



Minutes of the Parish Council Meeting
held at the Methodist Church, Shropshire St, Audlem,
on Thursday 15th May 2025 at 7.00pm

Present:

Councillors:

Phillip Baker
Rachel Bailey (Cheshire East)
Tim Brooksbank
Carl Dovey
David Jones
Ryan Jones
Paul Smart
David Lambourne

Absent:

Charles Cavill
William Pearson

In Attendance:

Sarah Windridge (Clerk)
8 members of the public
PC Jarvis

25.1 Election of Chairman

Cllr Dovey was elected as Chairman to serve the municipal year 2025/26

25.2 Chairman's Declaration of Acceptance of Office

The Chairman read out and signed the declaration.

25.3 Election of Vice Chairman

Cllr Baker was elected as Vice Chairman to serve the municipal year 2025

25.4 Vice Chairman's Declaration of Acceptance of Office

The Vice Chairman read out and signed the declaration.

25.5 Apologies for absence

Apologies have been received from Cllrs Cavill and Pearson

25.6 Declarations of Interest

None received.

25.7 Requests for Dispensation

None received.

25.8 Co-Option

No applications have been received. The Council will continue to advertise the position.

25.9 Public Session.

Standing orders were suspended at 7:05 pm. Item 10 (Report from Police Community Support Officer) was moved to the public session to allow questions from members of the public. The police report is attached to the minutes as Appendix A.

25.10 Report from Police Community Support Officer

PCSO Nick Jarvis reported on changes and new officers starting in the area. Nantwich PC are all on leave or rest days during the Music Festival so PCSOs will be present for the Music Festival and the Party in the Park. The policing team would like to engage with the youth of the village due to the antisocial behaviour occurring in the village recently. The policing team are trying to work out who they are and have also contacted the school.

PCSO Nick Jarvis stated that parking in the village is still an issue, especially after increase in charges.

The Audlem ward beat encompasses a huge area, and PCSO Jarvis is trying to get to Audlem as often as possible, however he will not be as present as much as he would like over the next few years.

Cllr Dovey stated that the Parish Council want to put things in place for youth of village to prevent further antisocial behaviour.

PC Jarvis agreed that this was important to prevent a summer of antisocial behaviour.

A number of members of public addressed the Council. Comments and questions are summarised below with responses.

1. Question: When is the Parish Council going to be honest with villagers about the fact that it has breached the contract regarding the festival. What are the repercussions going to be?

Response: Cllr R Jones confirmed that the Parish Council want to get this issue resolved. The Parish Council is having to go through all of the historical paperwork regarding this. Cllr R Jones asked the member of public if this should be discussed in the meeting or via the solicitors as per the legal process that is already in place. Cllr R Jones also confirmed that the Parish Council's solicitors are awaiting a reply.

2. Question: People are asking questions regarding the status of Turnpike Field, the cost of the camping.

Response: Cllr Dovey confirmed that the Music Festival is an important event in the village and is in full support of this event.

3. Question: Why hasn't the Parish Council asked for the contract to be changed or replied to emails?

Response: The Parish Council has attempted to have a meeting regarding this. However, a legal route has been pursued and therefore the Parish Council has instructed solicitors to respond. The solicitors are still waiting for a response.

3 members of the public arrived at 7:14pm

1 member of public left

Cllr Dovey confirmed that the Parish Council had invited some young members of the village to the Parish Council meeting today.

4. Question: Can we build a bike track anywhere?

Response: Cllr R Jones confirmed that as part of the management plan for Turnpike Field, the Parish Council is hoping to engage with the community more including reaching out to previous members of the Turnpike Field Working Group. The Parish Council wants to offer an opportunity to put a pump track on the field for young people in the village to use. The Parish Council want to get younger people in the village involved and ask them what they would like in Turnpike Field.

5. Question: How long will this take?

Response: Cllr R Jones confirmed that the Parish Council needs to liaise with residents, meet up at the field, complete a biodiversity and health and safety assessment.

Cllr Dovey confirmed that Councillors and residents will need to identify an area, and research contractors who might be able to help. The aim is to get this in place by the summer holidays. Cllr R Jones confirmed that some of the younger residents of the village can be involved in the design phase.

6. Question: Could the boys get involved in the building of it?

Response: Cllr Jones confirmed this was the case and the Parish Council would like to get the school involved as well. Cllr Dovey stated that health and safety is paramount and every stage has got to be monitored correctly.

7. Question: Could the pump track be made from soil so that the children can mould the bike track themselves?

Response: Cllr R Jones confirmed that this is the ideal solution and he is currently speaking to Cycle England for more information.

