

# CHURCH LAWTON PARISH COUNCIL

## MINUTES OF THE COUNCIL ANNUAL MEETING HELD ON WEDNESDAY 18<sup>th</sup> July 2018 AT CHURCH LAWTON MEMORIAL HALL

**Present: Chair Roger Young; Vice-chair Barbara Adams  
Councillors: Austin Fernihough; Vic Tarrant; Sue Owen; Neil Harper; John Atkins  
Cheshire East Councillor, Rhoda Bailey  
The Clerk – Sue Davies  
Mr Robert Fisher who was co-opted during the meeting.**

The meeting started at 7:30pm

### **18-19/58 APOLOGIES FOR ABSENCE**

Apologies have been received from Cllr Banks.

### **18-19/59 TO RECEIVE ANY DECLARATION OF INTERESTS REGARDING AGENDA ITEMS**

None

### **18-19/60 TO APPROVE THE MINUTES OF THE ANNUAL MEETING HELD ON WEDNESDAY 20<sup>TH</sup> JUNE 2018**

**Resolved: The minutes of 20<sup>th</sup> June 2018 were approved as a correct record by all present.**

### **18-19/61 TO DISCUSS MATTERS ARISING FROM THE LAST MEETING OF 20<sup>TH</sup> JUNE 2018**

#### **18-19/61/1 VACANCIES ON THE PARISH COUNCIL**

Mr Robert Fisher introduced himself to the Council and asserted his wish to stand for one of the vacancies

**Resolved: To co-opt Mr Fisher onto the Council.**

Mr Fisher signed his declaration of acceptance of office and was handed the register of interests forms to complete and return to the Clerk within 30 days.

It was agreed to continue to advertise the remaining vacancy.

#### **18-19/61/2 NOTICEBOARDS – AN UPDATE**

The progress of the noticeboards is awaiting the development with the LOGO.

### **18-19/62 TO RECEIVE CHESHIRE EAST MATTERS FROM CLLR RHODA BAILEY**

Cllr Bailey raised the following issues from Cheshire East and other bodies including:

- Cllr Bailey updated on the last cabinet meeting. A strategy for sustainable modes of travel to school was approved which encourages children to walk and cycle to school and thus reduce the number of cars. A Stars scheme allows bidding for highways improvements by the schools once they have implemented a travel plan.
- The provision of healthy food for schools has also been discussed by Cheshire East along with ideas to tackle obesity.
- The Community Grants budget is changing and becoming more of an early help scheme with outcomes important and with a maximum of £5000 and £200,000 allocated in total.

# CHURCH LAWTON PARISH COUNCIL

## **18-19/63 TO RECEIVE AN UPDATE REGARDING THE FORTHCOMING MEETING HELD WITH COMMUNITY GROUPS/PARTNERS.**

The Clerk informed that a further meeting was held on the 9<sup>th</sup> July at All Saint's Church.:

- The Memorial Hall are progressing plans for the WW1 display but will need help of other parties.
- Dementia training is being re-organised for the 16<sup>th</sup> July, 7:00pm, at the Memorial Hall.
- A wartime music evening is being arranged.
- The Church is holding a Noah's Arc Festival over the coming two weeks.

## **18-19/64 LOGO**

The Clerk explained the completion of the design needed some professional help. The Round Group in Alsager have offered to take the children's ideas and produce a final LOGO for a community cost of £200 + VAT.

**Resolved: It was resolved that the Parish Council contact The Round Group to progress the development of the LOGO. It was agreed that further estimates are required.**

*Action: The Clerk to arrange a meeting with The Round Group.*

## **18-19/65 POLICE MATTERS**

### **18-19/65/1 THE JUNE BEAT REPORT WAS RECEIVED**

The Council noted receipt of the June beat report.

### **18-19/65/2 UPDATE ON THE PROGRESS OF CLUSTER MEETINGS**

The Council received a verbal report from the Cluster Meeting held at Congleton Police Station on the 5<sup>th</sup> July 2018 and attended by Cllr Young and Cllr Harper. Issues raised mostly focussed on speeding. It was noted that locations that were used when using the speed gun needed to be based on complaints and also safety approved. It was also agreed that the locations of the cluster meetings will vary.

### **18-19/65/3 PARISH COUNCIL ATTENDANCE AT AND ISSUES ARISING FROM THE PCSO SURGERIES HELD AT LAWTON MEMORIAL HALL**

Cllr Owen provided an update on the meeting that she had attended and where she had raised the issue of people ignoring the one-way on Cherry Lane.

## **18-19/66 TRANSPORT CONSULTATIONS – TO CONSIDER AND AGREE A PARISH COUNCIL RESPONSE TO THE CHESHIRE AND WARRINGTON TRANSPORT STRATEGY**

The only concern raised was regarding keeping the bus services with having an elderly population.

*Action: The Clerk to respond accordingly.*

## **18-19/67 FLY-POSTING ISSUES**

The Clerk provided an update. It was agreed that the Parish Council needs to establish accountability. Cheshire East have been contacted and have agreed to get back to the Parish Council.

