

**Action/s: Cllr Higham to circulate the car park specification and design to the Parish Council for their review.**

**Cllrs Boyes and Higham to arrange pre-planning discussions with CEC.**

**Cllrs Seddon and Boyes to meet with former landowner to show them car park plans.**

19.39.2 Update - Old Vicarage Tree Surgery works.

**Action/s: Cllr Higham to request a completion report from the contractor.**

19.39.3 Update - Ecological survey by Cheshire Wildlife Trust.

The survey was conducted on 5th July and a full report will follow. Cllr Hopkins highlighted some of the recommendations and advice given by the wildlife expert:

- Cut down saplings by the stream to open up the area and encourage wildlife inhabitancy.
- Plant more trees so they can grow in time to replace oak trees when these die. The group suggested getting in touch with the Woodland Trust who may help with planting new oak trees and suggest other British tree specimens to encourage wildlife.
- Himalayan Balsam removal – no issues with hand pulling it but it can also be strimmed. The best time to do it would be end of July/August.
- Installation of bird & bat boxes recommended dotted around the field. AWEG have confirmed there is money in their budget to purchase these.
- Wildflower meadow would work if placed by the stream which would fit in with the plans for the green car park and picnic locations at the top end of the field. They also suggested having a 20 ft x 20 ft pond by the stream. The group discussed notifying the Parish Council's insurance provider if a pond is dug out.
- Presence of voles – the expert found one-star shaped foot print which means there might be water voles and confirmed they thought there were definitely bank voles.

**Action/s: Cllr Hopkins to circulate the wildlife report to the Parish Council once it is received.**

19.39.4 Feedback from the Public Meeting on 11th July 2019.

30 people were in attendance. Councillors were pleased that AWEG's Chairman had volunteered the group to conduct future ecological surveys on the field to gain a full understand of the flora and fauna there throughout the year.

#### **19.40 PLAYING FIELD COMPLEX – UPDATE**

19.40.1 Update on the lease.

Cllr Boyes had spoken to Hibberts and agreed the Parish Council should have a meeting with the solicitor's locum. Councillors also agreed another meeting with CEC will be necessary to revisit the matter. Cllr Boyes proposed putting together a working group to convene over the summer to move this forward. Cllr Warburton seconded. All Councillors in favour and agreed it should consist of Cllr Boyes, Cllr Mottershead, Cllr Seddon, Cllr Hopkins, Cllr Warburton and Cllr Barrett.

**Action/s: The new working group to progress this and report back to full Council in September.**

19.40.2 Roundabout in the children's play area.

CEC have been to visit and changed the barings on the roundabout and it is the braking system that stops it being pushed too fast. Unfortunately, they cannot send the team back as they have a large amount of higher priority jobs which they have to get through. The Clerk has asked them when they make be able to return to repair it properly. Councillors agreed that CEC may not have any funding to replace it unless it can be done through section 106 funding.

**Action/s: Clerk to keep chasing CEC.**

#### **19.41 PARISH COUNCIL MATTERS**

19.41.1 Damage to Audlem playground.

Cllr Mottershead reported further damage to the ground surface at the play area following Party in the Park.

**Action/s: Councillors to inspect the play area and check what repairs are still required then inform the Clerk.**

19.41.2 To agree the purchase of additional CCTV equipment.

The Parish Council's contracted CCTV technician has quoted £1,044 including VAT for the purchase & installation of a new Super HD camera which will give good clarity over the playing area and playing field, performing well in those low-lit areas. It was noted a number of comments have been made by Parish Council members and the CCTV technician has responded to these. Cllr Boyes proposed approving this cost, Cllr Hopkins seconded. Councillors unanimously agreed.

**Action/s: Cllr Warburton to have a preliminary discussion with the tennis club to establish the logistics of powering the new equipment.**

**Resolved: Clerk to purchase additional CCTV equipment once power source is clarified.**

19.41.3 Audlem Newsletter Summer edition.

Cllr Seddon has submitted the Chairman's Report for inclusion which had been circulated to all. No further action necessary.

