

**AUDLEY RURAL PARISH COUNCIL**

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held by Zoom, on Thursday 16<sup>th</sup> July 2020 at 6.05pm

Present:

Chair: Mr N Hayes

Councillors:, Mrs C Richardson, Mr N Crisp, Mrs N Myatt Mr C Cooper, Mrs V Pearson, Mr M Joynson, Mr C Cooper

Clerk – Mrs C Withington

Mr D Cooper (JWedgwood Monument Group) was present until item 6.

	<b>Item</b>	<b>Action</b>
1.	<p><b>To receive apologies</b> – Ms A Borowski and Mr D Jervis It was noted that resignations had been received from Mr Kinnersley and Mr Whitmore. The Clerk will now advertise the extra 2 vacancies following the process – so bi election request first.</p>	<b>Clerk</b>
2.	<p><b>To consider approving the <u>Full Council meeting on 18<sup>th</sup> June 2020</u> - to be signed at the next face to face meeting</b> Noted the date was incorrect on the agenda, but not the minutes. <b>RESOLVED</b> to approve and sign the minutes as a true and accurate record.</p>	
3.	<p><b>Declaration of Disclosable Pecuniary interest in any item on the agenda</b> <i>Nick Hayes – Appendix D</i> <i>Cath Richardson – Item 16</i></p>	
4.	<p><b>Public Participation:</b> None – Mr D Cooper was here to speak about item 5.</p>	
5.	<p><b>Wedgwood Memorial - community group formed to look at repairing the Grade II monument</b> <b>RESOLVED</b> to bring this item forward on the agenda and allow Mr D Cooper to speak to the Parish Council regarding his plans to set up a group to look at restoring the monument to a better state of repair. Following initially cleaning up the immediate area. A Charity Incorporated Organisation has been applied for following Heritage Lottery Fund advice which will consist of Trustees. A number of local contractors are willing to do the work free of charge for the first phase which includes removing litter, strimming, pulling out the concrete posts and removal of the metal bars in the ground. Its been an issue for a very long time and has been neglected. Mr Cooper stated that they are looking for support initially for phase 1. However they would like work with the Parish Council to consider taking it on for the future. The plinth is in a poor state. The main objective is restore if possible to original height but it depends on lots of variables. Currently the structure isn't safe although the current owners have not done anything to rectify this. They would be held liable as the landowners. There are plans to look at creating an access route which is accessible to all. The Borough Council conservation team have a £5k grant available to get started. The main award would be via the Heritage Lottery Fund. A local architect is also providing his services free of charge.</p> <p>It was noted that in order to consider ownership, it is likely that we would need to hold a public meeting to ask the Parish what they would like to do as ownership would be a liability for the future and could see an increase in precept etc.</p> <p>The group may need support bid writing and may need to consider seeking funding from the Parish Council to help with that – as it is a very specialist role and will take some time to get through the various approval gateways. Mr Cooper noted that there were around 200 approx who attended the site recently.</p>	

