

AUDLEY RURAL PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held by Zoom, on Thursday 18th June 2020 at 6.00pm

Present:

Chair: Mr N Hayes

Councillors: Mr D Jervis, Mrs C Richardson, Mr N Crisp, Mrs N Myatt Mr C Cooper, Ms A Borowski, Mrs V Pearson,

Clerk – Mrs C Withington

No members of the public were present.

1.	To note the appointment of Mr Hayes as Chair and Mr Jervis as Vice Chair until May 2021 – RESOLVED to approve this. Chair to sign the Declaration of Office of Acceptance outside of the meeting.	Clerk Chair
2.	To consider awaiting the co-option of the Councillor until next face to face meeting It was RESOLVED to consider the four applications received at the next available face to face meeting.	Next agenda
3.	To receive apologies – Mr D Butler, Mr M Joynson, Mr R Garlick	
4.	To consider approving the Allotment Committee and Full Parish Council meeting on 19th March 2020 and Extraordinary Parish Council Meeting 23rd March 2020 to be signed at the next face to face meeting – RESOLVED to accept these as a true and accurate record.	
5.	Declaration of Disclosable Pecuniary interest in any item on the agenda <i>Interest in item 7 – Mr Hayes noted his pecuniary interest.</i>	
6.	Public Participation: None	
7.	Accounts 1) To approve the Chairs Allowance Section 115 LGA 1972 (last year £1200) and to note that tax/employers NI is deductible at source – Mr Hayes left the meeting and Mr Jervis took the Chair. RESOLVED to allow £1200 as Chairs Allowance. Mr Hayes returned to the meeting. 2) To approve the bank reconciliation statement and note the Statement of Accounts for year ending March 2020– Appendix A – The bank statements had been circulated and the reconciliation statement was approved. 3) To note the outcome of the internal audit - Appendix A1 – This was noted along with last years that there were no issues. 4) To consider the Assertions, and approving Section 1 of the Annual Governance and Accountability Return (AGAR) 19/20 – Appendix A1 – RESOLVED to approve Section 1 and for the Chair to sign. 5) To consider signing and approving section 2 of the AGAR 19/20 – Appendix A1 – RESOLVED to approve Section 2 and for the Chair to sign. 6) To approve payments/orders, receipts and transfers including noting payments made by delegated authority - Appendix B – RESOLVED to approve the payments as per the attached schedule.	Clerk Clerk Chair Clerk
8.	Covid 19 – Arrangements 1) To note the grant from Support Staffs £2600 for newsletters and delivery etc- The grant was accepted and it was agreed to request that any excess funds be used for the food bank. The grant had covered the newsletter and delivery costs but also social distancing signage for the play areas.	Clerk

