

**AUDLEY RURAL PARISH COUNCIL**

MINUTES OF THE ALLOTMENT COMMITTEE MEETING of the Parish Council held at Wood Lane Community Centre, Apedale Road on Thursday 19<sup>th</sup> March 2020 at 6.30pm  
Present:

Chair: Mr N Hayes

Councillors: Mr D Butler, Mr C Cooper, Mr D Jervis, Mr R Garlick, Mrs C Richardson

Clerk – Mrs C Withington

Mr I Rowley – Chair

Ms M Toft - Secretary

1.	<b>To receive apologies</b> – Mrs V Pearson, Mr M Joynson, Mr M Whitmore, Ms A Borowski, Mr R Moody																																		
2.	<b>To note the approved minutes from last Allotment Cttee meeting 21<sup>st</sup> March 2019</b> – These were noted.																																		
3.	<p><b>To note income and expenditure for the Parish Council Allotment accounts for 2019/20</b></p> <table border="1" data-bbox="272 768 1385 1361"> <thead> <tr> <th colspan="3" data-bbox="272 768 1385 813"><b>PARISH COUNCIL ALLOTMENTS AS AT 06.03.20</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="272 813 847 857"><b>Opening Balance at 31.03.19</b></td> <td data-bbox="847 813 1198 857"><b>Estimated</b></td> <td data-bbox="1198 813 1385 857"><b>-£2,188.45</b></td> </tr> <tr> <td data-bbox="272 857 847 902"><b>Opening Balance at 31.03.19</b></td> <td data-bbox="847 857 1198 902"><b>Corrected</b></td> <td data-bbox="1198 857 1385 902"><b>-£2,258.45</b></td> </tr> <tr> <td data-bbox="272 902 847 947">Interim Receipts 19/20 received after April 2019</td> <td data-bbox="847 902 1198 947">Interim H/end</td> <td data-bbox="1198 902 1385 947">£58.00</td> </tr> <tr> <td data-bbox="272 947 847 992">Receipts for 20/21 see below</td> <td data-bbox="847 947 1198 992">Audley (new &amp; Old)</td> <td data-bbox="1198 947 1385 992">£0.00</td> </tr> <tr> <td data-bbox="272 992 847 1037">Receipts during 20/21</td> <td data-bbox="847 992 1198 1037">Halmer End</td> <td data-bbox="1198 992 1385 1037">£240.00</td> </tr> <tr> <td colspan="2" data-bbox="272 1037 1198 1081"></td> <td data-bbox="1198 1037 1385 1081"><b>£298.00</b></td> </tr> <tr> <td data-bbox="272 1081 847 1126">Less Expenditure during 18/19 (£725 Audley &amp; £240 H/End)</td> <td data-bbox="847 1081 1198 1126"></td> <td data-bbox="1198 1081 1385 1126">£965.00</td> </tr> <tr> <td data-bbox="272 1126 847 1171">Plus outstanding rent Audley Allot 20/21</td> <td data-bbox="847 1126 1198 1171"></td> <td data-bbox="1198 1126 1385 1171">£672.00</td> </tr> <tr> <td data-bbox="272 1171 847 1216">Plus outstanding rent Halmer End 20/21 (rent up to 31st January 2021)</td> <td data-bbox="847 1171 1198 1216"></td> <td data-bbox="1198 1171 1385 1216">£0.00</td> </tr> <tr> <td colspan="2" data-bbox="272 1216 1198 1261"><b>PARISH COUNCIL ALLOTMENTS Est Balance at 31.03.20</b></td> <td data-bbox="1198 1216 1385 1261"><b>-£2,253.45</b></td> </tr> </tbody> </table> <p data-bbox="272 1361 1385 1397">This was noted.</p>	<b>PARISH COUNCIL ALLOTMENTS AS AT 06.03.20</b>			<b>Opening Balance at 31.03.19</b>	<b>Estimated</b>	<b>-£2,188.45</b>	<b>Opening Balance at 31.03.19</b>	<b>Corrected</b>	<b>-£2,258.45</b>	Interim Receipts 19/20 received after April 2019	Interim H/end	£58.00	Receipts for 20/21 see below	Audley (new & Old)	£0.00	Receipts during 20/21	Halmer End	£240.00			<b>£298.00</b>	Less Expenditure during 18/19 (£725 Audley & £240 H/End)		£965.00	Plus outstanding rent Audley Allot 20/21		£672.00	Plus outstanding rent Halmer End 20/21 (rent up to 31st January 2021)		£0.00	<b>PARISH COUNCIL ALLOTMENTS Est Balance at 31.03.20</b>		<b>-£2,253.45</b>	
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4.	<p><b>To discuss other issues raised by the Allotment tenants as follows:</b> <b>AUDLEY ALLOTMENT ASSOCIATION (THROUGH THE NOMINATED SPEAKER)</b></p> <ol style="list-style-type: none"> <li>1. Condition of the car park Alsager Road Audley- The condition of the car park was discussed. It was <b>RESOLVED</b> to provide 100 tonne of road plainings for the Allotment Association to spread across the car park to fill in the uneven sections, which will be flattened by the vehicles using it.</li> <li>2. Update on activity and accounts (5 mins) Mr Rowley provided an update on the activities over the last year which included: Social events to fund raise for a new mower Junior plot (thanks went to Mr Jervis and Mr Garlick for the soil donation) Website Photo competition from April to October Prizes from Horsleys Open day with Silverdale Parish Council Purple day stall which raised £275 for cancer relief Community shed dedicated to Roger Beech who sadly passed away Annual Award (an apple carved locally) for exemplary plot holders</li> </ol>	<b>Clerk</b>																																	

