

AUDLEY RURAL PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** of the Parish Council held by Zoom, on Thursday 17th December 2020 at 7.00pm

Present:

Chair: Mr N Hayes (NH)

Councillors:, Mrs C Richardson (CR), Mr D Jervis (DJ), Mr Nick Crisp (NC), Mr C Cooper (CC), Ms Josie Leydon (JL), Mr David Butler (DB), Mr Ian Rowley (IR) and Mrs V Pearson (VP) Clerk – Mrs C Withington

There were no members of public in attendance.

	Item	Action
1.	To receive apologies Mr Daniel Keen (DK) Mr M Joynson (MJ), Mr R Moody (RM), Mr R Garlick (RG), Ms A Borowski (AB)	
2.	To consider approving the <u>Full Council meeting on 19th November 2020 and to be signed by the Chair outside of the meeting along with previous approved minutes back to March 2020</u> – Note correction regarding Ms Josie Leydon. RESOLVED to sign the minutes as true and accurate record. The Chair will sign outside of the meeting.	
3.	Declaration of Disclosable Pecuniary interest in any item on the agenda <i>Payments schedule - Cath Richardson</i>	
4.	Public Participation: None	
5.	Covid 19 matters – To note the reopening of Miles Green outdoor sports and Rileys Field – to note only – This was noted.	
6.	To approve a Draft Budget 2021/22 - see Appendix A <i>To further consider budget priorities for next year 2021/22 and finalise a draft budget/precept request</i> - The attached draft budget was approved. It was noted that there will be a shortfall in meeting the budget due to the reduction in Council Tax base (which is impacted by the number of properties who are expected to pay council tax). These has reduced by 26 for next year. The draft budget was approved as attached. After much deliberation it was felt that a small increase of approx. 94p per year/less than 2p per week for a Band D property would be acceptable to meet the shortfall. RESOLVED that the precept should be increased to £61.77 per year (which is a 1.5% increase) for a Band D property which would provide a total precept amount of £157,503. This will be confirmed finally at the January meeting. In the meantime the Clerk will provide this indication to the Borough Council for their budget setting purposes. <i>To note the impact on the Council Tax Base (reduction 2550 from 2576) and the impact on the precept for next year's budget (subject to the above) –</i> Noted as above.	Clerk
	To approve the Reserves Policy – see Appendix A1- RESOLVED to approve.	Clerkl
7.	Annual Maintenance Programme – to approve the spec and consider arrangements for March 2021 onwards with regards to quotes etc - See attached Appendix B The Clerk stated that as the grass cutting starts in March 2021 we need to make a decision tonight as to whether or not to tender the contract again, split it into lots or continue with the existing arrangements. The Clerk noted that Mr Joynson had raised some concerns around quality of work, so future arrangements should be carefully monitored in all respects. The Clerk also noted that the contractor had confirmed his prices will stay the same again as the last 7 years. The prices were confirmed in the meeting. It was noted that the Borough Council was not able to provide a community ranger through Borough Council as first thought as this would involve them seconding a member of their existing team and there was no spare capacity.	

