

**AUDLEY RURAL PARISH COUNCIL**

MINUTES OF THE **STATUTORY ANNUAL MEETING OF THE PARISH COUNCIL** held at Wood Lane Community Centre on Thursday 18<sup>th</sup> May 2017 at 7.00pm

Present: Retiring Chairman: Revd J Taylor  
 Chairman: Cllr B Proctor  
 Councillors: Mr P Breuer, Mrs C Richardson, Mr D Butler, Mr R Garlick, Mr M Whitmore, Mr R Kinnersley, Cllr Frankish, Mr M Dolman, ~~Mr C Cooper~~, Mr T Sproston, Mrs V Pearson, Cllr B Proctor and Mr R Moody

Clerk – Mrs C. Withington

There were no members of the public present

Ref.	Item	Action
1.	<b>To nominate and elect Chair (and signing of Declaration of Office) and election of Vice Chair</b> – Rev Taylor was the retiring Chairman and took this section of the meeting. He thanked his colleagues for their work and support over the year. Cllr B Proctor was nominated and seconded as the Chair – <b>RESOLVED</b> that Cllr Proctor be appointed as the Chair. <b>RESOLVED</b> that the position of Vice Chair be given to Mr Rob Moody. Cllr Proctor thanked Rev Taylor for the good work and effort he had put in during his year as Chairman. Mr Butler remarked we owed Rev Taylor a debt of gratitude and thanked him on behalf of the Parish Council, all agreed.	
2.	<b>To receive apologies</b> – Mr Cooper and Cllr Beech	
3.	<b>To consider approving and signing minutes</b> of the Annual Parish Council meeting and Full Parish Council meeting on 20 <sup>th</sup> April 2017  Cllr Proctor reminded members of the importance of a professional meeting, where people request to speak through the chair by raising their hand. There should be no speaking outside of the meeting while others are talking.  The minutes of the Annual Parish and Full Parish Council meeting on 20 <sup>th</sup> April 2017 were <b>RESOLVED</b> as being signed as a true and accurate record.	<b>ALL</b>
4.	<b>Declaration of interest in any item</b> Mr Kinnersley declared an interest in relation to the item on the Audley Bowling Club lease.	
5.	<b>Public Participation:</b> No members of the public were present.	
6.	<b>To review the Financial regulations and Standing Orders- Appendix A</b> <b>RESOLVED</b> that this be adopted and remain unchanged.	
7.	<b>To nominate representatives for the following, and any others as agreed:</b> <b>Audley Millennium Green Trust</b> <b>Audley LAP</b> It was <b>RESOLVED</b> that Mr Whitmore be appointed as the Audley Millennium Green Trust parish representative. Cllr Frankish be the LAP representative. Cllr Proctor would be the Police surgery Parish Representative supported by Mr Whitmore, Mr Breuer and Mr Dolman.	<b>Clerk</b>
8.	<b>Audit of the Accounts year ending March 17 – Appendix B</b> 1. To note the outcome of the internal audit and approve the bank reconciliation statement  The Clerk read out the previously circulated findings of the Internal Auditor. It was noted that the purchase of flowers for ill/deceased members of the Parish Council and other important individuals, was not considered to be appropriate to purchase through the Precept. This would need to be done through the Chairman's Allowance. Cllr Proctor suggested that we disagree with this	

