



AUDLEM
PARISH COUNCIL

13th March 2025

AUDLEM PARISH COUNCIL
e-mail: parishcouncil@audlempc.co.uk
www.audlempc.co.uk

To All Members of the Audlem Parish Council:

You are hereby summoned to attend an Extraordinary Meeting of Audlem Parish Council to be held on **Thursday 20th March 2025 at 7.00pm** in the **Methodist Church, Shropshire St, Audlem, Crewe CW3 0AE** for the purpose of transacting the business below.

L Jakeman
Locum Parish Clerk

Distribution: Councillors, Phillip Baker, Tim Brooksbank, Charles Cavill, Carl Dovey, David Jones, Ryan Jones, David Lambourne, Will Pearson and Paul Smart

AGENDA

24/143 **Apologies for absence**

To note any apologies of absence.

24/144 **Declarations of Interest**

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

24/145 **Requests for Dispensation**

To receive requests for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest.

24/146a **Public Session.**

Members will be asked to **RESOLVE that Standing Orders of the Council be suspended, to allow public participation in accordance with Standing Orders 3e-j.**

(Standing Order 3:

e. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Members of the public are encouraged to submit their query in writing to the Clerk at least three days before the meeting so their query can be circulated to all councillors ahead of the meeting. Members of the public can still, however, attend and speak on the evening without submitting their query first if they so wish.

f. The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the Chairman of the meeting.

g. Subject to standing order 3(f) above, a member of the public shall not speak for more than 3-5 minutes. In accordance with standing order 3(e) above, a question shall not require a response at the meeting. Councillors can ask questions for clarity but there will no full debate of the issue at the meeting. The Chairman of the meeting may direct that a written or oral response is given. Members of the public will receive correspondence within 5 working days of the meeting on which Council group has been allocated to deal with the issue or how the issue has been resolved.

h. A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may at any time permit a person to be seated when speaking.

i. A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.

j. Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of the speaking.)

Should there: be no public questions, or should the public questions be responded to within the 15 minutes allocated, or the 15 minutes allocated expires, members will be asked to **RESOLVE that Standing Orders are reinstated and the meeting continues with remaining items on the agenda.**

24/146a Chesire East Ward Councillor

To receive any updates from Chesire East Councillor, Councillor Rachael Bailey.

24/147 Confirmation of Previous Minutes

Members will be requested to **RESOLVE to approve the Minutes of the meeting held on Thursday 13th February 2025**

24/148 Planning Applications

To consider responding to the following planning application(s):

Reference: 25/0314/HOUS Householder

[Cheshire East | pa.cheshireeast.gov.uk](https://pa.cheshireeast.gov.uk) | [Application | 398822](#)

Site address: Orchard Cottage Churchfields, Audlem, Crewe, Cheshire East, CW3 0AN

Development Proposal: Replacement of existing pitched roof over garden room with new flat roof and parapet walls.

Reference: 25/0763/CLPUD Certificate of Lawful Use / Development – Proposed

[Cheshire East | pa.cheshireeast.gov.uk](https://pa.cheshireeast.gov.uk) | [Application | 399033](#)

Site address: Bath Farm Bath Lane, Audlem, Crewe, Cheshire East, CW3 0BN

Development Proposal: Certificate of proposed lawful use for single-storey rear and side extensions to existing house.

Reference: 25/0557/HOUS Householder

[Cheshire East | pa.cheshireeast.gov.uk](https://pa.cheshireeast.gov.uk) | [Application | 399050](#)

Site address: 33 Cheshire Street, Audlem, Crewe, Cheshire East, CW3 0AL

Development Proposal: Demolition of 1960's extension replaced with new extension with lantern roof and bay window and green house cover to external steps.

Reference: 25/0449/EIAEIA

[Cheshire East | pa.cheshireeast.gov.uk](https://pa.cheshireeast.gov.uk) | [Application | 398814](#)

Screening request in relation to outline planning application for the erection of 133 dwellings.