	<p>2) To note the local arrangements for the Foodbank – donations, food and prescription deliveries – It was noted that 392 different requests had been supported and that 5 families have been supported with food parcels during the pandemic.</p> <p>3) To note play areas closed (inc Queen Street) to approve any expenditure required to implement social distancing measures eg banners and signs – and to consider grass cutting measures to bring forward the sites ready (Alsager Road, Miles Green externally) Halmer End – RESOLVED to allow the grass to be cut up to the external play equipment at Alsager Road and Miles Green, with the play equipment fenced areas left and the equipment themselves. The Clerk has purchased a number of banners to encourage social distancing in the play areas and signs for Queen Street.</p> <p>4) Rileys MUGA – to note now reopened – Noted.</p> <p>5) Audley Bowling Club – currently closed – Noted.</p> <p>6) Leddys inc Archery – open and Archery resumed from 13th June 2020 – Noted.</p> <p>7) To note the bus services now resumed 1st June 2020 – revised timetable – Noted.</p> <p>8) To note Annual Parish Meeting arrangements are on hold – Noted.</p>	
9.	<p>Planning - To consider any planning applications received, including:-</p> <p>To note previous planning comments submitted using delegated authority in accordance with the attached list – Appendix C</p> <p><u>Proposed single storey rear extension with balcony over</u> 135 High Street Alsagers Bank Newcastle Under Lyme Staffordshire ST7 8BQ Ref. No: 20/00350/FUL – Village Env/Delegated – RESOLVED to support.</p> <p><u>Single storey rear extension</u> 36 Stephens Way Bignall End Stoke On Trent Staffordshire ST7 8PL Ref. No: 20/00351/FUL – Delegated/Village Env- RESOLVED that there are no objections.</p> <p><u>Provision of a steel framed portal unit for general storage purposes</u> Firs Farm Moat Lane Audley Staffordshire ST7 8HS Ref. No: 20/00338/AGR Green Belt/Delegated – RESOLVED to support the application for agricultural use.</p> <p><u>Single storey front extension to create a bay window</u> 3 Diglake Cottages Bignall Hill Newcastle Under Lyme Staffordshire ST7 8LS Ref. No: 20/00328/FUL Village Env/Delegated – RESOLVED to support it.</p> <p><u>Oak tree at the front of the building (as per previous application), the tree needs to be cut down as it is dead. Peter Stepien form the council is aware as per discussion.</u> Wilbraham House Residential Home Church Street Audley Newcastle Under Lyme Staffordshire ST7 8DE Ref. No: 20/00419/TCA (Village Env/Conservation area/Delegated) – It was noted that this is an important part of the village and impacts directly on the cenotaph. The Parish Council would like to see an Arboricultural assessment to confirm the statement plus there was no information included. The Parish Council is unable to comment without the full information on the website so would like to request this information is made publicly available to enable their decision.</p> <p><u>Removal of branches and crown reduction to Sycamore</u> 151 High Street Halmerend Stoke-On-Trent Staffordshire ST7 8AD Ref. No: 20/00416/TWA – RESOLVED to support.</p>	

	<p><u>Residential development comprising the erection of 9 no. dwellings</u> William Riley And Sons Ltd High Street Halmerend Stoke-On-Trent Staffordshire ST7 8BJ Ref. No: 20/00388/OUT (Delegated/Village Env/Green Belt) – RESOLVED to support for residential starter homes, providing that the Green Belt land is preserved and untouched. There were some concerns raised about the ability to safely leave the site from the proposed entrance.</p> <p>Planning Application No. <u>N.20/02/234 W</u> - Construction Of 5 Kiosks At Audley Sewage Treatment Works, Alsager Road, Newcastle-Under-Lyme- RESOLVED to support.</p> <p>Update on the Joint Local Plan – To note the consultation to start August/September for both sites and policies over a 6 week period – following amended consultation to online only by Borough Council. To engage the consultant to assist with the response to the Joint Local Plan and approve the revised quote once confirmed dates are known - RESOLVED to consult with the Chair and Vice Chair if the consultation starts before the next meeting, other wise to obtain a revised quote for the next meeting.</p> <p>TO NOTE FYI ONLY PLANNING APPEALS – <i>Cross Winds, Tomfields, Wood Lane, ST7 8PJ - Proposed residential development consisting of 2 No. detached dormer bungalows (20/00002/FUL) APP/P3420/W/20/3250272 - Information only</i></p> <p><i>Land at Barthomley Road, Audley, ST7 8HU - Proposed demolition of indoor model car racing building and erection of detached dwelling (19/01016/FUL) APP/P3420/W/20/3250147 – Information only</i></p> <p><i>16 Fair View, Boon Hill Road, Bignall End, ST7 8LA - Application for approval of (i) external roofing materials, (ii) means of boundary treatment and (iii) Soft and hard surfacing materials as required by planning permission 19/00472/FUL - Proposed demolition of existing dwelling and erection of replacement dwelling - 19/00472/CN04 - APP/P3420/W/20/3250790</i></p> <p><i>16 Fair View, Boon Hill Road, Bignall End, ST7 8LA Removal of conditions 5, 8 and 9 of planning permission 19/00472/FUL. Application reference: 19/00956/FUL - APP/P3420/W/20/3248061</i></p>	
8.	<p>GDPR (standing item)</p> <ul style="list-style-type: none"> • Data breaches/Subject Access requests/Information Security – reminder of responsibilities – This was noted. • To renew the DPO service Tier 2 at a cost of £255 per annum – RESOLVED to appoint. • To renew the ICO Registration £40 - RESOLVED to approve. 	<p>Clerk</p> <p>Clerk</p>
9.	<p>To consider a request from the Audley Millennium Green Trust for their Annual Financial Support 2020/2021 £1000 towards grass cutting (budgeted £800) – see attached letter – RESOLVED to support.</p>	<p>Clerk</p>
10.	<p>Standing item – CCTV</p> <p>To consider the maintenance report (if available) and any actions to be taken – There was no maintenance report available for this month, but the CCTV in the village has now been installed and the hire agreement is active.</p> <p>To note the purchase of laptop in order to download footage – Noted and approved.</p> <p>To approve the Data protection impact assessment – see Appendix D – This</p>	

