



## AUDLEM PARISH COUNCIL

**Clerk: Belen Lopez Bloor**  
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### MEETING OF AUDLEM PARISH COUNCIL MINUTES OF MEETING

Monday 11<sup>th</sup> June 2018 at 7.30pm

Methodist Meeting Rooms, Shropshire Street

#### PRESENT

Cllr Geoff Seddon (Chairman), Cllr David Higham (Vice Chair), Cllr Suzie Warren, Cllr Frances Mary Christie, Cllr Jenny Carlin, Cllr Heather Jones, Cllr Tim Lawton, Cllr Lynette Hopkins, Cllr Steve Boyes, Cllr David Siddorns, Ward Cllr Rachel Bailey.

**In attendance:** Clerk - Mrs Belen (Bee) Lopez Bloor.

#### PUBLIC FORUM

The Chairman of Audlem District Amenities Society (ADAS) attended the meeting and requested that Audlem Parish Council (APC) reconsider their decision to allow a power socket to be positioned in or near the Buttermarket. This socket is to be used to safely provide power for the Big Switch On and Carols in the Square events at Christmas. Currently the power is obtained from the church by running extension leads across the grass to the Buttermarket, which is not ideal nor particularly safe in wet weather. ADAS also requested permission for 2 benches and 2 bike rack hoops to be included in the designs for locating the Village display board by the beech tree when APC draw up the designs. APC expressed serious concerns that the power supply could be overloaded and cause a fire. They stated that public safety is paramount and there is a need to minimise any threat of public risk. Councillors also stated that if the supply is from Cheshire East Council (CEC) then ADAS need to present their case and request permission from them. In addition, APC advised that as the Buttermarket is a listed historic building ADAS may require planning permission.

**Action:** Clerk to add bike rack hoops & benches to the agenda for July's meeting.

#### 18.22 CO-OPTION OF COUNCILLOR

Cllr Higham proposed Cllr Steve Boyes be co-opted as a Councillor. Cllr Warren seconded. 6 Councillors in favour, 3 abstained.

**Resolved:** That Cllr Steve Boyes be co-opted as Councillor.

#### 18.23 APOLOGIES FOR ABSENCE

**Resolved:** That apologies received from Cllr Kate Down be accepted.

#### 18.24 DECLARATION OF INTERESTS

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

**Resolved:** None received.

#### 18.25 CONFIRMATION OF MINUTES

To confirm the minutes of the meeting held 14<sup>th</sup> May 2018.

Cllr Jones proposes accept, Cllr Lawton seconded, 8 in favour.

**Resolved:** that the minutes of the meeting on 14<sup>th</sup> May 2018 be confirmed as a true and correct record and signed by the Chairman. This is subject to the addition under Matters Arising of Cllr Siddorns' query concerning a payment of £806 to Npower for an electricity payment which had been omitted.

#### 18.26 MATTERS ARISING

18.26.1 CCTV update. – Agenda item 18.15.8 at the AGM meeting on the 14th May 2018 raised questions about APC's current CCTV system. The Clerk explained the system was installed on 01.12.15 & the warranty was for 12 months. The price paid was £2,241.00 plus VAT, APC own the

cabinet and security company Wistonia do not hold any keys. The Clerk is arranging for Cheshire Police to return the only key to the unit then she will arrange for the CCTV to be repaired. She is also enquiring about new locks on the cabinet as there is currently only one key. The Clerk is to arrange for a local contractor to install a new lock and will email all the Councillors with quotes to repair both CCTV cameras from Wistonia and MF Security before deciding with which company to proceed.

**Resolution: Clerk to proceed with installation of new lock and seek approval from the Councillors for the CCTV repair once both quotes obtained.**

18.26.2 Parking Sub Committee – update. APC's bid for Green Lane Field is Subject to Contract but the issue of parking will need to be reviewed if APC proceed in purchasing the land. Councillors commented that the Parking Sub Committee will need to be included in another working group covering the future use of Green Lane field.

**Action: No resolution needed, this matter should be deferred for now.**

18.26.3 Zurich insurance renewal – The Clerk had obtained quotes from current provider Zurich Insurance and had also liased with a specialist broker who works with 4,000 other Local Councils called Came & Company and who charge a £50 administration fee for their services. This broker had researched the market on behalf of APC and recommended a new policy with AXA insurance. However, APC deemed it is not possible to review their recommendation properly given the tight timescales and decided to continue with Zurich Insurance for one further year. The Finance Sub Committee is to go out to market and look at alternatives again before the next insurance renewal date. Cllr Seddon proposed to accept this. Cllr Jones seconded. All Councillors in favour. Cllr Hopkins commented she thought the insurance renewal needs to be dealt with by a professional insurance broker.