Development Proposal: Land To the west of Moorsfield Avenue

24/149 Bank Reconciliation

Members will be asked to receive a Bank reconciliation as of 28th February 2025 (*copy attached*).

Copies of the corresponding bank statement will be circulated to members separately from the agenda, and hard copies of invoices/receipts will be available for inspection at the meeting by members.

Members will be asked to note that as of the 28th February 2025 that the bank account balance stood at £58,821.95.

Members will be asked to **RESOLVE that the bank reconciliations for February 2025 be confirmed and that the Chair be instructed to sign.**

24/150 Payments for Approval

- a) To approve payments. Members will be asked to **RESOLVE to approve a list of payments totaling £7,234.11** (copy attached)
- b) To consider approving a donation to ADAS for flags in the village.

24/151 To confirm payroll service and charges for 2025-2026

Members will be asked to RESOLVE to approve payroll charges for 2025-26:

£13 plus VAT per month per staff member, £34 plus VAT for a P35

One off services including £60 plus VAT for pension enrolment, backpay calculations £17.50 plus VAT.

24/152 Internal Audit

To consider comments in response to the internal audit report for Financial Year 2023/24.

24/153 Turnpike Field

To consider any applications for the use of Turnpike Field.

24/154 Co-Option

To confirm arrangements for advertisement of the casual vacancy position.

24/155 Parish Matters

- a) To consider a response to the Cheshire and Warrington Devolution consultation
Members will be asked to consider identifying Councillors to respond to the consultation by 13th April on behalf of the Council at
[Cheshire and Warrington Devolution Consultation - About You - Ministry of Housing, Communities and Local Government - Citizen Space](#)
- b) To consider a response to the Local Transport Plan consultation
Members will be asked to consider identifying Councillors to respond to the consultation by 21st April on behalf of the Council at
[Cheshire East's Vision for Transport](#)
- c) To consider a survey of the Churchfields Conservation Area to ascertain maintenance works required
Cllr Dovey to brief Council with proposed options.
- d) To confirm arrangements for tree trimming in public area to the rear of 10 Sycamore Close, Audlem.
Cllr Baker to brief Council with proposed options.
- e) To review and consider quotations for Monument Repairs
Cllr Smart to brief Council with quotations
- f) To consider the possibility of a memorial plaque on the Monument
- g) To review the Longhill Moss Lease
Cllr Dovey to brief Council with an update
- h) To confirm policing priorities in the village
Members will be asked to consider any concerns to raise with the PCSO ahead of the Cluster meeting on 15th April.
- i) To review parking concerns in Cheshire Street
Members will be asked to consider correspondence received from a resident.
Members will be asked to consider raising concerns with the PCSO and Cheshire East Council.
- j) To consider a request to metal detect on Turnpike Field.

24/156 Exclusion of the Press and Public

It is considered in terms of Schedule 12A, Local Government Act 1972, that the following item(s) will be likely to disclose exempt information relating to the contractual and legal matters and it is therefore **RECOMMENDED** that the Council **RESOLVES** that : **pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.**

24/157 Turnpike Field Update

To receive any updates and consider any recommendations relating to the ownership of Turnpike Field.

24/158 Permanent Clerk Recruitment

To receive an update from the Working Group regarding recruitment for a permanent Clerk

24 /159 Locum Clerk Temporary Contract

To review the temporary contract of the Locum Clerk.