	<p>was approved.</p> <p>To renew the SIM Only contract with EE at a cost of £21.60 per month (24 months) for use in Albert Street CCTV – RESOLVED to authorise chair to obtain the best deal – to get as many cameras as possible under remote access through a SIM data sharing scheme.</p>	Chair Clerk
11.	<p>Playing Fields/Wildlife Areas inc:</p> <ul style="list-style-type: none"> • To note Play Area Monthly Inspection for April, May and June and approval of any action required or taken under Delegated Authority including – Bollard at Margarets Garden, tree work at Bignall End Road, Queen Street fence repairs, Queen Street BMX Track/signs, gate repair at Halmer End – The Actions were noted. The inspection report was noted. In particular the following items : <ul style="list-style-type: none"> • Bignall End Road wetpour repair ordered • Miles Green painting of equipment for the next agenda. • Moles to be looked at Albert Street by Mr Richardson to assess if the problem is still there and to then flatten down the molehills as instructed. • Albert Street - To approve the final costed scheme (see attached Appendix E) and to move to tender following residents consultation and comments (dog fouling, car parking and CCTV) – RESOLVED to go ahead to tender the scheme and to look at the final costs once the tender exercise has been completed. The residents to be responded to regarding their concerns. It was felt that if car parking becomes an issue for the site, we will address it then but it is hoped that most people will walk or cycle to the site from the local area. • To note tree work planned for 1st week of August – Leddys Field (phase 4) – RESOLVED to note and agree pending the badger licence and also nesting birds habitat assessment which will be carried out each day. 	<p>Clerk Next agenda CR</p> <p>Clerk</p>
12.	<p>Correspondence and circulars -To review other items received and consider for next agenda</p> <p>To note road closed due to works on Heathcote Road junction with Miles Green Road to junction with Station Road - alternative route for traffic at https://one.network/?tm=117060471. - 15th June 2020 - 26th June 2020 – Noted.</p>	
13.	<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 Butchers Arms lease (3 issues amended) and progress with signing lease (delegated authority already given to Chair and Vice Chair) and to then commission architect to seek planning permission <p>Noted that the last 3 issues have been approved and agreed, and that the lease can progress and be signed as soon as possible, with planning permission sought soon after.</p>	Clerk