	<p>statement as flowers for someone who has been a major contributor to parish life should be allowed on behalf of the Parish. <b>RESOLVED</b> that this be noted and that the SPCA advice which states the issue would be arguable, was also noted.</p> <p>2. To consider the Assertions, and approving Section 1 of the Annual return</p> <p>The Clerk read out the Assertions that had been circulated previously within Section 1 of the Annual Return. These were confirmed and it was <b>RESOLVED</b> that Section 1 be signed by the Clerk and Chair at the meeting.</p> <p>3. To consider signing and approving section 2 of the Annual return</p> <p>The Clerk has circulated Section 2 and it was <b>RESOLVED</b> that this be signed at the meeting by the Clerk/RFO and Chair.</p>	
9.	<p><b>To approve the schedule of payments – See Appendix C</b>  <b>RESOLVED</b> to approve the schedule of payments as appended.</p>	
10.	<p><b>Planning - To consider any planning applications received, including:-</b>  It was noted that paper copies of the planning applications would cease to be provided by the Borough Council, within 4 months. Therefore members were asked to use the online facilities to view the applications before the meeting.</p> <p>1. <a href="#"><u>Change of use from Cafe with hot food and drinks (Use Class A3) to Fish and Chip shop Takeaway (Use Class A5) 82 Church Street Audley Newcastle Under Lyme Staffordshire ST7 8EE Ref. No: 17/00336/FUL</u></a></p> <p>It was noted that there had been some support expressed from the public for this application over social media. <b>RESOLVED</b> to support this application, but to ask for consideration to be given to the lack of disabled access along that block of shops, and that consideration be given to the lack of parking outside of the shop.</p> <p>2. <a href="#"><u>Retention of additional bay to the existing kennel building Monkey Tree Cottage Heighley Lane Knowle Bank Newcastle Under Lyme Staffordshire CW3 9AZ Ref. No: 17/00335/FUL</u></a></p> <p><b>RESOLVED</b> to support this application.</p> <p>3. <a href="#"><u>Erection of an agricultural building for storage use Oakdene Farm Great Oak Road Bignall End Newcastle Under Lyme Staffordshire ST7 8NF Ref. No: 17/00344/FUL</u></a></p> <p><b>RESOLVED</b> to support this application.</p> <p>4. <a href="#"><u>Prior notification of a single storey rear extension measuring 4m in depth, 3.7m maximum height and 2.6m to the eaves 2 Eardley End Cottages Alsager Road Audley Stoke On Trent Staffordshire ST7 8JJ Ref. No: 17/00341/LEXNOT</u></a></p> <p><b>RESOLVED</b> to support this application.</p> <p>5. <a href="#"><u>Single storey side and rear extensions Lowlands Podmore Lane Halmerend Stoke-On-Trent Staffordshire ST7 8AB Ref. No: 17/00307/FUL</u></a></p> <p><b>RESOLVED</b> to support this application.</p> <p>6. <a href="#"><u>Two storey dwelling including demolition of existing dilapidated outbuilding and construction of new 2 car garage. Land Adjacent 61 High Street Alsagers Bank Newcastle Under Lyme Staffordshire Ref. No: 17/00301/FUL</u></a></p>	

	<p><b>RESOLVED</b> to object for the following reasons:</p> <p>This application was considered to be inappropriate as it was not in-keeping with the properties in the surrounding area. It was considered to be too close to the building line next door, creating a loss of light and potential for flooding in the event that a sewer is installed. Similarly, the entrance to the property is on a tight and heavily parked bend – which causes some highways safety concerns. It was noted that the adjacent property has been renovated and returned to its original design. However, this property is not considered to be. Cllr Frankish will look to call this application into the Planning Committee.</p> <p>7. <a href="#">Application for variation of conditions 6 and 8 of planning permission 13/00447/FUL for Change of use of land from agricultural to use for keeping of horses and exercising horses including the erection of a menage and stable. Beech Cottage Boon Hill Road Bignall End Staffordshire ST7 8LG Ref. No: 17/00286/FUL</a></p> <p><b>RESOLVED</b> to support this application.</p> <p>8. <a href="#">Detached dormer bungalow new build with detached double garage. Land Adj 2 Co Operative Lane Halmerend Newcastle Under Lyme Staffordshire Ref. No: 17/00271/FUL</a></p> <p><b>RESOLVED</b> to support this application.</p> <p>9. <a href="#">Prior notification of change of use of agricultural building to a dwellinghouse Barn Adjacent To Adderley Green Farm Heighley Lane Knowle Bank Newcastle Under Lyme Staffordshire CW3 9BA Ref. No: 17/00288/COUNOT</a></p> <p><b>RESOLVED</b> to support this application.</p> <p>10. <a href="#">Conversion of 3 vehicle storage building with first floor accommodation into self contained dwelling Knowl End Farm Barthomley Road Audley Newcastle Under Lyme Staffordshire ST7 8HT Ref. No: 17/00227/COU</a></p> <p><b>RESOLVED</b> to support this application.</p>	<b>AF</b>
11.	<p><b>Playing Fields/Wildlife Areas inc:</b></p> <ul style="list-style-type: none"> <li>To note Play Area Monthly Inspection for May and approval of any action required or taken under Delegated Authority including fire damage at Leddys Field, new lock at Scot Hay, mini soakaway at Audley Allotments</li> </ul> <p>The actions were noted and agreed. The play inspection report was considered and it was noted that Bignall End Road was considered the worst in terms of dog fouling. Clerk to bring it to the attention of the dog warden and to ask for more signs. It was also agreed to include a sign at the play areas prohibiting the use of metal detectors and digging due to health and safety concerns. It was agreed it was acceptable for Leddys Field. The fence is to be reinforced at Rileys Field, quote to be obtained for the next agenda.</p> <ul style="list-style-type: none"> <li>To consider action in relation to the seating and hard standing area at Leddys Field</li> </ul> <p>This would be discussed at the next meeting following discussions with the police regarding a new proposal.</p> <ul style="list-style-type: none"> <li>To note the current position with regards to the Skate Board ramp</li> </ul> <p>The Clerk reported that she had been informed that VICA Limited had now gone into liquidation. This meant that the warranty was no longer active. The retention figure would be written off by the Liquidators. A quote had been received to replace the damaged boards which would cost in the region of £1500. It was agreed that the ramps needed to be put back into use and it</p>	<b>Clerk Clerk</b>  <b>Next agenda</b>  <b>Next agenda</b>

