



## AUDLEM PARISH COUNCIL

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

Monday 4<sup>th</sup> May 2020 at 7.30pm.  
Online Zoom meeting.

#### PRESENT

Cllr Steve Boyes (Chairman), Cllr David Higham (Vice Chairman), Cllr Ralph Warburton, Cllr Pat Salt, Cllr Suzie Warren, Cllr Lorna Matthews, Cllr Lynette Hopkins, Cllr Nigel Mottershead, Cllr Paul Barrett and Ward Councillor Rachel Bailey.

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

#### 20.1 APOLOGIES FOR ABSENCE

That apologies received from Councillors Geoff Seddon and George McLaren-Brown be accepted.

#### 20.2 DECLARATION OF INTERESTS

Cllr Hopkins declared a pecuniary interest in agenda item 20.8 in respect of the planning application submitted for 19 Whitchurch Road.

#### 20.3 CHANGE TO STANDING ORDERS

Cllr Mottershead proposed to accept the changes circulated to the Parish Council which amend the Standing Orders to allow remote meetings. Cllr Warren seconded. Councillors unanimously agreed.

**Action/s:** Clerk to amend the policy and upload it to Audlem Online.

#### 20.4 CONFIRMATION OF MINUTES

Cllr Salt proposed to confirm the minutes of the meeting held on 2<sup>nd</sup> March 2020, Cllr Mottershead seconded. One abstention due to absence, all other Councillors agreed.

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

#### 20.5 COUNCIL APPROVAL OF MATTERS AGREED UNDER EMERGENCY MEASURES

20.5.1 Closure of the public toilets.

The toilets closed with the lockdown announcement and remain so. The cleaner is flushing them on a weekly basis. To be reviewed with future Government announcements.

20.5.2 Delay of recruitment of assistant clerk.

This was postponed for 3 months until June. To be reviewed with future Government announcements.

20.5.3 Delay of opening the public hall office base.

Postponed for 3 months until later in the year. To be reviewed in June.

20.5.4 Purchase of freezer to help the village during the COVID-19 pandemic.

The Parish Council purchased a £430 large freezer for The Lord Combemere to assist ADCA in storing food for the elderly and vulnerable.

20.5.5 Clerk providing administrative support to ADCA during the COVID-19 pandemic.

Parish Council work has reduced as less meetings are being held so the Clerk has spent time data cleansing ADCA's database and continues to assist them which has been a tremendous help.

20.5.6 Temporary suspension of the Community Speed Watch Scheme.

The scheme was suspended after the lockdown announcement. Recently our PCSO agreed a local couple can reinstate the scheme to deter the increase in speeding problems on the quieter roads.

20.5.7 Turnpike Field temporary fencing.

In a risk to stop spreading the virus and because the necessary materials are difficult to obtain during this current crisis, the fencing project for permanent wicket fencing was put on hold. East Midlands Solutions installed temporary fencing costing £340 to make the ponds safe for now.

20.5.8 Electric work to install a time delay switch to the water heater in the public toilets. Cleaners need access to hot water to clean the floors so a push button has been installed to provide an easy way to turn on the electricity supply to the water heater and automatically switch off after a predetermined time. Cost was £116.75.

Cllr Warren proposed approving all the above matters, Cllr Higham seconded. Councillors unanimously agreed.

**Resolved: All the above matters approved.**

## **20.6 UPDATES SINCE THE LAST MEETING**

20.6.1 Update from the HPE working group.

20.6.1.i Update - flooding at Cox Bank & Salford.

Cheshire East Council (CEC) did not respond to the Parish Council's request for a copy of the investigation report. The Covid 19 has caused delays, however, the flood team are working on applying a new ranking/scoring mechanism to a list of works so they can commence projects that are highest priority. Engineers are currently working through 62 detailed surveys of the sewer and pipe systems to establish exactly what needs doing for each project.

