

AUDLEY RURAL PARISH COUNCIL

MINUTES OF THE MEETING of the Parish Council held at Audley Pensioners Hall, Church Street, Audley on Thursday 22nd June 2018 at 7pm

Present: Chairman: Cllr B Proctor

Councillors: Mr N Hayes, Mrs C Richardson, Mr R Garlick, Miss N Mayor, Ms A Borowski, Mr D Jervis, Revd J Taylor, Mr M Whitmore, Mr M Dolman, Mr C Cooper, Mr D Butler,

Clerk – Mrs C. Withington

There was 2 members of public present

1.	To receive apologies – Mrs Pearson and the pupil from Sir Thomas Boughey High School. Mr Proctor noted that the pupil representative has now been appointed as the Head Girl and spoke very eloquently at a school meeting he attended earlier, being a credit to the school and a welcomed edition to the Parish Council.	
2.	To consider approving and signing the minutes of Full Parish Council meeting on 17 th May 2018 RESOLVED that this be approved as a true and accurate record. These were signed by the Chair.	
3.	Declaration of Disclosable Pecuniary interest in any item on the agenda <i>(Note member should notify Monitoring officer within 28 days if not already)</i> Mr Whitmore clarified that he did not have a financial interest in the Audley Millennium Green Trust.	
4.	Public Participation: One member of raised a question about the ability for the Brass Band to lead the Remembrance Day Parade to give the parade focused, rather than straying or talking during the walk. It was also suggested that a drummer may be able to lead if the Brass Band could not. Clerk to see opinions from the Audley Brass and if not then to ask Sir Thomas Boughey High School if there is a drummer available from the school orchestra. It was also agreed to invite someone through the Audley Community News.	Clerk
5.	<p>Planning - To consider any planning applications received, including:- Proposed single storey side extension, two storey front extension and front bay window. 1 Monument View Bignall End Staffordshire ST7 8QP Ref. No: 18/00405/FUL Village env/Delegated – RESOLVED to support. FYI ONLY Electricity Act 1989: The Overhead Lines (Exemption)(England and Wales) Regulations 2009 - Replacement of defective poles indicated on the attached plan Adjacent To White Gables High Lane Alsagers Bank Newcastle Under Lyme Staffordshire ST7 8BS Ref. No: 18/00420/OHL – Noted. Erection of detached bungalow and demolition of existing B8 commercial building Crackley Gates Farm Leycett Lane Silverdale Newcastle Under Lyme Staffordshire ST5 6AW Ref. No: 18/00168/FUL Delegated/Green Belt/S106 contribution open space? RESOLVED to support this as a brownfield site. Any S106 contribution should be attributed to Alsagers Bank play area (which is a well used facility). 18/00427/FUL Rear dormer loft conversion The Hollies Miles Green Road Stoke - On - Trent Staffordshire ST7 8LQ Delegated/Village env and Green Belt – RESOLVED to support this application.</p> <p>It was noted that an appeal had been lodged for the Waggon and Horses site.</p> <p>Notification of the cessation of paper copies of planning applications (from 9th July) – This was noted. The Clerk requested that members inform her a few days before if paper copies were required for the meeting.</p> <p>To nominate a representative (1) to attend the Newcastle-under-Lyme and Stoke-on-Trent Joint Local Plan - Evidence Base – Landscape Character Assessment Workshop – 27 June 2018 10am - 1pm, Civic Offices, Merrial Street – There were no representatives available to attend this.</p>	