	<p>RESOLVED that the revised specification was confirmed.</p> <p>RESOLVED that the Clerk would ask Mr Hough to provide his prices for the additional items which are currently unpriced. It was further RESOLVED that the intention was to appoint Mr Hough subject to approving the extra costs. This was in view of his immediate response times for emergencies and local connection. This was unanimous and will be finalised at the next meeting.</p>	<p>Next agenda Clerk SH</p>
8.	<p>Further Consideration of a Neighbourhood Plan for Audley Parish (note that this would be a policies and design code plan only with no housing allocation sites due to timescale of the emerging JLP which will set housing) – see attached guidance Appendix C</p> <p>The Clerk had circulated the latest position on the Joint Local Plan (JLP) which is now looking that it may be aborted and replaced with a Borough wide plan. The Planning Consultant had confirmed that the Audley Neighbourhood plan could be run twin track Borough wide Local Plan and it may result in a first to the post with the housing sites. Fees may need to be revisited if housing sites are to be included but as yet unconfirmed.</p> <p>If considered appropriate then :</p> <ol style="list-style-type: none"> 1. To further to consider Parish Councillors to volunteer to form a Steering group with a Chair who will act as the lead co-ordinator for the Plan and will draft terms of reference for approval at next Parish Council meeting –It was noted that there is sufficient interest to form a steering group although additional representation may also be needed. DJ, CC, JL, NH also noted their interest. 2. Consider appointing external administration assistance to pursue funding and to assist in the co-ordination of the Plan with the Chair/Steering Group – see attached quote Appendix C1 – At this stage it was agreed that any additional costs could be paid as overtime for clerk when working on the Neighbourhood Plan. However there may be a need to review overall hours in the future. The Clerk noted that it may be necessary to bring in adhoc admin assistance with respects to other matters. 3. Consider appointing an external consultant (with the view of this being grant funded if successful) estimated to be £10,000 – see attached quote Appendix C2 – RESOLVED that the Clerk now seeks grant funding based on a final quote from Urban Vision in order to see if funding can be confirmed. Clerk to see alternative quotes. It was noted that it would cost around £12k – so may require some parish funds plus admin costs. 4. Subject to the above agreement to proceed, to resolve to request that Newcastle Borough Council formally start the process to designate Audley Parish as a Neighbourhood Plan area in advance of the Steering Group being appointed RESOLVED noted that the designation has been progressed with the Borough Council. 	<p>Clerk</p> <p>Clerk</p>
9.	<p>Planning - To consider any planning applications received, including:-</p> <ol style="list-style-type: none"> 1. Side and Rear Extension 82 Nantwich Road Audley Stoke On Trent Staffordshire ST7 8DL Ref. No: 20/01005/FUL Delegated (called in requested)/Village Env – see letter circulated (09.12.20) CR noted that there are concerns that the boundary wall is too close approx. 10 mm from the side which would not allow any maintenance of the neighbours boundary. It was also noted that this is more than doubling the footprint of the original building and there would be loss of light. DJ noted that the neighbour the other side is in support and it would seem that it would be them that are most affected. RESOLVED to support the application on the assumption that the concerns should be resolved through the planning 	