Appendix A - Statement of Accounts for year ending March 2020

AUDLEY RURAL PARISH COUNCIL				
PAYMENTS AND RECEIPTS FOR THE YEAR ENDED 31 MARCH 2020 (AUDITED)				
2018-19 (£)	RECEIPTS RECEIVED	2019-20 (£)	Difference between 18-19 and 19-20	Assets (Debtors) 19-20
£		£		
141436	Precept	155593	14157	
5076	Section 136 Grant (NBC)	2558	-2518	
4397	Council Tax Support grant (NBC)	4397	0	
34.73	Central networks. Wayleaves	35.74	1.01	
10	CARA Rent Playing Field 2017-2027	0	-10	
1160	Insurance claim	0	-1160	
5000	Safer Roads Funding Grant	0	-5000	
68.95	Lloyds TSB. Interest	70.3	1.35	
36.14	Natwest Interest	59.13	22.99	
23,108.97	HMRC Vat refund	10,295.77	-12813.2	
896	Allotment rent	970	74	
0	Audley LAP contribution	1500	1500	
30	Jervis Donation Poppies	0	-30	
0	APB rent 16/17, 18/19, 19/20	0	0	
181,253.79		175,478.94	-5774.85	-
2018-19 (£)	PAYMENTS MADE	2019-20 (£)	Difference between 18-19 and 19-20	Liabilities (Creditors) 19-20
£		£		
30633.64	ADMIN. Staff costs	31368.59	734.95	
1200	Chair allowance	1200.00	0.00	
	Office costs/ other (Training, Audit, Subs, Expenses, Insurance, Stationery, Legal, Room hire)	9070.92	1686.69	
7384.23	Playing Fields		0.00	
20167.82	Routine (incs equip and CCTV)	25692.14	5524.32	5500.00
44415.91	Capital (Halmer End, CCTV)	33783.47	-10632.44	67000.00
1694.70	Seats and bus shelter, Notice boards, Grit bins	2750.00	1055.30	
22168.95	Bus Subsidy	24832.80	2663.85	
0.00	Footpaths	0.00	0.00	
156.30	Bowling Greens	40.00	-116.30	
2584.56	Leddys Wildlife Area and Margarets Garden	2879.00	294.44	
1780.00	Car park legal fees	825.50	-954.50	
9368.37	Miscellaneous	6350.07	-3018.30	
	762 Xmas Dec	725.09	-36.91	
	323 Coronavirus	487.00	164.00	
	135 Bunting	541.49	406.49	
	Main of other misc assets/unadopted land	710.00	-756.00	
	1466			
	Remembrance Day arrangements	2055.00	1718.42	
	336.58			
	38.4 CCTV (exc play area)	0.00	-38.40	
	6307.39 Safer Roads Signs	1831.49	-4475.90	
716.48	Allotments	965.00	248.52	
2248.00	Donations and Section 137	6173.50	3925.50	
0.00	Capital Expenditure		0.00	
10434.53	VAT	9805.21	-629.32	
154,953.49		155,736.20	782.71	72,500.00
GENERAL FUND		£		
	Balance at 1 April 2019	117,164	<i>corrected</i>	
	Total income	175,479		
	Less Total Expenditure	155,736		
	Balance at 31 March 2019	136,907		
	Balance for 19/20 less liabilities inc assets	64,407		

