



AUDLEM PARISH COUNCIL

Clerk: Belen Lopez Bloor

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MEETING OF AUDLEM PARISH COUNCIL (APC)

MINUTES OF MEETING

Monday 15th June 2020 at 7.30pm.

Online Zoom meeting.

PRESENT - Cllr Steve Boyes (Chairman), Cllr Pat Salt, Cllr Ralph Warburton, Cllr Lynette Hopkins, Cllr Suzie Warren, Cllr Nigel Mottershead, Cllr Paul Barrett and Cllr George McLaren-Brown.

In attendance: Ward Councillor Rachel Bailey and Clerk - Mrs Belen (Bee) Lopez Bloor.

PUBLIC FORUM

Member of Wheelyboat service attended to provide further information on agenda item 20.27.6.ii Wheelyboat Grant Application for £1,500. The team only have one electric engine which is 6 years old and wish to purchase a spare in case it breaks down. They have 46 volunteers and 5 new drivers, all of whom are Audlem residents. APC congratulated the team on their well-deserved award and thanked them for their work in the community. It was explained this item would be resolved later on during the meeting's agenda.

20.18 ELECTION OF CHAIRMAN

Cllr Boyes indicated he was happy to continue as Chairman if there were no other nominees. Cllr Warburton proposed to accept, Cllr Hopkins seconded. Councillors unanimously agreed.

Resolved: Cllr Boyes be appointed Chairman.

20.19 ELECTION OF VICE-CHAIRMAN

Cllr Boyes proposed Cllr Lynette Hopkins to be elected as Vice-Chair, Cllr Warburton seconded. Councillors unanimously agreed.

Resolved: Cllr Hopkins be appointed Vice Chair.

20.20 TO ACCEPT APOLOGIES & REASONS FOR ABSENCE

That apologies received from Councillor Lorna Matthews be accepted.

20.21 DECLARATION OF INTERESTS

Cllr Warren declared a non-pecuniary interest in agenda items 20.27.6.iii ADAS grant application for £500 and 20.29.2 To resolve to conduct a full CCTV review.

Cllr McClaren-Brown declared a pecuniary interest in agenda item 20.26 Planning Application 13/2224N Anwyl Homes Heathfields site – play area. Cllr Hopkins also declared a non-pecuniary interest in this item.

20.22 CONFIRMATION OF MINUTES

Cllr Warburton proposed to confirm the minutes of the meeting held on 5th May 2020, Cllr Mottershead seconded. Councillors unanimously agreed.

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

20.23 ANNUAL BUSINESS

20.23.1 To review the Council's current policies.

20.23.1.a Standing Orders - Last amended in May 2020 to allow online meetings, no further guidance from CHALC/NALC but they will need to be updated again to accommodate new changes to RFO spending authority, public forum, timing of meetings, etc.

Action/s: Internal working group to review these. Defer until September meeting.

20.23.1.b Financial Regulations - Cllr Boyes proposed RFO should have increased authority to spend £500 in each financial quarter. Councillors unanimously agreed.

Action/s: FSC to review these. Defer until September meeting.

20.23.1.c Finance Sub Committee Terms of Reference - Same as above item 20.23.1.b.

20.23.1.d Complaints Policy - This has been amended to include reporting complaints about a Councillor's conduct directly to the Monitoring Officer as recommended by Cheshire East Council's own Code of Conduct policy and CHALC.

Action/s: Clerk to check with CEC's Monitoring Officer if this same rule applies if it is a complaint from another Councillor or member of staff about a Councillor's conduct and inform APC.

20.23.1.e CCTV Policy. Accepted. To be reviewed as per item 20.29.2.

20.23.1.f Freedom of Information Policy - Accepted.

20.23.1.g General Privacy Notice - Accepted.

20.23.1.h Data Audit Questionnaire - Accepted.

Action/s: Clerk to draw up a new data security breach policy for the internal working group to review before September.

20.23.1.i Document Retention & Management Policy - Accepted.

20.23.1.j Privacy Policy - Accepted.

20.23.1.k Internal Privacy Notice - Accepted.

20.23.1.l Model Publication Scheme - Accepted.

20.23.1.m Subject Access Request Policy - Accepted.

Action/s: Clerk to research improving the policy.

20.23.1.n Equal Opportunities Policy - Accepted.