	<p>Mr Cooper will be looking to speak to Severn Trent water regarding the access road.</p> <p><b>To consider supporting this request and allowing them to form a working party supervised by a Parish Councillor (insurance) following risk assessment –</b></p> <p><b>RESOLVED</b> to support the community group in their request subject to insurance approval following receipt of the required information, and a parish councillor supervising the work at the time. Mr Cooper to liaise with Deane Jervis regarding supervising the works whilst it takes place.</p>	
6.	<p><b>To review the Asset Register, Financial Risk Assessment and Internal Controls –Appendix A</b></p> <p>It was agreed that the Audley Bowling Club should be inspected at least annually. Noted that Mr Joynson suggested they should have an independent Covid 19 Risk assessment for the Bowling Club. The Parish Council had seen their methods to protect their members and were happy with the arrangements, which only applied to the green and not the club house as it was not to reopen.</p> <p><b>RESOLVED</b> As the PC and monitor was over 5 years old, the Clerk is to purchase a Windows 10 desktop similar to the current PC. Annual inspection to be arranged for the Bowling Club.</p>	Clerk Clerk
7.	<p><b>To review the Financial regulations and adopted the revised Model Standing Orders- Appendix B</b></p> <p><b>RESOLVED</b> approved to adopt the revised standing orders which takes account of the new arrangements for remote meetings. <b>RESOLVED</b> to adopt the financial regulations as circulated.</p> <p><b>Code of Conduct</b> consultation Monday 8 June until Monday 17 August - <a href="#">Proposed national model member code of conduct</a> and <a href="#">Respond to consultation here</a> <b>RESOLVED</b> that all be encouraged to input into the consultation as individuals.</p>	Clerk  ALL
8.	<p><b>Covid 19 matters</b></p> <p>Play areas – reopening measures and risk assessment – <b>RESOLVED</b> to approve Mr Hough to carry out the weekly inspections at a cost of £112 per week during the pandemic and while the Covid 19 measures are in place. All other measures taken to secure the sites etc were approved.</p> <p>To note decision taken to keep Halmer End closed until health and safety issue resolved – Mr Joynson stated that he had received several comments to look to reopen it from residents, the Clerk had received some from allotment holders who have children also. It was noted that there is permitted right of way to Bateswood from Halmer End Institute which could be better directed through the play area. This would need further consideration. Mr Joynson has now opened the side gate at CIC. The Clerk had sought several quotes for grass cutting but no one had responded other than Mr Hough. <b>RESOLVED</b> to approve the costs to get the grass cut in line with Mr Hough’s quote which would include extra work to remove the cuttings from the site.</p> <p><b>RESOLVED</b> to approve a quote to keep Queen Street closed due to safety issue plus to install anti climb paint with notices. Mr Hough to carry out the work immediately.</p> <p>Rileys MUGA – now reopened – Noted.</p> <p>Audley Bowling Club – currently closed – seeking confirmation to open – <b>RESOLVED</b> to agree to the reopening following the measures provided by the Club to allow it to reopen on 22<sup>nd</sup> July. Mr Joynson still had concerns that they needed an independent risk assessor to assist with handling materials etc. It was agreed that they could review the Halmer End Bowling Club Risk</p>	Clerk  Clerk  Clerk  Clerk

	<p>Assessment and then to make changes if necessary.</p> <p>Leddys inc Archery – open and Archery resumed To note the bus services now resumed 1<sup>st</sup> June 2020 – revised timetable <b>To note Annual Parish Meeting arrangements are on hold and remote meetings still suggested – Noted and agreed.</b></p>	
9.	<p><b>To receive an update from Audley LAP and Police / Parish Liaison Committee</b></p> <ul style="list-style-type: none"> <li>- <b>To consider working with officers from the Borough Council to install fly tipping covert cameras at Hullocks Pool Road and other hotspot areas (request from Borough Councillor Proctor)</b></li> </ul> <p><b>RESOLVED</b> to progress this through Borough Councillor Proctor with the officers and to provide the local intelligence on the hotspots.</p>	<b>Clerk ALL</b>
10.	<p><b>Planning - To consider any planning applications received, including:-</b></p> <p><b><u>Works to Trees</u></b> 11 Nantwich Road Audley Stoke On Trent Staffordshire ST7 8DH Ref. No: 20/00489/TCA – Conservation area/Delegated/Vill Env – No objections.</p> <p><b><u>Reserved Matters application (access, appearance, landscaping, layout and scale) for Single infill house for self build development</u></b> Land East Of Furness Cottage Peggys Bank Newcastle Under Lyme ST7 8RH Ref. No: 20/00471/REM – Green Belt/Delegated – There was concerned about the road safety issues especially as the bin wagons struggle each week. There was concern re visibility splay at that location also. Mr Cooper believed there is an old shaft which has never been filled across the road and landfill/made ground. It was noted that this is a fast road with only 2 passing places and a blind summit at the top at the site. <b>RESOLVED</b> to support as the principle of development had already been established.</p> <p><b><u>Front porch.</u></b> 67 Church Street Wood Lane Stoke On Trent Staffordshire ST7 8PE Ref. No: 20/00418/FUL (Delegated/Vill Env) – <b>RESOLVED</b> to support.</p> <p>SEE WEBSITE FOR MORE CONDITIONS <b><u>Application for approval of provision of a footway and making up of the redundant vehicle access crossing to footway as required by condition 8 of planning permission 20/00160/FUL</u></b> Land Adjacent 61 High Street Alsagers Bank Newcastle Under Lyme Staffordshire Ref. No: 20/00160/CN13 – <b>RESOLVED</b> to support the current Highways objection due to lack of information. Clerk to report that there is already a caravan being lived in on the site.</p> <p>SEE WEBSITE FOR MORE CONDITIONS <b><u>Application for the approval of the details as required by condition 20 of planning permission ref 19/01014/FUL for the erection of a dwelling</u></b> White Oaks Bignall Hill Newcastle Under Lyme Staffordshire ST7 8LS Ref. No: 19/01014/CN20 –Noted that the soil is heavily contaminated and needs to be resolved through the conditions.</p> <p><b>Joint Local Plan</b> – To appoint a consultant of £525 per day (up to 4 days £2100) to respond to the consultation expected to start Autumn 2020 – <b>RESOLVED</b> to appoint the consultant to assist on the response.</p>	<b>Clerk</b>
8.	<p><b>GDPR (standing item)</b></p> <p>Data breaches/Subject Access requests/Information Security – reminder of responsibilities</p> <ul style="list-style-type: none"> <li>• Website Accessibility – to consider a quote to make the website accessible (up to £600 plus £5 per month hosting costs)</li> </ul> <p><b>RESOLVED</b> to approve the costs.</p>	<b>Clerk</b>