#### 19.41.4 Reinstating Bagley Lane footpath to Adderley.

The planning officer went out of site to view the proposed alternative route with a Council Officer. The proposed construction of a footbridge has proved to be much more of a job than anticipated which will involve costs that may be prohibitive as they must justify spending public money. Once detailed costs are available they will be able to make a decision.

**Action/s: Clerk to keep the Parish Council updated.**

#### 19.41.5 Suggestions arising from resident's feedback at the Annual Village Meeting.

At the Annual Village Meeting villagers were able to share the views/concerns that were important to them. Not many villagers noted their suggestions but there were a few which included:

- Recycling bins in the village.
- An enclosed area to take dogs for a walk and let them safely off the leash.
- Speeding cars.
- Too many tractors/HGVs.
- Lack of footpaths.
- Planting of more flowers to help the bees.

Councillors agreed to allocate these to the working groups.

**Action/s: New working groups to investigate the above concerns.**

#### 19.41.6 Update - Domain name, email addresses and document library.

New email addresses have been set up & the Clerk will circulate these individually. Councillors should get to grips with the new system by the end of the summer so that by September everybody is comfortable with the new system. The document library should also be ready by September.

**Action/s: Clerk to keep the Council updated.**

#### 19.41.7 Treatment of benches.

The Asset working group have looked at the benches and Cllr Mottershead confirmed that two picnic tables on the playing field and the three benches originally at Emberton Place need treating (two of these have now been moved to Turnpike Field). The Clerk had approached two handyman contractors but only one quoted and the approximate cost to rub down and apply a coat of preservative to the 2 benches is £35 per bench. The two picnic tables at the playing field however are in a poor condition and the handyman suggested either renewing the table top and seat timbers or replacing the picnic tables completely.

Cllr Boyes proposed accepting the cost of treating the two benches but holding off any plans for the picnic tables until the asset group had inspected these more closely. Cllr Mottershead seconded. Councillors unanimously agreed.

**Action/s: Clerk to instruct the handyman to proceed with repairing the two benches. Asset working group to inspect the picnic tables and report back to full Council.**

#### 19.41.8 Chairman's Report.

Received.

#### 19.41.9 Gift for internal auditor.

This is payment for the internal auditor who normally asks for a donation of £100 to NWAS First Responders. Cllr Seddon proposes to approve this, Cllr Boyes seconded. Councillors unanimously agreed.

**Action/s: Clerk to write to the internal auditor.**

## 19.42 CORRESPONDENCE

19.42.1 Letter from ADAPT regarding climate change emergency.

**Action/s: Cllr Boyes to liaise with the Clerk to send a written response.**

19.42.2 Email from resident regarding charging points for electric vehicles.

**Action/s: Highways working group to draft a letter to CEC's environmental team referencing the air quality strategy plan.**

19.42.2 Email from resident regarding allotments.

**Action/s: Cllr Seddon to liaise with the Clerk to send a written response.**

Other recent correspondence

Mayor of Knutsford - Cycle Tour of East Cheshire Sat 21 September 2019

The Mayor is planning a 100-mile circular route which will start and finish at the Council Offices in Knutsford and suggests meeting Chairmen and Councillors of different Parish Councils in Cheshire as he goes around. Councillors suggested he meets in the village en-route and have Audlem Cycling Club ride along for part of the challenge in support.

**Action/s: Clerk to respond.**

Big bin for ADAS use.

ADAS volunteers have been tidying the village over the past few weeks but detritus and large amount of leaf matter has always presented a problem for them to dispose of. They use the Cemetery bin where possible, but this is not large enough to take their waste as well as the Cemetery waste. Councillors agreed ADAS need another bin. Ward Cllr Bailey suggested using funds from Government Clean Up Fund.

**Action/s: Clerk to email a photo of the required bin to ANSA & progress this.**

Audlem business & tourism group proposal for new brown signs.