20.23.1.o Grant Application Policy & Application Form - Accepted.

20.23.1.p Communications Policy - Accepted. It will need to be reviewed by September in light of new NALC guidance on website accessibility.

Action/s: Website group to review before September.

20.23.1.q Subscriptions - Cllr Hopkins proposed to purchase a subscription for the Society of Local Council Clerks (SLCC). Cllr Warburton seconded. Councillors unanimously agreed.

Action/s: Clerk to purchase membership. Internal working group to review other subscriptions.

20.23.1.r Buttermarket Booking Policy - Accepted.

20.23.1.s Turnpike Field Terms of Reference - Accepted.

20.23.1.t Turnpike Field Booking Policy - Accepted.

20.23.1.u Learning & Development Policy - Accepted.

20.23.1.v Health & Safety Statement - Accepted.

Action/s: Clerk to improve this one further and review with the internal working group.

20.23.1.w Internal Working Group Terms of Reference.

See point 20.29.7 below.

Cllr Boyes proposed to accept the above policies and recommendations. Cllr Mottershead seconded. Councillors unanimously agreed.

Resolved: Policies above with no changes are accepted.

20.23.2 To adopt new policies.

20.23.2.a Disciplinary & Grievance Policy.

To be reviewed by an employment solicitor.

20.23.2.b Staff appraisal system.

To be reviewed by an employment solicitor.

20.23.2.c Staff Sickness Policy.

Cllr Boyes proposed to adopt this new policy. Cllr McClaren-Brown seconded. Councillors unanimously agreed.

Action/s: Clerk to upload this new policy to Audlem Online.

20.23.2.d Community Engagement Policy.

Action/s: Community Working Group to review it. Defer until July meeting.

20.23.3 Risk Assessment.

20.23.3.a Finance Risk Assessment.

Action/s: FSC to review this policy. Defer until July meeting.

20.23.3.b Asset Register.

Action/s: Cllr Mottershead will check each asset and sign the register. Defer until July meeting.
20.23.3.c Insurance policy.
Recently reviewed by the Clerk and FSC. Accepted.

20.23.4 Asset inspections.

Action/s: Cllr Mottershead is conducting these. Defer until July meeting.

20.24 GROUP REPORTS

20.24.1 Update from the HPE working group.

Notes circulated.

20.24.1.i To resolve to progress recommendations for Longhill Moss.

Councillors had received the report from the HPEA and agreed with the contained recommendations after discussion on the ringfenced account.

- Resolve to conduct an internal audit to check the rental income held by APC on behalf of The Longhill Moss from 2006 to December 2019.
- Resolve to create a ringfenced bank account for Longhill Moss.
- Resolve to undertake external legal help from a land agent to draft a new agricultural tenancy agreement.
- Resolve to serve notice on the current tenancy before December 2020 and enter new tenancy from January 2022.
- Resolve to arrange a tree survey to ensure tree is safe for insurance purposes.
- Resolve to proceed with remediation works after the maize harvest to remove blockage from farmer's drainage system and allow water to flow.
- Resolve to charge back the hours spent by Councillors/Clerk and money spent on land agents on resolving this matter. GMB to submit expense claims for mileage also.
- Resolve Clerk to send a letter to the two local residents that have been affected by water flooding in moss. The letter will inform them that APC is investigating this issue and are waiting for the maize to be lifted in October/November in order to carry out remedial works.

Resolved: Cllr McClaren-Brown proposed to accept and proceed with the above recommendations, Cllr Warburton seconded. Councillors unanimously agreed.

20.24.2 Update from the Internal working group.

Notes circulated.

20.25 REPORT FROM WARD COUNCILLOR RACHEL BAILEY

Covid 19 social distancing means that CEC are considering closure of rat runs in the Borough. Car parking charges have come back into use, CEC are encouraging residents to use the RINGO mobile phone app to pay for parking. Cllr Bailey praised the response to Covid 19 in support of residents by Audlem PC, ADCA and the numerous volunteers and shared she had showcased this with the new CEO of CEC during her recent visit to the village. She asked if she could discuss with APC how this excellent work can be supported further. In referencing the CEC's procurement of a housing development framework she stated that, 'everyone is deserving of a decent home' but commented on the emerging borough wide concern that whilst retrospective assurances are now being announced in the press, the approved report, by the CEC Cabinet on 5 May, doesn't contain sufficient assurance, it fails to define the term 'council owned land', if any land under consideration is allocated within the Local Plan, if this includes community open space, if Neighbourhood Plans or Local Housing Needs Survey's will be taken into account as part of any planning application. Action/s: Clerk to invite Ward Cllr Bailey to the next HPEA meeting to discuss this framework.