8. Question: What is happening with land that some children tried to change into a pump track recently?

Response: Cllr Bailey confirmed that Cheshire East has confirmed that it owns the land and is seeking a meeting to bring together different service areas to reach a compromise.

9. Question: The link to the advert for a new councillor is not working on the website.

Response: The clerk will check this and issue a new article.

10. Question: Speeding in village is an issue, can the Parish Council do anything about that?

Response: The Parish Council will write to PCSOs and ask for more speed checks in village. Cllr R Jones stated that the path in questions is used a lot by young children and it needs to be made safe.

11. Questions: What is happening with the police investigation?

Response: PC Dovey confirmed that this would be address in the Clerk report but stated that there will be an update soon and the case is being considered by the economic crime team.

Several members of the public left the meeting.

25.11 Chesire East Ward Councillor

Councillor Rachael Bailey from Chesire East confirmed updates on the following items:

1. Community Wardens in the village. They are going to be dealing with issues such as dog fouling and Cllr Bailey has passed on her details to them.
2. Car parking charges have increased across Cheshire East
3. Bus service. The Go bus is running effectively and is really important for the outlying areas. It is great that Audlem is included in the area for the service bus, for children accessing post 16 education.
4. An incident occurred recently involving a group of children playing near an old war bunker. Cheshire East have now secured the site.
5. Pop up recycling facility. Cllr Bailey is chasing an update.

Standing orders were reinstated at 7:30 pm

25.12 Confirmation of Previous Minutes

Members **RESOLVED** to approve the Minutes of the meeting held on Thursday 10th April 2025

25.13 Planning Applications

a) To consider responding to planning applications

RE: 25/1079/HOUS Householder

Site address: The Cottage Hardys Lane, Cox Bank, Nantwich, Cheshire East, CW3 0EU

Development Proposal: Demolition of existing front porch, proposed pitched dormers to replace catslide dormers, erection of single storey rear extension and associated works.

It was RESOLVED to SUPPORT the application.

Application No CN-7-24: Application to delete Public Footpath 19 in the Parish of Audlem

It was RESOLVED to SUPPORT the objection of Cheshire East.

b) To review the status of planning applications

No updates have been received.

25.14 Bank Reconciliation

The bank reconciliation as of 31st April 2025 was circulated to Councillors prior to the meeting as well as copies of the corresponding bank statement. Hard copies of invoices and receipts were inspected at the meeting by Cllrs R Jones and Brooksbank.

Members noted that as of the 30th April 2025, the bank account balance stood at £87,622.77.

Members **RESOLVED** that the bank reconciliations for April 2025 be confirmed and that the Chair be instructed to sign.

The Bank Reconciliation is attached as Appendix B.

25.15 Payments for Approval

Members **RESOLVED** to approve a list of payments totaling £4074.51 The list of payments is attached as Appendix C.

It was noted that the Parish Council has received two grant requests from ADAS.

£500 for hosting a summer fete (total cost £2000)

£500 for planting summer bedding (total cost £4000)

The Grants Budget is £2000 for this year. £258.09 has already been spent on flags for the village.

It was **RESOLVED to offer a grant of £250** for hosting a summer fete and £250 for planting summer bedding.

The Clerk informed the Council that a Grants Policy needs to be drafted and approved to allow the Parish Council to ensure a consistent approach to grant requests in the future. Cllr Brooksbank suggested cut-off dates for applications which could form part of the policy.

The Clerk informed the Council that she will be drafting a full breakdown of the budget which will be reviewed by the Finance Committee and then presented to Full Council at a future meeting, to ensure transparency and to allow Councillors to see a full breakdown of costs.

25.16 Confirmation of bankers, auditors and cheque signatories

Members to considered the current arrangements and any recommendations as listed by the Clerk/RFO.

It was **RESOLVED**:

To continue banking with Lloyds

To add the Clerk to the Bank mandate

To continue with the following Direct Debits:

Paye	Service	Frequency	Amount
Water Plus	Public Toilets Water Supply	Monthly	Variable – subject to water meter reading
NEST	Staff and Employer's Pension Contribution	Monthly	Variable – subject to fluctuating hours of staff
Go Cardless (SCRIBE)	Accounting Package standard monthly fee	Monthly	£66
EDF Energy	Electricity charges – Public Toilets	Monthly	Variable – subject to meter readings
ICO	Data Protection registration with ICO	Annually	£47

25.17 To confirm progress regarding annual accounts and audit process

Lee Jakeman has instructed a firm of accountants / auditors to check through the previous years' accounts.