Appendix B – Approved Payments

Chq/Bacs	TO WHOM PAID	DETAILS	TOTAL INVOICE INC VAT
bacs 32	C Withington	Laptop CCTV and encrypted data stick (Currys/DSG Retail Ltd VAT number: 226 6599 33)	435.99
bacs 33	C Withington	Antivirus Kapensky 44.99	44.99
bacs 34	Fantasy Prints Ltd	Social Distancing banners x 16 Play areas CV	357.35
bacs 36	SCC	Legal fees April 20 Scot Hay Land	136.80
bacs 37	Mrs C Withington	Salary June	1485.48
bacs 38	Mrs C Withington	Expenses June	95.00
bacs 39	Staffordshire Pension scheme	Pension June	624.32
bacs 40	H M Revenues and Customs	Tax and NI June	509.94
bacs 41	Information Commissioner Office	Data protection renewal	40.00
bacs 42	EE	Sim card Albert Street April	19.62
bacs 43	EE	Sim card Albert Street May	19.62
bacs 44	Audley Millenium Green Trust	Donation	1000.00
bacs 46	Mr S Hough	AM Grass cut x 1 (4 sites), Mgarden, Halmer End, A Bank, Tria	761.00
bacs 46	Mr S Hough	ON 26 VAS Batteries 11th may	25.00
bacs 46	Mr S Hough	ON 70 Leddys Bins 11/5, 18/5, 25/5, 1/6	80.00
bacs 46	Mr S Hough	ON 89 Bunting collected etc poppies on cenotaphs x 2, made b	130.00
bacs 46	Mr S Hough	ON 96 Notice board Bignall End Road	156.00
bacs 46	Mr S Hough	ON 95 Queen street repairs to fence	60.00
bacs 46	Mr S Hough	ON 97 Rileys open up and notices	30.00
bacs 46	Mr S Hough	ON 88 Alsager Road bricks and concrete dug out car park	80.00
bacs 46	Mr S Hough	ON 76 Play areas signs install - Miles Green and Alsagers Ban	480.00
bacs 46	Mr S Hough	ON 78 Soil under swing and reseed Bignall End Road	80.00
bacs 46	Mr S Hough	ON 72 Miles Green Roundabout bearings	164.00
bacs 46	Mr S Hough	ON 92 Drugs ASB Alsager Road litter	10.00
bacs 46	Mr S Hough	ON 94 CCTV signs x 4 Village	46.00
bacs 46	Mr S Hough	ON 91 Wire refitted to Life Belt Leddys ASB (Materials £32)	72.00
bacs 46	Mr S Hough	ON 90 Margarets Garden post repair, welding and repaint	80.00
bacs 46	Mr S Hough	AM Inspection reports	112.00
bacs 46	Mr S Hough	ON 78 Leaves cleared from Rileys	40.00
bacs 47	W M Riley	Materials play area	48.23
bacs 48	Staffs County Council	DPO renewal Tier 2	255.00
bacs 49	Horitcon Ltd	Halmer End retention Play area equipment (final payment)	726.30
bacs 50	Evans Signs	CCTV signs x 6	234.00
bacs 51	The Parish Noticeboard Company	Magnets noticeboards	35.86
bacs 52	JPD Security Ltd	June Hire CCTV	378.00
bacs 53	Playdale	Swing seat repair kit Alsagers Bank ASB	251.86
bacs 54	Fantasy Prints Ltd	Signs for Queen Street social distancing 5 A2 signs	63.59
		Monthly Total	9167.95

FYI Only - Delegated Payments (March, April, May)

