



## AUDLEM PARISH COUNCIL

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

Monday 13<sup>th</sup> May 2019 at 7.00pm  
Methodist Meeting Rooms, Shropshire Street

#### PRESENT

Cllr Geoff Seddon (Chairman), Cllr David Higham (Vice Chair), Cllr Tim Lawton, Cllr Lynette Hopkins, Cllr Nigel Mottershead, Cllr Paul Barrett, Cllr Steve Boyes, Cllr Nigel Mottershead and Cllr Ralph Warburton.  
**In attendance:** Clerk - Mrs Belen (Bee) Lopez Bloor.

#### PUBLIC FORUM

ADAS Chairman present and discussed the power source at The Buttermarket which the Parish Council had previously refused to install. His recent meeting with Cheshire East Council (CEC) had been productive and they were agreeable to their request. ADAS would like the requirement for power sockets be considered when the work is undertaken, particularly given events like The Big Switch On which will need them. Parish Councillors were agreeable to this in principle but would like to have confirmed who is going to pay for installation, who will be responsible for it and who will be liable to cover the insurance. CEC are due to complete remedial works as it is currently unsafe.

**Action: Clerk to add this to June agenda. ADAS to liaise with Senior Lighting Manager at CEC and keep Cllr Mottershead updated.**

#### 19.1 ELECTION OF CHAIRMAN

Cllr Seddon resigned as the current Chairman. Cllr Boyes nominated himself for the role and there was no other nominees. Cllr Seddon proposed to accept his nomination, Cllr Warburton seconded. Councillors unanimously agreed.

**Resolved: Cllr Steve Boyes be appointed Chairman for the ensuing year.**

Cllr Boyes proposed a motion of sincere thanks to Cllr Seddon for all his hard work over the past year as the Chairman.

Cllr Boyes also welcomed Cllr Ralph Warburton to the Parish Council.

#### 19.2 ELECTION OF VICE-CHAIRMAN

Cllr Boyes proposed Cllr David Higham to be re-elected as Vice-Chairman, Cllr Hopkins seconded. There was no other nominee. Councillors unanimously agreed.

**Resolved: Cllr David Higham be appointed Vice Chairman for the ensuing year.**

#### 19.3 APOLOGIES FOR ABSENCE

That apologies received from Cllr Lorna Matthews and Ward Cllr Rachel Bailey be accepted.

#### 19.4 DECLARATION OF INTERESTS

Cllr Warburton declared a non-pecuniary interest in agenda item 19.8.3 the grant application from Audlem Festival Committee for flags.

Cllr Hopkins declared a non-pecuniary interest in agenda item 19.7.1 for the planning application 19 Whitchurch Road.

Cllr Higham arrived at the meeting.

#### 19.5 CONFIRMATION OF MINUTES

Cllr Lawton proposed to confirm the minutes of 1<sup>st</sup> April 2019, Cllr Seddon seconded. Councillors unanimously agreed.

**Resolved: that the minutes be confirmed as a true and correct record.**

### **MATTERS ARISING**

Cllr Boyes checked action points from the last meeting minutes.

- Cllr Hopkins to keep liaising with CEC regarding drainage issues in the village, particularly the gullies on Coxbank and those on the bridge. Councillors also reported that gullies on Wood Orchard Lane are not visible, that Whitchurch Road floods like a river when it rains heavily and that the dip in the A529 between Hankelow and Corbrook Court had 3 inches of standing water across the width of the road.
- Cllr Seddon confirmed the hedge at McCarthy & Stone's Anwyl site is in accordance with planning conditions and is the correct height.
- Cllr Boyes has investigated the hedge at the Old Post Office site and was satisfied all is above board.
- The Clerk confirmed the energy supply contract at the public conveniences has been changed to EDF and fixed for 3 years.
- As part of Central Governments Community Clean Up we have been nominated to receive community clean up funding of £809 as agreed with Ward Councillor Rachel Bailey. The meeting to discuss this was cancelled and needs to be rescheduled. **Action: Clerk to reschedule this.**
- Cllr Seddon to draft a letter to Ward Councillor Rachel Bailey requesting her support that the roundabout in the children's play area be replaced with new equipment as it is not fit for purpose.
- The Clerk confirmed that the Best Kept Village 2019 award entry had been submitted and judging will take place over the summer.
- Councillors discussed the offer of an ADAS volunteer to repaint the three metal signs in the village free of charge providing the Parish Council pay for the materials. Cllr Higham proposed to accept this offer, Cllr Hopkins seconded. Councillors unanimously agreed. **Action: Clerk to give the go ahead for this work to proceed.**
- The BT phone box has been cleaned once but Councillors noted it required a further clean. The Clerk has been in touch with BT to get it refurbished and they have agreed to do so. Action: Clerk to arrange for a second clean and also continue liaising with BT.
- Asset review inspections are outstanding. **Action: Cllr Mottershead to liaise with the Asset working group to complete these.**
- The Senior Lighting Manager at CEC has confirmed that new LED lights that are more economical and environmentally friendly will be installed to meet new regulations. It is currently unclear if this will be the case in centre of the village. **Action: Highways working group to progress investigations and report back.**