20.26 HOUSING (Planning/Heritage & Conservation)

20.26.1 Planning Applications

Planning reference	Main location	Development description	Action	Decision by APC	Decision by CEC
20/2140N	15-17, STAFFORD STREET, AUDLEM, CW3 0AW	Conversion of existing building in Churchfields into a single residence	Registered	Cllr Boyes proposed the Clerk to write to CEC to inform them APC have no objections, Cllr Mottershead seconded, Councillors unanimously agreed.	Registered 27/05/2020 Comments by 01/07/2020 Decision Date 22/07/2020

20.26.2 Other Planning Matters

Cheshire East Council Covid-19 options for social distancing on roads and public spaces. The HPEA working group had met with Head of Strategic Transport & Parking from CEC and made the following recommendations to APC.

1. Improving the footpath access coming into the village from the Anwyl Development. Perhaps install temporary barriers to help residents get into the village as part of the footpath is missing.
2. Installing barriers/bollards on the pavement Stafford Street, near the church to allow pedestrians safe access into the village without worrying about HGVs mounting the pavement.
3. Reviewing safe pedestrian access by coming into the village from Whitchurch Road including clear pedestrian routes over the canal bridge. We note white lines have been painted here but believe further changes need to be implemented. We suggest the Council put traffic hazard cones next to the new lines or place temporary barriers there as motorists are still ignoring the lines thus making it highly dangerous for pedestrians.
4. Reviewing the parking bays outside of the Co-Op.
5. Improving and widening the footpath on Green Lane down to Grey's Bridge which is dangerously narrow and in serious need of repair to allow safe access into the village.
6. Reviewing the possible 20 mph speed limit within the village.

Councillors discussed the above measures and how residents and the Parish Council will need to be consulted every step of the way. The letter to CEC should contain the above measures and have a 7th measure to review the possibility of fast tracking the proposed car park at Turnpike Field owned by the Parish Council to help with social distancing.

Resolved: Cllr Boyes proposed, Cllr Warburton seconded. Councillors unanimously agreed.

Action/s: Clerk to send the letter tomorrow with the above amendment and prepare an article for Audlem Online website.

- 20 is plenty campaign.
Resolved: Cllr Hopkins proposed to send the letter which had been circulated to APC supporting the campaign, Cllr Boyes seconded. Councillors unanimously agreed.
- Planning Application 13/2224N Anwyl Homes Heathfields site – play area.
Action/s: Ward Cllr Bailey to seek clarification from planning enforcement about the siting of play area and revert back to APC.

20.27 FINANCIAL MATTERS

20.27.1 To receive the monthly financial information and FSC meeting minutes.

Information circulated. The Clerk reported 82 % budget remaining with an underspend in insurance premium and overspend in the budget pots for the repairs & renewals and community expenditure.

20.27.2 To resolve to amend the current bank signatories & add the RFO as a cheque signatory.

Resolved: This has already been recommended by the FSC. Cllr Salt proposed amending the bank signatories to remove Councillors who have resigned and add the RFO as a cheque signatory. Cllr Barrett seconded. Councillors unanimously agreed.

Action/s: Clerk to submit the change of mandate forms.

20.27.3 To resolve to reduce contingency budget from £24,000 to £20,000 to cover unforeseen spend under COVID emergency measures.

Resolved: Cllr Barrett proposed accepting this recommendation. Cllr Hopkins seconded. Councillors unanimously agreed.

20.27.4 Bank account FSA protection limit of £85,000.

Resolved: Cllr Boyes proposes to split the monies so there is no more than £85,000 in one account. Cllr Mottershead seconded. Councillors unanimously agreed.

Action/s: FSC to review the detail and proceed.

20.27.5 To resolve to purchase new financial software package.

Resolved: Cllr Salt proposed to purchase the financial software at £520 to facilitate financial management. Cllr Barrett seconded. Councillors unanimously agreed.

Action/s: FSC to review the detail and proceed.

20.27.6 To resolve and approve grant requests.

20.27.6.i Audlem Indoor Bowling Group Grant Application for £1,500.

