

AUDLEY RURAL PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held by Zoom, on Thursday 17th September 2020 at 6.00pm

Present:

Chair: Mr N Hayes (NH)

Councillors:, Mrs C Richardson (CR), Mrs V Pearson (VP), Mr M Joynson (MJ), Mr R. Moody (RM), Mr D. Butler (DB), Mr Ron Garlick (RG) (part), Mr D Jervis (DJ) (part), Mr Nick Crisp (NC)

Clerk – Mrs C Withington

One member of public attended

	Item	Action
1.	To receive apologies – Mr Deane Jervis (left early), Mr R Garlick (left early), Ms Anna Borowski, Mr C Cooper	
2.	Casual Vacancies update (1 Halmer End – applications received, 2 Bignall End now being advertised deadline is 9th October) It was noted that we now should recruit at the next meeting for the 3 vacancies.	Next agenda
3.	To consider approving the Full Council meeting on 20th August 2020 and to be signed by the Chair outside of the meeting along with previous approved minutes back to March 2020 The minutes were approved as a true and accurate record, the minutes will be signed by the Chair at the next opportunity.	
4.	Declaration of Disclosable Pecuniary interest in any item on the agenda Mrs Cath Richardson for items 10 and 16.	
5.	Public Participation: Member of public attended to discuss the removal of sycamore planning application. The original application had been through planning appeal which was rejected. Tree surgeon advice had been sought and an additional application put forward. Roofing quotes were also obtained and a surveyor's opinion is that the tree has damaged the roof. A further application has now been put in following advice to fell the tree. Noted that the Parish Council approved the application to remove the tree under the original application. Neighbours are in support and find no value in the tree.	
6.	Planning RESOLVED to bring forward on the agenda the following item only. <u>Removal of sycamore tree</u> 151 High Street Halmerend Stoke-On-Trent Staffordshire ST7 8AD Ref. No: 20/00707/TWA RESOLVED unanimously to support the application as it is causing damage to the property.	
7.	Covid 19 matters Play areas – reopening measures and risk assessment review – RESOLVED to reinstate zip wire and the 2-seat swing hurricane at Halmer End. Noted that all other pieces of equipment are to stay off due to attracting larger groups of children. Noted that Leddys Field Archers have put in additional measures for Covid-19 with masks and groups of 4 and 5. To note physical meetings – on hold if can hold remotely in line with guidance – Noted that it would require masks on entry and leaving, hand sanitizers, social distancing, side by side, no papers plus the venue would need a risk assessment to confirm they have met Covid-19 Secure requirements. Another option could be to hold a hybrid meeting with zoom if WIFI is available. Noted that there are a	Clerk

	<p>number of Councillors with vulnerable family members who are being shielded. RESOLVED to continue with remote meetings in order to err on the side of caution for the time being due to the vulnerable members. Noted that Parish Cllr David Butler can only use telephone. RESOLVED that the Chair will assist Cllr Butler with setting up Zoom on his PC and if necessary the PC will fund the webcam.</p> <p>To consider financial support to provide Community Transport "Door to Door" for the vulnerable/elderly for medical appointments etc through VAST within the parish – RESOLVED trial the scheme for £500 with 100% subsidy to encourage use. Further funding to be considered once we know the demand. The Clerk is to query how the insurance works and how much per mile is paid to the volunteers.</p>	<p>NH DB</p> <p>Clerk</p>
8.	<p>Parish Awards (October meeting) – nominations for the following categories:</p> <ol style="list-style-type: none"> 1. R.W Edwards Community Award – RESOLVED as per appendix A. 2. The Capewell Naylor Trophy for services to the environment – RESOLVED as per appendix A. 3. Elsie Kelsall Young Persons Award – RESOLVED as per appendix A. 	Clerk
9.	<p>To receive an update from Audley LAP and Police / Parish Liaison Committee</p> <p>Chair to speak to PCSO Wright regarding stats for future meetings. Noted that a police surgery was held today at Tescos.</p> <p>To request a meeting of with the local Police and Borough Cllrs to look at ASB issues in the area.</p>	<p>NH Clerk</p>
10.	<p>Planning - To consider any planning applications received, including:-</p> <ol style="list-style-type: none"> 1. <u>Prior notification of a single storey rear extension measuring 4m in depth, 3.5m maximum height and 2.16m to the eaves</u> 5 Chester Road Audley Stoke On Trent Staffordshire ST7 8JD Ref. No: 20/00704/LEXNOT – RESOLVED No objections. 2. <u>Proposed infill development for a single dwelling to the land and garden at the rear of Hope Cottage</u> Hope Cottage Leycett Lane Silverdale Newcastle Under Lyme Staffordshire ST5 6AW Ref. No: 20/00635/FUL – Noted that information is awaited regarding contaminated land for further consideration by Environmental Health. RESOLVED to object until Environmental Health is satisfied. 3. <u>Removal of sycamore tree</u> 151 High Street Halmerend Stoke-On-Trent Staffordshire ST7 8AD Ref. No: 20/00707/TWA – Dealt with earlier RESOLVED unanimously to support the application as it is causing damage to the property. 4. <u>Proposed parking & frontage improvements & new dropped kerb</u> 16 Heathcote Road Miles Green Stoke-On-Trent Staffordshire ST7 8LH Ref. No: 20/00641/FUL – RESOLVED to support it in order to remove cars from the road. 5. <u>20/00471/REM Reserved Matters application (access, appearance, landscaping, layout and scale) for Single infill house for self build development Land East Of Furness Cottage Peggys Bank Newcastle Under Lyme ST7 8RH</u> Green Belt/Delegated – Noted that Highways have objected on the basis the proposed plans have not got a visibility splay sufficient for 30 mph and further traffic information required. RESOLVED to support the Highways comments. <p>Update on the Joint Local Plan – if available</p> <p>Noted that it is likely to be in autumn when this process restarts. A planning</p>	

