



AUDLEM PARISH COUNCIL

Clerk: Belen Lopez Bloor

1 St Chads Way, Norton in Hales
Market Drayton, Shropshire TF9 4AW

Telephone: 07432 332857

e-mail: audlempc@gmail.com

To members of the Council

You are hereby summonsed to attend the Annual Meeting of Audlem Parish Council to be held on Monday 14th May 2018 at 7.00pm at the Methodist Meeting Rooms, Shropshire Street. The agenda is shown below.

Yours sincerely

Belen Lopez Bloor

Clerk to the Parish Council

AGENDA

PUBLIC FORUM

Members of the public will be invited to comment on any of the items on the agenda or draw attention to matters of concern before ordinary business commences.

18.1 ELECTION OF CHAIRMAN

18.1.1 Signature of acceptance of office by the newly elected chairman.

18.2 ELECTION OF VICE-CHAIRMAN

18.2.1 Signature of acceptance of office by the newly elected vice-chairman.

18.3 CO-OPTION OF COUNCILLOR

18.3.1 To resolve to co-opt Mrs Lynette Hopkins as a Councillor.

18.4 APOLOGIES FOR ABSENCE

18.5 DECLARATION OF INTERESTS

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

18.6 CONFIRMATION OF MINUTES

To confirm the Minutes of the meeting held on 9th April 2018 and the Extraordinary Parish Council meeting held on Tuesday 1st May 2018.

18.7 MATTERS ARISING

18.8 ANNUAL BUSINESS

18.8.1 Review of Policies.

18.8.1.a Standing Orders.

18.8.1.b Financial Regulations.

18.8.1.c Complaints Policy.

18.8.1.d FOI and Data Protection (Deferred until the next meeting).

18.8.1.e Communications Policy.

18.8.1.f Subscriptions (To be reviewed at the next meeting).

18.8.2 Risk Assessment.

18.8.2. a Asset Register.

18.8.2.b Insurance.

18.9 ANNUAL ACCOUNTS AND GOVERNANCE 2017/18

18.9.1 Accounting Statement – to approve the 17/18 accounts.

18.9.2 Appointment of RFO.

18.9.3 Confirmation of Internal Auditor.

18.10 HOUSING (Planning/Heritage & Conservation)

18.10.1 PLANNING APPLICATIONS

To consider the following: -

18/1342N	9, DAISY BANK CRESCENT, AUDLEM, CW3 0HD	Non-material amendment to 17/4150N - Proposed two storey side and single storey rear extension.	Approved with conditions / 06-Apr-2018.
18/1294N	22, DAISY BANK CRESCENT, AUDLEM, CW3 0HD	2 Storey Side Extension.	Approved with conditions / 02-May-2018.
18/0265D	22, HEATHFIELD ROAD, AUDLEM, CW3 0HH	Condition 2 external facing materials and roofing. Condition 6 Drainage inc invert, cover and floor levels Condition 7 Removal of hard standing Condition 8 revised planting plan.	Approved with conditions / 02-May-2018.
18/1847D	OVER THE WATER, DAISY BANK CRESCENT, AUDLEM, CREWE, CHESHIRE, CW3 0HD	Discharge of conditions 4,8 & 9 on application 17/5308N.	Last Date for Submitting Comments 09-May-2018. application to carry out the conditions that were imposed when planning approval was given.
18/2069N	62, Cheshire Street, Audlem, Cheshire, CW3 0HB	Side extension to rear outrigger and change roof from flat type to pitched type.	Last Date for Submitting Comments 06-Jun-2018.