Resolved: Cllr Warburton proposed to approve the request, Cllr Salt seconded. Councillors unanimously agreed.

Action/s: Clerk to issue a cheque.

20.27.6.ii Wheelyboat Grant Application for £1,500

Resolved: Cllr Barrett proposed to approve the request, Cllr Hopkins seconded. Councillors unanimously agreed.

Action/s: Clerk to issue a cheque when the service resumes after the Covid lockdown.

20.27.6.iii ADAS grant application for £500.

Resolved: Cllr Warburton proposed to approve the request, Cllr Barrett seconded. Councillors unanimously agreed.

Action/s: Clerk to issue a cheque.

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

2203	Gavin Davies	Salaries - Street Cleaning		442.56
2204	Belen Lopez Bloor	Salaries		631.20
2205	Audlem Electrical Services	Repairs & Renewals	Installation to time delay push button on toilet water heater	116.75
2206	Robert Collins	Approved Projects	New noticeboard	528.91
2207	Audlem Methodist Church	Room Hire		50.00
2208	Prism Parfums Limited	Community Expenditure	Hand sanitiser for ADCA, lengthsman and Councillors during COVID-19	270.00
2209	WPS Hallam	Insurance	Annual insurance premium	1089.60
2210	Mr S M Potter	Repairs & Renewals	Fixing lighting in public conveniences	26.05
2211	CHALC	Subscriptions	Annual membership fee	576.36
2212	Belen Lopez Bloor	Salaries		631.20
2213	Gavin Davies	Salaries - Street Cleaning		442.56
2214	Belen Lopez Bloor	Office expenses		66.74
2215	East Midlands Solutions	Turnpike Field Running Costs	Turnpike Field temporary fencing - reissued as cheque 2199 went missing	477.48

New cheque 2216 £240 to Audlem Printers for printing the summer newsletter.

Cllr McClaren Brown proposed to accept the authorisation of cheques, Cllr Salt seconded. Councillors unanimously agreed. **Resolved: That the cheques be approved for payment.**

20.27.8 Scheduled payments – to approve the scheduled payments.

20/05/2020	DD	Water Plus	Water supply		£96.39
06/05/2020	DD	NEST	Pension Contributions	Belen Lopez Bloor	46.03
06/05/2020	DD	NEST	Pension Contributions	Gavin Davies	32.27
01/06/2020	DD	EDF Energy	Public Conveniences		60.00

New payments since agenda was issued

04/06/2020	DD	NEST	Pension Contributions	Gavin Davies	£32.27
04/06/2020	DD	NEST	Pension Contributions	Belen Lopez Bloor	£46.03
05/06/2020	DD	Shires Payroll	Payroll Services	To cover change in increased monthly fee	£4.90

05/06/2020	DD	Shires Payroll	Payroll Services		£29.40
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Cllr Hopkins proposed to accept the scheduled payments, Cllr McClaren-Brown seconded. Councillors unanimously agreed.

Resolved: That the scheduled payments be approved.

20.27.9 Receipts – to minute the receipts.

31/05/2020	Santander	Bank Interest	£60.10
	Honesty Box	Toilet income	TBC

Noted.

Action/s: Clerk to liaise with Cllr Warren so she can arrange to empty the honesty boxes every month.

20.28 TURNPIKE FIELD

20.28.1 General update.

Cllr Hopkins will send the Clerk details of the fencing contractor CWT use.

Action/s: Clerk to request quotes so they can be reviewed by the TFWG.

20.28.2 Update – maintenance programme tender.

Action/s: TFWG to review this.

20.28.3 Tree works invoice.

Cllr Boyes proposes deferring payment until contractor clarifies the invoices, Cllr Hopkins seconded.

Councillors unanimously agreed.

Action/s: Clerk to continue investigating this. TFWG to review these.

20.29 PARISH COUNCIL MATTERS

20.29.1 To resolve to discuss the current situation regarding the public conveniences.

Councillors discussed potentially reopening these on 6th July and measures for social distancing.

Resolved: Cllr Boyes proposed to proceed as above, Cllr Hopkins. Councillors unanimously agreed.

Action/s: Clerk to arrange a legionella risk assessment and prepare for re-opening.

