

AUDLEY RURAL PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held by Zoom, on Thursday 20th August 2020 at 6.05pm

Present:

Chair: Mr N Hayes

Councillors:, Mrs C Richardson, Mr N Crisp, Mr C Cooper, Mrs V Pearson, Mr M Joynson, R. Moody, Ms A Borowski, D. Butler.

Clerk – Mrs J. Simpson.

| | Item | Action |
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| 1. | To receive apologies. Councillor Mrs D Jervis. Clerk-Mrs C Withington | |
| 2. | To consider approving the Full Council meeting on 18th June 2020 and the Extra Ordinary Meeting of 30th July 2020 - to be signed at the next face to face meeting RESOLVED to approve and sign the minutes of both meetings as a true and accurate record. | |
| 3. | Declaration of Disclosable Pecuniary interest in any item on the agenda None were declared. | |
| 4. | Public Participation: There were no members of the public present. | |
| 5. | Covid 19 Matters. a. Risk assessment and inspection of play areas. It was RESOLVED to resume monthly play ground inspections for all playgrounds except for Queens Street where weekly inspections will be maintained. b. It was noted that Halmer End Bowling Club had reopened the previous Monday to a maximum of 6 people and no matches to be played. A covid-19 risk assessment in place. It was agreed that the risk assessment would be shared with Audley Bowling club. c. Meetings of the Parish Council will continue to be held remotely. d. Audley Library was scheduled to reopen on 3 rd September for the return of and request of books only. e. The thank you card from the Lord Lieutenant of Staffordshire had been circulated to all councillors and community groups. | MJ Clerk |
| 6. | Parish Awards. (October Meeting) Some individual names had already been raised. However, everyone was asked to bring nominations to the next meeting. | All |
| 7. | To receive an update from Audley LAP and Police / Parish Liaison Committee No update was available. 30mph stickers for wheelie bins had been received. Anyone wishing to obtain any needed to contact Mrs Richardson. | AR |
| 8. | Planning - To consider any planning applications received, including:- 1. <u>20/00577/FUL Erection of a detached single garage Land Rear South Of Co Operative Lane (Village Env/Delegated)</u> There were no objections to this application. 2. <u>Removal of Condition Number(s): 3b, 11, 12 & 13 of Application number: 14/00492/FUL (Proposed detached dwelling) Sweet Chestnut Cottage 191 Heathcote Road Ref. No: 20/00527/FUL (Delegated/Village Env)</u> There were no objections to this application. 3. <u>Application for approval of the Arboricultural Impact Assessment and Tree</u> | |