	<p>process in terms of size meeting current planning policy and also the building regulations.</p> <p>2. <u>Proposed 2no. single storey extensions & alterations to existing dwelling</u> 97 Stephens Way Bignall End Stoke On Trent Staffordshire ST7 8NL Ref. No: 20/01001/FUL Delegated/Village Env - RESOLVED to support.</p> <p>3. <u>Change of use from indoor model car running arena to Joiners workshop (B2 industrial)</u> Building North Of Tawney Cottage Barthomley Road Audley Newcastle Under Lyme Staffordshire Ref. No: 20/00991/COU Green Belt/Delegated - RESOLVED to refuse due to access.</p> <p>4. <u>Construction of a single storey storage building and installation of floodlights on main pitch</u> Audley And District Football Club Old Road Bignall End Stoke On Trent Staffordshire ST7 8QH Ref. No: 20/00970/FUL Village Env/Green Belt/Delegated RESOLVED to support.</p> <p>5. <u>Construction of seven beds at first floor, altered lounge and office and ground floor</u> Wilbraham House Residential Home Church Street Audley Newcastle Under Lyme Staffordshire ST7 8DE Ref. No: 20/00923/FUL Delegated/Village Env/Conservation Area – RESOLVED to request that they improve their boundary fencing to ensure it's a secure site and if possible a new fence due to the impact on the conservation area.</p> <p>6. <u>Conversion of existing shippon to holiday let accommodation to include sub-division of the internal spaces and provision of heritage roof lights</u> Domvilles Farm Barthomley Road Audley Stoke-on-Trent Staffordshire ST7 8HT Ref. No: 20/01054/LBC <u>Conversion of existing shippon to holiday let accommodation to include sub-division of the internal spaces and provision of heritage roof lights</u> Domvilles Farm Barthomley Road Audley Stoke-on-Trent Staffordshire ST7 8HT Ref. No: 20/01053/FUL Green Belt/Delegated – RESOLVED to support.</p> <p>FYI ONLY <u>Application for approval of the acoustic report and recommendation as required by condition 15 and Application for approval of the external facing materials as required by condition 3 - 19/00117/FUL - Proposed demolition of existing Working Mens Club and the development of 7 new dwelling houses</u> Former Halmerend And District Working Mens Club Co Operative Lane Halmerend Staffordshire ST7 8BL Ref. No: 19/00117/CN03 Delegated/Village Env – Noted that there is some concern of red ash under the development site which should be confirmed and treated if so. It was also noted that there is a capped mineshaft under the site, evidence has already been provided to the Borough Council in previous comments.</p> <p>Update on the Joint Local Plan (if available) - Noted earlier that this has been put on hold pending consideration of a borough only Local Plan which is currently being consulted upon. .</p>	
10.	<p>Policing Matters</p> <p><i>To receive a report back from the Chair/Vice Chair following the meeting held with Sgt Caldwell, Borough Councillors – on Thursday 17th Dec at 6pm</i></p> <p>Clerk to circulate stats provided to the meeting and the brief notes.</p> <p>Noted that there is a difference between the reported stats and those on the public facing https://www.police.uk/ website – possibly due compatibilities due to a new system. This has now been escalated and is being looked at by police nationally. The ASB situation was noted and that there had been a spike in figures in October (sometimes due to seasonal reasons), prior to that it was March and April. Cllr Moffat reported drug dealing in Bateswood and Apedale, and there are plain clothes officers operating in the areas. Operation Banish is being progressed to deal with ASB and also the Covid Regulations.</p>	Clerk

11.	<p>GDPR (standing item) Data breaches/Subject Access requests/Information Security – reminder of responsibilities – Noted.</p>	
12	<p>Standing item – CCTV</p> <ol style="list-style-type: none"> To note the maintenance report and any actions to be taken (November – to be supplied) – No report as yet, to be chased up. To note the latest with regards to the current system and update on issues – Mr N Hayes – Noted that the village cameras are now working remotely (as is Albert Street) but there are a few issues still with viewing historic footage, but not downloading it. To note requests for footage from Police and to approve the Chair and Vice Chair to sign a Data Sharing Agreement (GDPR) with the Police to allow them to access footage for the prevention and investigation of crime and community safety - This is ongoing with DPO for Staffs County Council and Staffs Police – an initial document has been sent over but we cannot allow access by the police remotely until this has been developed and signed by Chief Inspector and Chair. 	Clerk
13.	<p>Playing Fields/Wildlife Areas/Car park/Assets inc:</p> <ol style="list-style-type: none"> Albert Street Play area update – to note tendering process is now underway – Noted. To note Play Area Monthly Inspection for Dec and approval of any action required or taken under Delegated Authority including – Bignall End Road Play area – gap filled with stones, access to Halmer End play area (handrails £200) - Noted. The Clerk is also progressing the very large pothole repair at Butchers Arms, plus all the other jobs including wetpour spraying at Halmer End and Scot Hay, removal of leaves in Rileys Field has been ordered in accordance with the circulated inspection report. To approve hedge cutting Albert Street (£80), Queen Street (£90) and Alsager Road Allotments (£60) – RESOLVED to approve Queen Street and Albert Street. Hedge to be sided rather than topped at Alsager Road. Hedge to be laid and discussed at the Allotments Committee before placing the order. To be confirmed by the Allotment Committee meeting in March. To approve that the Chair and Vice Chair sign a wayleave at Scot Hay land (Podmore Cottages) with Western Power – RESOLVED to approve chair and vice chair to sign. To approve a quote to repair the seat at Alsagers Bank at a cost to be notified – RESOLVED to approve at a cost of £275. 	<p>Clerk</p> <p>Clerk IR Clerk</p> <p>Clerk NH DJ</p> <p>Clerk</p>
14.	<p>Leddys Field Management Plan - To adopt the Leddys Field Management plan following the meeting on 11th November with schools, scouts, Parish Councillors Pearson and Moody and agree an action plan for next year see Appendix D RESOLVED to adopt the plan. VP and IR to join RM to work on the working party. Noted that the original tree management plan from 2014 is a very good quality document. VP would like in the future to create a steering group and do a site walkabout when we can.</p> <p>A number of small willows are to be coppiced by the picnic seating area to open up the area for it to be more accessible and more visible plus this is on the land which should be bare. Clerk to confirm with Tim James that this is not protected and we can continue. If so RM to organise with bowman before nesting season starts, once we are satisfied they have risks covered.</p>	<p>IR RM VP Clerk</p> <p>RM</p>
15.	<p>To request the allotment rent from Halmer End (£12 per plot) – in line with the revised arrangements (1st February 2021 to 31st January 2022) and to seek tenant’s views regarding joining the Audley Allotment Association (as</p>	

