

**AUDLEY RURAL PARISH COUNCIL**

MINUTES OF THE MEETING of the Parish Council held at Audley Pensioners Hall Audley on Thursday 20<sup>th</sup> December 2018 at 7pm

Present: Chairman: Cllr B Proctor  
 Councillors: Rev J Taylor, Mr N Crisp, Mr D Jervis, Mr M Whitmore, Mrs V Pearson, Mr D Butler, Mr R Garlick, Mr C Cooper, **Mr N Hayes**, Miss A Borowski, Miss N Mayer, STBH school rep, ~~Mrs C Richardson~~  
 Clerk – Mrs C. Withington

There were 5 members of public present inc PC Moore and PCSO Wright

1.	<b>To receive apologies</b> – Mr M Joynson, Mrs C Richardson	
2.	<b>To consider approving and signing the minutes</b> of Full Parish Council meeting on 15 November 2018 – <b>RESOLVED</b> to sign these as a true and accurate record.	
3.	<b>Declaration of Disclosable Pecuniary interest in any item on the agenda</b> <i>None</i>	
4.	<p><b>Public Participation:</b> PC Moore and PCSO Wright discussed the recent events in the village regarding ASB. In particular it was noted that the CCTV did not portray what was reported on social media. PCSO Wright requested that the public do not use social media to name individuals, instead they should be encouraged to report to 101 or direct to PCSO Wright at the time it occurs. It was also noted that a wheelie bin had been taken to Alsager Road play area, and the events were recorded on the CCTV. In addition there have been a number of bottles of vodka in Leddys Field and empty Nitrous Oxide cannisters on the Community Centre car park. CCTV footage is being reviewed and a police operation to catch the offenders is now underway. Cllr Proctor thanked both officers who had attended and stated how grateful the Council were for their input and time, he also thanked them for their input into the Remembrance Day parade.</p> <p>Representatives attended from the Vibe Community Arts group to raise some concerns and clarify some issues, following 3 complaints received anonymously from someone who states that they are a Parish Councillor. They confirmed that the Vibe Dance Performing Arts (private business) is run as a separate entity to the Vibe Community Group which is not for profit. All appropriate licences, food safety certificates etc are in place as required to run the café and other operations. It was noted that they have provided free activities and lunch for children over the half term and also will be providing a Dyslexia screening programme in the new year. Cllr Proctor confirmed that the issue had never been raised with the Parish Council or discussed, therefore this individual is making a complaint without the approval of the Parish Council. As a result the individual could be breaching the code of conduct if he/she uses the Parish Council's name and also abusing their position as Parish Councillor. The representatives were thanked for their efforts and presentation, and contribution to the community.</p> <p>A resident attended to speak about a planning application on the agenda with regards to the requirement for a mining survey/risk assessment from the Coal Authority. The individual noted that there have been new builds either side of the property and the information is already publicly available.</p>	
5.	<p><b>To resolve to allow the Chair and Vice Chair to sign the licence with the Audley Parish Bowman for the use of Leddys Field (2019 to 2024) and to waiver the fees (£100) for next year 2019 – see attached Appendix A</b></p> <p><b>RESOLVED</b> to authorise the Chair and Vice Chair to sign the licence and also to waiver next year's fee (£100 for 2019) in lieu of their contribution to the Remembrance Day parade.</p>	
6.	<p><b>GDPR (standing item)</b></p> <ul style="list-style-type: none"> <li>Data breaches/Subject Access requests/Information Security – This was noted, following the earlier training held last month. Cllr Proctor asked all members to ensure they had attended the training or if not that they were</li> </ul>	