20.29.2 To resolve to conduct a full CCTV review.

Resolved: Cllr Mottershead proposes to conduct a full audit of the old CCTV system and prepare a tender. Cllr Hopkins seconded. Councillors unanimously agreed.

20.29.3 To resolve a new location for Royal Mail post box.

Resolved: Cllr Hopkins proposes to install a new pedestal box between Williams Newsagents and The Deli. Cllr Mottershead seconded. Councillors unanimously agreed.

20.29.4 To resolve to increase Assistant Clerk's contracted hours to 20 per month.

See point 20.29.5 below.

20.29.5 To discuss the position of Assistant Parish Clerk.

Cllr Boyes explained the recommendations of the internal group and proposed the below. Cllr Hopkins seconded. Councillors unanimously agreed.

Resolved: Increase Assistant Clerk's monthly hours from 15 to 20 hours a month.

Resolved: Employ an employment solicitor to review her contract & new HR policies costing £625 exclusive of VAT.

Resolved: To purchase a new laptop costing £750 for the assistant clerk when she has signed the contract of employment.

Action/s: Clerk to send the documents to the employment solicitor and update to the Assistant Clerk.

20.29.6 To accept Councillor resignations and resolve to advertise Councillor vacancies.

Resolved: APC accepted the resignations of Councillors Geoff Seddon and Cllrs David Higham. Councillors agreed to defer advertising Councillor vacancies until September.

20.29.7 To resolve to amend the terms of reference for the internal group so it also acts as the staffing and disciplinary group.

Cllr Boyes proposed the internal working group become the staffing and disciplinary committee and providing delegated powers to spend £500 in each financial quarter same as the TFWG and other committees. Councillors agreed in principle subject to reviewing the new Terms of Reference.

Action/s: Internal working group to reviewing the Terms of Reference at the next Parish Council meeting. Defer until July meeting.

20.29.8 To resolve to add Councillor emails on AOL's APC contact page & correspondence protocol.

Resolved: Cllr Boyes proposed that all Councillors email addresses be added to Audlem Online. Councillors agreed that all emails received and sent should be copied into the Parish Clerk and take advice from her. It will also be copied into all other Councillors. Cllr Hopkins seconded. Councillors unanimously agreed.

Action/s: Clerk to add email addresses to AOL.

20.29.9 To resolve to discuss the timing & content of monthly meetings.

Monthly meetings should start at 7pm from September. For the public forum, residents are encouraged to submit their query in writing to the Clerk for her to circulate to all Councillors and should be allowed 3 – 5 minutes to talk. Residents can still attend and speak on the evening if they wanted to. Speakers will receive correspondence within 5 working days of the meeting on which Council group has been allocated to deal with the issue or how the issue has been resolved. Councillors can ask questions of clarity but there will no full debate of the issue at the meeting. Ward Councillor Bailey's report should take no longer than 10 minutes.

Resolved: Cllr Boyes proposed to proceed as above and trial this for 12 months. Cllr Warburton seconded. Councillors unanimously agreed.

20.30 CORRESPONDENCE

20.30.1 Cheshire East Council Consultation - Vulnerable and Older Persons' Housing Strategy. To be reviewed by the HPEA working group.

Other correspondence received since agenda was issued

Emails regarding Crossing Facilities on Cheshire Street & overgrown hedges on Turnpike Field – HPEA working group will review this.

Local food retailers Covid recovery phase – Community working group to review this.

20.31 AREAS OF RESPONSIBILITY

- Finance Sub Committee (FSC) - Cllr Warburton nominated Cllr McClaren-Brown to be Chair of the FSC, Cllr Warren seconded. Councillors unanimously agreed. Cllrs Barrett, Hopkins and Salt will remain as members. The group will need two more members.

Action/s: Defer other membership decisions until the July meeting. Clerk to circulate the list of working group membership and representatives to outside bodies to APC and Councillors to reply if they have preferences to join certain working groups.

20.32 ITEMS FOR FUTURE AGENDA

None

20.33 DATE OF NEXT MEETING

The next meeting of the Parish Council will be held at **7.30pm** on **MONDAY 13th JULY 2020** via an online meeting facility.

20.34 Cllr Boyes proposed to exclude the public from Part 2 of the meeting on the grounds of confidentiality. Cllr Warburton seconded. Councillors unanimously agreed.

Resolved: That the public be excluded from Part 2 of the meeting. Public excluded at 9.55pm.