Audlem Parish Council

**Minutes of the Parish Council Meeting
held at the Methodist Church, Shropshire St, Audlem,
on Thursday 13th February 2025 at 7.00pm**

Present:

Councillors:

Phillip Baker,
Charles Cavill,
Carl Dovey,
David Jones,
Ryan Jones (arrived at 19:03)
Paul Smart
David Lambourne,

Absent:

Councillors:

Will Pearson
Tim Brooksbank

In Attendance:

Lee Jakeman (Locum Clerk)
Sarah Windridge (Deputy Clerk)
17 members of public

24/129 Apologies for Absence

Apologies for absence had been received from Councillors Brooksbank and Pearson

24/130 Declarations of Interest

None received

24/131 Requests for Dispensation

Not applicable

24/132 Public Session

- a. **RESOLVED** that **Standing Orders of the Council be suspended, to allow public participation in accordance with Standing Orders 3e-j.**

A number of members of the public asked questions which are summarised below along with responses:

1. **A member of the public asked why the Parish Council has not considered talking to members of the Turnpike Field Working Group regarding the ongoing Turnpike Field issue.**

The Locum Clerk confirmed that the Parish Council is looking into documented evidence and will base its decisions regarding the Turnpike Field on extracted facts rather than hearsay or gossip.

2. A member of the public asked why the public is being excluded from discussion regarding Turnpike Field.

The Locum Clerk confirmed that the public have been excluded from this discussion due to exempt contractual and legal matters. The Locum Clerk did confirm that any decisions made will be recorded in the minutes and confirmed that the Parish Council are keen to be transparent regarding this issue.

3. A member of the public asked the Parish Council who prepared the report on the Turnpike Field.

The Locum Clerk confirmed that he wrote the report based on documented evidence.

4. A member of the public asked whether the Parish Council is planning to divest itself of Fields in Trust.

The Locum Clerk confirmed that speculation at this stage was not helpful and also confirmed that the Council, as a corporate body, will be reviewing all available minuted evidence and considering all available options regarding Turnpike Field.

5. A member of the public asked whether villagers would get a say in the Parish Council decision regarding Turnpike Field.

The Locum Clerk confirmed that the Parish Council is a corporate body formed of democratically elected Parish Councillors. The Locum Clerk will present facts of issue, give the Council options and ask it to decide. These actions will be made public in the minutes.

6. A member of the public suggested that the Parish Council is 'going behind closed doors.'

The Locum Clerk stated that if the Parish Council chooses at the meeting this evening not to be confidential, it may face prosecution through the GDPR. The Locum Clerk is protecting the Parish Council to ensure that it does not reveal private information which could result in the Parish Council acting illegally or being sued. The Locum Clerk stated that the Parish Council understands the concerns of the public, particularly in the light of previous, minuted actions of the Parish Council, in which confidential agenda items were not reported on. The Locum Clerk confirmed that this Parish Council will ensure that all decisions will be recorded and placed in the public domain.

The reports given to councillors at this meeting contains legally privileged information and personal details and can be requested under a Freedom of Information Request. The Locum Clerk confirmed that nothing will be considered at meetings which the public will not have access to.

7. A member of the public asked about the police investigation into the missing Parish Council funds.

The Locum Clerk confirmed that there have been no updates since the report at the Parish Council meeting in December 2024 and also confirmed that the Parish Council is taking all reasonable steps to push the issue.

8. A member of the public stated that he sent an email to the Parish Council regarding the possibility of planting a tree on Turnpike Field as a commemoration and asked for clarification.

The Locum Clerk confirmed that a management plan for Turnpike Field needs to be created which will include a policy regarding tree planting and commemorative trees. Cllr Dovey suggested that a commemoration could be placed on the monument in the village.

- 9. A member of the public wished to draw the Parish Council's attention to planning application reference Number 24/4845/TPO which involves two yew trees in the grounds of the Baptist Church. The trees need to be felled or reduced in size and an application has been lodged with Cheshire East due to the trees being situated in a conservation area and also being the subject of a Tree Preservation Order.**

The Locum Clerk confirmed that the application has not been commented on by the Parish Council previously as the Council was not in operation at this time, but did confirm that the applicant has taken all required steps to consult required parties and take action to protect the listed building.

RESOLVED: that Standing Orders are reinstated and the meeting continues with remaining items on the agenda

Several members of the public left.