	<p>consultant has been appointed. View of the documents and then a Zoom meeting with Hannah. All to think about any issues that they may wish to address.</p> <p>Clerk to schedule a date with the planning consultant as soon as possible in October for an introductory meeting. All to start to think about what might be good for the Parish. All to think about a wish list.</p>	
11	<p>GDPR (standing item)</p> <ul style="list-style-type: none"> • Data breaches/Subject Access requests/Information Security – reminder of responsibilities – Noted. • Website Accessibility update (deadline by Sept 2020) to note in progress – noted. 	
12	<p>To approve the renewal of the Council's Insurance policy (1st October) with Zurich at £2,825.37 (was £2,792.97 last year) – see Appendix A and Asset Register A1 and approved Business Risk Assessment RESOLVED to approve and renew.</p>	Clerk
13.	<p>Allotments – Approval of a quote to strim areas around gateway entrance at Audley Cath Richardson left the meeting for the next item. RESOLVED to approve a quote for Busy Bee Garden Services to carry out the work.</p>	Clerk
14.	<p>Update on arrangements for Highways meeting with County Councillor Beech – Nick Crisp Meeting with Cllr Beech to be held on 24th September 2020 at 6pm via Zoom with MJ, NC, CC, NM and the Clerk to attend. NH to confirm. Matters to be reviewed and prioritised.</p> <p>Highways issues – To note letter from resident regarding Wereton Road pavements (sent to Highways)- RESOLVED to escalate the matter with Highways and Cllr Beech.</p> <p>Highways issues – To note letter from resident regarding siding required along Nantwich Road pavement – as reported numerous times to Highways – Highways have now confirmed that the Parish Council can do the work but do not need a NRSWA accredited contractor now as it only involves scrapping of soil off the pavement. Noted any damaged areas exposed during the work would be put on a list for repairs, which may not be addressed for some time – RESOLVED to approve the work in region of £1000 to include traffic lights and go ahead with Mr Hough's quote.</p>	Clerk Clerk
15.	<p>Station Road – poor state pavement update from Cllr Beech following inspection - Mr M Joynson – It was noted that there was no further update available for the meeting but being inspected.</p> <p>Station Road by High School – parking issues, speeding, traffic calming and NBC car park (Station Walks) and extension of Halmer End Institute car park to assist the school for parking – Mr M Joynson – MJ held a site visit during school drop off times and pick up times. There is a clear need to slow the flow of traffic. It was noted that community speedwatch did not have any volunteers to get it up and running. MJ to attend the training and to look at recruiting local volunteers (need 5 people minimum) for the training. MJ had offered the facility of the institute car park for parents to drop off, following extension of the car park. MJ to offer the facility to the parents via the school. Double yellow lines to be considered around all schools if possible to allow the traffic wardens to ticket offenders.</p>	MJ NC MJ ABeech