6.	<p>Allotments – Halmer End Plot inspections outcome, to consider inviting tenants from outside of the Parish (due to no waiting list), plot numbers, to consider a request to trim the walkways and communal area (outside of the plots) and to trim the vacant plot 8</p> <p>It was RESOLVED to only offer plots within the Parish, but to advertise then on Facebook/Audley Community News.</p> <p>It was RESOLVED to trim the haulage ways and communal areas not kept by the plot holders – up to twice a year with a review in August.</p> <p>The plot inspections were noted, and action had been taken with husbandry letters sent. Two had responded to say that due to ill health they had been unable but were looking to rectify the issue asap.</p> <p>RESOLVED to purchase 21 plot numbers to fix to fences.</p> <p>RESOLVED to trim plot 8 (long term vacant) to allow the new tenant to take it on.</p> <p>RESOLVED that the tenant raising the concerns re ASB be asked to report these crimes to the police, which are considered to be of a serious nature. Without this the Parish Council has little weight to request more policing in the Parish or to source funds for target hardening measures such as CCTV, fencing etc.</p>	<p>Clerk</p> <p>Clerk</p>
7.	<p>Audley Allotment Association - meeting outcome and to consider a request for plot numbers at both sites, grass cutting of haulage ways and disabled access</p> <p>Cllr Proctor stated that he could not recall the Parish Council being formally approached to split plots in half and felt that this will add to the issue of letting plots when there is low demand. The Clerk is to circulate the brief meeting notes from the 19th May meeting with Audley Allotment Association, which discussed their vision for the future and their 10 points. The Committee has been confirmed following an EGM held.</p> <p>In view of the cost, the haulage ways/communal areas will be trimmed up to two times per year, reviewed in August.</p> <p>It was RESOLVED that Nick Hayes, Deane Jervis, David Butler will meet with the Allotment Association Chair and Secretary to understand the plot numbering requirements, disabled access and other points raised. This will be brought back to the next meeting.</p>	<p>Clerk</p> <p>NH DJ DB Next agenda</p>
8.	<p>To note the Councillors Code of Conduct and Standing Orders with respect to decisions/actions taken</p> <p>The Chair reminded members that they were governed by Standing Orders and Code of Conduct, and that no decisions/actions can be taken without the agreement of the Council at a meeting unless its delegated authority or reporting issues to another responsible agency eg Highways.</p>	
9.	<p>To consider future meeting venues for Halmer End</p> <p>After investigation it seems there are no free nights at the Institute which coincide with the Parish Council meetings due to other activities. Clerk to confirm if the Chapel is available.</p>	<p>Clerk</p>
10.	<p>GDPR – to receive an update on DPO SLA, to review the Actions List, to approve a Retention Policy and Privacy Policy – see Appendix A</p> <p>RESOLVED to consider the SLA at the next meeting. It was noted that the Clerk will need to attend a meeting at the County Council to complete the GAP analysis.</p> <p>RESOLVED to adopt the Retention Policy and Privacy Policy.</p> <p>It was noted that consent has been sent to the Allotment tenants (and via the Allotment Association) for their data to be held.</p>	<p>Next agenda</p>
11.	<p>Playing Fields/Wildlife Areas inc:</p> <ul style="list-style-type: none"> To note Play Area Monthly Inspection for June and approval of any action required or taken under Delegated Authority including replacement life belt and safety fencing at Leddys Field, hedge cut back overhanging Hougherwall Road (unadopted land/bank), removal of damaged seat at Miles Green by noticeboard 	