Ward Cllr Bailey commented that works to address the Cox Bank/A529 flooding are unlikely to be a funding priority under CEC's criteria of 'life and property first'. Shropshire Council's 5-week closure of A529 may however provide an opportunity of the Cheshire East works to be done at the same time which will bring a cost saving and reduce the need for a further road closure. MP Edward Timpson MP had a remote meeting with residents and a report has been submitted. Ward Cllr Bailey commented that a coordinated approach is key to keep the pressure on and will continue to progress matters.

Cllr Higham proposes to proceed as above, Cllr Boyes seconded. Councillors unanimously agreed.

**Action/s: Ward Cllr Bailey to progress the matter and report back to the Parish Council in June. Clerk to chase CEC on Salford.**

*Cllr Warburton joined the meeting.*

20.6.1.ii Update – Drainage ditch at Heathfields development.

At the site visit in February 2020 that Cllrs Boyes and Hopkins attended, it was agreed that Markden Homes would send a letter to each of the four Village View properties adjacent to the drainage ditch explaining the situation regarding maintenance of the ditch. A resident has complained to Cllr Barrett that they have not received this letter.

Cllr Barrett had previously declared a non-pecuniary interest in October 2019 and Cllr Hopkins commented that he should declare an interest again now.

**Action/s: Clerk to investigate this further.**

Cllr Barrett stated the drainage ditch did not affect his property and he was passing on the resident's comment. Cllr Hopkins argued that the Parish Council has tried to help and that residents should now complain directly to Markden Homes.

Cllr Boyes proposed the Clerk sends one final letter to Markden Homes on this matter once the Covid-19 virus lockdown is lifted. Cllr Warburton seconded. One abstention from Cllr Hopkins, all other Councillors in favour.

**Action/s: Clerk to write to Markden Homes once more at the appropriate time.**

20.6.2 Update from the Internal working group.

Minutes circulated.

20.6.3 Update from the Community working group.

Minutes circulated.

## **20.7 REPORT FROM WARD COUNCILLOR RACHEL BAILEY**

Ward Cllr Bailey endorsed the support of Audlem Parish Council to the community and said the voluntary work in Audlem is an exemplar. She reported there has been a 300% increase in fly tipping across Cheshire as a whole. Household waste recycling centres will reopen soon. 20 is plenty

campaign (reported on Audlem Online) is likely to be debated at a council meeting in June. Ward Cllr Bailey requested the Parish Council's view.

**Action/s: The Clerk to circulate the information to the Parish Council for comment and then respond to Ward Cllr Bailey in consultation with Cllr Hopkins as chair of the HPEA working group.**

## 20.8 HOUSING (Planning/Heritage & Conservation)

### 20.8.1 PLANNING APPLICATIONS

Planning reference	Main location	Development description	Action	Decision by APC	Decision by CEC
20/0667T	BEECH HOUSE, SCHOOL LANE, AUDLEM, CHESHIRE, CW3 0BA	WORKS TO TREES IN CONSERVATION AREA Beech (T1): To crown reduce by up to 3m in height, and reduce lateral growth by up to 2m of branch length, leaving the tree with a balanced shape. To maintain the tree at a suitable size for the location, and to reduce encroachment on the property	Registered		Registered 17/02/2020 Decision Date 28/03/2020 Not decided / Not available
20/0143T	THE WILLOWS, SCHOOL LANE, AUDLEM, CREWE, CHESHIRE, CW3 0BA	WORKS TO TPO TREES Sycamore. Number 1. Remove the tree. Tree is threatening the wall of the brook and is too congested with the other trees nearby. No suitable place nearby to replant	Registered		Date Registered 14/01/2020 Last Date Comments 4/02/2020 Decision date 09/03/2020
19/5436N	19, WHITCHURCH ROAD, AUDLEM, CW3 0EE	Proposed notification of agricultural building for storage of garden equipment and storage of livestock food and bedding	Decided. Has to be ancillary use, cannot be residential or business.	Clarification requested on proposed use. If used as residential the Parish Council objects to this. Conditions should be placed upon approval to safeguard against residential use if for other uses. Previous planning application 19/1986N. Parish Council has been reconsumed on new plans. Another letter sent objecting.	Approved with conditions / 02/04/2020
20/0584N	KINSAL VILLA, PADDOCK LANE, AUDLEM, CW3 0DP	Proposed detached garage.	Decided		Approved with conditions / 27/03/2020
19/5774N	Land adjacent to, 10, SALFORD, AUDLEM, CW3 0AZ	Application for approval of reserved matters following approval of application 18/0178N; Outline planning permission for erection of 2 no. dwellings.	Decided – approved with conditions	Councillors were concerned these two new houses will exacerbate flooding problems in the Salford area. The application should also be objected to on the grounds of scale, massing and design. A letter was submitted to CEC but our objection was ignored.	Decision / Date Decision Made Approved with conditions / 04-May-2020

