



**AUDLEM**  
PARISH COUNCIL

## **AUDLEM PARISH COUNCIL**

Chair: Derek Winskill  
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### Minutes of meeting of Audlem Parish Council held in Public Hall Youth Room on **Monday 12<sup>th</sup> September 2022 at 7.00pm.**

**Present:** Cllrs. Derek Winskill (Chair), Ralph Warburton (Vice Chair), Tim Lawton, Geoff Seddon, Mark Jeffs, Paul Cawood

**Absent:** Cllr. John Bower

**In attendance:** Rachel Bailey (Cheshire East Ward Councillor)  
Jackie Weaver (ChALC)  
Locum Clerk – Kate Howe

**Members of the Public (MOP) - 8**

#### **PART 1**

Chair commenced the meeting asking for 2 minutes silence in memory of HMQ Elizabeth's long service to the nation.

**22/45 Apologies for absence** received from Cllrs. Nigel Mottershead and Jean Stainthorpe,

#### **22/46 Public open forum**

- Member of public noted a response was awaited to correspondence. The Clerk apologised explaining there had been urgent priorities to deal with and correspondence would be responded to in the next few weeks.
- A question was raised regarding capacity on car park. The Chair promised to investigate via Cheshire East who own the car park.
- A request was made regarding the flag on the Church. Applicant was directed to make a grant application to APC.

#### **22/47 Declarations of Interest**

Rachel Bailey declared an interest in item 22/55 as her husband manages field adjacent to Turnpike.

#### **22/48 Requests for Dispensation**

None

## **22/49 Confirmation of Minutes**

Councillors **RESOLVED** to approve the Minutes of the meeting held on 12<sup>th</sup> September 2022. Cllr Seddon abstained as he was not present at the meeting.

## **22/50 Planning Matters**

A verbal report was received from Chair of Planning Group confirming responses made by the Locum Clerk by delegated authority to Cheshire East Planning Team. GS proposed, RW seconded, Councillors **RESOLVED** to approve the Planning Group responses itemised:

### **New applications**

**22/0909N** 4 Witton Close - Proposed front porch and rear ground floor and first floor extensions - **no objection**

**22/3029** Sunrise, Hardy's Lane - Extension of existing driveway, resurface with porous resin bond, installation of drainage channel and soak away - **no objection**

**22/3207N** Boots Pharmacy, Cheshire Street - Advertisement consent for 2no. replacement fascia logos, 1no. replacement externally illuminated projecting sign and 2no. replacement glazing graphics – **object** to the graphics design on the window facing Cheshire Street

**22/2734** Roseleigh, School Lane - Erection of two detached dwellings with garages and formation of a new vehicular access point – **object** because the application doesn't comply with Policies H4, D1 and D4 of the Audlem Neighbourhood Plan. There are also serious concerns about exacerbating the flooding problem on School Lane.

### **Planning Decisions UPDATE**

**22/1302N** Field to the East of Audlem Road - The development of 28 no. residential units, including 9 no. affordable dwellings, with associated infrastructure and landscaping – **refused**

## **22/51 New Committee and Working Groups Structure**

**22.51 (a)** Cllr. Seddon gave a verbal report on the informal meeting held on 25<sup>th</sup> August and recommendations to establish new Committee / Working Groups Structure. Councillors **NOTED** they would trial the Village Management Group and review if all functions were effectively managed by this one group. Council **NOTED** Jackie Weaver's advice that Staffing should be a committee rather than a Working Group due to the issues it would deal with.

**22.51 (b)** TL proposed, RW seconded Councillors **RESOLVED** to approve the new **committees / working groups structure** recommended with Staffing as a Committee.

**22.51 (c)** Councillors **NOTED** Terms of Reference for each Committee / Working Group as circulated with meeting Agenda. DW proposed, MJ seconded, Council **RESOLVED** to approve **Terms of Reference for Committees / Working Groups**.

**22.51 (d)** Councillors nominated, RW proposed, DW seconded, Councillors **RESOLVED** to elect, as identified below, **Members and Chairs to Committees / Working Groups:**

<b>Finance Committee</b>	Chair – Cllr. Lawton & Vice Chair Cllr. Seddon Members – Cllrs. Jeffs, Warburton.
<b>Staffing Committee</b>	Chair – Cllr. Derek Winskill Members – Mottershead, Seddon, Stainthorpe
<b>Planning Group</b>	Chair – Cllr. Seddon Members – Cllrs. Cawood, Jeffs, Lawton, Mottershead
<b>Communications Group</b>	Chair – Cllr. Jean Stainthorpe Members – Cllrs. Seddon, Winskill & Clerk
<b>Village Management Group</b>	Chair – Cllr. Nigel Mottershead Members – Cllrs. Bower, Cawood, Jeffs, Warburton, Winskill
<b>Turnpike Field Working Group</b>	Chair – Cllr. Jean Stainthorpe Members – Cllrs. Mottershead, Seddon, Warburton, plus vacancy.