The internal audit process is currently under way and a full report will be provided to Councillors before the next meeting .

25.18 Review of Parish Council asset register

The asset register was circulated to Councillors prior to the meeting. The Clerk advised members that the register needs updating and inspections need to take place on each asset. It was **RESOLVED** to defer this to a later meeting so that the Clerk can confirm the items on the register and arrange an inspection schedule.

25.19 Representatives on Outside Bodies

It was **RESOLVED** to appoint representatives to the outside bodies as follows:

Village Hall	Philip Baker
Cheshire Association of Local Councils	David Lambourne and David Jones

25.20 Appointments to Committees (min 3 members, Chair is ex-officio)

It was **RESOLVED** to appoint representatives to the outside bodies as follows:

Finance & Audit Committee	Cllrs Brooksbank, Pearson and Baker
Personnel Committee	Cllrs Baker and Cllr Smart
Policy Committee	Cllr R Jones, the Clerk, Cllr Dovey

It was RESOLVED to change the current membership of the Employment Working Group to the Personnel Committee

25.21 Training

It was **RESOLVED** to approve training for Cllr Phillip Baker to attend David Kaiserman: A Short Briefing on Planning for Parish and Town Councils - Online Training 3rd June at 6.30pm at a cost of £35

Dave Lambourne is attending planning training 3rd June (free)

Cllr David Jones attended training on the Code of Conduct on 6th May

25.22 Annual subscriptions

Members **RESOLVED** to approve the following subscriptions to continue past current membership:

- a) Cheshire Association of Local Councils £684.76 per year
- b) Scribe Accounts packages. £66 per month

25.23 To receive a report from the Clerk

The Clerk report is attached to the minutes as Appendix D.

25.24 To Consider/ Approve Terms of Reference for a Policy Committee

The terms of reference were circulated to Councillors prior to the meeting. It was **RESOLVED** to approve the terms of reference for the Policy Committee.

25.25 Parish Matters

- a) To consider a response to the Cheshire East Lane Rental Scheme Consultation
It was **RESOLVED** to **DEFER** this to the next meeting.
- b) To review an update on the Longhill Moss lease

The lease and invoice have been circulated to Councillors.

The contract for the rental of land and track at Longhill Moss for the period 1st January 2025 to 25th December 2025 has been sent to the tenant to be witnessed and signed. A risk assessment and inspection of the land will need to be carried out by two Councillors. This will be confirmed at a subsequent meeting.
There is a missing gate on Longhill Lane and Cllr Dovey will check on this.

- c) To review signage and posters throughout the village.

Cllr Dovey confirmed that he has cleaned the signs. Cllr Dovey has suggested that the Parish Council will remove a sign, paint it and reinstall it. This will take place over the next few months if possible.
Cllr Brooksbank thanked the Chair for his hard work on cleaning the signs.

- d) To consider usage of the Butter Market

Members agreed to look into potential options regarding this. The Clerk is to look into the electricity supply to Buttermarket to ascertain further information.

- e) To review community engagement within the Parish

Cllr Dovey confirmed that the Parish Council wants to work with every organisation in the village and would like ideas from Councillors regarding community engagement in the village.

The Clerk informed the Parish Council that she has contacted all of the community groups in the village previously.

Cllr R Jones stated that the Parish Council could use Turnpike Field and host educational events and increase community engagement.

Members agreed to look into potential options regarding this. The Clerk will plan a Spring Clean day for Councillors.

2. To review / approve the following policies / risk assessments

Policies were circulated to Councillors prior to the meeting. It was **RESOLVED** to approve the following policies:

Standing Orders, Risk Assessment, Turnpike Field Risk Assessment

The Financial Regulations, Buttermarket Usage Policy and Turnpike Field Usage Policy were DEFERRED until a later meeting when further information is received.

25.26 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.**

25.27 Turnpike Field Update

Correspondence relating to Turnpike Field was considered and reply drafted.

Appendix A

PCSO Nick Jarvis and PC Dan Talbot continue to be your local officers for the Audlem Parish. Matthew Stonier is now the Sergeant for the Nantwich area that includes the Town and all Rural areas. Matthew was a community officer in the Nantwich area for many years; he then was a response sergeant at Crewe before joining us back at Nantwich around 7 months ago. He is passionate about community policing, and he understands the problems and demands for the area.