9.	<b>Allotments- Halmer End Inspections- to nominate representatives to inspect plots</b> Mike Johnson and Chris Cooper – Clerk to send plan.	<b>Clerk MJ CC</b>
10.	<b>Highways Matters –</b> To consider holding a special meeting with Cllr Beech to consider the Highway priority projects on the Divisional Highways Programme – <b>RESOLVED</b> to arrange a traffic sub group meeting with Cllr Beech to discuss the projects. Nick Crisp to invite all of the PC to the meeting.  To consider applying for a licence to NBC to resurface the land by Bignall End Road (road planings) and carry out the works at a cost to be notified – <b>RESOLVED</b> to agree to pursue this subject to cost. Mr Jervis to provide this.	<b>Nick Crisp</b>  <b>Next agenda DJervis</b>
11.	<b>Christmas 2020 –</b> <ul style="list-style-type: none"> <li>- To approve a quote of £295.64 to install a socket on St James Church to power the trees outside (parish council lights) <b>RESOLVED</b> to approve the quote from Eon subject to the approvals from the Church.</li> <li>- To replace the lights on the two wrapped trees at Church Street. <b>RESOLVED</b> to approve the quote from Blachere Illuminations approx. £4000 inc vat inc installation costs</li> <li>- To approve the installation of the usual lights on streetlight columns except the 2 now used for CCTV (library and Co-op) approx. £800 (net) <b>RESOLVED</b> to approve the cost for installation/removal which is expected to be in the region of £800 plus VAT.</li> <li>- To consider installing across street decorations in Church Street (cost to be notified) – <b>RESOLVED</b> to approve the costs for purchase (own) and installation/removal which is expected to be approx. £1500. It was noted that this is dependent on local businesses and Highways approval. This will be funded from the Special Projects budget.</li> </ul>	<b>Clerk</b>  <b>Clerk</b>  <b>Clerk</b>  <b>Clerk</b>
12.	<b>Remembrance Day Arrangements</b> To purchase of new lamp post poppies at a cost of £3 donation each (30 costing £90) – <b>RESOLVED</b> to approve. To note the bunting and poppies installed for VE Day and to consider the same for VJ Day on 15 August 2020 – <b>RESOLVED</b> to tidy up the bunting and install the poppies around both sites. <b>Sunday 8<sup>th</sup> November 2020</b> - To consider postponing the parade for both (with only a service outside the Cenotaphs) (Road Closures will be £2100 for parades or cost to be notified for service only - £1100) <b>RESOLVED</b> to hold the parade subject to the guidance at the time (and seek full road closures), and if not then to look to arrange for the memorial service outdoor service and the 2 road closures around the cenotaphs.  If parade is to continue then to identify a parade leader following retirement and to request a drummer to lead the parade, and Audley Brass – <b>RESOLVED</b> all to seek an alternative leader with a service background. It was suggested that a former military man may be available linked to the Butchers Arms or if the if the Scouts may do this. Audley Brass is also to be appointed.	<b>Clerk</b>  <b>Clerk</b>  <b>Clerk</b>  <b>Clerk</b>
13.	<b>To consider whether or not to introduce a grant scheme</b> (Budget was £4000 - donations already made to Audley Millennium Green £1k and CARA £5k) – <b>RESOLVED</b> to postpone the grants programmes for this year due to the funds already donated and to reconsider after Christmas. <b>Financial support requested towards £5k shortfall for an automatic winder for the village clock</b> (note - section 2 of the Parish Councils Act 1957 (power to provide public clocks) and SPCA/NALC legal advice re 1984 Act, general consensus <b>RESOLVED</b> all agreed the Village clock is a prominent pivotal piece which is central to the village. It was agreed to donate up to £3500 towards the	<b>Dec Agenda</b>  <b>Clerk</b>