**Resolved: Clerk to renew with Zurich Insurance for one further year. Finance Sub Committee to research alternatives before the next renewal date.**

Other matters were mentioned under Matters Arising:

- Ref 18.25 The Finance Sub Committee (FSC), in light of all Npower charges being based on estimated readings, should monitor future monthly meter readings. Based on these findings the FSC should advise Npower of their findings and request that the accounts to date should be adjusted accordingly. In addition, based on the consumption findings the FSC should investigate alternative suppliers.

**Action: FSC to investigate alternative suppliers.**

- It was also mentioned that the Annual Village Meeting notes needed to be added to the July agenda.

**Action: Clerk to draft up notes and include them in next month's meeting agenda.**

- Councillor Jones proposed that APC send a letter to express their condolences concerning the recent death of a villager. Cllr Hopkins seconded. 9 Councillors in favour, 1 abstained.

**Resolved: That a letter of condolence be sent to their family.**

**Action: Clerk to draft a letter of condolence and circulate this to all Councillors.**

- Meeting minute in May's meeting under 18.15.2 stated "To resolve to approve an electrical inspection at the Public Toilets. A quotation had been received from a local contractor for 4 hours work which included an ICR condition report. Cllr Siddorns said APC must show they have approached other electricians in order to prove best value. Cllr Hopkins asked how much the local contractor charges per hour. It was agreed that they be added to the list of approved contractors. Action: Clerk to find out their hourly rate, add them to the list of approved contractors and approach two other electricians for two further quotes."

**Resolved: The Clerk had researched the options and presented 3 quotes to APC. APC agreed the local contractor should complete the work.**

## **18.27 POLICY REVIEW**

18.27.1 Freedom of Information and Model Publications policies

Cllr Jones explained APC need to update their policies in line with new GDPR legislation. Only one query was raised regarding the Freedom of Information policy by Cllr Higham who stated that information should not be sent by email but instead should only be sent by hard copy in the post. Subject to this minor amendment APC agree to adopt this policy. Cllr Jones to make this change to the wording & the Clerk to recirculate it to all Councillors after the meeting. Cllr Carlin proposed to accept the FOI policy with this change. Cllr Higham seconded. All Councillors in favour.

**Resolved: That the Freedom of Information policy be accepted after this minor amendment.**

**Action: Clerk to circulate the amended policy to all Councillors.**

Cllr Warren proposed to accept the Model Publications policy as it stands. Cllr Seddon seconded. All other Councillors in favour.

**Resolved: That the Model Publications policy be accepted.**

Privacy policy

Cllr Jones explained this policy is needed to inform APC's electorate of APC keeping their personal data. Cllr Warren proposed to accept this policy as it stands. Cllr Lawton seconded. One abstention but all other Councillors in favour.

**Resolved: That the Privacy policy be accepted.**

18.27.2 Subscriptions – this is for information only. No resolution required.

18.27.3 Equality & Diversity policy.

Cllr Jones explained that APC subscribes to good practice. Cllr Higham proposed to accept the policy. Cllr Lawton seconded. One abstention but all other Councillors in favour.

**Resolved: That the Equality & Diversity policy be accepted.**

## **18.28 ANNUAL ACCOUNTS AND GOVERNANCE 2017/18**

APC have complied with all the necessary actions and met all the requirements of the audit. Cllr Seddon explained to all Councillors that the APC's internal auditor Kevin Mellor has accepted the financial information and has completed the relevant forms to be sent to external auditors which need to be submitted by the Clerk ASAP.

18.28.1 To approve the Annual Governance Statement (AGS) 2017/18

The requirements of the AGS were explained and it was agreed that they had been met. Cllr Seddon proposed to approve the AGS and submit the internal audit to external auditors. Cllr Jones seconded. All Councillors in favour.

**Resolved: that the Annual Governance Statement be confirmed as true and correct and be submitted to external auditors.**

18.28.2 To approve the 2017/18 Accounts.

The 2017/18 audited accounts were discussed, and it was agreed that they were accurate. Cllr Seddon proposed to accept the accounting statements. Cllr Higham seconded. All Councillors in favour.