**22/52 Representatives to village and external organisations**

Cllr. Seddon gave a verbal report on the informal meeting held on 25<sup>th</sup> August and recommendations to nominate and elect representatives. GS proposed, DW seconded, Council **RESOLVED** to elect **representatives** as identified below:

**Burial Board:** Cllrs. Cawood, Jeffs, Seddon and Winskill

**Public Hall:** Cllr. Warburton

**Patient Participation Group:** Cllr. Warburton

**ADAS:** Cllr Winskill

**ADAPT:** Cllr. Lawton

**ASET:** Cllr. Mottershead

**AWEG:** Cllr. Stainthorpe

**ADCA:** Cllr. Winskill

**ChALC:** APC Chair & Vice Chair – Cllrs. Winskill and Warburton

**Canal & River Trust:** Cllr. Stainthorpe

**22/53 Financial Matters**

Finance Committee Chair gave a verbal report to Council.

**22.53 (a)** GS proposed, DW seconded, Council **RESOLVED** to approve retrospective authority for **ChALC to receive and make payments** on behalf of APC.

**22.53 (b)** GS proposed, DW seconded, Council **RESOLVED** retrospective approval for **payments** made (via ChALC) from June to 7<sup>th</sup> September

2022 (as schedule attached) authorised by the Clerk using delegated authorities (since APC July meeting) due to urgent business need

**22.53 (c)** TL proposed, RW seconded, Council **RESOLVED** to approve **opening of a new Lloyds bank account.**

**22.53 (d)** Council nominated Cllrs. Seddon, Lawton, Jeffs as 3 additional nominated signatories with Cllrs. Winskill and Warburton as 2 existing nominated signatories. GS proposed, TL seconded, Council **RESOLVED** to approve all **5 nominated councillors** as **signatories** for the new Lloyds account.

**22.53 (e)** TL proposed, GS seconded, Council **RESOLVED** to approve **change in financial reporting** from 'Receipts & Payments' to 'Income & Expenditure'.

**22.53 (f)** Council **NOTED** in meeting accounting statements produced by DCK for **annual audit return and** proposed responses on AGAR forms for 2021-22 as circulated with the agenda prior to meeting.

**AGAR p.2** – GS proposed, RW seconded, Council **RESOLVED to approve as completed.**

**AGAR p.3** – GS proposed, TL seconded, Council **RESOLVED to approve as completed** (with no internal auditor signature) and the accompanying explanatory Statement to External Auditor as **signed** by Chair and Locum Clerk.

**AGAR p.4** – GS proposed, RW seconded, Council **RESOLVED to approve as completed and signed** by Chair and Locum Clerk.

**AGAR p.5** - GS proposed, RW seconded, Council **RESOLVED to approve as completed and signed** by Chair and Locum Clerk.

#### **22/54 Staffing Matters**

Council **NOTED** that the Staffing Committee will review and advise Council at next meeting on:

- (a) Lengthsman Job Description
- (b) Lengthsman Contract
- (c) Lengthsman Health & Safety Guidance (Risk Assessment & Method Statement)

#### **22/55 Turnpike Field**

In the absence of the Chair of the Working Group, Cllr. Seddon gave a verbal report on the meeting of TFWG held on 5<sup>th</sup> September 2022.

- a) **Muddy Paths:** Total cost - £9,072 with quotations obtained for Non-Slip Wood £4786, Sand/Gravel £4286. Parish Council approved expenditure at previous meeting, grants being in place – 2 grants are secured. **Residual cost of £115** from Parish Council previously sanctioned. RW proposed, TL seconded, Council **RESOLVED** to approve expenditure.
- b) **Bridge between Fields:** The fence overlooking the brook is unstable and needs to be replaced as a H&S issue. Total length 14 metres, cost of post & rail £503. This is a minor project to be done by volunteers. Jackie Weaver advised this

was not an agenda item hence expenditure could not be approved at this meeting. Refer matter to Finance Committee but suggest TFWG consider closing the bridge as currently expenditure is not budgeted. GS and JS to inspect onsite. GS proposed, RW seconded, Council **RESOLVED** to refer to **Finance Committee**.

**22/56 Community Police**

There was no further update from the Police Community Support Officer who was unavailable this evening.

**22/57 Report by Ward Councillor**

Cheshire East Councillor Rachel Bailey gave a short verbal report:

Proclamation of King Charles by Cheshire East Mayor had been cascaded to Town and Parish Councils.

Highways work was impacting on families getting to school. New works commencing on Mount Pleasant from 23-29 September.

Go Too Bus is due to Government Rural Mobility grant and requires commitment that Cheshire East will retain the service.

**22/58 Office Matters**

Council **NOTED** the Locum Clerk reported she was dealing with **2 Freedom of Information requests**.

**22/59 Items for Future Agenda**

- Siting of Notice Board
- Future Dates for Village Surgery

**22/60 Date of Next Meeting**

The next meeting will be held on **Monday 10<sup>th</sup> October 2022 7pm** in the Methodist Church Hall.

**Part Two**

Chairman thanked the public for their attendance and Council requested public be excluded from the meeting during consideration of an item pursuant to Section 100 (A) 4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

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**PART 2**

**Finance**

Finance Committee Chair provided a verbal report to Councillors on the position of the Council's Finances and actions proposed. Council **NOTED** the Finance Committee report (filed with APC 12.9.22 meeting documents).

**Meeting closed at 9pm.** Chair thanked Jackie Weaver and Councillors for their attendance and contribution.