## **19.6 ANNUAL BUSINESS**

### 19.6.1 Review of Policies.

- 19.6.1.a Standing Orders.
- 19.6.1.b Financial Regulations.
- 19.6.1.c Finance Sub Committee Terms of Reference.
- 19.6.1.d Complaints Policy.
- 19.6.1.e CCTV Policy.
- 19.6.1.f Freedom of Information Policy.
- 19.6.1.g General Privacy Notice.
- 19.6.1.h Data Audit Questionnaire.
- 19.6.1.i Document Retention & Management Policy.
- 19.6.1.j Privacy Policy.
- 19.6.1.k Internal Privacy Notice.
- 19.6.1.l Model Publication Scheme.
- 19.6.1.m Subject Access Request Policy.
- 19.6.1.n Equal Opportunities Policy.
- 19.6.1.o Grant Application Policy.
- 19.6.1.p Communications Policy.
- 19.6.1.q Subscriptions.
- 19.6.1.r Buttermarket Booking Policy.

19.6.1.s Turnpike Field Booking Policy.

Cllr Seddon proposed to accept all the above policies. Cllr Mottershead seconded. Councillors unanimously agreed.

**Resolved: The above policies accepted.**

**Action: Cllr Boyes to sign all the policies and the Clerk to update Audlem Online with the new pdfs.**

19.6.2 Risk Assessment.

19.6.2.a Asset Register.

**Action: Finance Sub Committee to review the list and check it is up to date.**

19.6.2.b Insurance.

See minute item 19.8.2.

19.6.3 Revised Code of Conduct.

Cllr Seddon proposed to accept it. Cllr Boyes seconded. Councillors unanimously agreed.

**Resolved: Revised Code of Conduct accepted.**

19.6.4 Revised Registration of Members' Interests.

**Resolved: Cllr Boyes proposed to accept it. Cllr Higham seconded. Councillors unanimously agreed.**

**Resolved: Revised Registration of Members' Interests accepted.**

**19.7 HOUSING (Planning/Heritage & Conservation)**

19.7.1 PLANNING APPLICATIONS

To consider the following: -

Planning reference	Main location	Development description	Action	Decision
19/1986N	19, WHITCHURCH ROAD, AUDLEM, CW3 0EE	Proposed notification of agricultural building for storage of garden equipment and storage of livestock food and bedding	To discuss & resolve	Date Registered 25/04/2019 Last Date For Comments 17/05/2019 Decision Target Date 22/05/2019  Cllr Boyes proposed delegating this to planning working group for them to review this further. Cllr Seddon seconded. One abstention and all others in favour. <b>Action: Planning working group to report to the Clerk and provide comment before the deadline.</b>
19/2012N	HEATHFIELDS, AUDLEM ROAD, AUDLEM	Non Material Amendment to 18/4442N	Approved / 30-Apr-2019	Approved / 30-Apr-2019 Date Registered 24/04/2019 Last Date For Comments 26/04/2019 Decision Target Date 21/05/2019
19/0855N	Land adj 10, SALFORD, AUDLEM, CW3 0AZ	Reserved Matters following Outline Approval 18/0178N - Outline planning permission for erection of 2 no. dwellings. All matters reserved except access	Withdrawn	Date Registered 07/03/2019 Last Date For Comments 10/04/2019 Decision Target Date 02/05/2019
19/1390N	Sandy Lane Farm, SANDY LANE, AUDLEM, CW3 0BF	Proposal certificate of existing lawful use for the Storage and maintenance of agricultural machinery, storage and maintenance of gritting vehicles.	Not yet decided	Date Registered 19/03/2019 Last Date For Comments 10/04/2019 Decision Target Date 14/05/2019