	<p>associated members) RESOLVED to request the allotment rent for £12 per plot for 2021/22. Noted that the Audley Association Committee have suggested they make the offer to the Halmer End tenants for them to join their Association. This is also following a number of tenants expressing an interest to form an Association at Halmer End. It will be by association only but will allow them to share experiences in the initial stage before looking at formalising the arrangements for day to day management etc. RESOLVED to consider Halmer End tenants joining Audley Allotments Association pending their views. Noted it was be a slow process.</p>	<p>Clerk</p> <p>Clerk</p>
16.	<p>Highway Team visit – Hedges, ditches and drains – list to be agreed List to be circulated by the Clerk for the longstanding/repeat issues to be addressed through the £2m funds available to the County. Clerk to send the footpath reporting link to all. JL to report the closed pavement to Highways on Boon Hill Road. The issues with the water and mud run off from the new development at Alsagers Bank to be reported to Highways by CC. Clerk to report obstruction to the footpath further down by the Butchers Arm.</p>	<p>Clerk ALL JL CC Clerk</p>
17.	<p>Correspondence and circulars -To review other items received and consider for next agenda Request from Rotary Club to work on community projects – Clerk to put forward the following suggestions - John Wedgwood monument, security fencing at Halmer End Allotments and wildlife area at bottom of Nantwich Road/Barthomley Road.</p>	<p>Clerk</p>
18.	<p>Clerks Update – (Appendix E) To approve leave from 21st December to 4th January 2021 – RESOLVED to approve. Hougherwall - two contractors have looked at the site and are concerned regarding the safety of the site and cost implications as a result. The Clerk has written to the houses to ask if anyone knows who has done the work, to await a reply then to further write to the houses regarding our concerns for the stability of the land by removal of trees. There is no desire to take this site on as it currently stands – in the past there has been minor planting of daffodils by the road side and some overhanging tree work but not regular maintenance.</p>	<p>Clerk</p>
19.	<p>Councillor Reports (for information only/further actions and decisions must be included on next agenda) CC to report water on the road to Highways. CC noted that there is a well constructed youth shelter at Audlem.</p>	<p>CC</p>
20.	<p>Payments and Finance 1. To approve the attached Payments and note receipts –Appendix F CR left the meeting for this item. RESOLVED to approve the payments. CR returned. 2. To appoint an internal auditor for Accounts ending 2020/21 and terms of reference– Appendix G – RESOLVED to appoint Mrs Viv Evans in accordance with the terms of reference as agreed. 3. To renew the Clerk’s Society of Local Council Clerks membership (pro rata) £173.40 – RESOLVED to approve.</p>	<p>Clerk</p>
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: 1. Queen Street/CARA park site issues – update The remedial repair has now been completed and the Clerk will need to send the</p>	<p>Clerk</p>