24/133 Confirmation of Previous Minutes

RESOLVED: to approve the Minutes of the meeting held on 9th January 2025

24/134 Planning Applications

Members considered the following applications:

(APPEAL) Cheshire East | pa.cheshireeast.gov.uk | Application | 151837 - Bradwood Bagley Lane, Audlem, Crewe, Cheshire East, CW3 0DR - New detached house and garage.

It was **RESOLVED** to note the appeal.

Cheshire East | pa.cheshireeast.gov.uk | Application | 398650 - Orchard Cottage Wood Orchard Lane, Audlem, Crewe, Cheshire East, CW3 0DU - Conversion of an outbuilding to a residential annex.

It was **RESOLVED** to support the application. Cllr Lambourne abstained from the vote as he had not seen the application.

24/135 Bank Reconciliation

RESOLVED: that the bank reconciliations for and up to 31 January 2025 be confirmed and that the Chair be instructed to sign them.

(Clerk's Note: The Balance of the Lloyds Bank Account as of 31 January 2025 stood at £68,803.12)

24/136 Payments for Approval

RESOLVED: to approve a list of payments totalling £14,131.59 (see Appendix 1)

24/137 **Monument in the Square**

Cllr Smart reported that he has contacted 3 suppliers regarding quotes for the repair works. One company has declined to quote and the other two quotes range from £3,500 to £12,500.

The aim will be to assess both proposals by the end of February for discussion and/ or decision during the next Full Council meeting in March.

Cllr Cavill asked about the possibility of obtaining a grant and Cllr Smart confirmed that grants are being investigated. The Lottery Grant remains an option but is subject to formal submission including full accounts over last 1-3 years.

24/138 **Turnpike Field**

The Parish Council has received two applications for the use of Turnpike Fields. One is for the Audlem music festival from 23-27 May and the other is for the ASET transport festival on 27th July. **RESOLVED** to approve applications.

24/139 **Co-option**

The Clerk has created and circulated an updated Co-option policy. **RESOLVED** to approve and adopt the policy (attached as appendix ??)

Cllr Lambourne asked whether the policy is approved by CHALC and the locum Clerk confirmed that the policy is based on a template by NALC / SLCC.

RESOLVED to approve and adopt the policy and begin co-option proceedings based on the policy.

24/140 **Exclusion of the Press and Public**

Members considered in terms of Schedule 12A, Local Government Act 1972, that the following item(s) will be likely to disclose exempt information relating to the contractual matters and therefore **RESOLVED: that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960, the public and press be excluded.**

24/141 **Clerk Recruitment**

RESOLVED to accept recruitment and contract of Deputy Clerk

RESOLVED to add Deputy Clerk to bank mandate.

RESOLVED to review current financial regulations.

RESOLVED to spend £1000 on recruitment.

RESOLVED to create a Staffing Committee to find a permanent Clerk. The Staffing Committee will consist of Cllrs Smart, Baker and Lambourne.

RESOLVED to accept proposed recruitment process.

24/142 **Turnpike Field**

Councillors considered the report circulated to Council by the Locum Clerk.

RESOLVED to approve the recommendations 22.1, 22.1 and 22.3.