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| <p><u>Protection Plan as required by condition 3 of planning permission 20/00029/CN03 - Removal of existing wall and foundations and replacement with new 20/00029/CN03 and Application for approval of the Arboricultural Site Monitoring Schedule as required by condition 4 of planning permission 20/00029/CN03 - Removal of existing wall and foundations and replacement with new Land Between Car Park And The Butchers Arms Church Street Audley Newcastle Under Lyme Staffordshire ST7 8DE Ref. No: 20/00029/CN04 (Vill Env/Cons/Del)</u></p> <p>This was noted.</p> <p>4. <u>Application for a non-material amendment relating to alterations to planning permission 17/00573/FUL for omission of roof lights and provision of two windows and relocation of a single window Wall Farm House 99 Nantwich Road Audley Stoke On Trent Staffordshire ST7 8DL Ref. No: 17/00573/NMA (Green Belt/Del)</u></p> <p>There were no objections to this application.</p> <p>5. <u>Replacement roof and loft conversion White Oaks Bignall Hill Bignall End Staffordshire ST7 8LS Ref. No: 20/00617/FUL (Village Env/Del)</u></p> <p>There were no objections to this application.</p> <p>6. <u>Variation of condition 2 of planning permission ref 19/01014/FUL to incorporate revisions to siting and design Land Adjacent White Oaks Bignall Hill Stoke-on-Trent Staffordshire ST7 8LS Ref. No: 20/00588/FUL (Vill env/Del)</u></p> <p>There were no objections to this application.</p> <p>7. <u>Single storey rear flat roofed extension to replace existng conservatory 25 Megacre Wood Lane Stoke On Trent Staffordshire ST7 8PA Ref. No: 20/00606/FUL (Green Belt/Delegated)</u></p> <p>There were no objections to this application.</p> <p>8. <u>Application for approval of details of the topsoil to be imported to the site as required by condition 18 of planning permission 16/00727/FUL Land West Of Ravens Close Newcastle Under Lyme Staffordshire Ref. No: 16/00727/CN18 (Vill env/Del)</u></p> <p>The Parish Council objected to this application and recommended refusal on the grounds of lack of information contained in the planning application.</p> <p>9. <u>Proposed 3 bed dwelling (re-submission of 17/00711/FUL) Land Adjacent 190 Old Road Bignall End Stoke On Trent Staffordshire ST7 8QH Ref. No: 20/00598/FUL (Green Belt/Delegated)</u></p> <p>There were no objections to this application.</p> <p>10. <u>Application for approval of a Site Investigation as required by condition 3 of planning permission 18/00879/OUT - Erection of a pair of semi-detached dwellings (All matters reserved) 54 Diglake Street Newcastle Under Lyme Staffordshire ST7 8PZ Ref. No: 18/00879/CN03 Application for approval of a Remediation Scheme as required by condition 4 of planning permission 18/00879/OUT - Erection of a pair of semi-detached dwellings (All matters reserved) 54 Diglake Street Newcastle Under Lyme Staffordshire ST7 8PZ Ref. No: 18/00879/CN04 Application for approval of the external facing materials as required by planning permission 19/00293/REM - Reserved Matters application for access, appearance, landscaping, layout and scale of two semi-detached starter homes pursuant to outline planning permission 18/00879/OUT 54 Diglake Street Newcastle Under Lyme Staffordshire ST7</u></p> | |
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| | <p>8PZ Ref. No: 19/00293/CN03 – Green Belt & Village Env The Parish Council objected to this application and recommended refusal on the grounds of lack of information contained in the planning application.</p> <p>11. <u>Construction of new Bay Window to front elevation of property.</u> 8 Hill Crescent Newcastle Under Lyme Staffordshire ST7 8BG Ref.20/00552/FUL Vill Env/Del There were no objections to this application.</p> <p><u>Retention of raised decked area to rear</u> 17 Boyles Hall Road Newcastle Under Lyme Staffordshire ST7 8QG Ref. No: 20/00590/FUL (Vill Env/Delegated) There were no objections to this application.</p> | |
| 9. | <p>GDPR.</p> <ul style="list-style-type: none"> The Parish Council was reminded of their obligations under the Act as regards Subject Access requests and information security. The web site was on schedule to be fully accessible by the September deadline. | |
| 10 | <p>Allotments-Halmer End.</p> <ol style="list-style-type: none"> Notices had been served on plots numbered 8,10,11,14 and 16. Plot 14 had been vacated. A follow up visit to the plots who had served notice upon them was to commence after 28th August 2020. It was RESOLVED to grant a dispensation for plot no 4 until 14th September 2020. An inspection will commence two weeks later and if there was no improvement a notice would be served. Following a discussion it was RESOLVED to approve the hiring of a skip at a cost of £190 for the use of the allotment holders only. It was FURTHER RESOLVED to approve the strimming of the main allotment entrance and main walkway at a cost of £80. <p>The spring area was discussed and it was agreed to keep the area as it is now to protect what wildlife maybe in situ. The trees were not on Parish Council land and would therefore need to be reported to the landowner. Tenants had not expressed any concerns about the trees and it was noted that if there were any issues with overhead lines Western power would deal with that directly.</p> | <p>MJ CC</p> <p>MJ CC</p> <p>Clerk</p> |
| 11 | <p>Riley's Field.</p> <p>There were 25 trees on this site that needed a specific survey. One tree needed to be felled whilst a further 20 needed overhanging branches on neighbouring land and branches growing through the basket ball court trimming back.</p> <p>It was RESOLVED to approve the interim tree works at a cost of £360.</p> | |
| 12 | <p>Speed Indicator Signs.</p> <p>The changes to the signs between Bignall Hill and Miles Green were noted. It was RESOLVED to approve the purchase of a further sign on Nantwich Road to slow traffic down at the lay by prior to the cricket club at a cost of £500 (post) plus £1900 for the sign.</p> <p>A further request from a resident for a device outside the Oatcake shop was declined.</p> | Clerk |