	<p>AGM  Quiz night at the Boughey Arms  Ravensmead school (learning with children put on hold)  Dispenser of poo bags by car park  3 newsletters produced  Welcome pack for new plot holders  Next year – fundraising for new strimmer, RHS open day and social event, Big Soup day at end of growing season, quiz nights, social evening at the Cricket Club, Remembrance wreath to be laid.</p> <p>It was agreed that Mr Rowley will take a look at Megacre sleeper to see if it can be tidied up and to see if Wood Lane school would be willing to look after it as a project. The accounts have £400 currently. It was <b>RESOLVED</b> to provide a skip for a plot to be cleared and also for rubbish collected under a hedge at the rear of the site. The Sub Committee was discussed and it was agreed to discuss matters over email with the nominated 6 people (3 on each side) in the short term. The Parish Council thanked the Allotment Association for their hard work and commitment over the year, and the contribution towards the Parish.</p> <p><b>QUERIES RAISED BY HALMER END TENANTS:</b>  None raised</p>	<p><b>Clerk  AA</b></p>
<p>5.</p>	<p><b>To consider hedge laying between the Audley Allotments and Play area – Audley</b>  A quote had been obtained and discussion took place regarding the security of the site if the hedge was laid. It was agreed that the Chair of the Allotments Association would raise the point with the members to ask their opinion. It may be that we need to hold this off until next year.</p>	<p><b>AA</b></p>
<p>6.</p>	<p><b>To discuss and approve the proposed rent for the following year (2021/22) for Halmer End (1<sup>st</sup> February 2021 to 31<sup>st</sup> January 2022) and Audley (1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022)</b>  <b>RESOLVED</b> to leave the rent unchanged at £12 per plot.</p>	

Meeting closed at 6.55pm

**AUDLEY RURAL PARISH COUNCIL**

MINUTES OF THE FULL COUNCIL MEETING of the Parish Council held at Wood Lane Community Centre, Apedale Road on Thursday 19<sup>th</sup> March 2020 at 7pm

Present:

Chair: Mr N Hayes

Councillors: Mr D Butler, Mr C Cooper, Mr D Jervis, Mr R Garlick, Mrs C Richardson, Mr N Crisp

Clerk: Mrs C Withington

Mr Aaron Bell MP (for part)