**Resolved: That that 2018/18 Accounts be confirmed as true and correct and be submitted to external auditors.**

**Action: Cllr Jones to post the statutory requirement notice to inform the electorate they can inspect this year's accounts over a 40-day period starting from 18<sup>th</sup> June until 27<sup>th</sup> July 2018.**

## **18.29 HOUSING (Planning/Heritage & Conservation)**

18.29.1 PLANNING APPLICATIONS

To consider the following: -

<u>Status</u>	<u>Registration date</u>	<u>Date for submitting comments</u>	<u>Decision date</u>	<u>Decision description</u>	<u>Application</u>	<u>Main Location</u>	<u>Full development description</u>
Registered	21/05/2018	20/06/2018	16/07/2018		<b>18/2438N</b>	Land West of, AUDLEM ROAD, AUDLEM	Substitution of 3 approved plots 75-77 replacing them with 4 smaller plots
Registered	16/02/2018	31/05/2018	08/06/2018		<b>18/0838N</b>	KINSAL VILLA, PADDOCK LANE, AUDLEM, CW3 ODP	Construction of a dwelling and formation of vehicular access
Registered	09/05/2018	No objection	06/06/2018		<b>18/2069N</b>	62, Cheshire Street, Audlem, Cheshire, CW3 OHB	Side extension to rear outrigger and change roof from flat type to pitched type
Decided	14/02/2018	No objection	11/05/2018	approved with conditions	<b>18/0783N</b>	BANK HOUSE, BUNSLEY BANK, AUDLEM, CREWE, CHESHIRE, CW3 OHS	Conversion of agricultural barn into residential accommodation/guest annex

Decided	26/03/2018	No objection	09/05/2018	approved with conditions	18/1430N	2, COPTHORNE DRIVE, AUDLEM, CW3 0EQ	Single storey rear extension to replace existing conservatory
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Land West of Audlem Road Reference 18/2438N – Councillors stated they had no comments and no objections as the onsite parking complies with the Neighbourhood Plan as well as Cheshire East’s housing plan of two parking spaces per residential property. Cllr Higham proposed to give APC’s approval for this planning application. Cllr Hopkins seconded. All other Councillors in favour.

**Resolved: APC have no objections to this planning application.**

**Action: Clerk to write to the Planning Officer informing them there are no objections.**

Kinsal Villa Reference 18/0838N

Councillors stated that this planning application was outside the settlement boundary and that another 4-bed house is not in line with the Neighbourhood Plan. Clerk pulled up original email sent to CEC stating “The proposed location is outside the settlement boundary where planning permission should not normally be granted under the CELP or Audlem Neighbourhood Plan (ANP). The plans indicate another large (4 bedroom) property when the requirement for Audlem is smaller, more affordable homes which again conflicts with ANP policy H4. Any access, if permitted, should be inset with a wider splay than that indicated – similar to that which was required at neighbouring Ashleigh.” Cllr Seddon proposed to resend these comments to the planning officer. Cllr Carlin seconded. All other Councillors in favour.

**Action: Clerk to resend these comments to planning officer.**

### 18.30 FINANCIAL MATTERS

18.30.1 Finance Report – to receive the Finance Report. Deferred until next month.

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

Cheque Number	Payee	Description	Comments	Amount
1811	Gavin Davies	Salaries - Street Cleaning		408.94
1812	Belen Lopez Bloor	Salaries		632.40
1813	Belen Lopez Bloor	Village Meeting	Paper cups	21.00
1814	Councillor Heather Jones	Village Meeting	Nibbles	24.40
1815	Councillor Geoff Seddon	Village Meeting	Wine & nibbles	70.16
1816	Delmar Press	Newsletter		439.00
1817	Shropshire Union Canal Society	Subscription		25.00
1818	Audlem Methodist Church	Room bookings		90.00
1819	Belen Lopez Bloor	Office Expenses	Mileage, accident book, stationery, postage, home & car insurance	156.00
1820	3 Counties Cleaning	Public conveniences		175.50
1821	Galaxy Computer Services Ltd	Office Expenses	New laptop	688.99
1822	Audlem Electrical Services	Repairs & Renewals	Installation of new defibrillator	135.76
1823	Campaign to Protect Rural England	Subscription	Membership subscription	36.00
	Shires Pay Services Limited	Payroll Services		20.00

One amendment to be noted to the above list as the Shires Payroll Standing Order was set up incorrectly by Santander Bank to withdraw the money from Cllr Jones personal bank account. This error is being rectified and the standing order will slip into next month and both month’s will be noted in next month’s accounts.

Cllr Carlin commented that the Clerk ought to double check the coding on the financial records for the Audlem Electrical Services invoice concerning the installation of the defibrillator and the Galaxy PC invoice for the new laptop as these were not ordinary office expenses nor repair costs.

**Action: Clerk to check the coding for these invoices.**

The matter of hot water provision in the public toilets was also raised and the Councillors agreed this would need to be professionally tested.

**Action: Cllr Higham is to conduct a site visit and report back to APC.**

18.30.3 Scheduled payments – to approve the scheduled payments.

29/05/2018	DD	Npower	Electricity supply	108.00
25/05/2018	DD	Then Media	Website	24.10

Cllr Siddons questioned the £108 payment to Npower. Cllr Seddon explained that Npower take estimated readings but that actual readings are being taken at the end of each month now.

