



AUDLEM PARISH COUNCIL

Clerk: Belen Lopez Bloor

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To Members of the Council

You are hereby summonsed to attend the annual meeting of Audlem Parish Council to be held on **Monday 13th May 2019** at **7.00pm** at the Methodist Meeting Rooms, Shropshire Street. The agenda is shown below.

Please note that as per the Standing Orders policy contributions or speeches by a Councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chairman of the meeting.

To members of the public

Please note that as per the Standing Orders policy the period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting. Subject to this a member of the public shall not speak for more than 3 minutes.

Yours sincerely

Belen (Bee) 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.

19.1 ELECTION OF CHAIRMAN

Signature of acceptance of office by the newly elected chairman.

19.2 ELECTION OF VICE-CHAIRMAN

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

19.3 APOLOGIES FOR ABSENCE

19.4 DECLARATION OF INTERESTS

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

19.5 CONFIRMATION OF MINUTES

To confirm the Minutes of the meeting held 1st April 2019.

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.

19.6.2 Risk Assessment.

19.6.2.a Asset Register.
 19.6.2.b Insurance.

19.6.3 Revised Code of Conduct.

19.6.4 Revised Registration of Members' Interests.

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
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	Not yet decided	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,	Non material amendment to approved application 18/0783N - Conversion of	Decided - approved	Registered 10/04/2019 Approved with conditions 30/04/2019

	CESHIRE, CW3 OHS	agricultural barn into residential accommodation /guest annex		
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

19.7.2 Birds Nest Development, Audlem Road.

19.8 FINANCIAL MATTERS

19.8.1 Finance Report – to receive the Finance Report.

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

19.8.3 Grant request for £200 from Audlem Festival Committee for flags.

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	Repairs & Renewals		180.25
2065	Audlem Printers	Newsletter		200.00
2066	Belen Lopez Bloor	Office Expenses	Mileage, mobile phone top up, antivirus protection for laptop, stationery in April	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

19.8.5 Scheduled payments – to approve the scheduled payments.

DD	04/04/2019	NEST	Pension Contributions	£55.66
SO	05/04/2019	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

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

19.8.7 Turnpike Field Donation update.

19.9 **TURNPIKE FIELD**

19.9.1 Requirement for public liability insurance for overnight camping for events General update on the field.

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

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

19.9.4 Grass cutting.

19.9.5 Requests to use the field.

19.9.5.i Parking for Party in the Park on 6th July.

19.9.5.ii Gathering of Historic Boats from 24th – 29th July.

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

19.9.5.iv Parking for Festival of Transport 28th July.

19.10 **PLAYING FIELD COMPLEX – UPDATE**

19.10.1 Latest ROSPA report.

19.10.2 Repairs to the playground.

19.10.3 Ownership progress with Hibberts Solicitors.

19.11 **PARISH COUNCIL MATTERS**

19.11.1 Annual Village Meeting 22nd May 2019.

19.11.2 Councillor vacancies and co-option.

19.11.3 Gentlemen's toilets.

19.11.4 Power source at The Buttermarket.

19.11.5 Audlem Information point.

19.11.6 Heartstart courses.

19.11.7 Community Clean Up funding.

19.11.8 Canal Riverside Trust's West Midlands Regional Forum.

19.11.9 Venues for Parish Council meetings.

19.11.10 Clerk attendance at working group meetings.

19.11.11 Gifts for retiring Councillors.

19.12 **CORRESPONDENCE**

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

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

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

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

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

19.12.6 Letter from resident regarding benches on Emberton Place.

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.

19.14 **ITEMS FOR FUTURE AGENDA**

Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate nor decision making.

19.15 DATE OF NEXT MEETING

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