18.11 FINANCE SUB-COMMITTEE

18.11.1 To receive the minutes of the meeting of the Finance Sub-Committee held on 3rd April 2018.

8.11.2 To consider the recommendations made by the Finance Sub-Committee.

8.11.2 To review and agree the terms of reference for the Finance Sub-Committee.

8.11.3 To review the Finance Sub-Committee membership.

18.12 FINANCIAL MATTERS

18.12.1 Finance Report – to receive the Finance Report.

18.12.2 To receive and approve the Q3 and Q4 2017/18 Bank Reconciliations.

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

13/04/2018	1781	The Society of Local Council Clerks (SLCC)	Cheque for Bee's training course	118.80
14/05/2018	1782	Audlem Festival Committee	Flags for village	150.00
02/05/2018	1783	3 Counties Cleaning	Public conveniences	169.00
02/05/2018	1784	Audlem Methodist Church	Room bookings	90.00
02/05/2018	1785	Audlem Methodist Church	Room bookings	85.00
02/05/2018	1786	Brady Corp Ltd	CCTV sign	34.72
02/05/2018	1787	Sandra McBennett	Office Expenses	52.06
02/05/2018	1788	Sandra McBennett	Salaries	829.46
02/05/2018	1789	Gavin Davies	Salaries	408.94
02/05/2018	1790	Belen Lopez Bloor	Salaries	608.00
02/05/2018	1791	Belen Lopez Bloor	Office Expenses	170.62
02/05/2018	1792	Audlem Printers	Printing	226.00
02/05/2018	1793	ChALC	Training	35.00
02/05/2018	1794	ChALC	Training	35.00
07/05/2018	1795	Councillor Geoff Seddon	Councillor Expenses	200.00

07/05/2018	1796	Councillor Suzie Warren	Councillor Expenses	7.99
07/05/2018	1797	Councillor Heather Jones	Councillor Expenses	29.95
07/05/2018	1798	HMRC	Salaries	352.08
07/05/2018	1799	Shires Pay Services Limited Wistonia Electrical & Security	Payroll Services	41.50
07/05/2018	1800	Ltd	CCTV Demo	78.00
07/05/2018	1801	Shires Pay Services Limited	Payroll Services	35.00
07/05/2018	1802	ThenMedia Ltd	Web services	120.00

18.12.4 Scheduled payments – to approve the scheduled payments.

18.12.5 Receipts – to minute the receipts.

18.13 PLAYING FIELD COMPLEX

18.14 PARKING SUB-COMMITTEE

18.14.1 To agree to create a Parking Sub-Committee.

18.14.2 To agree the terms of reference for the Parking Sub-Committee.

18.15 PARISH COUNCIL MATTERS

18.15.1 Arrangements for the Village Meeting 2018 on 16th May 2018.

18.15.2 To resolve to approve an electrical inspection at the Public Toilets.

18.15.3 To discuss the electrical supply at The Buttermarket.

18.15.4 To resolve to purchase a new laptop for the Clerk.

18.15.5 To consider whether to finance membership of the Society of Local Council Clerks.

18.15.6 GDPR – to discuss issues arising from implementation and compliance.

18.15.6.a To resolve to join and contribute to ChALC's GDPR scheme.

18.15.7 To resolve to make a contribution of £200 to Scout funds for delivery of the Newsletter.

18.15.8 To resolve to accept the £400 quotation from Wistonia for the repair of the CCTV system.

18.16 CORRESPONDENCE

18.16.1 Npower credit note and amended monthly payment.

18.16.2 Cheshire East Council Local Transport Plan (LTP) – to resolve whether to respond to the Consultation.

18.16.3 Neighbourhood Plan: request for assistance with a Dissertation.

18.16.4 Hankelow Amenities Group – Use of Buttermarket on 9th June.

18.16.5 Bloodwise - Charity Use of Buttermarket Saturday 8th September.

18.17 AREAS OF RESPONSIBILITY - To receive reports from Working Groups and Sub Committee.

18.17.1 To receive reports.

18.18.2 To appoint Councillors to external bodies.

18.18 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held at 7.30pm on **MONDAY 11th JUNE** in the Methodist Rooms.

18.19 To resolve: to exclude the public from Part 2 of the meeting on the grounds of staff and commercial confidentiality.