	<p>The Chair noted that a gentleman and his son cut back the overgrown hedge at Hougherwall Road, which was commended. Mr Hough had been asked to complete a section further up which was causing issues for a blind family. This was noted and approved. The Play inspection report was noted. The Chair has provided 10 litter pickers to each of the schools and provided a presentation regarding the dangers of breaking glass on the playing fields. It was noted that the lifebelt had been replaced following criminal damage at Leddys Field. The Clerk was asked to confirm the conflicting signs for dogs at Halmer End – which showed dogs on lead and also dogs excluded sign. Clerk to obtain a quote to cut the hedge at Halmer End for the next agenda. The Clerk has asked Aardwolf to take a look at the bull rushes at Leddys Field. It was noted that Queen Street has an issue with litter. This has been reported to CARA. It was noted that the damaged seat had been removed by the noticeboard at Miles Green. This was approved. It was agreed that this was well used and should be replaced.</p> <ul style="list-style-type: none"> To consider the legal advice regarding Leddys Field provision of lifebelts and consider appointing a professional to carry out a H&S risk assessment for water safety <p>The Clerk has received legal advice from NALC and also the insurance companies position. It was noted that there was no legal requirement to provide a life belt however the Parish Council had a duty of care to children. A risk assessment would be needed in the event that the life belt was not replaced, following theft/arson. A quote for £450 had been obtained from ROSPA. This would look at how steep the banks are along with the depth of water and any signs etc. It was agreed to retain the lifebelt over the summer period, and the situation would be reviewed after the summer.</p>	<p>Clerk Clerk Next agenda</p> <p>Clerk</p>
12.	<p>To consider the replacement of the damaged seat by Miles Green Noticeboard RESOLVED to reinstate the seat.</p>	<p>Clerk</p>
13.	<p>Audley Millennium Green Trust - request for maintenance grant RESOLVED to provide £800 grant towards the maintenance of the green for grass cutting and also insurance.</p>	<p>Clerk</p>
14.	<p>CARA donation request for fun day July 2018 RESOLVED to fund £300 towards the fun day.</p>	
15.	<p>Standing item - CCTV The camera on the Old Road/New Road is due to be moved, although it is still picking up the gateway. The Clerk is to instruct the installer to do this as soon as possible with no cost to the Parish, or to remove it. It was agreed a guard should be put in place.</p>	<p>Clerk</p>
16.	<p>Standing item – Bignall End Road Flooding (outcome of Stage 2 complaint and site meeting on 6th June with Mike Webb) A response had been received and was noted. A site meeting had also been held, and it was RESOLVED to thank Highways for their efforts to resolve the flooding. It was noted that if this does not resolve the issue, then it may be an issue with the culvert on the neighbouring land.</p>	<p>Clerk</p>
17.	<p>Grass cutting in the Parish The Chair has met with both Aspire and Newcastle Borough Council regarding the grass cutting issues. It was started later due to the very wet April, following by a very dry May. All of the criticisms have been fed back to both agencies. It was also noted that they are using the wrong equipment in some areas. A further review will be undertaken in August with the Chair.</p>	
18.	<p>Minnie Pit Memorial area maintenance – Mr M Joynson This will be included on the next agenda.</p>	
19.	<p>Outcome of the meeting with Central Networks Albert Street play area thinning of the boundary, and to consider a quote for tree reports at</p>	

	<p>Alsager Road and Albert Street (£240), following meeting with Tim James – Mr M Whitmore Mr James to be asked to obtain quotes for Alsager Road for light thinning work.</p> <p>It was RESOLVED that the Chair will meet with Mr Whitmore to look at the situation at Albert Street and if considered necessary, then the survey will be instructed at a cost of £240.</p>	<p>Clerk</p> <p>Clerk BP MW</p>
20.	<p>Correspondence and circulars -To review other items received and consider for next agenda Invite to the Annual Civic Church Service at St Giles' Parish Church on Sunday 24 June 2018 at 10.30am (deadline 18th June) RESOLVED that Cllr Proctor will be attending.</p>	
21.	<p>To consider an entry into the Christmas Tree festival St James Church Dec 2018 and to agree to the Christmas lights being erected (and electric checks etc) RESOLVED to put an entry into the Festival. RESOLVED that the Clerk submits the application and also instructs the necessary electric checks by Eon at the appropriate time. It was suggested that the lights are timed to switch on for the first Friday in December.</p>	<p>Clerk Clerk</p>
22.	<p>To receive an update from Audley LAP and Police / Parish Liaison Committee – Cllr Proctor There was no police attendance at this month's surgery, an apology had been given the Chief Inspector for the non attendance. The Patient Panel are arranging a health and wellbeing event at the Church Hall, more details to follow. The last bi-monthly litter pick had to be rearranged due to bad weather and will now take place in two weeks' time. STBH are arranging the Christmas party for older people.</p>	
23.	<p>To receive a report from the Parish Transport / Traffic sub group held on 14th June, and to note the Chair appointment and approve the terms of reference Rev Taylor gave a brief update on the traffic group (as attached) and the terms of reference were agreed as follows: "To look at the possibility of creating extra parking spaces to reduce the problem of on street parking, and to look at the whole aspect of traffic flow within the Parish". The group will meet on the 2nd Thursday of each month at the Pensioners Hall.</p>	
24.	<p>To consider: Seats at the rear of St James Church in the memorial garden RESOLVED to pay up to £280 for the seats to be repaired. Maintenance issues -Mrs N Mayor It was not clear who the owners of the memorial garden were, but it was agreed that the Chair would raise the issues with NB. Additionally the LAP were trying to get a group of volunteers together to help maintain the closed cemetery. It was agreed to write to the Audley Methodist Church to commend them on their kept cemetery. The Clerk was asked to obtain a quote to tidy up the memorial garden for the next meeting. Tree issues – Mr M Whitmore These issues will also be raised with the Borough Council by Cllr Proctor.</p>	<p>Clerk</p> <p>BP</p> <p>Clerk Next agenda</p> <p>BP</p>
25.	<p>Clerks Update – (Appendix B) Noted. Approval to attend Community Organisers workshop in Warwickshire - Tuesday 3rd July to Wednesday 4th July – This was approved.</p>	
26.	<p>Councillor Reports (for information only/further actions and decisions must be included on next agenda) Mr Hayes reported issues relating to the Plough Pub, it was resolved that these need to be reported to 101. The Clerk was asked to confirm the bus route for Wood Lane with D&G, as there were reports that it was using Birch Road. It was confirmed that the seat at Boon Hill Road had been removed, as it was not on our land and there was no room for a replacement.</p>	<p>Clerk</p>