----- **END** -----

DRAFT

Payments Approved by Council 13th February 2025

| Invoice Date | Folio | Payee | Service | Net | VAT | Gross | Payment date | Payment Type | Approved by Council |
|--------------|-------|---------------------------|--|----------|-------|-------------------|--------------|--------------|---------------------|
| 21/25 | 41 | EDF | Toilets electric 1 -31 Dec 24 | 63.33 | 3.17 | 66.50 | 17/01/25 | D/D | |
| 11/25 | 42 | Scribe | INV 8125 - SCRIBE Accts Subscription 1-31 January 2025 | 55.00 | 11.00 | 66.00 | 02/01/25 | D/D | |
| 11/25 | 43 | Then Media | TMS-17516 website and emails January 2025 | 43.00 | 8.60 | 51.60 | 20/01/25 | BP | |
| 9/25 | 44 | Audlem Methodist Church | Inv 131 - Hall hire Council mtg 9 Jan 25 | 40.00 | | 40.00 | 20/01/25 | BP | |
| 12/24 | 45 | DR Jones Construction | Inv-000023 - Turnpike Field Flail Mowing August 2024 | 150.00 | | 150.00 | 20/01/25 | BP | |
| 11/25 | 46 | 3 Counties Cleaning | Invoice 776 - Public Toilet Cleaning December 2024 - 27 cleans | 405.00 | | 405.00 | 20/01/25 | BP | |
| 7/25 | 47 | Water Plus | wp-INV07939873 - Public Toilets Water/Waste 5 Dc 24 - 4 Jan 25 | 100.92 | | 105.21 | 20/01/25 | BP | |
| 18/25 | 48 | ChaLC | Inv 2024/111 - recharge of invoices paid on Council behalf - during period of non-access to bank account | 5,727.66 | | 5,727.66 | | BP | |
| 8/25 | 49 | UK Debt Management Office | PWLB loan Repayment | 5,231.83 | | 5,231.83 | | BP | |
| 28/25 | 50 | Legthsman | Salary Jan 2025 | 531.67 | | 531.67 | 29/01/25 | BP | |
| 20/25 | 51 | Lloyds | Bank Charges Jan 25 | 8.50 | | 8.50 | 20/01/25 | BP | |
| 12/25 | 52 | Scribe/Go Cardless | INV 8755 - SCRIBE Accts Subscription 1-28 Feb 2025 | 55.00 | 11.00 | 66.00 | 03/02/25 | BP | |
| 12/25 | 53 | Then Media | Inv - TMS-17747 - website and emails Feb 25 | 45.00 | 9.00 | 54.00 | | BP | |
| 6/25 | 54 | ChaLC | Inv 2024/117 - Induction Trg Cllr Cavill | 25.00 | | 25.00 | | BP | |
| 18/25 | 55 | ChaLC | Inv 2024/132 - Induction Trg Cllr Jones | 25.00 | | 25.00 | | BP | |
| 3/25 | 56 | EDF | Inv- KI-447658B2-0008 Electric - Toilets 1- 31 Jan 25 | 93.45 | 4.67 | 98.12 | | D/D | |
| 6/25 | 57 | Lee Jakeman | Locum Clerk Services and expenses Jan 25 | 1,479.50 | | 1,479.50 | | BP | |
| | | | Sub Total | | | £14,131.59 | | | |



AUDLEM
PARISH COUNCIL

AUDLEM PARISH COUNCIL Co-option policy

Document Control

| | |
|---|--|
| Approved on behalf of the Parish Council | |
|---|--|

Change history.

| Version: | Date: | Reason for Change |
|-----------------|--------------|--------------------------|
| V1 06.02.2025 | 06.02.2025 | First Version |

1 Introduction

1.1 This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Audlem Parish Council.

1.2 The co-option procedure is entirely managed by the Council, and this policy will ensure that a fair and equitable process is carried out.

1.3 The co-option of a parish councillor occurs in two instances:

1. When an ordinary vacancy has arisen on a Parish/Town Council after the ordinary elections held every four years,
2. When a casual vacancy has arisen on a Parish/Town Council and no poll (by-election) has been called.

1.4 Any councillor seeks to represent the whole community. There are 11 councillor seats of office on Audlem Parish Council.

2 Ordinary vacancy

2.1 An ordinary vacancy occurs when there are insufficient candidates to fill all the seats on a Parish/Town Council at the ordinary elections held every four years. Any candidates who were nominated are automatically elected to the Parish/Town Council and any remaining vacancies are known as "ordinary vacancies". Provided there are enough parish councillors to constitute a quorum, the Parish/Town Council is usually able to co-opt a volunteer to fill the vacancies.