	<p>MJ noted the speeding, anti-social parking and cars not giving way on the junction. Consideration to be given by Highways to change this to a mandatory stop sign). Issues to be reported to 101 re drugs running and speed issues. All issues to be raised with Cllr Beech for consideration. In the meantime the Clerk till pursue NBC to carry out repairs to Station Walks to allow parking there for parents.</p> <p>Shraleay Brook dangerous bend sign – Mr M Joynson – Noted that this is still outstanding following 3 cars that have ended up in the hedge. Matter to be pursued with Cllr Beech.</p>	<p>MJ A Beech Clerk</p> <p>MJ</p>
16.	<p>Christmas lights project Church Street retail - update/change following site visit and to approve the costs of 3 outdoor sockets to provide the electric</p> <p>Lights to be on the shop fronts (once agreed with owners/landlords). These will run from Balti to Dentist, and Headmasters to Bargain Booze. RESOLVED to approve the costs of around £9k for the trees x 2 to be rewrapped and shop fronts dressed and removed.</p> <p>RESOLVED to approve the costs of approx. £900 for 3 outdoor sockets – alternative quotes to be obtained. The cost for a new socket for corner of Hall Street was also approved.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
17.	<p>Remembrance Day parade (8th November) – to consider a reduced parade for Military and Ex Military personnel only and service by invitation only due to Covid 19</p> <p>It was RESOLVED to await the arrangements in relation to NBC's parade. However it was highly unlikely that it would continue in any form due to restrictions and the danger of too many people attending.</p> <p>If these restrictions are still in place, than there will be an invite only outdoor service which will be lived streamed on Social Media at both sites, which just standard bearers, solo trumpet, Church reps, Parish Council rep and wreath bearers. Both sites will still be closed to cars but only for the period of the service.</p> <p>Clerk to inform Bowman re numbers required to control access to the service.</p>	<p>Clerk</p> <p>Clerk</p>
18.	<p>Standing item – CCTV</p> <p>To consider the maintenance report and any actions to be taken – Not received-invoice on hold until paid.</p> <p>To note several requests for footage from Police – Noted that the footage has been passed to the police for Bignall End Road and the police will be looking to take action.</p> <p>To receive an update from the Chair regarding the Borough Council's system – still ongoing.</p> <p>To note the purchase of a sharing data sim package for remote access – £38 per month – Noted and approved.</p> <p>Cath Richardson left the meeting for the next item.</p> <p>To receive an update on the Halmer End CCTV electrics to be installed- RESOLVED to appoint BBGS to strim the site to allow Eon to carry out their investigations, noted that if there are no electrics available on the site due to them running through gardens then other solutions will need to be considered.</p>	<p>Clerk</p> <p>Clerk</p>

19.	<p>Playing Fields/Wildlife Areas inc:</p> <ul style="list-style-type: none"> • Albert Street Play area update – No update available awaited from NBC. • To note Play Area Monthly Inspection for Sept and approval of any action required or taken under Delegated Authority including –Noted and approved. Cath Richardson left the meeting for the next item. • Halmer End Play area – wildflower meadow by strip (instead of 1 meter border) –to approve a quote to strim to allow working group led by Mr Joynson to weedkill, rotavate and sow seed etc – RESOLVED to approve the quote for the side to be strimmed by BBGS. MJ is trying to get a working group together. Rileys are putting a price together for the required seed. Rotavator for seed to be spread next spring. It was suggested that MJ contact Audley Allotments Association how have a rotavator. • Miles Green footpath – to agree the offer by resident for reinstatement of 3 nut trees – RESOLVED to accept the offer from the resident to pay £350 towards the work and the Parish Council to fund the £80 difference for the wildflowers and membrane. • To nominate reps to meet with Staffordshire Wildlife Trust regarding the management plan for Leddys (Zoom) and consider others outside of the Parish Council – RESOLVED that RM, VP, Ravensmead School, High School, Scouts and Cllr Proctor be invited to input into the plan over a meeting with Staffordshire Wildlife Trust. • To instruct the Annual inspection of the play areas at a cost to be notified - To carry out 9 Unaccompanied Inspections with Valuation for Insurance purposes @ £60.00 play area = £540.00 subject VAT Errors & Omissions Excluded - RESOLVED to approve. 	<p>Clerk</p> <p>Clerk</p> <p>MJ</p> <p>Clerk</p> <p>Clerk</p>
20.	<p>Correspondence and circulars -To review other items received and consider for next agenda</p> <p>Pension changes (LGPS) - government confirms early retirement costs (pension strain) will be included in the public sector exit payment cap – notification for assessment – Noted the Clerk was not clear on how this would impact on her personally and had asked for clarification which will be circulated. It is however for the Parish Council as employer to consider the impact and put in place any necessary mitigation.</p>	<p>Clerk</p> <p>ALL</p>
21.	<p>Update in relation to the car park Butchers Arms lease now signed – planning permission to be sought and to proceed with planning permission and include on inspection schedule – It was noted that the Chair and Vice Chair have now signed the lease and it has been sent back to the County Council. The architect will be commissioned asap. Mr Hough to be asked to include it on the inspection schedule.</p>	<p>Clerk</p>
22.	<p>Clerks Update – Noted as circulated.</p>	
23.	<p>Councillors Report</p> <p>VP thanked Cllr Proctor and the Clerk for resolving the fly tipping at Hill Terrace.</p> <p>CR noted that dog waste bin removed at Community Centre, but that this was not under the control of the Parish Council.</p>	
24.	<p>Payments and Finance</p> <ol style="list-style-type: none"> 1. To approve the new NALC Salary award (backdated to April 2020) as circulated (see SPCA bulletin 27th August) – RESOLVED to approve. 2. To renew the website host domain at a cost of £22 – RESOLVED to approve. 3. Renewal of Staffordshire Wildlife Trust - £42 – RESOLVED to approve. 4. Renewal of Staffordshire Playing Fields Association - £20 RESOLVED to 	