	<p>Clerk to report grass in the gullies at High Street and Wereton Road. Mrs Richardson reported fly tipping at Wagon and Horses, Nantwich Road – Cllr Proctor has already reported this. Clerk to circulate the bus use figures for May.</p>	<p>Clerk</p> <p>Clerk</p>
27.	<p>To approve the schedule of payments (Appendix C)</p> <ul style="list-style-type: none"> To renew the ICO subscription of £40 <p>RESOLVED to approve the payments as per the attached schedule and also to include the ICO subscription renewal for £40.</p>	<p>Clerk</p>
28.	<p>TO RESOLVE UNDER THE 1960 PUBLIC BODIES (ADMISSION TO MEETINGS ACT) TO EXCLUDE THE PRESS AND PUBLIC DUE TO THE CONFIDENTIAL NATURE OF THE MEETING TO BE DISCUSSED:</p> <ul style="list-style-type: none"> Update in relation to the car park leases – Butchers Arms and consideration of quotes for revised work agreed with the Borough Council <p>It was noted that only 2 of the 3 contractors responded. One was substantially higher than the other, and this may be because they are not like for like – despite being given the specification to price. The Borough Council will now be sent the quotes. It was noted that the Borough will only pay for the lower of the two amounts and the Parish Council will not be able to top this up, therefore the lower price will be appointed subject to the Borough Council's confirmation. It was RESOLVED that we should ask the Borough Council to carry out the work prior to taking on the car park, to ensure they are happy with the quality of the work and that it resolves the issues. Cllr Proctor to raise the question regarding the use of road planings with the Borough Council. The lease is currently with the Borough Council.</p> <ul style="list-style-type: none"> Update in relation to the Church Car Park Church Street Audley and public liability insurance <p>It was RESOLVED to request a licence is put in place to allow the Parish Council to take on the car park as soon as possible. Authority was given to enter into the licence until the lease was completed. It was also agreed to consider the costs to progress the lease for the Church – which was almost complete. Mr Garlick to look at providing a spec for the car park in order to obtain quotes. It was agreed to consider the use of road planings.</p> <ul style="list-style-type: none"> Scot Hay Land – latest position regarding land disposal and garage <p>A meeting is due to be held shortly and will be reported on at the next agenda.</p> <ul style="list-style-type: none"> Further update re Halmer End play equipment tendering exercise and updated programme and to approve the tenders <p>It was noted that 3 tenders had been received. The Parish Council looked at both options and RESOLVED that the Lot 1 scheme provided by Wicksteeds was preferred in terms of quality and play experience, with the Lot 2 scheme being provided by Horticon. RESOLVED that the Borough Council evaluates the tenders on and that the contract is awarded to the highest scoring scheme. Chair and Vice Chair were authorised to sign the contract.</p> <ul style="list-style-type: none"> To approve a quote to cut the hedge at Albert Street play area <p>Cllr Proctor and Mr Jervis to meet to discuss the hedge with Richard Heler and the landowner (regarding the other side of the hedge).</p>	<p>Clerk</p> <p>Clerk</p> <p>BP</p> <p>Clerk</p> <p>Clerk</p> <p>RG</p> <p>Next agenda</p> <p>Clerk</p> <p>BP</p>