	<p>well conversant with their responsibilities in this respect, all confirmed.</p> <p><b>Data Protection Policy and The Management of Transferable Data Policy – Appendix B to be adopted</b></p> <p><b>RESOLVED</b> that this be adopted.</p>	Clerk
7.	<p><b>Planning - To consider any planning applications received, including:-</b></p> <p><b><u>Proposed new detached dwellinghouse</u></b> Land Adjacent 10 Church Street Wood Lane Newcastle Under Lyme Staffordshire Ref. No: 18/00931/OUT – Village Env/Delegated (SECTION 106 Open space) – It was noted that a mining report/risk assessment had been requested, which was also available following recent properties being built either side. The Clerk was asked to point this out to the Planning Department to state they already have the information available. <b>RESOLVED</b> to support the application fully, which would see a plot built on which is not in the Green Belt. If there is any Section 106 open space contribution, then this should be attributed to Riley's Field play area.</p> <p><b><u>Conversion of the existing house to form two dwellings including the closure of the existing access, the creation of a new access, and the extension of the existing paved area to provide parking and turning space for the new dwelling.</u></b> Chapel Barn Shraleay Brook Road Halmerend Stoke-On-Trent Staffordshire ST7 8AH Ref. No: 18/00948/FUL Green Belt/Delegated (SECTION 106 Open space) – <b>RESOLVED</b> to support this on the assumption that the church yard remains untouched. Any Section 106 should be attributed to Halmer End or Miles Green play area.</p> <p><b><u>Retention of buildings to form two dwellings</u></b> Barn 2, Moss House Farm Eardleyend Road Bignall End Newcastle Under Lyme ST7 8NB Ref. No: 18/00937/FUL – Green belt/delegated (SECTION 106 Open space) – <b>RESOLVED</b> to comment that the buildings should comply with the enforcement issue regarding the roof height, prior to being approved.</p> <p><b><u>Erection of a pair of semi-detached dwellings (All matters reserved)</u></b> Land Adjacent 54 Diglake Street Bignall End Staffordshire ST7 8PZ Ref. No: 18/00879/OUT Green belt/Delegated/Village Env (SECTION 106 Open space) <b>RESOLVED</b> to approve this development, as it will tidy up a piece of scrubland at the end of a residential area. Section 106 to be attributed to Albert Street play area.</p> <p><b><u>18/00970/FUL   Application for variation of condition 1 of planning permission ref 15/00957/FUL (Proposed conversion of commercial premises to a four bedroom dwelling) in order to extend the time period for commencement of the development for a further 2 years   Apedale House The Drive Newcastle Under Lyme Staffordshire ST5 6BW (Green Belt/previously approved)</u></b> <b>RESOLVED</b> to approve this.</p> <p><b><u>Ground floor rear extension</u></b> 107 Leycett Road Newcastle Under Lyme Staffordshire ST5 6AU Ref. No: 18/00980/FUL (Delegated/Green Belt) <b>RESOLVED</b> to approve this.</p>	
8.	<p><b><i>Standing item - CCTV – To consider installing CCTV at Albert Street at a cost of £2k for the cameras and £1700 approx for electrics (total £3.7k)</i></b></p> <p><b>RESOLVED</b> to install a system at Albert Street for around £3.7k, it was noted that the costs need to be firmed up by Eon.</p> <p><b>CCTV – To consider CCTV in the Village – Cllr Proctor</b></p> <p>Following on from the recent increase in ASB, a number of residents had suggested installing CCTV in the village. This was agreed in principle, subject to the costs, which will be firmed up after the site meeting with Eon and the Police. Once known, the Clerk will write to the main shops such as Co-op, Royal Mail (Post office) and Tesco to ask for a contribution.</p>	Clerk
9.	<p><b>To approve a draft Budget for 2019/20 (and to consider any public comments)</b></p> <p><b>Bus subsidy, Lollipop person service, reserves, CCTV – See Appendix C</b></p> <p>It was noted that there were no comments from the public so far, despite the</p>	