	<p>approve.</p> <p>5. To approve the attached Payments and note receipts – RESOLVED to approve.</p> <p>6. To start to consider budget priorities for next year 2021/22- All to consider for the next meeting. Some suggestions included :</p> <ul style="list-style-type: none"> • Funding to assist with J Wedgwood monument • Church Street – traffic engineer to look at what's possible • Car park overhaul at Station Walks • Traffic calming in Station Road • Double yellow lines round schools • Other DHP schemes to bring forward 	
25.	<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> <p>1. To consider approval of quotes to formalise the verge car park (informal) Bignall End Road resurfacing costs and then seek approval from NBC – Mr D Jervis – It was noted that there could be up to 30 cars off the road. RESOLVED to appoint Rob Elliot in line with his quote supplied and circulated.</p> <p>2. Queen Street/CARA park site issues – update and next steps - The site has been broken into again several times. Measures are in place to catch the repeat offenders. Advice on how best to resolve the issue is still outstanding and has been chased.</p>	Clerk

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Appendix B - Approved Payment Schedule Sept 2020

Chq/Bacs	TO WHOM PAID	DETAILS	TOTAL INVOICE INC VAT
bacs 94	NBC	Road Closure application fee remembrance day PAID	60.00
bacs 95	STS Contractors	heras fencing queen Street Knotweed PAID	1800.00
bacs 96	Wickstead	Harrison Close retention 5% PAID	1769.04
bacs 97	EE	Sim card albert street June VAT PAID	19.62
bacs 98	EE	Sim card albert street july VAT PAID	19.62
bacs 99	EE	Sim card Village and Albert Street VAT PAID	74.36
bacs 100	NBC	Tree work Leddies Field phase 4	5922.00
bacs 101	Staffs Wildlife trust	Membership	42.00
bacs 102	Mrs C Withington	Post for K&C recorded signed for next day	6.70
bacs 103	Mrs C Withington	Salary Sept	1686.97
bacs 104	Mrs C Withington	Expenses Sept	95.00
bacs 105	Staffordshire Pension scheme	Pension Sept	727.39
bacs 106	H M Revenues and Customs	Tax and NI Sept	652.98
bacs 107	Steve Hough	ON 11 Play area insp weekly 12th Aug to 3rd Sept	448.00
bacs 107	Steve Hough	ON 26 Batteries VAS on 5th Aug	25.00
bacs 107	Steve Hough	ON11 Metal signs Queen Street C&K, 14/8 Heras fencing repair, anti climb and repair back fence, reinstated heras fencing 3rd Sept	180.00
bacs 107	Steve Hough	ON 70 Leddys Bin 12/9, 19/8. 26/8, 3/9	80.00
bacs 107	Steve Hough	ON12 Queen Street block off hole C&K	140.00
bacs 107	Steve Hough	AM Grass cutting x 2, Alsagers bank H/End Mgarden x 2, Alsager Road, Leddys paths, Lifebelts and seats leddys, Grass by miles green entrance wynbank, Cenotaphs x 2	1610.00
bacs 107	Steve Hough	ON 13 Poppies VE Day	40.00
bacs 107	Steve Hough	ON 26 Swapped speed signs	120.00
bacs 107	Steve Hough	ON 11 Removal of Halmer End site overhanging branches	80.00
bacs 107	Steve Hough	Bignall End Road swing seat removal and shackles ASB	30.00
bacs 108	DB Security	CCTV hire	378.00
bacs 109	DB Security	CCTV inspection monthly	180.00
bacs 110	Staffs County Council	Legal fees Butchers Arms July 20	91.20
bacs 112	D&G Bus Services	August Subsidy	2346.60
bacs 113	Zurich	Insurance	2825.37
bacs 114	Staffordshire Playing fields	Renewal	20.00
bacs 115	Evansign	Rileys Sign	360.00
bacs 116	D&G Bus Services	March subsidy	1627.41
bacs 117	Mrs C Withington	Post fees for Butchers arms lease to SCC	3.44
		Monthly Total	23460.70