19/0185N	SANDY LANE FARM, SANDY LANE, AUDLEM, CW3 0BF	Formation of New Agricultural/Agricultural Contractors Access Route from Existing Yard to Paddock Lane and Ceasation of Bath Lane route	Not yet decided	Date Registered 14/01/2019 Committee Date Last date for comments 20/02/2019 Decision Target Date 11/03/2019
19/1813N	BANK HOUSE, BUNSLEY BANK, AUDLEM, CREWE, CHESHIRE, CW3 0HS	Non material amendment to approved application 18/0783N - Conversion of agricultural barn into residential accommodation /guest annex	Decided - approved	Registered 10/04/2019 Approved with conditions 30/04/2019
19/1514N	16, WINDMILL DRIVE, AUDLEM, CW3 0BE	Non-material amendment to Approved application 19/0297N - Proposed extension to side of existing dwelling.	Decided – approved with conditions	Approved with conditions 17/04/2019
19/0427D	Land Off, AUDLEM ROAD, AUDLEM	Discharge of condition 5 of existing permission 17/0339N; Erection of retirement living housing (category II type accommodation), communal facilities, landscaping and car parking.	Decided – Part approved/part refused	Part approved/part refused / 01-May- 2019
18/5696N	Land West Of, AUDLEM ROAD, AUDLEM	Plot substitution of 12 approved plots replacing them with 13 smaller plots.	Decided – approved with conditions	Approved with conditions 23/04/2019

#### Other recent planning applications

55, COPTHORNE DRIVE, AUDLEM, CW3 0EQ for a single storey dual pitched extension to provide dining room

Cllr Higham proposed to say no objection, Cllr Boyes seconded. Councillors unanimously agreed.

**Action: Clerk to write to the planning officer.**

Planning Enforcement Case Reference 19/00297E (Marigold Cottage, Audlem)

Following a resident's complaint, Councillors had written to planning enforcement requesting the applicant submit a retrospective planning application for the development or that Enforcement Action be undertaken if it was not forthcoming.

**Action: The Clerk to chase CEC Planning Enforcement.**

Resident's letter regarding Sandy Lane

The resident asked for the Parish Council to support the application as the new road is safer than the existing road. Councillors recognised there is a public footpath that goes along Sandy Lane but agreed that the proposed access was more dangerous because of the speed of traffic at that bend and this factor had not changed. The machinery passing is so large that there is no room for people to use the footpath and this needs to be made clear to planners. Cllr Boyes proposed the Parish Council respond to the resident explaining our position and also copy the letter to CEC Planning. Cllr Hopkins seconded. Councillors unanimously agreed.

**Action: Cllr Seddon to draft this letter for Clerk to send.**

19.7.2 Birds Nest Development, Audlem Road.

Councillors discussed this site which was allocated for development within the Cheshire East Council's SADPD Consultation Document. As part of their land allocated for housing, CEC had looked at 5 or 6 options around Audlem and allocated 2 sites for future development; Bird's Nest (opposite McCarthy & Stone and Anwyl) and East View, which adjoin each other. The Parish

Council supported these draft allocations subject to further discussion as the detail for the site develops.

There were caveats as the Parish Council had formally objected to the proposed footpath on Little Heath Green and Councillors pointed out the developers had requested 35 units but only 20 units were allocated. They also reiterated the need for a pedestrian crossing. Public consultation in May has been cancelled and will be rescheduled. Cllr Boyes proposed drafting a letter to send to developers regarding the lack of public consultation. Cllr Hopkins seconded. Councillors unanimously agreed.

**Action: Cllr Boyes to liaise with Clerk in respect of the above.**

## 19.8 **FINANCIAL MATTERS**

19.8.1 Finance Report – to receive the Finance Report.

Noted: Received.