1.	<b>To receive apologies</b> – Mrs V Pearson, Mr M Joynson, Mr M Whitmore, Ms A Borowski, Mr R Moody	
2.	<b>To consider approving and signing minutes of the Parish Council meeting on 20 February 2020 – RESOLVED</b> to sign as a true and accurate record by the Chair at the meeting.	
3.	<b>Declaration of Disclosable Pecuniary interest in any item on the agenda</b> Mrs Richardson declared an interest in Item 9 and Item 11.	
4.	<b>To note the extended date for the Co-option of Halmer End Parish Councillor (closing date 10<sup>th</sup> April 2020)</b> This was noted.	
5.	<b>Public Participation:</b> Mr Aaron Bell MP attended to discuss the emergency planning required to respond to the Corona Virus issue. Plans in other areas were discussed in terms of how this could help those most vulnerable for instance a distribution centre for medication, food and hygiene products to help those self isolating and checking up on people who are lonely to combat loneliness through the phone and social media. It was clarified that the Parish Council are looking to get a newsletter out to every household (3800) across the parish as a first step to identify vulnerable and working with the churches to set up a food bank, plus access help for those unable to get to the shops with no other help. Mr Garlick also suggested getting an advert on Radio Stoke and Hitmix to advertise the church phone number set up. The Clerk noted that one route into other areas that are non parished are through the LAPs, however some were struggling with a lack of admin support. Mr Garlick suggested that off road parking was needed to ease the numbers of vehicles on the roads to allow emergency vehicles. The matter of the First responders was raised, and what is being done to address the issue regarding delaying the implementation of the blue lights restriction. The Clerk will ask the First Responders if they have everything they need to respond to the Corona Virus cases. Mr Bell was thanked for his attendance and left the meeting.	Clerk  Clerk
6.	<b>To receive an update from Audley LAP and Police / Parish Liaison Committee</b> There was no update.	
7.	<b>Planning - To consider any planning applications received, including:-</b> 1. <u>20/00160/FUL   Residential development comprising of the erection of 2no. New Build Dwellings.   Land Adjacent 61 High Street Alsagers Bank Newcastle Under Lyme Staffordshire – Noted.</u> 2. <u>Demolition of existing detached garage and replacing with single storey flat roof garage attached to existing dwelling 87 Nantwich Road Audley Stoke On Trent Staffordshire ST7 8DL Ref. No: 20/00161/FUL - Noted.</u> 3. <u>Electricity Act 1989: The Overhead Lines (Exemption)(England and Wales) Regulations 2009 - Replace existing pole supports and replace existing open wire conductor with ABC (insulated conductor) Podmore Hall Cottages Scot Hay Road Scot Hay Stoke On Trent Staffordshire ST7 8BW Ref. No: 20/00193/OHL – Noted.</u>	