	<p>findings from the remedial contractors to the solicitor before consideration of a further report if necessary. The position was noted and agreed.</p> <p>2. Bignall End Road Car park – To consider a quote for the Borough Council’s approved contractor to carry out the work to include for kerbs and tarmac, to allow for the Chair and Vice Chair to sign the licence and also to seek Planning Permission (approving a quote for architect to provide scheme design to achieve planning)</p> <p>It was noted that it will be around £1700 to get it through planning and the scheme would cost circa £21k. RESOLVED to appoint B3 architectural design in line with the quote provided to seek the planning permission before consideration of the final scheme costs through tender.</p> <p>3. To approve a quote for kissing gates at Bignall End Road at a cost to be notified – RESOLVED to appoint Mr Heler in line with his quote and to include the metal posts.</p>	<p>Clerk</p> <p>Clerk</p>
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Approved Payments Schedule December 2020

Chq/Bacs	TO WHOM PAID	DETAILS	TOTAL INVOICE INC VAT
bacs 172	Mrs C Withington	Land reg x 2 land at rear and side of Butchers Arms	12.00
bacs 173	FWB	Halmer End Allots hand rail S Hough PAID	192.96
bacs 174	AlanTech	Laptop for Police CCTV	410.00
bacs 175	Mrs C Withington	Land reg x land by Church Memorial garden	6.00
bacs 176	EE	Rental for Sim Cards November PAID	45.60
bacs 177	JPD Security Ltd/DBS security	Maintenance of existing CCTV and report Nov - report needed	180.00
bacs 178	SLCC	RFO/Clerk Annual Subs (60% pro rata 289)	173.40
bacs 179	Duttons TM	Traffic lights Nantwich Road Siding 16 and 17th Nov	780.00
bacs 181	Mrs C Withington	Land reg - Hougherwall Road verge	6.00
bacs 182	Wickstead	Swing seat Alsager road ASB	216.13
bacs 183	Eurooffice	Stationery (Covid signs)	40.68
bacs 184	Eon	Post Nantwich Road (CC)	457.03
bacs 185	Eon	Column socket xmas SL8	495.19
bacs 186	Eon	CCTV Post Halmer End	2252.90
bacs 187	SPCA	Planning training 24.11.20 N Crisp	30.00
bacs 188	Mrs C Withington	Salary Dec	1581.90
bacs 189	Mrs C Withington	Expenses Dec	95.00
bacs 190	Staffordshire Pension scheme	Pension Dec	641.50
bacs 191	H M Revenues and Customs	Tax and NI Dec	470.94
bacs 192	Aardwolf	Queen Street Heribicide (KW)	120.00
bacs 193	D&G Bus Services	Bus subsidy November	1814.93
bacs 194	Rory Mack	Bowling Club Condition survey	540.00
bacs 195	HCA architects	Prelim design drawings to structural engineer drainage	300.00
bacs 196	Broxap	Litter bin halmer end play area (emptied by Institute)	430.80
bacs 197	Steve Hough	AM Leddys paths leaves, Wier x 2, Inspection report inc Car park	272.00
bacs 197	Steve Hough	Siding Nantwich Road x 2 16/17th Nov	790.00
bacs 197	Steve Hough	ON 70 Bins Leddys 9th and 30th Nov	40.00
bacs 197	Steve Hough	ON 20 VAS batteries change	25.00
bacs 197	Steve Hough	SID install Nantwich Road	90.00
bacs 197	Steve Hough	ON 6 Lock up Miles Green gym and Rileys Covid	300.00
bacs 197	Steve Hough	ON 83 Halmer End Covid banners, and signs replacement	80.00
bacs 197	Steve Hough	ON 33 Grit bin refills x 9 parish	296.00
bacs 197	Steve Hough	ON 31 Leaves on roof Audley bowling club	40.00
bacs 197	Steve Hough	ON 32 ASB damage 8th Nov Sunday Leddys and Bignall End Rd	20.00
bacs 197	Steve Hough	ON 33 xmas decs from stores	10.00
bacs 197	Steve Hough	ON 20 Queen Street inspection 12th Nov and repair to fence	35.00
bacs 197	Steve Hough	ON 40 Poppies removed and back in stores	20.00
bacs 197	Steve Hough	ON 36 Damage seat made safe Alsagers Bank	20.00
bacs 198	SPCA	Planning Training Mike Joynson (non attendance)	30.00
bacs 199	Staffs County Council	Legal Fees	114.00
bacs 200	Blachere	Xmas Lights (street) less credit note 1,594.08	4235.52
bacs 201	JPD Security Ltd/DBS security	Rent December hire CCTV	378.00
bacs 202	Evolis Elancity	Speed Sign -Nantwich Road (2)	2108.12
bacs 203	Evolis Elancity	Speed Sign -Alsager Road (Water works to refund)	2130.79
bacs 204	Mrs C Withington	Office PC desk top all in one HP and 3 year warranty/care	924.48
bacs 205	Buzzy Bee garden services	ON37&41 H/End strim, ON42 Miles Green spray, ON45 Rileys field leaves, H/End spray and Scot Hay spray	360.00
		Monthly Total	23341.87