	<p>would be worthwhile replacing the boards. Clerk to ask if the warranty will be in place with the new boards with Skatelite.</p> <ul style="list-style-type: none"> <li>To consider phase 3 work at Leddys Field This would be considered for the next agenda.</li> <li>To consider if any further work is required following the inspection of Bluebell Woods, The Drive An inspection had not yet been carried out. Mr Garlick, Mr Sproston and Mr Cooper to visit the site.</li> <li>To authorise the Chair and Vice Chair to sign the contract to place the order for the Play Equipment at Alsager Road The Chair and Vice Chair were authorised to sign the contract documentation for Sutcliffe, and place orders for Kompan and HAGS SMP, for the overall purchase of up to £61,500 of equipment and installation at Alsager Road. Clerk to submit the documentation.</li> </ul>	<p><b>Next agenda</b></p> <p><b>RG CC TS Next agenda</b></p> <p><b>Clerk</b></p>
12.	<p><b>To consider the findings from the drainage investigation at the Audley Allotments Alsager Road, and to take requested action as agreed by Highways</b></p> <p>Rev Taylor reported on the outcome of a site visit with Mr Mike Webb from Staffordshire County Council, the meeting was also attended by Cllr Proctor. The issue had now been resolved and disconnected. It was noted that the historic connection may have been made following wrong advice by a Highways Officer. It was noted that we cannot discharge rain water into the Highways drains without formal permission. A smaller soakaway had been installed to take some of the water by the eco-drain. A larger soakaway will be installed by the top end of the drive to take the rest of the water. Noted that the issue with the flooding of the properties was as a result of a resident's tree roots breaking up the drain. It was <b>RESOLVED</b> to approve the quote for £932 to carry out the work with regards to the large soakaway. Cllr Proctor suggested that the car park is widened by 3-4 meters to allow for additional parking. This would be considered as it may also require planning permission.</p>	<p><b>Next agenda</b></p>
13.	<p><b>Update on the use of CCTV – Cllr Proctor</b></p> <p>This would be considered at the next meeting.</p>	<p><b>Next agenda</b></p>
14.	<p><b>Use of Tarpaulin and Sheets to Cover Plots at Audley and Halmer End Allotments (advice from NSALG)</b></p> <p>The advice from the NSALG was noted. <b>RESOLVED</b> that the allotment holders be informed that only the use of new material bought for the purposes of allotments would be allowed i.e. tarpaulin from the garden centre, no curtain sides or pre-used material should be used.</p>	<p><b>Clerk</b></p>
15.	<p><b>Dog Waste Bins – Cllr Proctor</b></p> <p>It was <b>RESOLVED</b> that the Clerk request a larger bin, or more frequent collections, at the bridge by Ryehills leading onto Marions Way. If not then we will purchase a larger bin, to be emptied by the Borough Council.</p>	<p><b>Clerk</b></p>
16.	<p><b>Grants – Community Chest – to note that this has now been withdrawn and is to be replaced with a new scheme referred to as Lyme Lottery</b></p> <p>Tickets can be purchased online for £1 with 60p donated to a good cause of the purchaser's choice and 10p to a general pot. A launch event is expected in June with the first draw in August. This was noted, and it was suggested that all community groups be informed of the need to sign up to the scheme as a good cause. Clerk to confirm this is being done, and to write to them if not.</p>	<p><b>Clerk</b></p>
17.	<p><b>High Street Halmer End signage – Mr P Breuer</b></p> <p>Mr Breuer provided some ideas for new signage along Halmer End High Street. In particular it was considered necessary around the junction of Heathcote Road. Mr Breuer to contact Cllr Beech to take this forward.</p>	<p><b>PB AB</b></p>