The Audlem Tourism and Traders Group have been considering how to encourage road users passing through Audlem on main roads to consider stopping and spending time here, which could help to support the businesses. Presently road users arriving in Audlem have no indication of what is available in the village until they reach its centre, and even then, only a partial impression is gained. To address this, they would like to suggest that new village boundary signs be provided at or near each of the four main road entry points to the village. Councillors agreed to defer this matter until September once Cllr Higham and Cllr Boyes have attended a Business & Tourism meeting and discussed this further with the group.

**Action/s: Clerk to notify the group and add this to the September agenda.**

*9.23pm Ward Councillor Bailey left the meeting.*

Email from resident with various items including another dangerous tree on Wood Orchard Lane and drains on Kinsey Heath.

Noted.

**Action/s: Clerk to report these to CEC Highways.**

Email in respect of Japanese knot weed

A resident has reported a potential growth of Japanese knot weed directly opposite the Shroppie Fly by the overflow weir.

ADAS Chairman will investigate and make a positive identification.

**Action/s: Clerk to report back to the Parish Council.**

Beech tree by Co-op - inspection by tree surgeon

ADAS Chairman reported a that a few weeks ago a large branch fell off the beech tree. It was cleared by the police and most of the branch was taken away but the tree needs inspecting by a tree surgeon to assess if there is any further danger to the public. Clerk has reported this to CEC on 11th July.

**Action/s: Clerk to keep the Parish Council informed.**

Mileposts

**Action/s: Clerk to circulate the email to all Councillors and then draft a written response.**

#### **19.43 AREAS OF RESPONSIBILITY**

19.43.1 To receive Chairman's report on Working Groups & dealing with correspondence.

Councillors agreed it was a useful report. Cllr Seddon raised one concern that only the working group would be aware if correspondence was only sent to them which would mean other Councillors would not know what is happening. He suggested all Councillors are sent the correspondence initially for information only but that only the working group dealing with it will respond. Cllr Warburton proposes to accept the working group report subject to Cllr Seddon's change, Cllr Mottershead seconded. Councillors unanimously agreed.

**Resolved: The new working group structure shall be implemented as agreed.**

**Action/s: Cllr Boyes to amend the working group report and recirculate this for information along with the organogram.**

19.43.2 To appoint Councillors to working groups and outside bodies.

Internal group

To comprise of Cllr Boyes as chair, Cllr Higham as Vice Chair, Cllr Hopkins, Cllr Barratt and Cllr Lawton. This is an interim group which will meet with the Clerk in August to work out hours of employment based on the new structures so will only have a short life span. Appointments to the new Internal Group will be made at the September Meeting when new members will be present. Cllr Boyes proposed to accept these Councillors as members of this group, Cllr Seddon seconded. Councillors unanimously agreed.

External groups

Cllr Hopkins to chair the Planning, Housing and Environment group.

Cllr Warburton to chair the Community, Business & Tourism group.

Cllr Boyes proposed to accept these Chairs of these groups, Cllr Seddon seconded. Councillors unanimously agreed.

Finance Sub Committee

Structure to remain as it is for now with Cllr Higham as Chair.

Councillors agreed to wait until September to appoint new Councillors to working groups.

**Action/s: Clerk to add this to the agenda for September.**

19.43.3 To receive the minutes of the Highways working group meeting on 25<sup>th</sup> June 2019.  
Received.

#### **19.44 ITEMS FOR FUTURE AGENDA**

Cllr Boyes commented that it would be useful for the Parish Council to meet with village group representatives to discuss how we can work together to improve Audlem further. Councillors unanimously agreed.

**Action/s: Clerk to add this to the agenda for September.**

Cllr Warburton mentioned the 120-person black tie dinner dance he is organising in March 2020 with proceeds going to ADAS, ASET and ADCA. He requested that Councillors attend to show support for the function. Councillors unanimously agreed.

#### **19.45 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at **7.30pm** on **MONDAY 2<sup>nd</sup> SEPTEMBER 2019** in the Methodist Rooms.

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

**Resolved: That the public be excluded from Part 2 of the meeting. Public excluded at 9.45pm.**