Approved Draft Budget - December 2020

HEADING	Approved Budget 2020/21	Apprd Draft Budget 2021/22 (Precept increase of 1.5% per Annum)	Draft Budget 2021/22 (if no precept increase)
ADMIN			
Staff Costs and Oncosts / Chair	£ 33,000	£ 34,500	£ 34,500
ADMIN Office/other/Adverts	£ 8,500	£ 7,000	£ 7,000
Playing Fields - maintenance	£ 21,000	£ 24,000	£ 24,000
Bus Subsidy	£ 25,000	£ 25,000	£ 25,000
Highways Projects (inc SIDS, siding)	£ 7,000	£ 7,000	£ 7,000
Playing fields new equipment (Albert Street, BMX)	£ 3,000	£ -	£ -
Car parks - maintenance Butchers and Halmer End (High Street), Station Road	£ 3,500	£ 3,500.00	£ 3,500.00
Bus shelters and Seats	£ 1,000	£ 1,000.00	£ 1,000.00
Footpaths	£ 1,000	£ 1,000.00	£ 1,000.00
Audley Bowling Green	£ 2,000	£ 2,000.00	£ 2,000.00
Wildlife Area/Land inc Leddys/Marg Garden/Bluebell wood/Scot Hay land)	£ 8,000	£ 8,000.00	£ 8,000.00
Misc. inc unadopted land	£ 7,000	£ 7,000.00	£ 7,000.00
Allotments (skips, strimming, hedge laying)	£ 1,500	£ 1,500.00	£ 1,500.00
Donations inc Rem Day parade	£ 3,000	£ 3,000.00	£ 3,000.00
Comm activities/Grants Programme	£ 4,000	£ 4,000.00	£ 4,000.00
Other projects	£ 33,195	£ 34,000.00	£ 31,613.50
VAT TO BE RECLAIMED	£ -	£ -	£ -
TOTAL	£ 161,695	£ 162,500	£ 160,113.50

Shortfall £ 2,386.50

<i>Income for Budget 20/21</i>		<i>Required Income for Budget 21/22 (£162500)</i>		<i>Annual amount per Band D Property Precept - Notes</i>
Precept £60.83 per year Band D (council tax base 2576)	£ 156,698	Precept reqd (2550 Council tax base)	£ 157,503	£ 61.77
Section 136 Funding NIL	£ -	Section 136 Funding NIL	£ -	Last year it was £60.83 (20/21) Band D per annum (£156698)
Council tax support grant (at RISK)	£ 4,397	Council tax support grant (at RISK)	£ 4,397	Precept would increase by 94p per year or 1.8p per week (1.5% increase)
Other income (Allot rent)	£ 600	Other income (Allot rent)	£ 600	
Total Income	£ 161,695	Total Income	£ 162,500	