	recent advert in the Audley Community News (newsletter and Facebook), noticeboards and agendas over recent months. It was noted that the County Council are reviewing the Lollipop people in light of the Business rates pilot scheme. This decision is expected 2 <sup>nd</sup> week of January. It was agreed to take this out of the budget if required, if not to leave it in there.	Clerk
10.	<p><b>Playing Fields/Wildlife Areas inc:</b></p> <ul style="list-style-type: none"> <li>To note Play Area Monthly Inspection for December and approval of any action required or taken under Delegated Authority including cleaning up glass Bignall End Road</li> </ul> <p>The Play Inspection report for December was noted. It was noted that Mr Hough had to clear up large amounts of glass at Bignall End Road. The Clerk was asked to instruct Mr Hough to fix the bearings at Scot Hay roundabout, and to remove the leaves at Rileys Field. The Clerk also reported that she had asked Mr Hough to carry out urgent repairs to the noticeboard at Halmer End, due to it leaking.</p> <ul style="list-style-type: none"> <li>To note the Annual Play Inspections and agree any action to be taken – see <b>Appendix D – RESOLVED</b> to obtain a quote for the low risk items for the next meeting.</li> <li>Halmer End Play area – to note the signed off Play inspection (<b>Appendix D1</b>) following completion of the work and approve payment to both – <b>RESOLVED</b> to release the payment to Horticon as per payment schedule, but to await a satisfactory resolution for the Wicksteed issues.</li> <li>To approve the payment of the Queen Street hedge cutting invoice – <b>RESOLVED</b> to approve the order for the hedge to be cut.</li> <li>To consider approving a quote to cut the hedge by Allotments and Play area at Alsager Road – <b>RESOLVED</b> to approve the quote to cut the hedge at a cost of £70 net.</li> <li>To consider the tree report for Albert Street (<b>See appendix E</b>) – This was noted and quotes will be obtained for the next meeting.</li> </ul>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Next agenda</p>
11.	<p><b>State of the Parish Roads in particular Halmer End – Cllr Beech/Mr Joynson</b></p> <p>It was agreed to put this item on hold until the next meeting when Cllr Beech would be present, as it affects all roads.</p>	Next agenda
12.	<p><b>To approve the renewal of the bus subsidy contract for next year with D&amp;G (up to a value of £25k) and to resolve that the Chair and Vice Chair signs the contract – see Appendix F</b></p> <p><b>RESOLVED</b> to sign the agreement for next year (due to the notice period required). The Chair and Vice Chair signed the agreement at this meeting.</p>	Clerk
13.	<p><b>Standing item – Bignall End Road Flooding update since works</b></p> <p>It was agreed to remove this item, as there was no further issue at present.</p>	Clerk
14.	<p><b>Correspondence and circulars -To review other items received and consider for next agenda</b></p> <p><i>Correspondence from Alsagers Bank Cricket Club regarding Public Footpath No. 47 Audley Parish – as circulated</i></p> <p>It was agreed to ask the Cricket Club to come back to the Parish Council following the response from Staffs County Council.</p> <p><i>Request from resident for action regarding parked car on private land in front of the shops corner of Church Street</i></p> <p>It was agreed to acknowledge the request from the resident and for the Clerk to contact the owner to request that they come and talk to the Parish Council about a solution. Cllr Proctor and Rev Taylor to meet with the individuals.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
15.	<p><b>Request from Audley Bowling Club for financial assistance towards a defibrillator</b></p> <p>The request was considered, but it was agreed that this should be done by their own means, as it would not be accessible to the public, and there is one by the dentist. The Clerk has already suggested speaking to a local fund raiser regarding this.</p>	Clerk