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| 13. | <p>Audley Bowling Club. It was RESOLVED to approve the cost of £450 for an annual internal and external health and safety inspection. The Council requested that the Clerk approach local volunteer architects to carry out subsequent inspections. C. Cooper to send the names to the Clerk. It was RESOLVED to upgrade the current fire extinguishers at a cost of £57.</p> | CC/Clerk |
| 14. | <p>CCTV Maintenance reports had been previously circulated. There had been several requests for information from the police where ideally they should be able to access the information remotely. The hard drive had been removed and securely stored. A replacement hard drive had been installed. The Chair was in discussions with Stoke-on-Trent City Council and Newcastle Borough Council to look at the future operation and monitoring of the cameras. The purchase of the data sharing Sim was noted to enable remote access and the Clerk was just waiting for the contractor to get them online.</p> | |
| 15. | <p>Playing Fields/Wildlife areas. The monthly inspection for August was noted. The rubber crumb repair taken under delegated action was also noted. It was RESOLVED to approve the submission of an insurance claim for the new swing seat at Bignall End Road. There had been issues where an allotment holder had dumped grass cuttings from his strimmed allotment site in Audley on the play area-this has now been resolved. It was RESOLVED to approve the painting of the see saw, swing, slide and turnstile at Miles Green at a cost of £400 Leddys Field Bull rushes-any work to remove the bull rushes has to be done by hand as stipulated by the Environmental Agency. It was difficult to see where the bull rushes ended and the pond began-thus causing a health and safety issue. Due to the nature of the work there had to be two people on site at all times. It was RESOLVED to approve the removal of the bull rushes and weed from the stream inlet side of the pool to the outlet side for a distance of 2 metres at a cost of £560. Halmer End Play area.-wildflower meadow by the strip. It was RESOLVED to form a working party led by M Joynson to look at the feasibility of rotorvating the area and planting wild flower seeds rather than removing the current soil and replacing prior to planting the seed. Miles Green Footpath. Two options were put before the Parish Council and it was RESOLVED to support option two i.e. 3 X 5ft hazel nut trees and perennial wild flower seeding at a cost of £360-£425 (depending on type of hazel tree to be planted). C. Cooper to advise the Clerk on the species of hazel nut required. Meeting with Staffordshire Wildlife via zoom re management plan for Leddys. The suggested date for the zoom meeting was 8th September at 2:00pm. Councillors were asked to advise the Clerk of their availability. It was questioned whether the bin at Alsagers Play area was paid for by the Parish Council as it did not appear to be emptied as frequently as it should. Clerk to check.</p> | <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>MJ</p> <p>CC</p> <p>All</p> <p>Clerk</p> |
| 16. | <p>Correspondence and circulars. Newcastle Borough Councils consultation on the Statement of Licensing Policy had been circulated. No comments were made. Register of Locally Important Buildings-this had been inadvertently missed off the agenda. However, it was RESOLVED to make an urgent decision to include Halmer End Institute and The Old Bakery for consideration. The locum Clerk to send the link to the Chair and Clerk as the closing date for submissions was prior to the next meeting of the Parish Council.</p> | Locum Clerk |

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| 17. | <p>Biggall End informal verge car park.</p> <p>A quotation was discussed re the resurfacing of the area as a car park. It was noted that nothing could be agreed until Newcastle Borough agreed the final scheme and the licence granted. It was not known how many vehicles the space could accommodate. Clerk to find out. It was agreed that it would take cars off the road but the Council were unclear as to who would park there and whether they would be willing to perhaps pay an annual car parking residents' fee to help sustain ongoing costs. It was agreed that a second quotation would be required prior to any further decision being taken.</p> | Clerk |
| 18. | <p>Clerks Update.</p> <p>This had been previously circulated.</p> <p>The purchase of a new PC and Windows 10 for the Clerk had been approved. A request had been made for the Clerk to purchase the old one from the Parish Council.</p> <p>It was RESOLVED-subject to all data relating to the Parish Council being removed-that the Clerk could purchase the old PC.</p> | Clerk |
| 19. | <p>Councillor Reports (for information only/further actions and decisions must be included on next agenda)</p> <p>Mr N. Crisp noted that no one had contacted him yet to meet with him and County Councillor Ms A Beech. Mr Crisp to reissue the e-mail.</p> <p>Mrs V Pearson had been approached by the organiser for the cubs to build and install 4 bug houses as a project-2 in Leddys Field and 2 in Town Fields. It was agreed that they had permission to do this.</p> | NC All |
| 20. | <p>To approve Payments and note receipts – see Appendix B</p> <p>RESOLVED to approve the payments as per the schedule.</p> | Clerk |
| 21. | <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 progress - signing lease, permission to be sought. Lease on the way for signature then Clerk will commission architect. - Queen Street/CARA park site issues. There was a discussion as to whether it would be better value for money to purchase the heras fencing outright rather than pay a monthly rental fee. This would pay for itself over the period of time and could be used elsewhere in the Parish in the future. It was RESOLVED to purchase the Heras fencing at a cost of £1650+VAT rather than continue to rent the fence on a monthly basis. It was FURTHER RESOLVED to take no remedial action at this stage of the proceedings. | Clerk |