	<p>4. <u>Application for approval of landscaping as required by condition 7 of planning permission 19/00308/FUL - Erection of detached bungalow and demolition of existing B8 commercial building</u> Crackley Gates Farm Leycett Lane Silverdale Newcastle Under Lyme Staffordshire ST5 6AW Ref. No: 19/00308/CN07 - <b>Noted.</b></p> <p>5. <u>Retention of rear first floor balcony</u> April Rise 1B George Street Audley Newcastle Under Lyme Staffordshire ST7 8ET Ref. No: 20/00121/FUL – <b>RESOLVED</b> to object on the grounds that the room behind the balcony is not be used as it is being described in the application and if it contains a bathroom it should be frosted glass.</p> <p>6. <u>Application for approval of surface water drainage as required by condition 9 of planning application 16/00727/FUL - Erection of 6 dwellings</u> Land West Of Ravens Close Newcastle Under Lyme Staffordshire Ref. No: 16/00727/3CN09 – <b>Noted.</b></p> <p>7. <u>Erection of a shed to replace redundant agricultural facilities to be used to support dual-stables for retired horses</u> Craddock's Moss Farm Heighley Lane Knowle Bank Newcastle Under Lyme Staffordshire CW3 9BA Ref. No: 20/00109/FUL – It was suggested that the Rights of Way Officer needs to be consulted, as the building would impact on several rights of ways and may need to be diverted.</p> <p><b>Update on the Joint Local Plan (if available)</b> – It was agreed in principle that a planning consultant will be appointed at a cost of £1500 to assist in the consultation response for both the policies and the site allocations.</p>	Clerk
8.	<p><b>To consider a quote for erection the bunting for VE Day (8<sup>th</sup> May 2020 – 10<sup>th</sup> May) RESOLVED</b> to approve the quote (£200 to put up and £200 net to take down) subject to the government's position on lockdown – i.e. if there is a lockdown it will not be erected.</p>	Clerk
9.	<p><b>Leddys Field</b> To approve a quote for litter picking by New Road hedge (inside and outside) Mrs Richardson left the room - <b>RESOLVED</b> to appoint Mr Hough up to a cost of £50 to complete the work as it was considered a health and safety risk and proper equipment would be needed. Mrs Richardson returned. Ditch clearing quote (by hand) – <b>RESOLVED</b> to appoint Mr Hough up to a cost of £320 to clear out the ditch and to leave the items on the bank for the insects to crawl from.</p>	Clerk  Clerk
10.	<p><b>GDPR (standing item)</b> Data breaches/Subject Access requests/Information Security – reminder of responsibilities – This was noted.</p>	
11.	<p><b>Playing Fields/Wildlife Areas inc:</b></p> <ul style="list-style-type: none"> <li>To note Play Area Monthly Inspection for March and approval of any action required or taken under Delegated Authority – basket swing Alsagers Bank (repair ordered), glass at Halmer End (cleared up), gas canisters Alsager Road car park (reported and cctv checked), replacement bus shelter panels (New Road/Chapel Street) at a cost of £243 inc vat. The Clerk was asked to get soil top up at Bignall End Road. Additionally it was noted that some fencing repairs had to be carried out to the rails along New Road by Leddys Field. Clerk to speak to Mr Hough regarding a previous job to remove the tree at Alsager Road. Mrs Richardson left the room.</li> <li>Albert Street - To approve a quote to rake over the mole hills – <b>RESOLVED</b> to rake over the mole hills and to monitor them, Busy Bees Gardening services to be appointed at a cost of £50 for 120. Discussion</li> </ul>	Clerk  Clerk  Clerk

