

AUDLEM PARISH COUNCIL

c/o Cheshire Association of Local Councils
Park View Business Park
Combermere
Whitchurch
SY13 4AL
Phone: 07596 159067
Email: parishcouncil@audlempc.co.uk



AUDLEM
PARISH COUNCIL

To Members of the Public: You are invited to attend the Annual Meeting of Audlem Parish Council to be held on **Monday 15th May 2023 at 7.00pm** in the **Methodist Church, Shropshire St, Audlem, Crewe CW3 0AE.**

K. Chalk

Katrina Chalk - Clerk
(Agenda published 10th May 2023)

AGENDA

23.1 ELECTION OF CHAIR

23.2 ELECTION OF VICE-CHAIR

23.3 APOLOGIES FOR ABSENCE

23.4 DECLARATION OF INTERESTS

23.5 CO-OPTION OF COUNCILLORS

The Clerk to advertise to fill two Councillor vacancies (Co-opted).

23.6 Public participation

The Parish Council will consider requests from members of the public to address the meeting. However, it is at the Chair's discretion whether requests will be granted to discuss items of business on the agenda and/or relevant Parish matters. If invited to speak, individual members of the public will be allowed a maximum of three minutes. No decision can be made on these matters, but they may be placed on a future agenda.

23.7 CONFIRMATION OF MINUTES

Councillors are requested to **RESOLVE** to approve the Minutes of the meeting held on **4th April 2023.**

23.8 BUSINESS OF THE ANNUAL MEETING

- 1) Review of delegation arrangements to committees, sub committees, staff, and other local authorities
- 2) Review of terms of reference for committees
 - Finance Committee
 - Communication Group
 - Planning Group
 - Village Management Group
 - Internal & Staff Committee
 - Turnpike Field Working Group

- 3) Appointment of members to existing committees
- 4) Review and adoption of appropriate standing order and financial regulations.
- 5) Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses (if relevant)
 - PWLB Loan
 - Turnpike Field legal agreement
- 6) Review of representation on or work with external bodies and arrangements for reporting back.

Current list of representatives on external bodies and vacancies

Burial Board: Cllrs Elliott, Seddon

Public Hall: Cllr Down

ADAPT: Cllr Lawton

ADAS: Cllr

AWEG: Cllr Stainthorpe

ADCA: Cllr

Audlem Traders: Cllr Stainthorpe

ChALC: Chair and Vice Chair – Cllrs

Canal and River Trust: Cllr Stainthorpe

- 7) Review of inventory of land and other assets including buildings and office equipment.
- 8) Confirmation of arrangements for insurance cover in respect of all insurable risks.
- 9) Review of the Council's and/or staff subscriptions to other bodies

ChALC

- 10) Review of the Council's complaints procedure.
- 11) Review of the Council's policies, procedures, and practices in respect of its obligations under Freedom of Information and data Protection legislation. *(See also Standing Orders 11, 20 and 21)*
 - a) CCTV Policy.
 - b) Freedom of Information Policy.
 - c) General Privacy Notice.
 - d) Data Audit Questionnaire.
 - e) Document Retention & Management Policy.
 - f) Privacy Policy.
 - g) Internal Privacy Notice.
 - h) Model Publication Scheme.
 - i) Subject Access Request Policy.

- 12) Review of the Council’s policy for dealing with the press/media
- 13) Review of the Council’s employment policies and procedures.
- a) Discipline & Grievance Policy
 - b) Health and Safety Policy
 - c) Staff and Member learning and Development Policy
- 14) Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- 15) Review of Other Policies
- a) Risk Assessment
 - b) Equal Opportunities Policy.
 - c) Code of Conduct
 - d) Grant Application Policy and Grant Form.
 - e) APC Communications Policy.
 - f) Subscriptions
 - g) Buttermarket Booking Policy.
 - h) Turnpike Field Booking Policy.

23.9 PLANNING APPLICATIONS AND DECISIONS

Planning Reference	Address	Description	Comments from APC
23/0814N	Pheasants Rise, Damson Lane, Cox Bank, Audlem CW3 0EU	Construction of new dwelling in garden – 3 bedroom bungalow	Objections raised – see supporting document.
23/1111N	Field to the East of Audlem Road, Audlem	The development of 25 no. residential units, including 7 no. affordable dwellings, with associated infrastructure and landscaping	Objections raised – see supporting document.

Cheshire East Planning Decisions

22/4588N Parkes Cottage, Monks Lane: Outbuilding with overall height of 3.6 metres – Approved.

23/0185N Beech Tree House, Woore Road: Listed building consent for the replacement of single glazed windows with heritage slim double-glazed windows – Approved.