3 Casual vacancy

3.1 A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time,
- A councillor resigns,
- A councillor dies,
- A councillor becomes disqualified,

- A councillor fails for six (6) months to attend meetings of a council committee or sub-committee or to attend as a representative of the council a meeting of an outside body.

3.2 A Parish/Town Council has to notify the Borough/District Council of a casual vacancy and then advertise the vacancy and give electors for the area the opportunity to request an election. This occurs when ten (10) electors write to the Borough/District Council stating that an election is requested.

3.3 If a by-election is called, a polling station will be set up by Cheshire East Council and the people of the parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. Audlem Parish Council will pay the costs of the election. The people of the parish have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the Electoral Services Office of Cheshire East Council will advise the Clerk of the closing date.

3.4 If more than one (1) candidate is then nominated, a by-election takes place but if only one (1) candidate is put forward they are duly elected without a ballot.

3.5 If ten (10) residents do not request a ballot within fourteen (14) days of the vacancy notice being posted, as advised by the Electoral Services Office, the Parish Council is able to co-opt a volunteer.

4 Confirmation of Co-Option

4.1 On receipt of written confirmation from the Electoral Services Office that no by-election has been claimed, the casual vacancy can be filled by means of co-option.

4.2 The Clerk (as Proper Officer) will:

- Advertise the vacancy for four weeks or such other period as the Proper Officer deems appropriately in line with current events or dates of meetings, this vacancy may go onto the parish council website, social media, notice boards and local newspaper.
- Advise Cheshire East Council that the co-option policy has been instigated.

4.3 This procedure will also apply in the case of an ordinary vacancy where the Electoral Services Office has confirmed that there were insufficient nominations to fill all the seats but there are sufficient parish councillors elected to constitute a quorum.

5 Eligibility of Candidates

5.1 The Parish Council is able to consider any person to fill a vacancy provided that:

- He/she is 18 or over,
- He/she is a British citizen, a qualifying Commonwealth citizen or a citizen of any other member state of the European Union;

and at least one of the following apply:

- He/she is an elector for the Parish and continues to be an elector,
- Or has resided in the Parish for the past twelve months or rented/tenanted land in the Parish,
- Or has had his/her principal or only place of work in the Parish for the past twelve months,
- Or has lived within three miles of the Parish for the past twelve months.

5.2 There are certain disqualifications for being a parish councillor, of which the main are (see s80 of the Local Government Act 1972):

- Holding a paid office or employment under the Parish Council,
- Bankruptcy,
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years,
- Being disqualified under any enactment relating to corrupt or illegal electoral practices.

6 Applications

6.1 Candidates will be requested to:

- Submit information about themselves, by way of completing a short application form,
- Confirm their eligibility for the position of parish councillor within the statutory rules.

6.2 Following receipt of applications, the next suitable Full Council meeting will have an agenda item 'To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the existing vacancy'.

6.3 Eligible candidates will be invited to attend the meeting.

6.4 Copies of the eligible candidates' applications will be circulated to all parish councillors by the Clerk at least 3 clear days prior to the meeting of the Full Council, when the co-option will be considered.

6.5 All such documents will be treated by the Clerk and all parish councillors as strictly private and confidential.

7 Co-Option

7.1 At the Full Council meeting, candidates will be given five minutes maximum to introduce themselves to the parish councillors (members), give information on their background and experience and explain why they wish to become a member of the Parish Council. The process will be carried out as an extended public session and there will be no private discussions between members prior to a vote being taken. However, where the Parish Council is discussing the merits of candidates and inevitably their personal attributes, this could be prejudicial, and the Parish Council should resolve to exclude the members of the press and public.

7.2 Following the candidate presentations/addresses, Councillors (members) will proceed to a vote in the form of an anonymous ballot which will be solely managed by the Proper Officer. Ballots will be destroyed following the close of the meeting.

7.3 In order for a candidate to be co-opted to the Parish Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process.

7.4 Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the event of a tied ballot, the Chair of the Parish Council has the casting vote.