	<p>took place as to what should happen next and it was agreed to monitor the situation.</p> <p>Mrs Richardson returned to the room.</p> <ul style="list-style-type: none"> <li>To consider a draft scheme for Albert Street play area prior to public consultation, and to then pending the responses start the procurement – see <b>Appendix A – RESOLVED</b> to approve the draft scheme, subject to negotiation on the price to bring it down or to look to reduce elements of the trim trail, consultation with the residents and Church.</li> </ul>	Clerk
12.	<b>To consider the issues regarding the trees on private land by the Church car park and lighting</b> – It was agreed that the Clerk will write to the landowner to ask the trees to be reduced to allow light onto the car park. If the land is not wanted, then we will seek to adopt it and carry out the work.	Clerk
13.	<b>To consider the work done at Margaret’s Garden and next steps – Mrs Pearson</b> – The work had been done and was noted that it improved the visibility from the road.	
14.	<b>To note the outcome regarding the tree survey of the 2 oak trees at Albert Street and approve a quote for tree work to rebalance the trees as per recommendations with immediate effect (note work will stop if birds are found to be nesting) – Appendix B</b> - The report was noted and it confirmed that the trees required some tree work in order to sustain them. A further scan will be needed in two years. <b>RESOLVED</b> to appoint The Tree Brothers at a cost of £1100 net to complete the work over 2 days.	Clerk
15.	<b>Standing item - CCTV</b> <ol style="list-style-type: none"> <li>To note the latest regarding the Village CCTV – to approve a quote to lease CCTV equipment for the 2 new cameras for the village and to include Hall Street – to include Halmer End – <b>RESOLVED</b> to lease the cameras for Hall Street, the Village and Halmer End at a cost of £420 per month with a 2 month notice.</li> <li>To approve a quote for a monthly maintenance contract of the remaining 4 existing cameras – <b>RESOLVED</b> to maintain the cameras at a cost of £150 per month – subject to a monthly invoice and report.</li> <li>To approve a quote to lease equipment at Halmer End play area – this was included in 1 above.</li> </ol>	Clerk  Clerk
16.	<b>To note the donation of a planter to Wood Lane Primary School – Mr D Jervis</b> – This had been discussed earlier.	
17.	<b>To consider purchasing a general bin in the Ryehills area and to pay £5 per week to empty – Mr D Jervis</b> – There had been a high number of dog poo bags left in the hedge and also vodka etc bottles. The Clerk was awaiting for the Borough Council to confirm if it was possible to locate a bin in that area and empty it. Subject to this it was <b>RESOLVED</b> to fund a new bin approx. £300 and for the emptying cost of £260 per year.	Clerk
18.	<b>To include purchase of 3 additional speed devices at a cost of £5.4k net to be located at the 3 remaining sites - New Road, Rye Hills, Miles Green (subject to the posts being min of 90 mm diameter and sufficient height being 370cms or above) – Mr D Jervis</b> – <b>RESOLVED</b> to purchase 4 speed indicator devices as budgeted for next year at a cost of £7k, with one to be located by Kent Hills/Audley Cricket Club as well, subject to the post being in place and suitable. It was agreed to bring matters to the Parish Council rather than hold a traffic sub group in the current times.	Clerk
19.	<b>To note concerns regarding the First Responders Service (no blue lights and no medication) and consider action</b> – This had been discussed earlier.	
20.	<b>Correspondence and circulars - To review other items received and consider for next agenda</b> Fire and Police Consultation - <b>draft Safety Plan 2020-2024 is now open and runs from February 17 until March 22, 2020</b>	

	<a href="http://www.staffordshirefire.gov.uk/media/2567/draft-safety-plan-2020-2024.pdf">www.staffordshirefire.gov.uk/media/2567/draft-safety-plan-2020-2024.pdf</a> - This was noted.	
21.	<p><b>Clerks Update – (Appendix C)- This was noted.</b>  <b>To approve the following HR policies (as attached at Appendix D)</b></p> <ol style="list-style-type: none"> <li>1. Annual Leave policy</li> <li>2. Equality and Diversity policy</li> <li>3. Whistle blowing policy</li> <li>4. Sickness Absence policy</li> </ol> <p><b>RESOLVED</b> to adopt these policies.</p>	Clerk
22.	<p><b>Councillor Reports</b> (for information only/further actions and decisions must be included on next agenda – <b><i>all Highways related issues are to be reported to <a href="https://www.staffordshire.gov.uk/Report/Report.aspx">https://www.staffordshire.gov.uk/Report/Report.aspx</a> outside of the meeting</i></b> )</p> <p>Mr Jervis asked that we prioritise creation of off road car parks in the following areas - Megacre, Bignall End, Miles Green and Station Road. This will be discussed at a future agenda.</p> <p>Mr Cooper asked the Clerk to chase up the removal of the gate by the footpath in Miles Green.</p> <p>Mr Garlick noted he was meeting with Highways officers regarding the ongoing flooding at Bignall End Road and the white rails/armco.</p>	<p><b>Next agenda</b></p> <p><b>Clerk</b></p>
23.	<p><b>To approve the schedule of payments (Appendix E) and note budget update</b>  <b>RESOLVED</b> to approve the payments in accordance with the attached schedule. The budget update was noted.</p> <ul style="list-style-type: none"> <li>- To approve the renewal of SPCA subs at a cost of £721 – <b>RESOLVED</b> to renew.</li> </ul>	Clerk
24.	<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>• Car Park leases – Butchers Arms – to approve the lease and to give delegated authority to allow the Chair and Vice Chair to enter into the lease with the Borough Council outside of the meeting, to note the step in clause - <b>RESOLVED</b> to approve the step in clause which would ensure the Borough Council carried out the work within 5 years, if not then we would carry it out and recharge them. Also <b>RESOLVED</b> to use an expert to create a binding agreement in the event that the work was not agreed by the two parties. Delegated authority was now given to the Chair and Vice Chair to sign the lease.</li> <li>• To appoint an architect to progress the planning application in advance of the lease being signed Butchers Arms car park – Four quotes had been requested and it was <b>RESOLVED</b> to appoint Deakin up to a cost of £6.3k net to progress the planning application.</li> <li>• To note the progress the land sale at Podmore Cottages - next actions – - <b>RESOLVED</b> to offer the land for sale, before requesting a legal notice to reclaim the land and ensure the access meets the legal requirements.</li> </ul>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b></p>