16.	<p><b>To receive an update from Audley LAP and Police / Parish Liaison Committee – Cllr Proctor</b></p> <p>The LAP had held the annual Christmas dinner party for the elderly of the Parish, which was attended by 30 plus residents. Sir Thomas Boughy High had pulled out all the stops and had looked after them all very well. They even received a present from another school in Kent. The Clerk was asked to congratulate the Chair of LAP and Head of the School for their efforts.</p> <p>Mr Whitmore and Cllr Proctor attended the police surgery meeting. All parish councillors are welcome to attend. The earlier issues discussed were noted, and PCSO Wright was again thanked for having a great rapport with the young people in the Parish.</p>	Clerk
17.	<p><b>To confirm a Policy regarding water containers on Allotment plots</b></p> <p>It was <b>RESOLVED</b> to request the allotment holders to only bring <b>new</b> water containers on site, in view of the previous issue regarding toxic waste. Unless there is clear certification provided that the recycled containers are guaranteed as being containment free, the containers would need to be new.</p>	Clerk
18.	<p><b>Clerks Update – (Appendix G)</b></p> <p><b>To renew Clerks SLCC subscription at a cost of £163.80</b></p> <p><b>RESOLVED</b> to approve this cost.</p>	Clerk
19.	<p><b>Councillor Reports</b> (for information only/further actions and decisions must be included on next agenda)</p> <p>Revd Taylor had attended the site visit with Aspire regarding the Ravens Close development to look at the car parking situation once the development starts. The new development will see a net loss of 4 spaces, but an increase in residents. Revd Taylor has asked Aspire to consider increasing the spaces by a further 4, however they have stated the budget will not allow this. Another meeting will be held in the New Year with the contractor and residents, Chair and Vice Chair. The Section 106 contribution will be looked at as well.</p> <p>Mr Garlick noted that the white rails at Megacre had been logged as a job with Highways.</p>	JT/BP Clerk
20.	<p><b>To approve the schedule of payments (Appendix H)</b></p> <p><b>RESOLVED</b> that the payments be approved for payment as per attached.</p>	
21.	<p><b>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:</b></p> <ul style="list-style-type: none"> <li>- Update in relation to the car park Butchers Arms lease – to consider if the Parish Council wish to be responsible for the Street lamp on site at a cost of £100 approx per year and to note the latest regarding the brick wall along the site</li> </ul> <p><b>RESOLVED</b> that it be agreed in principle for the streetlight being incorporated in the lease, if it becomes a deal breaker. Cllr Proctor noted that following a site visit with the Borough Council officers, the conservation officer had suggested that a planning application was required (via the Conservation Advisory Working Group) to agree the retaining wall materials. It was hoped that gravel board could be used, however it is now looking likely that a different solution in keeping with the conservation area will be required. This will be at additional cost. Cllr Proctor has asked the Borough Council to resolve this issue internally prior to the Parish Council taking on the lease.</p> <ul style="list-style-type: none"> <li>- Update in relation to the Church Car Park Church Street Audley lease</li> </ul> <p>Cllr Proctor stated that there had now been clearance from the head office of the Church to proceed, and that we were only required to pay for our legal costs. It was agreed that in the meantime, as we are planning to take on the car park, we will carry out temporary works (at our risk) to the car park to make it safer. This will include hardcore/planings and whackered. Mr Garlick to liaise with Mr Hough, and Cllr Proctor to obtain permission to carry out the work.</p> <ul style="list-style-type: none"> <li>- To consider a quote for tree work along the boundary at Alsager Road play area – to be tabled</li> </ul>	Clerk RG BP

	<p><b>RESOLVED</b> to approve the quote up to £725 net for the work by Newcastle under Lyme Borough Council.</p> <ul style="list-style-type: none"> <li>To consider quotes for Miles Green Play area boundary improvements – to be tabled</li> </ul> <p>It was noted that although 3 quotes were requested only one was received – without the hedge laying included. <b>RESOLVED</b> to appoint the contractor up to a value of £1000 and to seek a further quote for the hedge laying.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p>
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Meeting closed at 8.55pm

### Approved Payments schedule – December 2018

Chq/Bacs	TO WHOM PAID	DETAILS	TOTAL INVOICE INC VAT
bacs 133	Mrs C Withington	Christmas lights Tescos x 2	36.00
bacs 134	SLCC	Membership subs 273 (60%)	163.80
bacs 135	Audley Brass	Donation Remembrance day	100.00
bacs 136	Mrs C Withington	Stamps x 20 Allotment letters Skip	11.60
bacs 137	Helers	Hedge at Albert Street	120.00
bacs 138	EON	Safety checks Street lights Xmas Dec	145.20
bacs 139	EON	Electric and pole for Bignall End Road	2107.66
bacs 140	Steve Hough	ON 70 Leddys bin empty November to 3rd Dec	80.00
bacs 140	Steve Hough	AM Play inspection report and cenotaph cleaning	202.00
bacs 140	Steve Hough	ON 94 Stephens Way seat	145.00
bacs 140	Steve Hough	ON 99 Poppies x 80 and remove, tie down wreaths Audley Alsagers bank	190.00
bacs 140	Steve Hough	ON 94 removal of bench Megacre	80.00
bacs 140	Steve Hough	ON 01 - Swings removal and refitted Halmer End	40.00
bacs 141	Staffordshire County Council	Training GDPR	250.00
bacs 142	WM Rileys	Zip ties poppies	19.90
bacs 143	Horticon	Play area equipment phase 2 exc 605.25 retention	28325.70
bacs 144	Mrs C Withington	Salary Dec	1459.60
bacs 145	Mrs C Withington	Expenses Dec	124.25
bacs 146	Staffordshire Pension scheme	Pension Dec	556.79
bacs 147	H M Revenues and Customs	Tax and NI Dec	513.51
bacs 148	Staffordshire Playing Fields	Subscription	20.00
bacs 149	D&G Bus Services	Bus subsidy Nov	1932.88
bacs 150	Newcastle Borough Council	Albert street report Tim James	288.00
bacs 151	Audley Wood Lane Comm Assoc	Room Hire 2018	100.00
bacs 152	Staffordshire County Council	Legal Fees Butchers Arms Oct	91.20
bacs 153	Eurooffice	Laminator, Envelopes and A3 pouches	79.52
bacs 154	Eurooffice	Laminator A4 pouches	18.88
bacs 155	Mrs C Withington	Stamps x 14	9.38
bacs 156	Wicksteed	Play inspection annual	486.00
		<b>Monthly total</b>	<b>37696.87</b>