	<p>autowinder and to ask that there be a mention on the plaque and any publicity. Noted that Audley Community Centre were also happy to donate, so the Parish Council would top up the missing funds (up to £3500) once that had been taken into consideration from the grants programme fund pot.</p>	
14.	<p><b>Audley Bowling Club</b> – To consider a request to replace the flat roof (parish council responsibility) – expected to be around £5k contribution (other funds from Bowling Club)</p> <p>Four quotes were provided and circulated. It was noted that the majority felt we only needed to repair the roof rather than wholesale replacement. <b>RESOLVED</b> to appoint the contractor which the bowling club prefer (of the two lowest repair quotes) up to a maximum of £2500 with a 10 year guarantee, and share the costs 50/50 basis with the bowling club.</p> <p>All to send details of any local architects which could be used in future to specify such works and to agree an annual inspection.</p>	<p><b>Clerk</b></p> <p><b>All Clerk</b></p>
15.	<p><b>Standing item – CCTV</b>  <b>To consider the monthly maintenance report (if available) and any actions to be taken</b> – The clerk will circulate the report which was only just received. It was noted that there were issues at Albert Street due to electrics and problems with the Village both which have now been resolved. It was suggested that this system is only a temporary solution.  <b>To note issues with the current hire system and actions taken</b> – Noted that this system has its flaws and will need to be resolved.  <b>To receive a report back from the Chair regarding the Borough Council's system</b> – Meeting to be held on 11<sup>th</sup> August with Chair and Borough Council officers and it was agreed that the Chair progress this.  <b>To purchase a sharing data sim package for remote access – Chair update</b> – Proposal is developed for a group of sim cards which share the data allowance. <b>RESOLVED</b> to progress this.</p>	<p><b>Clerk</b></p> <p><b>Chair</b></p> <p><b>Chair Clerk</b></p>
16.	<p><b>Playing Fields/Wildlife Areas inc:</b></p> <ul style="list-style-type: none"> <li>• To note Play Area Monthly Inspection for July and approval of any action required or taken under Delegated Authority including –hedge cutting at New Road (£50), stone on path by Rileys (£50), Scot Hay Bus shelter roof repair carried out at cost of £120 – This was approved. The inspection report was also noted and all sites are open with the exception the key pieces of equipment removed and the two remaining sites closed at Halmer End and Queen Street.</li> <li>• To consider installing an information sign at Rileys Field play area as suggested by Annual Inspection – <b>RESOLVED</b> to approve up to £390 for the new sign.</li> <li>• Strimming/spraying nettles along edge of New Road/Leddys (£35) –Cath left the meeting for this item during the discussion. <b>RESOLVED</b> to approve.</li> <li>• To consider the request for the refurb of PC seat at Meadowside Avenue – <b>RESOLVED</b> to approve up to £120.</li> <li>• To consider commissioning a management plan for Leddys – Staffordshire Wildlife Trust at a cost of £1000 and nominate reps to work with them – Noted that it was an asset during lockdown for people to seek exercise. <b>RESOLVED</b> to accept this and all to work together – nominations outside of the meeting,.</li> <li>• Leddys Tree work update – expected to be August/September 2020 following badger licence – Noted.</li> <li>• To top up Leddys Field paths with stone (3 ton) and whacker down - £225 – <b>RESOLVED</b> to approve. Note there is some stone at New Road which was left – Mrs Pearson to check this.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>VP</b></p>