DATE OF MEETING/PAYMENT	Chq/Bacs	TO WHOM PAID	DETAILS	TOTAL INVOICE INC VAT
Delegated	Bacs 229	Mrs C Withington	Lanyards for ID Cards (HSBC) PAID 29.50	0.00
Delegated	Bacs 230	Mrs C Withington	A5 document holders (Hsbc) CV PAID 33.00	0.00
Delegated	Bacs 231	Churnet Woodland Crafts	hedge laying Miles Green etc PAID 110	0.00
Delegated	Bacs 232	Staffs Design	7000 Post cards and printed CV PAID 430.00	0.00
Delegated	Bacs 233	Mrs C Withington	Stamps x 100 2nd class CV PAID 65.00	0.00
Delegated	Bacs 234	Mrs C Withington	Stamps x 100 x 4 2nd class CV PAID 260	0.00
Delegated	Bacs 235	Chatsworth Print Services	Newsletter x 5000 - CV PAID 680	0.00
Delegated	Bacs 236	Euroffice	Ink CV PAID 111.14	0.00
Delegated	Bacs 237	Euroffice	Pens, storage boxes,rolls PAID 110.40	0.00
Delegated	Bacs 238	EE	March Sim card albert street PAID 25.20	0.00
April - Delegated	bacs 1	Mrs C Withington	Salary April	1485.48
April - Delegated	bacs 2	Mrs C Withington	Expenses April	95.00
April - Delegated	bacs 3	Staffordshire Pension scheme	Pension April	624.32
April - Delegated	bacs 4	H M Revenues and Customs	Tax and NI April	509.94
April - Delegated	bacs 5	Mrs C Withington	Stamps 06.04 x 100 2nd - CV	65.00
April - Delegated	bacs 6	Michael Gibson	Delivery newsletters PAID - CV	55.00
April - Delegated	bacs 7	Anthony Gibson	Delivery newsletters PAID -CV	35.00
April - Delegated	bacs 8	Reuben Withington	Delivery newsletters and stuffing envelopes PAID - CV	70.00
April - Delegated	bacs 9	Euroffice	Labels and envelopes 166.29 less credit note of £127.24 19/20 - CV	39.05
April - Delegated	bacs 10	PME Maintenance	Cherry picker hire CCTV	180.00
April - Delegated	bacs 11	PME Maintenance	Xmas decs up and down	960.00
April - Delegated	bacs 12	Eon	CCTV Electric April 19 to March 20	81.57
April - Delegated	bacs 13	Steve Hough	ON 74 Margarets Garden work	240.00
April - Delegated	bacs 13	Steve Hough	ON 79 Halmer End glass and rubbish ASB 8th March	30.00
April - Delegated	bacs 13	Steve Hough	ON 80 Brash Miles Green hedge	60.00
April - Delegated	bacs 13	Steve Hough	ON 26 VAS Batteries	25.00
April - Delegated	bacs 13	Steve Hough	ON 70 Leddys Bins 2/3, 9/3, 19/3, 24/3	80.00
April - Delegated	bacs 13	Steve Hough	ON 82 Leddys Ditch hand clear	320.00
April - Delegated	bacs 13	Steve Hough	ON 83 Parks CV lock up	120.00
April - Delegated	bacs 13	Steve Hough	AM Inspection	112.00
April - Delegated	bacs 13	Steve Hough	ON 87 Tree Alsager Road fallen	40.00
April - Delegated	bacs 14	SCC	Legal fees Dec to Feb 20 Scot Hay land	45.60
April - Delegated	bacs 15	SCC	Legal Fees - Jan to Feb 20 Church Car park	34.20
April - Delegated	bacs 16	SCC	Legal Fees - Feb 20 Butchers Arms	34.20
April - Delegated	bacs 17	WM Riley	Materials play area	207.92
May - Delegated	bacs 18	Tree brothers	Missing vat from invoice BACS 214 - tree work to bus shelter a	84.00
May - Delegated	bacs 19	Tree brothers	Albert Street	1320.00
May - Delegated	bacs 20	Clark and Kent Contractors	Queen Street pump track	23151.76
May - Delegated	bacs 21	Mrs C Withington	Salary May	1485.28
May - Delegated	bacs 22	Mrs C Withington	Expenses May	136.40
May - Delegated	bacs 23	Staffordshire Pension scheme	Pension May	624.32
May - Delegated	bacs 24	H M Revenues and Customs	Tax and NI May	510.14
May - Delegated	bacs 25	SCC	legal fees March 20 Butchers Arms	68.40
May - Delegated	bacs 26	SCC	Legal fees March 20 Scot hay land	114.00
May - Delegated	bacs 27	Steve Hough	AM Grass cut x 1 (4 sites), Mgarden, Halmer End, A Bank, Triangle, Play inspections visual x 2	621.00
May - Delegated	bacs 27	Steve Hough	Bin Leddys 14/4, 21/4, 28/4, 4/5	80.00
May - Delegated	bacs 27	Steve Hough	ON 85 Gate Albert Street open & close for Tree work	20.00
May - Delegated	bacs 27	Steve Hough	ON 86 Litter pick New Road Leddys	50.00
May - Delegated	bacs 27	Steve Hough	ON 81 New Road fence repair Leddys	50.00
May - Delegated	bacs 28	Chris Heelis	Internal Audit fee 19/20	87.50
May - Delegated	bacs 29	Trowers Creative	Queen Street pump track sign 50% deposit	176.38
May - Delegated	bacs 30	ICO	Data protection renewal	40.00
May - Delegated	bacs 31	Shelutions	Bus shelter repair (New Road/Chapel street)	365.87

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