### Complaint regarding Land adjacent Ingleside Paddock Lane, Audlem

Clerk to circulate this to the HPEA working group for comments.

**Action/s: Cllr Boyes to liaise with the Clerk and respond to the complaint.**

## 20.9 FINANCIAL MATTERS

20.9.1 To receive the monthly financial information.

Noted.

20.9.2 End of year bank reconciliation.

The figures reconciled. Closing balances on 31st March 2020

Santander - current £30,261.39

Santander - reserve £118,145.75

20.9.3 To receive the end of year finance report.

This was circulated to all. Cllr Hopkins proposed to accept the report and upload it to Audlem Online. Cllr Mottershead seconded. Councillors unanimously agreed.

**Action/s: Clerk to upload the report to Audlem Online.**

20.9.4 Payment of salaries via bank transfer.

Cllr Higham has spoken to CHALC and they confirmed the RFO can pay their own salary, other BACS transfers and this would not require two signatories. Councillors agreed a direct debit should be set up each month with the regular salary amounts for the Clerk and Lengthsman. Any overtime for the Clerk will be paid through an authorised BACS transfer once the Parish Council have approved the amount. Councillors agreed the above in principle and suggested setting a limit so no payment can exceed a certain level. Finance Sub Committee to look at the detail, sign the bank's mandate forms then amend the standing orders, financial regulations and risk assessment to reflect this change.

Cllr Higham proposed to proceed as above, Cllr Mottershead seconded. seconded. Councillors unanimously agreed.

**Action/s: Clerk and FSC to action the above.**

20.9.5 AGAR 2019/2020 return.

The dates have changed and these must be published from 30 September to 30 November 2020. The 30-working day period for the exercise of public rights should start on or before the first working day of September, i.e. on or before 1 September 2020.

**Action/s: Clerk to prepare the statement during May/June and liaise with the internal auditor.**

20.9.6 Santander change of mandate to allow the RFO to make online payments.

As discussed above 20.9.4.

20.9.7 Grant requests

20.9.7.i Audlem Indoor Bowling Group Grant Application for £1,500.

Grant requested to replace two indoor bowl mats which cost £1,248 each.

20.9.7.ii Wheelyboat Grant Application for £1,500.

Their first grant request for money to purchase a spare electric outboard motor to ensure continuity of the service for children and disabled.

Clerk informed the Parish Council that £8,500 has been budgeted for grants in the new financial year starting April and £200 has been spent thus far on flags for VE day. As well as the two grant requests below, she has also received a grant request for ADAS grant for £500 towards the Big Switch On. Cllr Boyes proposed voting on all three grants at the next meeting in June. Cllr Warburton seconded. Councillors unanimously agreed.