18.30.4 Receipts – to minute the receipts.

01/05/2018	Santander	Bank Interest	£30.93
03/05/2018	CEC	Parish Compact	£1,150.00
10/05/2018	PHS Group	Refund	£170.20
31/05/2018	Toilets	Honesty box (April £54.29, May £89.07)	£143.36
01/06/2018	Santander	Bank Interest	£31.98

**18.30.5 Grants - Audlem Football Club £500 for new football kit.**

**Action: Clerk to defer this agenda item to next meeting.**

Cllr Jones proposed to accept Financial Matters. Cllr Higham seconded. All Councillors in favour.

**Resolved: That the Financial Matters be accepted.**

### **18.31 LAND AT GREEN LANE**

**Action: The Clerk to defer this item to next month's agenda once APC have established all associated purchasing costs. The matters of writing this asset into Charitable Trust and the security issues relating to the field should be added to the discussion paper.**

### **18.32 PLAYING FIELD COMPLEX**

Fields in Trust (FIT), CEC and APC have now agreed the way forward in the way the lease will be set up. Once the lease is signed, a tripartite Deed of Dedication will be drafted. This option will negate the need for extra costs (as per Fields in Trust Field Change Request process) to amend the deed in the near future. APC's solicitors now require further details of the lease including a finalised plan of the leased area and they will ensure the lease content itself is compatible with APC's objectives.

They are working to a deadline of 4-6 weeks.

### **18.33 PARISH COUNCIL MATTERS**

18.33.1 Npower – possibility of moving the electricity meter & installing a Smart meter.

Clerk has been liaising with Npower about fixing APC's contract once the current one expires in November. She has discussed moving the meter with them and they have advised that our local distributor SP Energy Networks will relocate the meter although there may be a charge for this.

**Action: This matter to be deferred until July's meeting.**

18.33.2 New village noticeboard.

Councillors discussed the need to find out who owns the land in order to erect the noticeboard, benches and bike racks. Cllr Boyes suggested requesting a licence. Cllr Warren proposes to approach the Government's solicitor. Cllr Boyes seconded. All in Councillors in favour.

**Resolved: That the Councillors approach the Government's solicitor to request a licence.**

**Action: Clerk to research further options for a hard wood noticeboard as well the metal options she has already researched.**

18.33.3 Domain name.

**Action: Deferred for the Finance Sub Committee to investigate further and then report back to APC.**

18.34.4 Speed signs.

This matter is currently with the Highways working group. Cllr Siddorns has spoken to representatives from Adderley and Hankelow who have confirmed their parishes have problems overseeing maintenance, operation and management of the speed signs.

**Action: The Highways working group is to investigate further and then report back to APC.**

#### **18.34 CORRESPONDENCE**

18.34.1 Biodiversity Report – AWEG.

Councillors from the Environment working group have not yet read the report. Councillors agreed that all of APC should view it.

**Action: Clerk to circulate to all Cllrs.**

18.34.2 Audlem Tourism Group road signage for the canal at bridge 78.

At its recent meeting the Audlem Tourism Group discussed the CRT Destination Plan and progress on the items therein with the CRT representative. The plan included an action to provide road signage for the canal at bridge 78 to encourage passing traffic to realise the canal's location and perhaps linger to enjoy what Audlem has to offer. The Group sought APC's comments on the principle of road signage for the canal. Councillors discussed the request but after consideration felt that it was unnecessary, and that the village need exercise more caution when it comes to erecting more signs within a conservation area.

**Action: Cllr Higham to feed comments back to the Audlem Tourism Group.**

18.34.3 Residents complaint regarding Markden Homes' Heathfield Road development.

Cllr Higham has inspected the problem and has confirmed it is an issue.

**Action: The Clerk is to circulate the complaint to all Councillors and email the complaint to planning enforcement.**

#### **18.35 AREAS OF RESPONSIBILITY**

18.35.1 To receive reports from the Working Groups and Sub Committee.

18.35.2 To appoint Councillors to Working Groups.

18.35.3 To appoint Councillors to external bodies.

18.35.2 and 18.35.3 Cllr Hopkins and Cllr Boyes stated which groups they wished to be allocated to but this will be reviewed again in July if the new Councillor is co-opted.

#### **18.36 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at 7.30pm on **MONDAY 16<sup>th</sup> JULY** in the Methodist Rooms.

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

Cllr Higham proposed to exclude the public from Part 2 of the meeting on the grounds of staff and commercial confidentiality. Cllr Lawton seconded. All Councillors in favour.

**Resolved: That the public be excluded from Part 2 of the meeting.**