19.8.2 Parish Council Insurance – granting delegated powers for the Finance Sub Committee.

The current insurance policy expires on the 1st June, which is before the next Parish Council on 10th June. The Clerk has researched new quotes but the Finance Sub Committee have requested delegated powers to look through these thoroughly and then decide which company to take out insurance with and for how long. Cllr Boyes proposed granting this request but suggested the finance subcommittee provide a written report back to Council members before proceeding with the decision, giving Councillors three days to provide comments. Cllr Seddon seconded. Councillors unanimously agreed.

**Action: Finance Sub Committee to proceed as above.**

19.8.3 Grant request for £179.40 from Audlem Festival Committee for flags.

Cllr Warburton pointed out the application was for £200 to pay for approximately 60 flags. Cllr Seddon confirmed the Parish Council have always paid for them. It is not possible to reuse last year's as they are damaged by the time they are taken down. Cllr Hopkins proposed to accept the grant request, Cllr Mottershead seconded. One abstention, all others in favour.

**Resolved: Grant request of £200 for the village flags accepted.**

**Action: Clerk to write a cheque and send it.**

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

2055	CHALC	Training	Training courses for new Councillors	335.00
2056	Glasdon UK Limited	Community Expenditure	New rubbish bin for Turnpike Field	138.56
2057	CHALC	Subscription	Affiliation fee 2019-2020	576.36
2058	Audlem Printers	Community Expenditure	Printing of dog signs for Turnpike Field	65.00
2059	CPRE	Subscription	Membership fee of Campaign for Protection of Rural England	36.00
2060	Gavin Davies	Salaries - Street Cleaning		418.08
2061	Belen Lopez Bloor	Salaries	Amount inclusive of overtime last year	821.01
2062	Cheshire Community Action	Community Expenditure	Entry for Cheshire Community Action Best Kept Village	50.00
2063	CHALC	Training	10 x The Good Councillor's Guide 2019	42.50
2064	SM Potter	Turnpike Field running costs	Adapting fencing & fitting signs and posts for dog signs	145.90
2064	SM Potter	Repairs & Renewals	Toilet repairs	34.35
2065	Audlem Printers	Newsletter		200.00
2066	Belen Lopez Bloor	Office Expenses	Mileage, mobile phone top up, antivirus protection for laptop, stationery	69.24
2067	Playsafety Ltd	Playing Field Complex	Annual inspection of Playing Field play area	164.40
2068	3 Counties Cleaning	Public Conveniences		195.00
2069	Audlem Printers	Village Meeting	Posters for Village Meeting	17.00
2070	SM Potter	Repairs & Renewals	Toilet repairs	90.46
2070	SM Potter	Turnpike Field running costs	Installation of new bin	70.34

Cheque 2071 for Audlem Methodist Church £45 for room booking.

Cllr Higham proposed to accept the authorisation of cheques, Cllr Boyes seconded. Councillors unanimously agreed.

**Resolved: That the cheques be approved for payment.**

#### 19.8.5 Scheduled payments – to approve the scheduled payments.

DD	04/04/2019	NEST	Pension Contributions	£55.66
	05/04/2019			
SO		Shires Pay Services Limited	Payroll Services	£20.00
SO	25/04/2019	ThenMedia Ltd	Website	£24.10
DD	29/04/2019	NPOWER	Electricity	£114.00

Cllr Higham proposed to accept the scheduled payments, Cllr Seddon seconded. Councillors unanimously agreed.

**Resolved: That the scheduled payments be approved.**

**Action: Clerk to write to NPower regarding a refund due since porting over to EDF Energy.**

#### 19.8.6 Receipts – to minute the receipts.

01/04/2019	Bank interest		£44.61
12/04/2019	Cheshire East Council Precept		£25,000
01/05/2019	Bank interest		£43.19
02/05/2019	Honesty Box		£61.43

**Noted: That the receipts be approved.**

#### 19.8.7 Turnpike Field Donation update.

Cllr Seddon confirmed there had been a further £10 donated in the ballot box at Williams Newsagents.

The Clerk mentioned that the Parish Council require three more bank signatories as only two Councillors remain signatories. Cllr Boyes, Cllr Lawton and Cllr Hopkins all volunteered to be signatories.