23.10 FINANCIAL MATTERS

- a) Members to APPROVE training courses for new Councillors, £25 per Councillor
- b) Members to APPROVE payment schedule covering 1st April to 5th May 2023

Filing Number	Date	Supplier	Invoice NO.	Item	Net cost	VAT	Total	ChALC confirmed payment
1	3//02/2023	Reimbursement to G Seddon	No invoice found - email and bank statements to support payment	APC Microsoft licence renewal	£ 79.99	£ -	£ 79.99	09.05.23
2	30/04/2023	M Dolan	Apr-23	Wages for April 23	£ 416.00		£ 416.00	02.05.23
3	30/04/2023	K Chalk	Apr-23	Wages for April 23	£ 1,128.15		£ 1,128.15	09.05.23
4	29/03/2023	K Chalk	038344 - Currys receipt	Ink cartridges	£ 22.80	£ 5.69	£ 28.49	
5	06/04/2023	Three Counties	740	March 2023	£ 420.00	£ -	£ 420.00	09.05.23
6	Jan to Mar 2023	HMRC PAYE	Ref: 475P002070732312	PAYE	£ 517.99		£ 517.99	06.04.23
7	15/01/2023	phs	69522927	16th Dec 2022	£ 285.38	£ 57.08	£ 342.46	11.04.23
8	16/03/2023	phs	69694245	16th March 2023	£ 288.32	£ 57.66	£ 345.98	11.04.24
9	Apr-23	Water Plus	wp-INV01763040	1 March to 31st March 2023	£ 99.45	£ -	£ 99.45	09.05.23
10	24/04/2023	Hales Retail Sawmills	987	Material for gate at Turnpike Field	£ 520.88	£ 104.18	£ 625.06	09.05.23
11	17/04/2023	LCC	532	Locum Clerk - March 2023	£ 2,617.63	£ 523.53	£ 3,141.16	02.05.23
12								
				Total Amount	£ 6,396.59	£ 748.13	£ 7,144.72	

- c) Members to nominated and APPROVE 2 additional Administrators to be added to the new Lloyds Bank Account
- d) Members to NOTE: An invoice recorded as paid July 2022 (£390.00) to 3 Counties Cleaning, was paid 9th May 2023.

Council to NOTE precept payments from Cheshire East will start to be paid into APC bank account as soon as possible.

23.11 TURNPIKE FIELD

- a) Members to DISCUSS the outcome of the vote from residents of Audlem to place Turnpike Field into a Deed of Dedication with Fields in Trust. Members are asked to APPROVE for the Deed to be agreed or refused.
- b) Members to APPROVE new member of the Turnpike Field Working Group - Simon Platt (Recommendation from the TFWG meeting on 3 May).
- c) To invite quotations to carry out a Tree Inspection.
- d) Members to DISCUSS and APPROVE the Maintenance Plan and costings.
- e) Members to DISCUSS and APPROVE the change of Turnpike Field Working Group to become Turnpike Field Management Committee. If approved, new Terms of Reference for the TFMC will be circulated for approval at the June APC meeting.
- f) Members to APPROVE use of field for the following: -
- Coronation overflow parking for 'Picnic in the Park' (retrospectively)
 - Audlem Music and Arts Festival 26th May to 30th May 2023

23.12 COMMUNICATIONS GROUP

23.13 STAFFING COMMITTEE

Members to DISCUSS and APPROVE

1) Appointment of Clerk/RFO

- a. To give the Staffing Committee delegated powers to:
 - i. recommend candidates for interview.
 - ii. interview those candidates approved.
 - iii. offer the post to their preferred candidate, subject to references and Council approval.
- b. To increase the Salary scale LC 1/2 (SCP 13 - 23 - £12.97 - £15.57 per hour) (£24,948 - £30,151 pro rata).

23.14 VILLAGE MANAGEMENT GROUP (VMG)

Members to note CRIME STATS SUPPLIED (MARCH ONLY)

Longhill Moss – Cllr McLaren-Brown

- Income
- Maintenance costs

For information only – site meeting with highways is being arranged. This is to look at the conditions of the roads and planned maintenance work.

23.15 REPORT BY WARD COUNCILLOR – Rachel Bailey

23.16 OFFICE MATTERS

- Freedom of Information correspondence responded to within the required timescale.
- Booking of Buttermarket
Members to NOTE and APPROVE the bookings of Buttermarket by ADAPT - 27th April to 21st October inclusive (apart from 20th May when ADAS will be holding 'This is what we do' event).

23.17 AGENDA ITEMS FOR NEXT MEETING

23.18 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held at **7.00pm** on **MONDAY 12TH JUNE 2023** in the Methodist Rooms.

Exclusion of Public

At this point the Council will ask that the press and 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.

PART B

23.19 Members to DISCUSS and APPROVE Clerk's final working day and holiday entitlement.

23.20 Members to NOTE email from detectorists who recently used Turnpike Field

23.21 **SPECIAL MOTION**

In line with SO 7a the Council to reconsider the Resolution agreed under 22/159 discussed during the Full Council Meeting held on 13th March 2023. The Motion was signed by seven Councillors.