**Action/s: Clerk to add these grants to the June agenda.**

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

2186	CPRE	Subscription		36.00
2189	Belen Lopez Bloor	Office Expenses	Mobile phone top up, mileage, anti virus internet security	47.13
2190	HM Revenue & Customs	Salaries	Extra tax due to Clerk's overtime	10.60
2187	Gavin Davies	Salaries - Street Cleaning		442.56
2188	Belen Lopez Bloor	Salaries	Included payment of overtime in February	724.73
2190	HM Revenue & Customs	Salaries	Extra tax due to Clerk's overtime	10.60
2191	Audlem Printers	Community Expenditure	COVID-19 flyers & posters for lengthsman	47.00
2193	Audlem Festival Committee	Grants	Flags for VE day	200.00
2194	Society of Local Council Clerks	Training	Training course towards Clerk's CPD on agendas & minutes	84.00
2195	Audlem Printers	Community Expenditure	VE day banner	60.00
2197	3 Counties Cleaning	Public Conveniences		150.00
2198	Mr S M Potter	Repairs & Renewals	Repairs to the toilets	79.00
2199	East Midlands Solutions	Turnpike Field Running Costs	Turnpike Field temporary fencing	477.48
2200	J Harrison Tech Media	Professional Services	IT health check for laptop	55.00
2201	Audlem Printers	Printing	Thank you banner	65.00
2202	Belen Lopez Bloor	Expenses	New mobile phone, stationery, stamps, mobile phone data	96.66
<b>Cheques issued after agenda was issued</b>				
2203	Gavin Davies	Salaries - Street Cleaning		442.56
2204	Belen Lopez Bloor	Salaries		631.20
2205	Audlem Electrical Services	Repairs & Renewals	Installation to time delay push button on toilet water heater	116.75

2206	Robert Collins		New noticeboard	528.91
2207	Audlem Methodist Church	Room hire		50.00
2208	Prism Parfums Limited		Hand sanitiser for ADCA, lengthsman and Councillors during COVID-19	270.00

Cllr Hopkins proposed to accept the authorisation of cheques, Cllr Warburton seconded. Councillors unanimously agreed.

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

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

19/03/2020	DD	ICO	Data Protection Fee to the the Information Commissioner's Office	35.00
25/03/2020	DD	Water Plus	Water supply	81.76
25/03/2020	SO	Then Media	Website	55.30
01/04/2020	DD	EDF Energy	Electricity supply	£60.00
01/04/2020	Transfer	Shires Payroll Services	Extra annual payment for pension services	£20.00
06/04/2020	DD	NEST Pension Contributions	Belen Lopez Bloor	£53.22
06/04/2020	DD	NEST Pension Contributions	Gavin Davies	£32.27
06/04/2020	SO	Shires Payroll Services		£24.50

#### New payments made after the agenda was issued

21/04/2020	DD	PHS Group	Public conveniences waste removal	£175.75
27/04/2020	SO	Then Media	Website	£55.30
01/05/2020	DD	EDF Energy	Electricity supply	£60.00

Cllr Higham proposed to accept the scheduled payments, Cllr Hopkins seconded. Councillors unanimously agreed.

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

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

Santander	Bank Interest	£60.04
Honesty Box	Toilet income	TBC
Precept	Cheshire East Council	£26,076
Grant return	Audlem Music Festival	£1,500
Cheshire Wildlife Trust	Grant for installation of two ponds at Turnpike Field	£1,400

Also 01/05/2020 Interest paid £58.13

Noted.

### 20.10 TURNPIKE FIELD

20.10.1 General update.

Not applicable.

20.10.2 Update – maintenance programme tender.

Tender will be advertised with closing date of 1<sup>st</sup> June 2020.

20.10.3 Antisocial behavior.

Teenagers were congregating and drinking on the field during lockdown and this was reported to the PCSO. Graffiti was also scrawled on Whitchurch Road. The Clerk reported this to ANSA however a resident has cleaned this off. Councillors wished to propose a motion of thanks to the resident who did a great job.

**Action/s: Clerk to check with CEC who is responsible for graffiti and Cllr Warburton to write an article for Audlem Online thanking the resident.**

### 20.11 PLAYING FIELD COMPLEX – UPDATE

20.11.1 Update from the working group.

Fields in Trust staff have been furloughed but our nomination has been passed to their solicitors. Clerk is liaising with a resident to take high res photos of the field on a decent camera for their website.