**Action: Clerk to add this to the June agenda for resolution so the appropriate documentation can be submitted.**

### 19.9 TURNPIKE FIELD

#### 19.9.1 Requirement for public liability insurance for overnight camping for events

Some people have camped overnight on the weekend of Party in the Park where there had been no public liability insurance in place for overnight camping. The working group had discussed the need for public liability for those camping overnight but after consideration agreed to recommend to the Parish Council that camping overnight is no longer permitted if the event organisers do not hold their own public liability insurance that covers overnight camping. Cllr Higham proposed, Cllr Mottershead seconded that overnight camping would not be permitted if the event organisers do not have the appropriate public liability insurance cover. Councillors unanimously agreed.

**Resolved: Overnight camping is not be permitted if the event organisers do not have the appropriate public liability insurance cover.**

#### 19.9.2 Approval of £350 cost for full ecological survey by Cheshire Wildlife Trust.

Cllr Boyes proposed to approve this cost, Cllr Higham seconded. Councillors unanimously agreed.

**Resolved: That the ecological survey proceed.**

**Action: Cllr Hopkins to schedule this for June.**

#### 19.9.3 Approval of tree works by Old Vicarage Tree Surgery at a cost of £4,800.

Cllr Boyes proposed to accept this cost, Cllr Mottershead seconded. Councillors unanimously agreed.

**Resolved: That the tree works proceed.**

**Action: Clerk to write to the preferred company asking them to get in touch with Cllr Higham and write to other two companies thanking them for their quotes.**

#### 19.9.4 Grass cutting.

Cllr Warburton confirmed a known farmer will cut the grass this week at the top of the field. Councillors discussed a token gift in exchange for this work. Cllr Boyes proposed to allow this, Cllr Higham seconded. Councillors unanimously agreed.

19.9.5 Requests to use the field.

19.9.5.i Parking for Party in the Park on 6<sup>th</sup> July.

19.9.5.ii Gathering of Historic Boats from 24<sup>th</sup> – 29<sup>th</sup> July.

19.9.5.iii Parking, picnic & BBQ for Audlem Ramblers Society on 27<sup>th</sup> July.

19.9.5.iv Parking for Festival of Transport 28<sup>th</sup> July.

Cllr Seddon proposed to accept all the above booking requests, Cllr Hopkins seconded. Councillors unanimously agreed.

**Action: Clerk to respond to each request and confirm.**

Funeral for villager on 17<sup>th</sup> May

Cllr Higham proposed to accept the request, Cllr Boyes seconded. Councillors unanimously agreed.

Site visit with the police

Cllr Boyes, Cllr Mottershead and Cllr Hopkins visited the police to discuss security and prevention of antisocial behaviour. It was noted during this visit that the barrier to the road needs to be reinstated. Cllr Boyes suggested that a barrier needs to be erected between the road and new pedestrian access into the field. Cllr Boyes proposed this way forward, Cllr Hopkins seconded. Councillors unanimously agreed.

**Action: Clerk to draft letter to CEC Highways.**

Branch in Turnpike Field being used for a swing.

Cllr Lawton raised the issue that branch being used as a swing. Cllr Boyes proposed this is passed over to TFWG for discussion. Cllr Hopkins seconded. Councillors unanimously agreed.

**Action: Clerk to add this to the TFWG agenda.**

**19.10 PLAYING FIELD COMPLEX – UPDATE**

19.10.1 Latest ROSPA report.

Noted: Received.

**Action: Clerk to send ROSPA report to CEC.**

19.10.2 Repairs to the playground.

The Clerk confirmed that the safety surface has been repaired. The letter to the Ward Councillor regarding the roundabout is still outstanding.

**Action: Cllr Seddon to draft this.**

19.10.3 Ownership progress with Hibberts Solicitors.

Cllr Boyes suggested it would be helpful for Cllr Seddon, Cllr Mottershead and himself to meet to discuss this.

**Action: Councillors to meet up.**

**19.11 PARISH COUNCIL MATTERS**

19.11.1 Annual Village Meeting 22<sup>nd</sup> May 2019.

The Clerk updated the Councillors with an updated list of groups/committees who have signed up to take a stand. It was agreed the Parish Council should have a stand too with information on Turnpike Field and perhaps a list of other good work.