We continue to send our monthly crime data report to the Parish Council to give an oversight as to what is happening in the area. We are well aware of a number of incidents lately relating to children kicking doors and causing low level criminal damage. We are in the process of trying to identify those involved and would ask members of the public to be vigilant and report any incidents by calling 101.

We visit the school on a regular basis delivering presentations on various topics and hold our lunch time drop-in surgeries for children to come and have a chat. We feel it is important for children to get to know local officers and for them to feel comfortable in the presence of the police so that they can approach us at any time to discuss any issues they might have.

Fraud of various kinds are still a problem; we visit groups in the area such as the ADCA coffee mornings and lunch clubs to discuss and educate the members what to look out for and how to deal with it.

From our Residents Voice surveys and talking to residents of the Parish, the main issues continue to be speeding vehicles and dangerous and inconsiderate parking around the Village. Speed enforcement continues with officers at various locations. We still have the continued support of the Community Speed-Watch group who have been active over the past months. We continue to look for volunteers, and anyone interested such get in touch with your local PCSO. We understand that the new parking charges have caused parking problems. We have issued several Advisory Notices to drivers and will now start to issue Fixed Penalty Notices when appropriate.

A number of raids took place in the village recently after intelligence received relating to drug activity. One arrest was made, and the investigation is still ongoing. We rely on members of the public to inform us if they have concerns about drugs in the Village, this type of criminality will not be tolerated, and we will clamp down hard on those involved. High Visibility patrols continue around the village that include foot patrols and mobile patrols. We work with the Special Constables who also visit the parish on a regular basis, we work with them on a number of operations and ask them to patrol when your local officers are not on duty so that the area is covered. We have a busy summer ahead with a number of events including Party on the Park. We want to clamp down on any Anti-Social Behaviour during this period and we will continue to engage with youngsters to try and prevent this.

We must remember that Audlem is a very safe place to live, and crime rates are very low, but we never get complacent about the situation. It is our aim to continue fighting and deterring crime. We rely on members of the public to pass information, this can be done a number of ways, you can call 101, report incidents online by going on the Cheshire Constabulary website or contact your local officers via email. Always remember if you see a crime in progress always call 999.

Appendix B

Audlem Parish Council
RECONCILIATION - Lloyds Bank 30-04-2025

From Accounts	£87,622.77
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Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£87,622.77
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BUSINESS ACCOUNT

01 April 2025 to 30 April 2025

Money In	£45,195.45	Balance on 01 April 2025	£47,423.36
Money Out	£5,062.04	Balance on 30 April 2025	£87,622.77

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Apr 25	GOCARDLESS SCRIBE-3M9BSGRWFSH	DD		66.00	47,423.36
04 Apr 25	CHESHIRE EAST 0	BGC	44,939.00		92,362.36
16 Apr 25	EDF ENERGY A-447658B2-001	DD		48.54	92,313.82
22 Apr 25	FREETHS LLP 500000001545360732 INV	FPO		900.00	91,413.82
22 Apr 25	HMRC - ACCOUNTS OF 400000001550174321	FPO		8.20	91,405.62
22 Apr 25	HMRC - ACCOUNTS OF 100000001536175365	FPO		351.10	91,054.52
22 Apr 25	LEE JAKEMAN 400000001550174763 INV -	FPO		1,013.10	90,041.42
22 Apr 25	THENMEDIA 300000001548750771 TMS-	FPO		63.00	89,978.42
22 Apr 25	SERVICE CHARGES REF : 452508526	PAY		8.50	89,969.92
23 Apr 25	NEST IT000009380973	DD		41.60	89,928.32
23 Apr 25	WATER PLUS 4186792694	DD		195.12	89,733.20
25 Apr 25	MICHAEL DOLAN	BP		531.87	89,201.33
25 Apr 25	SARAH WINDRIDGE	BP		1,288.92	87,912.41
25 Apr 25	CARL DOVEY 400000001552931642 APC	FPO		376.09	87,536.32
25 Apr 25	AUDLEM METHODIST C 300000001551872602 INV 148	FPO		40.00	87,496.32
25 Apr 25	AUDLEM METHODIST C 400000001553298983 INV 123	FPO		25.00	87,471.32
Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
25 Apr 25	AUDLEM METHODIST C 300000001551873584 INV 138	FPO		40.00	87,431.32
25 Apr 25	AUDLEM METHODIST C 500000001548485530 INV 136	FPO		25.00	87,406.32
25 Apr 25	AUDLEM METHODIST C 500000001548485903 146	FPO		40.00	87,366.32
30 Apr 25	CHESHIRE EAST 0	BGC	256.45		87,622.77