## **20.12 PARISH COUNCIL MATTERS**

20.12.1 Update – switching to new email addresses.

Most Councillors have moved to the new domain for their email addresses.

**Action/s: Clerk to send a reminder email to all with everybody's new email addresses.**

20.12.2 Around Audlem Newsletter.

Due to the ongoing crisis publication was delayed. The next one will now be published in June.

**Action/s: Cllr Boyes to liaise with Clerk to provide copy.**

20.12.3 Grant Policy and application form.

Cllr Mottershead proposed to adopt the new grant policy and form that the internal group agreed in March. Cllr Warburton seconded. Councillors unanimously agreed.

**Action/s: Clerk to upload the new documents to Audlem Online.**

20.12.4 Update - Purchasing additional CCTV to cover the playing area.

Councillors Higham and Warburton to progress the matter further and report back next month.

**Action/s: Clerk to add this item to the June agenda.**

20.12.5 VE Day.

Audlem are placing 70 union flags all over the village and have commissioned a three metre banner celebrating the event. Clerk suggested an article goes on Audlem Online to encourage residents to stand outside at 8pm and clap for the war heroes and have a singalong of Vera Lynn's "We'll meet again".

**Action/s: Clerk to add this as a news item to Audlem Online.**

## **20.13 CORRESPONDENCE**

20.13.1 Letter from Royal Mail.

Williams Newsagents informed Royal Mail that they wanted the original post box in the newsagents wall and not a new lamp pedestal box, however, Royal Mail cannot allow for the old wall box to be reinstated in a private dwelling, particularly as the back opens which is no longer allowed. The old wall box will be removed from the Old Post Office and stored in a safe location by the builders on site. Royal Mail will be arranging for a replacement lamp pedestal box to be installed on a public land location close-by. The post box on Windmill Drive will keep its 5pm collection time for now however there is to be a revision of all boxes later this year (it may or not change).

Cllr Hopkins proposed the Clerk writes to Royal Mail asking them to install a new pedestal box in the centre of the village. Councillors discussed replacing the post box at Windmill Drive with a wider aperture. Councillors also requested that the old post box be given to the village and kept as a historical artefact. The Clerk should inform the History Society and Williams Newsagents. Cllr Salt seconded. Councillors unanimously agreed.

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

20.13.2 Letter from Police & Crime Commissioner & Chief Constable.

Noted.

20.13.3 COVID-19 contact tracing.

Correspondence received from a resident regarding contact tracing. Audlem's Medical Practice is being informed by the hospital of patients who have tested positive for the virus.

20.13.4 Correspondence regarding Little Heath.

A resident reported the grass was overgrown. This has now been cut.

Correspondence received after the agenda was issued.

Email regarding legionella concern in public conveniences following hot water being switched on.

**Action/s: Clerk to check with HSE.**

Letter to support grant funding for The Lord Combermere sent to Communities Manager at CEC.

**Action/s: Clerk to circulate the letter to all.**

CEC email regarding obtaining PPE equipment for ADCA.

**Action/s: Clerk to confirm to ADCA they should liaise with CEC to secure future supply.**

## **20.14 AREAS OF RESPONSIBILITY**

None.

**20.15 ITEMS FOR FUTURE AGENDA**

AGM on 15th June to vote in Chairman and Vice Chair.

Noticeboard – Cllr Higham to consult with ADAS to install it and Clerk to check if it needs planning permission.

**20.16 DATE OF NEXT MEETING**

The next meeting of the Parish Council is the Annual General Meeting and will be held at **7.30pm** on **MONDAY 15<sup>th</sup> JUNE 2020** in the Methodist Rooms or via an online video meeting, dependent on Government advice during the virus lockdown.

**20.17** Cllr Boyes proposed to exclude the public from Part 2 of the meeting on the grounds of confidentiality. Cllr Warburton seconded. All Councillors in favour.

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

CONFIRMED MINUTES