7.5 The ballot(s) will be counted by the Clerk (Proper Officer), being observed by one parish councillor nominated during that meeting.

7.6 If present, a candidate who is co-opted will sign a Declaration of Acceptance of Office, including an undertaking to abide by the Parish Council's Code of Conduct, and may take office thereafter. If not present, a

co-opted candidate will sign the Declaration of Acceptance of Office either before or at the next meeting of the Parish Council.

7.7 The Clerk will notify Cheshire East Council Electoral Services Office of the co-option of the new parish councillor.

7.8 The co-opted councillor will complete a Register of Interests form.

7.9 If insufficient candidates are co-opted, the process should continue, whereby the vacancies are again advertised.

Annex 1: Co-opted Councillor Person Specification

This table suggests essential and desirable skills for candidates of the casual vacancy.

| Competency | Essential | Desirable |
|--|--|---|
| Personal Attributes | <ul style="list-style-type: none"> ▪ Sound knowledge and understanding of local affairs and the local community. ▪ Forward thinking. | <p>Can bring a new skill, expertise or key local knowledge to the Council.</p> |
| Experience, Skills, Knowledge and Ability | <ul style="list-style-type: none"> ▪ Ability to listen constructively. ▪ A good team player. ▪ Ability to pick up and run with a variety of projects. ▪ Solid interest in local matters. ▪ Ability and willingness to represent the Council and their community. ▪ Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others' views and accept majority decisions. ▪ Ability to communicate succinctly and clearly. ▪ Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. ▪ Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities) ▪ Ability and willingness to undertake induction training and other relevant training. | <ul style="list-style-type: none"> ▪ Experience of working or being a member in a local authority or other public body ▪ Experience of working with voluntary and or local community / interest groups ▪ Basic knowledge of legal issues relating to town and parish Councils or local authorities ▪ Experience of delivering presentations |
| Circumstances | <p>Ability and willingness to attend meetings of the Council (or meetings of other local authorities)</p> | |

| | | |
|--|--|--|
| | and local bodies) at any time and events in the evening and at weekends. | |
|--|--|--|

Annex 2: Attendance following an application

All candidates will be sent a copy of the agenda.

Voting to Co-opt a Councillor

In the event of a candidate being unable to attend, their application will still be considered by members. In the event of a candidate being related to a councillor, then the councillor would be expected to declare an interest and request a dispensation to speak and vote.

Voting will be by ballot. The Clerk will collect the ballots, record the voting numbers on the ballot record sheet (for each round of voting). The decision must be made by a majority of members who are present and voting. Where there are more than two candidates for the vacancy, it may be necessary to run a series of votes, each time removing the candidate who has the least number of votes until one candidate secures an absolute majority. If there is more than one vacancy, then each vacancy must be filled by a separate vote or series of votes.

The Chair (or person presiding over the meeting) may vote, and if there is an equality of votes, they may exercise their casting vote. The council's debate and vote on the co-option must be conducted in the public section of its meeting. It follows that the candidates, as members of the public, will be entitled to be present during the proceedings.

The successful candidate(s) are asked to start as a councillor immediately after completing their declarations of acceptance of office. The new member should have received an agenda however the fact that they have not received a summons does not make their attendance as a councillor illegal. (Local Government Act 1972 Sch 12, para 10(3)). Where appropriate they will also be appointed to any council committee. If an absent candidate is successful, members must agree to the signing the declaration of acceptance of office before or at the very start of the next meeting. New councillors will also be made aware of the fact that Interests Forms will need to be completed within 28 days of co-option.

Annex 3: Casual Vacancy Form

We aim to encourage applications from anyone in the parish who is eligible to stand.

Councillors or parishioners can approach individuals to suggest that they might wish to consider putting their names forward for co-option.

As a minimum, co-option vacancies will be advertised on the website and on the noticeboard. The advertisement for the co-option will include:

1. Method by which applications can be made, this will be in writing to the Clerk
2. The closing date for applications
3. Contact point for potential candidates to obtain more information – the Clerk
4. Advice that further information is available on request
5. A form to complete which includes asking the candidate why they would like to be a councillor; name; address and other contact details. When applications are received, the Clerk will confirm eligibility.