**Action: Clerk to circulate some ideas and Cllr Warburton to speak to the Co-Op regarding nibbles and buying refreshments on sale and return from Co-Op.**

19.11.2 Councillor vacancies and co-option.

To be discussed at an informal get together and added to June agenda.

19.11.3 Gentlemen's toilets.

The cleaner has reported that the gents toilets get very blocked. Cllr Higham thinks the blockage problem occurs because the flush button is very stiff and hard to press and also the flush is not strong enough. A plumber has been out to inspect the problem and the Clerk informed the Council of proposed quote for works required.

**Action: Finance Sub Committee to investigate this further and report back.**

19.11.4 Power source at The Buttermarket.

Discussed under public forum. To be added to the June agenda.

19.11.5 Audlem Information point.

The Clerk informed the Parish Council that following the successful bid by Audlem District Community Action group (ADCA) for funding from the New Homes Bonus Fund, an Information Point in the Vestibule to the Public Hall Annexe will be established. The aim is to provide a location where residents and visitors can obtain information on local shops, events, clubs, services, entertainment and attractions. There will be a leaflet distribution point and an interactive screen to provide up-to-date information.

19.11.6 Heartstart courses.

There is a waiting list of residents who were not able to attend the Heartstart course in January and the Heartstart Audlem Training Coordinator & NWAS First Responder would like to arrange another one. Councillors agreed it is useful to offer CPR training to villagers and confirmed they are happy to pay the cost of the village hall. Cllr Higham proposed to accept this request, Cllr Warburton seconded. Councillors unanimously agreed.

**Action: Clerk to organise a date with Heartstart instructors and help publicise it.**

19.11.7 Community Clean Up funding.

See matters arising.

19.11.8 Canal Riverside Trust's West Midlands Regional Forum.

Cllr Higham attended this early April and has sent a note with an update on the tow path.

19.11.9 Venues for Parish Council meetings.

**Action: To be discussed at an informal get together and added to June agenda.**

19.11.10 Clerk attendance at working group meetings.

**Action: To be discussed at an informal get together and added to June agenda.**

19.11.11 Gifts for retiring Councillors.

Cllr Seddon proposed to buy gift with a £50 budget for those Councillors who had served the Parish for so many years, Cllr Higham seconded this. One abstention and all others in favour.

**Action: Cllr Seddon to organise these.**

## **19.12 CORRESPONDENCE**

19.12.1 Complaint from resident regarding refusal by Cheshire East Council to install pedestrian crossing at Whitchurch Road.

**Action: Clerk to recirculate this email. Highways group to respond.**

19.12.2 Complaint from resident regarding dogs off leads in the Playing Field.

**Action: ASET group to draft response for the Clerk to send.**

19.12.3 Complaint from resident regarding large gap in the fencing at the corner of the village park.

**Action: Clerk to keep chasing CEC.**

19.12.4 Complaint from resident regarding construction at Marigold Cottage with no planning permission.

Discussed under agenda item 19.7 planning.

19.12.5 Complaint from resident regarding footpaths at Hillary Drive/Heathfield Road.

Clerk has already responded. No further action required for now.

19.12.6 Letter from resident regarding benches on Emberton Place.

**Action: Clerk to recirculate this correspondence. Community working group to look at this and report back.**

Wood Orchard Lane tree in the field which is dead and branches overhand the highway. Cllr Seddon proposes writing to CEC Highways to get it removed. One further down before public footpath to Sandy Lane tree also looks a bit dangerous as branches overhanging the house but this is private land and for the owner to address.

**Action: Clerk to write to Highways Officer requesting the tree is cut back.**

## **19.13 AREAS OF RESPONSIBILITY**

19.13.1 To receive working group reports.

19.13.2 To appoint Councillors to working groups.

19.13.2a Finance Sub Committee.



19.13.2b Turnpike Field Working Group.

**Action: To be discussed at an informal get together and added to June agenda.**

**19.14 ITEMS FOR FUTURE AGENDA**

As mentioned above.

**19.15 DATE OF NEXT MEETING**

The next meeting of the Parish Council will be held at **7.30pm** on **MONDAY 10<sup>th</sup> JUNE 2019** in the Methodist Rooms.

Cllr Boyes declared the meeting closed 9.04pm.