**Meeting closed at 9.00pm.**

**Approved Payments schedule – March 2020**

<b>Chq/Bacs</b>	<b>TO WHOM PAID</b>	<b>DETAILS</b>	<b>TOTAL INVOICE INC VAT</b>
bacs 205	Audley methodist church	Grant for car park	2592.00
bacs 206	D&P Security services ltd	CCTV passwords and HDMI cable	170.00
bacs 207	Wicksteeds	Vat on invoice missed (Bacs 147)	18.30
bacs 208	Wicksteeds	Play inspection Annual	540.00
bacs 209	EE	Feb - extra data due to CCTV incident download	43.20
bacs 210	SCC	Legal fees - Butchers Arms Car park SCC Jan	45.60
bacs 211	Playdale	Parts for basket swing Alsagers Bank CC need Invoice	249.86
bacs 212	D&G Bus Services	Feb - bus services	2097.70
bacs 213	BHA Trees Ltd	Tree survey at Albert street	474.00
bacs 214	The Tree Brothers	Tree work - Miles Green Play area and Bus Shelter Bignall Bank	420.00
bacs 215	Euroffice	Stationery	18.20
bacs 216	Euroffice	Stationery ink (as previous one didn't turn up refunded)	66.44
bacs 217	Evans Signs	2 x play area signs Miles Green and Alsagers Bank	720.00
bacs 218	Steve Hough	ON 69 remove fallen tree Leddys	200.00
bacs 218	Steve Hough	ON 70 Litter bin empty Leddys 10/2. 17/2. 24/2. 2/3	80.00
bacs 218	Steve Hough	ON 73 Albert St gate open/close, broken glass and post (ASB), Check drain at Alsger Road, Remove stumps Leddys	140.00
bacs 218	Steve Hough	ON 65 MOT stone Alsager Rd car park	40.00
bacs 218	Steve Hough	ON 70 Grit bin clean by Butchers Arm	15.00
bacs 218	Steve Hough	ON 22 removed all pegs by basket swing matting	20.00
bacs 218	Steve Hough	ON 75 Conifers Scot Hay	380.00
bacs 218	Steve Hough	ON 77 Open gate Miles Green tree work	20.00
bacs 218	Steve Hough	Play Inspection	112.00
bacs 219	EON	Electric - Xmas lights 2019 (£66.24 less credit £53.66)	12.58
bacs 220	Mrs C Withington	Salary Mar	1473.96
bacs 221	Mrs C Withington	Expenses Mar inc mileage	151.25
bacs 222	Staffordshire Pension scheme	Pension Mar	604.87
bacs 223	H M Revenues and Customs	Tax and NI Mar	524.35
Bacs 224	SPCA	Subs 20/21	721.00
Bacs 225	Shelutions	Bus Panels New Road	243.91
Bacs 226	We print Gifts Ltd	ID Cards x 16	69.41
Bacs 227	Parish Noticeboards	remaining 50% of the Bignall End Road noticeboard	507.90
		<b>Monthly Total</b>	<b>12771.53</b>