Any candidate found to be offering incentives will be disqualified

Co-option application form



AUDLEM
PARISH COUNCIL

About you

Forename:

Surname:

Address:

Postcode:

Electoral no (if known):

Date of birth:

Further information

Summarise a little about yourself, this could include your work experience, voluntary experience, your hobbies, and anything about your personal life that you'd like to share:

Please explain why you would like to be a parish councillor

Please explain what your understanding of what a parish council is

Have you read the eligibility criteria to be a Parish Councillor as outlined in Section 5 of the Co-Option Policy of Audlem Parish Council? YES / NO

Do you qualify with the eligibility criteria to be a Parish Councillor as outlined in Section 5 of the Co-Option Policy of Audlem Parish Council? YES / NO

DRAFT

Audlem Parish Council
RECONCILIATION - Lloyds Bank 28-02-2025

| | |
|---|-------------------|
| From Accounts | £53,821.95 |
| Payments not cashed Add | |
| Receipts not entered Subtract | |
| <hr/> | |
| Statement should be | £53,821.95 |

Payments for approval at Meeting - 20th March 2025

| Invoice Date | Folio | Payee | Service | Net | VAT | Gross | Payment date | Payment Type | Aooroved by Council | Scribe code |
|--------------|-------|---------------------|---|------------------|-------|------------------|--------------|--------------|---------------------|-------------|
| 19/2/25 | 59 | Water Plus | wp-INV08234759 - Public Toilets Water/Waste 5 Jan 25 4 Feb 25 | 1,180.74 | - | 1,189.74 | 19/02/25 | D/D | | 125 |
| 20/2/25 | 63 | ChALC | Council behalf - during period of non-access to bank account | 2,532.10 | | 2,532.10 | | BP | | 126 |
| 6/3/25 | 64 | Water Plus | 5 jan -4 Feb 25 Water Charges - toilets | 359.05 | | 359.05 | | D/D | | 127 |
| 5/3/25 | 65 | 3 Counties Cleaning | Feb 25 Toilet cleaning - 24 days | 360.00 | | 360.00 | | BP | | 128 |
| 19/2/25 | 69 | Cllr Cavill | PCC meeting - Travle expenses (48 miles at 45ppm) | 21.60 | | 21.60 | | BP | | 129 |
| 20/1/25 | 62 | Cheshire East | 2 x 240L bins -subscription- 20/1225 to 31 Dec 2025 - Methodist Church | 118.00 | - | 118.00 | | BP | | 130 |
| 26/2/25 | 60 | Lengthsman | Salary Feb 2025 | 531.87 | - | 531.87 | 26/02/25 | BP | | 131 |
| 18/2/25 | 58 | Lloyds | Bank Charges Feb 25 | 8.50 | - | 8.50 | 18/02/25 | D/D | | 132 |
| 26/2/25 | 61 | Deputy Clerk | Salary Feb 25 | 543.95 | | 543.95 | 26/02/25 | BP | | 133 |
| 1/3/25 | 66 | Scribe | INV 9263 - SCRIBE Accts Subscription 1-31 Mar 2025 | 55.00 | 11.00 | 66.00 | 03/03/25 | D/D | | 134 |
| 13/3/25 | 70 | ChALC | Cllr Dovey - Indcution Training - 19 Sep 2024 | 25.00 | - | 25.00 | | BP | | 135 |
| 13/3/25 | 71 | L Jakeman | Locum Saervices and expenses Feb 2025 | 1,431.30 | | 1,431.30 | | BP | | 136 |
| 18/02/2025 | 72 | ICO | GDPR Data protection registration fee | 47.00 | | 47.00 | | D/D | | 137 |
| | | | | Sub Total | | £7,234.11 | | | | |