Appendix C

Audlem Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

7 May 2025 (2025-2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
9	Water and Waste Water charge	23/04/2025		Lloyds Bank		Toilets water bill	Waterplus	X	195.12		195.12
10	Room Hire	10/04/2025	N/A - duplicate entry	Lloyds Bank	Zero - duplicate of	Room hire	Audlem Methodist Church	X			
11	Electricity	16/04/2025	N/A - duplicate entry	Lloyds Bank	Nil - Duplicate entr	Electricity to toilet block	EDF Energy	L			
12	Bank Charges	22/04/2025		Lloyds Bank	M1 bank Charges	Bank Charge	Lloyds Bank	X	8.50		8.50
13	HMRC - Tax and NI	23/04/2025		Lloyds Bank		Pension Contributions	NEST	E	41.60		41.60
14	Lengthsman salary	25/04/2025		Lloyds Bank		Lengthsman Salary	Lengthsman	E	531.87		531.87
15	Clerk Salary	25/04/2025		Lloyds Bank		Clerk Salary	Sarah Windridge	E	1,288.92		1,288.92
16	Room Hire	28/04/2025		Lloyds Bank	24 Apr 25	Room hire	Audlem Methodist Church	X	40.00		40.00
17	Room Hire	28/04/2025		Lloyds Bank	21 Nov 24	Room hire	Audlem Methodist Church	X	25.00		25.00
18	Room Hire	28/04/2025		Lloyds Bank	17 Feb 25	Room hire	Audlem Methodist Church	X	25.00		25.00
19	Room Hire	28/04/2025		Lloyds Bank	13 Feb 25	Room hire	Audlem Methodist Church	X	40.00		40.00
20	Room Hire	28/04/2025		Lloyds Bank	10 Apr 25	Room hire	Audlem Methodist Church	X	40.00		40.00
21	Outsource payroll	16/05/2025		Lloyds Bank	Apr-Oct 25	Payroll services	Shires Accountants	S	193.50	38.70	232.20
22	Accounts Software	16/05/2025		Lloyds Bank	May 25	Bank charges refund	ThenMedia	S	52.50	10.50	63.00
23	Repairs	16/05/2025		Lloyds Bank		Toilet Block repairs	RB & Sons	S	420.00	84.00	504.00
24	Printer Cartridges	16/05/2025		Lloyds Bank		Locum Services	LS JAKEMAN	X	11.20		11.20
24	Professional Services	16/05/2025		Lloyds Bank		Locum Services	LS JAKEMAN	X	525.00		525.00
24	Professional Services	16/05/2025		Lloyds Bank		Locum Services	LS JAKEMAN	X	17.10		17.10
25	Cleaning Contract	16/05/2025		Lloyds Bank	Apr 25 (28 days)	Toilet Block Cleaning	3 Counties Cleaning	X	420.00		420.00
26	Accounts Software	01/05/2025		Lloyds Bank	May Scribe	Accounting Software	Scribe	S	55.00	11.00	66.00
Total									3,930.31	144.20	4,074.51

Appendix D

Clerk report May 2025

- Cheshire East Council is proposing to introduce a Lane Rental Scheme on a proportion of its road network, which allows a highway authority to charge up to £2,500 per day for works on the busiest roads at the busiest times. The Clerk will send further details ahead of the June meeting as the consultation deadline is 26th June.

- The Clerk has received an update from PC Nick Jackson regarding the police investigation:

I am hopeful to have the case file completed and submitted as early as possible within the month of June.

- The Clerk received several queries from members of the public regarding the road between Audlem and Hankelow and reported it to Highways. The Clerk is pleased to report that the Drainage Team identified a blockage in the highway carrier drain which is causing the water to seep out. This location has now been added to the level 2 drainage programme for further investigation.
- The Clerk has booked a free webinar on Employment Law on 29 May, 2.00 pm - 3.00 pm to ensure that the Parish Council is compliant regarding its employment duties.
- The Clerk and Cllr Smart met with Build Heritage from Cheshire East regarding the monument and the Buttermarket. The Parish Council has been advised to contact a conservation specialist to complete a survey of the monument. Build Heritage are going to send a list of approved contractors and this work will need to be undertaken as soon as possible. The Parish Council will also need to review the asset register and undertake annual inspections of all assets, particularly the Buttermarket and monument.
- The Clerk would like to look into the possibility of having a new website and new Parish Council emails with a .gov.uk domain. The Clerk is compiling a report on this as well as a cost comparison and will present this to Councillors at the next meeting.