18.	<p><b>Correspondence and circulars -To review other items received and consider for next agenda</b>          Invitation to the Chair to attend Mayors Annual Civic reception – this was noted.          Letter from Wood Lane Community Association re Community Chest – this was noted.</p>	
19.	<p><b>To consider the purchase of additional bunting and erection in June</b>  <b>RESOLVED</b> to purchase up to £300 for additional bunting and to erect it as before (approximately £250 per visit).</p>	<b>Clerk</b>
20.	<p><b>To receive an update from Audley LAP and Police / Parish Liaison Committee – Cllr Proctor</b>          Cllr Frankish noted that the cinema project is moving forward, but young people are needed to input into this. Mr Garlick to put Cllr Frankish in touch with a contact who runs a similar club at Wood Lane Cricket Club. Cllr Proctor reported that he had attended the surgery with PC Moore. There were a number of ASB orders being put in place. A fishing event is planned with the Rural police officers.</p>	<b>RG AF</b>
21.	<p><b>To consider an application for Community Paths Initiative deadline 31<sup>st</sup> May 17 – quotes for the work to be brought to the meeting</b>  <b>RESOLVED</b> that a bid be submitted for a kissing gate at Leddys Field and Alsager Road.</p>	<b>Clerk</b>
22.	<p><b>To consider issues relating to the notice board at Audley Library</b>  <b>RESOLVED</b> that this be approved at the Library and also Halmer End, where it is rotten. A quote for a replacement to be obtained.</p>	<b>Clerk Next agenda</b>
23.	<p><b>To consider a quote to draw up the draft lease for the Bowling Club</b>          It was agreed to source a similar lease as a basis. The fee quote was considered to be excessive at £1000. Cllr Frankish to find an example.</p>	<b>AF</b>
24.	<p><b>Clerks Update – (Appendix D)</b>          The Clerks Update was noted.          The response was awaited from Mr Greatbach regarding the state of the roads at Halmer End. The lady will be sent a copy by Cllr Frankish when received.</p>	<b>Clerk AF</b>
25.	<p><b>Councillor Reports</b> (for information only/further actions and decisions must be included on next agenda)          Cllr Beech is to be asked to provide an update on the DHP and road marking schemes at Hougher Wall for the next agenda.          Cllr Frankish reported that the Halmer End Institute would be holding the beer festival over 13, 14, 15 July with 20 different beers.          The damage to the pavement at Church Street/Tesco's is to be reported to Highways, and to be suggest they contact Tesco's about the damaged caused by their deliveries.          Mr Breuer was concerned about the new build properties on Halmer End High Street, in relation to the foundations.          It was agreed that the overgrown sycamore tree at Leddys Field by the New Road entrance be cut back and growth over the other signs, due to health and safety concerns. Clerk to ask Mr Hough to do so.          Clerk to ask Roger Tait if they can tidy up Bateswood ready for the Centenary event next year.</p>	<b>AB Next agenda  Clerk  Clerk</b>
26.	<p><b>TO EXCLUDE THE PUBLIC:</b></p> <ul style="list-style-type: none"> <li>To consider a quote for Phase 3 Leddys Field (if available) – this is to be discussed on the next agenda.</li> <li>To consider a quote for the relocation of basket swing at Bignall End Road – a quote had been obtained from Sutcliffe which was excessive. Two further quotes to be obtained for the next meeting.</li> <li>To approve a quote for the noticeboard repairs at Audley Library – this had been approved earlier on the agenda.</li> </ul>	<b>Next agenda Clerk</b>

Meeting closed at 8.55 pm

### Appendix A- Payments schedule

<b>Chq/Bacs</b>	<b>TO WHOM PAID</b>	<b>DETAILS</b>	<b>TOTAL INVOICE INC VAT</b>
bacs 14	Mrs C Withington	Salary May total	<b>992.25</b>
bacs 15	Mrs C Withington	MS office renewal annual subscription	<b>135.36</b>
bacs 16	Mrs C Withington	Expenses May	<b>114.50</b>
bacs 16	Staffordshire Pension scheme	Pension May	<b>334.94</b>
bacs 17	H M Revenues and Customs	Tax and NI May	<b>202.05</b>
bacs 18	Chris Heelis	Internal Audit fee 16/17	<b>75.00</b>
bacs 19	NBC	Dog waste bin	<b>300.00</b>
bacs 19	Steve Hough	AM Grass Cutting x 2, Grass cutting AB, MG, H/End x 1, Play	<b>1582.00</b>
bacs 20	Steve Hough	ON 29 Collected and storing wooden/metal seats Audley Work	<b>20.00</b>
bacs 21	Steve Hough	ON 24 Re seed goals Halmer End	<b>90.00</b>
bacs 24		Monthly Total	<b>3846.10</b>