Appendix B Approved Payment Schedule

| Chq/Bacs | TO WHOM PAID | DETAILS | TOTAL INVOICE INC VAT |
|----------|----------------------------------|--|--------------------------|
| bacs 74 | DB Security | Hire July CCTV | 378.00 |
| bacs 75 | DB Security | Hire Aug CCTV | 378.00 |
| bacs 76 | DB Security | Parts CCTV Albert Street PSU | 28.79 |
| bacs 77 | Wickstead | Harrison Close retention 5% | 1474.20 |
| bacs 78 | STS Contractors | Hire charge 4 weeks 600 net or purchase | 0.00 |
| bacs 79 | Mrs C Withington | Salary Aug | 1485.48 |
| bacs 80 | Mrs C Withington | Expenses Aug | 95.00 |
| bacs 81 | Staffordshire Pension scheme | Pension Aug | 624.32 |
| bacs 82 | H M Revenues and Customs | Tax and NI Aug | 509.94 |
| bacs 83 | Staffs County Council | Legal fees Butchers Arms | 68.40 |
| bacs 84 | Evansign | Signs for Queen Street Anti climb | 48.00 |
| bacs 85 | Design Construction Mgt Services | Survey Queen Street | 288.00 |
| bacs 86 | Mrs C Withington | MS Office renewal 365 CC | 135.36 |
| bacs 87 | TW Heler | Hedge cutting New Road | 60.00 |
| bacs 88 | WM Riley | Materials play area | 132.13 |
| bacs 89 | Potteries Waste | Road planings Alsager Road Allotments | 288.00 |
| bacs 90 | D&G Bus Services | July bus | 1943.18 |
| bacs 91 | North Staffs Fire | Extinguisher Bowling Club service | 39.84 |
| bacs 92 | Buzzy Bee garden services | ON 10 New road weed spray, ON 84 mole hills Albert Street | 85.00 |
| bacs 93 | Steve Hough | AM Grass cut x 2 (exc H/E), Mgarden Abank H/E x 2, Leddys Life ring and seats, entrance to park by Miles Green | 1370.00 |
| bacs 93 | Steve Hough | ON 70 Leddys bin 6/7, 14/7, 20/7, 27/7, 3/8 | 100.00 |
| bacs 93 | Steve Hough | ON 99 2 branches Leddys Field | 110.00 |
| bacs 93 | Steve Hough | ON 4 Relocation of Speed signs VAS | 220.00 |
| bacs 93 | Steve Hough | ON 11 Queen Street - Anti climb, knotweed, covid 19 measures, notices, bmx track, gates open/closed | 230.00 |
| bacs 93 | Steve Hough | ON 10 Rileys footpath stone | 75.00 |
| bacs 93 | Steve Hough | ON 11 New road hedges VAS | 20.00 |
| bacs 93 | Steve Hough | ON 2 Skate park repair Queen Street | 20.00 |
| bacs 93 | Steve Hough | ON11 Covid 19 measures = Halmer End and grass cut | 410.00 |
| bacs 93 | Steve Hough | ON 11 Covid 19 weekly inspections play areas signs etc | 448.00 |
| bacs 93 | Steve Hough | ON 12 Queen Street fence repairs | 40.00 |
| bacs 93 | Steve Hough | ON 12 Albert Street wetpour shrinking repairs | 50.00 |
| | | Monthly Total | 11154.64 |