Meeting closed at 9.00pm

Approved Payments schedule – June 2018

Chq/Bacs	TO WHOM PAID	DETAILS	TOTAL INVOICE INC VAT
bacs 26	H Proctor	Chairs Allowance (PAYE to be applied)	1200.00
bacs 27	Audley Pensioners Hall	Room hire traffic meeting 14.06.18	20.00
bacs 28	D&G Bus Services	May- Bus subsidy	2155.92
bacs 29	Mrs C Withington	Salary June	1465.40
bacs 30	Mrs C Withington	Expenses June	95.00
bacs 31	Staffordshire Pension scheme	Pension June	556.79
bacs 32	H M Revenues and Customs	Tax and NI June	507.71
bacs 33	ICO	Data protection registration	40.00
bacs 34	Steve Hough	AM Grass x (3,4), M garden, H/End, Abank, Triangle Alsager R	1560.00
bacs 35	Steve Hough	ON 70 Leddys bin empty	80.00
bacs 36	Steve Hough	ON 76 Audley allotments strim grass	120.00
bacs 37	Steve Hough	ON 76 Life belt ASB and fence ASB Leddys	135.00
bacs 38	Steve Hough	ON 69 Scot Hay goal posts paint	120.00
bacs 39	Steve Hough	ON 54 Albert Street swing replace chains etc	80.00
bacs 40	Mrs C Withington	Stamps x 20 Allotment letters GDPR	11.60
bacs 41	PME Maintenance	Cherry picker for CCTV Alsager Road (Feb 18)	108.00
bacs 42	Wicksteed	Seat replacement at Halmer End	162.76
bacs 43	Staffordshire County Council	Legal fees Church Street Audley Car park March April	171.00
bacs 44	Staffordshire County Council	Legal Fees Butchers Arms March April	125.40
bacs 45	Staffordshire County Council	Legal Fees Advice for D&G Contract	387.60
bacs 46	Audley Pensioners Hall	Room Hire Allotment meeting 19th May	20.00
		Monthly Total	8147.42

Appendix A –**Audley Rural Parish Council****Traffic sub- group****Meeting in Pensioner's Hall Audley – June 14th 2018**

Present:

Rev. J. Taylor

D. Butler

M. Whitmore.

N. Hayes

PC. J. Moore – Staffs. Police

M. Wallbank – Aspire Housing

Apologies:

M Joynson

This being the first meeting of the group, the first item of business was to elect a Chair.

It was proposed that Rev. J. Taylor should act as Chair and Nick Hayes act as Vice Chair.

The terms of reference for the group were drawn up and agreed:

“To look at the possibility of creating extra parking spaces to reduce the problem of on street parking, and to look at the whole aspect of traffic flow within the Parish”

A very general discussion then took place regarding parking and traffic flow problem areas in the Parish.

The Chair then suggested that the group narrow the discussion to a select number of specific areas.

Resolved:

Matt Wallbank would look into the possibility of Aspire creating extra parking areas at :

Durber Close Audley

New King Street Audley

Station Walks Halmerend to create off road for parents picking up from STB

.....SignedDated

Rev. John Taylor and PC Moore to set up a meeting with Headteacher to discuss creating off road parking for Ravensmead Primary.

Actions to feed back to next meeting.

Agreed for the date of future meetings, be on the second Thursday of the month in order to feed back to the full Council on the third Thursday.

Next meeting

Thursday 12th July 2018