	<ul style="list-style-type: none"> <li>To trim branches off Halmer End memorial site (Cherry trees) £80 – <b>RESOLVED</b> to approve.</li> </ul>	<b>Clerk</b>
17.	<b>Correspondence and circulars</b> - <i>To review other items received and consider for next agenda</i>	
18.	<b>To approve a quote for work to reclaim Scot Hay land</b> – in two parts due to bird nesting £180 (post/rail and removal of steps) and second £780 removal of hedge and clearing all debris and then post/rail – <b>RESOLVED</b> to approve.	<b>Clerk</b>
19.	<b>Clerks Update – (Appendix C) – to approve the Clerks Annual Leave</b> – The Clerks Update was noted. Mr Hayes left the meeting for this item only. <b>RESOLVED</b> to approve the 2 weeks leave as requested and bring in the locum clerk for the next.	<b>Clerk August</b>
20.	<p><b>Councillor Reports</b> (for information only/further actions and decisions must be included on next agenda)</p> <p>Mr M Joynson requested that CCTV be chased at Halmer End Mrs Richardson to report the uncut grass along Nantwich Road to Highways online. Post for SID and cost for device – next agenda on Nantwich Road</p> <p>Mr Cooper noted the unauthorised work which has taken place on our land adjacent to Wynbank Close. It was noted that there were mature lime trees present and it was well foliated. Now it is unstable made ground covered with dry cement. <b>RESOLVED</b> to draw up a specification which would include like for like replacements, which we will carry out and charge to the householder. Clerk to circulate to all and to approve at the next meeting, as it was not a formal agenda item. Clerk to send the Parish Councillors that have left thank you letters.</p>	<b>Clerk CR Next agenda</b>          <b>Clerk</b>   <b>Clerk</b>
21.	<p><b>To approve Payments and note budget update and approve – see Appendix D</b></p> <p><b>RESOLVED</b> to approve the payments as per the schedule, and to approve the current budget update position. Clerk to circulate the papers for the invoices for inspection.</p>	<b>Clerk</b>   <b>Clerk</b>
22.	<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 progress - signing lease, then planning permission to be sought – to include low level lighting</li> </ul> <p><b>RESOLVED</b> to note the position which was now imminent regarding the Chair and Vice Chair signing the lease and to agree to include low level lighting if possible.</p>	<b>Clerk</b>

**Approved Payment Schedule**

<b>Chq/Bacs</b>	<b>TO WHOM PAID</b>	<b>DETAILS</b>	<b>TOTAL INVOICE INC VAT</b>
bacs 55	Trowers Creative	Rest of sign for Queen Street pump track PAID	176.38
bacs 56	Mrs C Withington	zoom July	14.39
bacs 59	D&G Bus Services	June Bus services	1932.88
bacs 60	Mrs C Withington	Parcel return to play dale	7.50
bacs 61	Nick Hayes	Chairs Allowance 1200 less tax and Ni	960.00
bacs 62	Evolis Elancity	Speed signs x3 - Miles green, Rye Hills, Alsagers Bank	6494.39
bacs 63	Evans Signs	Rileys and Play areas x 10 Covid 19	429.00
bacs 64	Eurooffice	Covid 19 stationery etc	220.14
bacs 65	H M Revenues and Customs	Chairs allowance tax	240.00
bacs 66	Mrs C Withington	Salary July	1485.28
bacs 67	Mrs C Withington	Expenses July	95.00
bacs 68	Staffordshire Pension scheme	Pension July	624.32
bacs 69	H M Revenues and Customs	Tax and NI July	510.14
bacs 70	SCC	Legal fees Scot hay land	45.60
bacs 71	H M Revenues and Customs	P11d Class 1a	127.51
bacs 72	Steve Hough	AM Grass 4 parks strimming x 2 (no 3 and 4), grass Mgarden, Halmer End, Abank, Alsger Rd triangle, grass cut inside all fenced play areas and 3 non cut Als Rd, H/E, M/G, play inspection report	1544.00
bacs 72	Steve Hough	ON 6 - Covid 19 - banners signs, bins, removal of key equipment from play areas, locked gates etc	400.00
bacs 72	Steve Hough	ON 93 Remove flytipped grass Rileys Field	20.00
bacs 72	Steve Hough	ON 70 Leddys Field bins 8/6, 16/6, 22/6, 29/6	80.00
bacs 72	Steve Hough	ON 26 SID batteries 22nd June	25.00
bacs 72	Steve Hough	ON 99 Removal of fallen tree x 2 Leddys	100.00
bacs 72	Steve Hough	ON 05 Audley Bclub roof repair	50.00
bacs 72	Steve Hough	ON 06 Locks H/End alots ASB	40.00
bacs 73	DB Security	Maintenance of existing CCTV and report	230.00
<b>Monthly Total</b>			<b>15851.53</b>