## Draft Budget 2019/20 – Approved in Principle

HEADING	Total Expected at end of March	Approved Budget 2018/19	Variance (over/ -under)	Draft Budget 2019/20 - TO BE AGREED DECEMBER		
<b>ADMIN</b>						
Staff Costs / Chair	£ 31,320.44	£ 20,000.00	£ 11,320.44	£ 31,000.00		
ADMIN Office/other/Adverts	£ 6,116.06	£ 8,500.00	-£ 2,383.94	£ 8,000.00		
<b>Playing</b>						
Fields - maintenance	£ 21,867.30	£ 17,000.00	£ 4,867.30	£ 17,000.00		
Bus Subsidy	£ 26,906.30	£ 31,753.00	-£ 4,846.70	£ 25,000.00		
Playing fields - Capital (net of VAT) Alsager rd o/t payment plus Halmer End, CCTV x 2, fees Als Rd	£ 109,954.78	£ 60,000.00	£ 49,954.78	£ -		
Other projects - lollipop lady, car park resurfacing	£ -	£ -		£ 47,000.00		
Car parks x 2 legal fees	£ 3,073.50	£ 3,500.00	-£ 426.50	£ 3,500.00		
Bus shelters and Seats	£ 1,865.20	£ 1,000.00	£ 865.20	£ 1,000.00		
Footpaths	£ -	£ 100.00	-£ 100.00	£ 100.00		
Bowling Greens	£ 1,031.30	£ 2,000.00	-£ 968.70	£ 2,000.00		
Wildlife Area (Leddys/Marg Garden)	£ 3,268.56	£ 2,000.00	£ 1,268.56	£ 6,000.00		
Misc. inc xmas lights/bunting/legal/VAS Safer rds grant	£ 11,628.27	£ 2,100.00	£ 9,528.27	£ 1,000.00		
Allotments	£ 1,786.48	£ 1,500.00	£ 286.48	£ 1,500.00		
Donations	£ 2,053.00	£ 1,000.00	£ 1,053.00	£ 1,000.00		
Comm activities	£ -	£ 1,000.00	-£ 1,000.00	£ 1,000.00		
Capital	£ -	£ -	£ -	£ -		
Increasing Reserves	£ -	£ -	£ -	£ 25,000.00		
VAT TO BE RECLAIMED	£ 10,340.37	£ -	£ 10,340.37	£ -		
<b>TOTAL</b>	<b>£ 231,031.56</b>	<b>£ 151,453.00</b>	<b>£ 79,578.56</b>	<b>£ 170,100.00</b>		
RESERVES C/Fwd to 18/19	£90,863.97	Total Expected Spend to end of year	£ 151,186.03	Required Income for Draft budget 19/20	Band D Calc	
Est reserves c/f to 19/20 less overspend	£105,566.30	Total Income (to date)	£ 165,888.36	Precept reqd	£ 162,593.00	£ 63.56
Total reserves c/f to 19/20 including expected income	£118,748.72	Expected Spend v/s Actual Income to date (-Under/Over)	-£ 14,702.33	Section 136 Funding (incs 25% reduction)	£ 2,510.00	£55.73 (2018/19) band D per annum (£141000)
Unringfenced reserves	£63,748.72	Budget 18-19	£ 151,453.00	Council tax support grant (at RISK)	£ 4,397.00	Increase of £7.83 per year or 15p per week
Earmarked Albert St 55000 ("£5k Bignall End Rd cctv)	£55,000.00	Expected Spend v/s Budget (-Under/Over)	-£ 266.97	Other income (Allot rent)	£ 600.00	14% Increase annually
				Total Income	£ 170,100.00	