## Approved Budget Update

HEADING	Actual Spend	Committed spend	Total Spend	Approved Budget 2020/21	Variance (over/ -under)
ADMIN Staff Costs / Chair	£ 11,806	£ 20,800	£ 32,606	£ 33,000	-£ 394
ADMIN Office/other/Adverts/Website Accessibility reg upgrade	£ 1,123	£ 7,377	£ 8,500	£ 8,500	£ 0
Playing Fields - maintenance inc Covid 19 extra	£ 6,608	£ 13,620	£ 20,228	£ 21,000	-£ 772
Bus Subsidy	£ 1,933	£ 18,000	£ 19,933	£ 25,000	-£ 5,067
Highways Projects (inc hedges/SIDS)	£ 5,487	£ 1,500	£ 6,987	£ 7,000	-£ 13
Playing fields - Albert Street £67k and CARA pump track £20k (£5k & grant funded £15k), H/Ed retention	£ 19,898	£ 69,400	£ 89,298	£ 3,000	£ 86,298
Car parks - capital (Butchers £30k) and maintenance	£ 114	£ 30,000	£ 30,114	£ 3,500	£ 26,614
Bus shelters and Seats	£ 651	£ 870	£ 1,521	£ 1,000	£ 521
Footpaths	£ -	£ 1,000	£ 1,000	£ 1,000	£ -
Bowling Greens	£ 50	£ 5,000	£ 5,050	£ 2,000	£ 3,050
Wildlife Area (Leddys/Marg Garden)	£ 1,472	£ 7,590	£ 9,062	£ 8,000	£ 1,062
Misc. inc unadopted land	£ 2,731	£ 1,900	£ 4,631	£ 7,000	-£ 2,369
Allotments	£ 80	£ 1,600	£ 1,680	£ 1,500	£ 180
Donations inc Rem Day parade	£ 30	£ 2,350	£ 2,380	£ 3,000	-£ 620
Comm activities/Grants Programme	£ 1,000	£ 3,000	£ 4,000	£ 4,000	£ -
Other projects - laybys, Village CCTV, Xmas decs	£ -	£ 20,200	£ 20,200	£ 33,195	-£ 12,995
VAT TO BE RECLAIMED	£ 6,088	£ -	£ 6,088	£ -	£ 6,088
<b>TOTAL</b>	<b>£ 59,031.94</b>	<b>£ 204,207.00</b>	<b>£ 263,238.94</b>	<b>£ 161,695.00</b>	<b>£ 101,544</b>

<b>RESERVES C/Fwd to 20/21</b>	<b>£136,000.00</b>	<b>Total Expected Spend to end of year</b>	<b>£263,238.94</b>
<i>Est reserves c/f to 20/21 less overspend</i>	<i>£51,528.62</i>	Total Income (to date)	<b>£178,767.56</b>
<b>Total reserves c/f to 20/21 including expected income</b>	<b>£57,616.95</b>	Expected Spend v's Actual Income to date (-Under/Over)	<b>£84,471.38</b>
<b>Unringfenced reserves</b>	<b>£57,616.95</b>	Budget 20-21	<b>£161,695.00</b>
	<b>£0.00</b>	Expected Spend v's Budget (-Under/Over)	<b>£101,543.94</b>