*Action: The clerk to pursue.*

## **18-19/68 HIGHWAYS MATTERS – TO RECEIVE AN UPDATE**

The following issues were raised:

- The Clerk raised about the shrubs in the tubs at the start of the one-way street. It was agreed that D Smith be asked to cut these back as they are affecting vision.
- Cllr Young raised about speeding on Lawton Avenue and that he was going to raise it with the police.

## CHURCH LAWTON PARISH COUNCIL

- Cllr Tarrant raised about a car that had been parked and appeared abandoned and had been pursued with the PCSO. The issue has now resolved, and the car removed.

*Action: The Clerk was also asked to pursue existing outstanding matters.*

### **18-19/69 GENERAL DATA PROTECTION REGULATIONS – TO RECEIVE A REPORT OFF THE CELRK**

The Clerk outlined progress to date and policies are in production.

*Action: The Clerk to progress.*

### **18-19/70 STRATEGY WORKING PARTY MEETING DATE**

It was agreed that the Clerk initiate a meeting and send out available dates.

### **18-19/71 NEIGHBOURHOOD PLAN – AN UPDATE AND CONSIDERATION OF A GRANT APPLICATION**

The Clerk, Cllr Harper and Cllr Owen provided an update.

**Resolved: That the Clerk be delegated responsibility to submit the grant application.**

### **18-19/72 NEW HOMES BONUS – TO CONSIDER FURTHER IDEAS FOR CHURCH LAWTON**

Cllr Bailey informed that she will inform when the application form is available.

### **18-19/73 PLANNING**

#### **18-19/73/1 – TO RECEIVE AND CONSIDER APPLICATIONS RECEIVED SINCE THE LAST MEETING**

**18/2040C – 73, Liverpool Road West, Church Lawton, ST7 3DG** – Change of use of land to residential garden.

**Resolved: It was agreed that a comment be made that the hedgerow should be maintained.**

*Action: The Clerk to submit the response.*

#### **18-19/73/2 TO RECEIVE AN UPDATE ON 18/0356C – CHERRY LANE FARM, CHERRY LANE, ST7 3QX**

It was noted that revised plans have been updated to the planning portal. The application is due to be heard by the Southern Planning Committee on the 8<sup>th</sup> August 2018. It was agreed that the Parish Council should make representation to restate the position.

#### **18-19/73/3 – WAINHOMES MEETING**

The Clerk, Cllr Adams and Cllr Harper gave an update on a meeting that has been held with WainHomes. Discussion had focussed on the protected woodland and the Barrows area, which has been included as public open space for the housing development. The Parish Council agreed that there is great concern over the future of this area of land.

It was noted that a follow-up meeting has been arranged with the Cheshire East Planning Officer, Cheshire East Greenspaces Officer and WainHomes to discuss the future of the Barrows site at the Cheshire East Offices in Sandbach on the 10<sup>th</sup> September at 11:00am.

#### **18-19/73/4 OUTSTANDING APPLICATIONS**

The Clerk updated the Council on the outstanding applications. (See appendix 1).

### **18-19/74 FINANCE**

#### **18-19/74/1 TO APPROVE RECEIPTS – JUNE 2018**

The receipts during June were noted and approved. (See appendix 2)

**Resolved: To approve the receipts.**

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### **18-19/74/2 TO APPROVE PAYMENTS REQUIRED SINCE THE MEETING OF 16<sup>TH</sup> MAY 2018.**

The payments required were noted and approved. (See appendix 2).

**Resolved: To agree the payments be made.**

### **18-19/74/3 TO REVIEW THE QUARTER 3 ACCOUNTS AND BUDGET EXPENDITURE**

The Clerk presented the Quarter 1 accounts and quarter 1 bank reconciliation (See appendix 3). It was noted that the Poppy Appeal cheque had still not been cashed and will have now expired. This amount now needs returning to the balance. This donation can be reconsidered during the Poppy Appeal in November.

The budget was compared against the quarter 1 spending and any budget changes were considered.

The need to move the noticeboards posts from The Grove was noted. The Clerk advised that a quote has been received from Streetscape and that, although no other quotes have been received, advised using Streetscape as they have insurance and risk assessments in place and experience with working for Parish Councils. The work is becoming urgent.

**Resolved: The quarter 1 accounts were approved. The following virements was agreed:**

- £300 from reserves into a new budget line for LOGO development.

**It was also resolved to pay Streetscape for the removal of the posts from the Environmental budget.**

### **18-19/75 CORRESPONDENCE RECEIVED**

None

### **18-19/76 TRAINING/MEETINGS ATTENDED NOT REPORTED ELSEWHERE**

The Clerk informed that she attended a Society of Clerk's Conference in Bolton.

### **18-19/77 MEMBERS MATTERS**

A neighbour of Roger has raised about speeding on Lawton Avenue.

### **18-19/78 FUTURE AGENDA ITEMS**

- Canal Bank Improvement.
- Equipment for display for the Memorial Hall.
- Walking Maps of Church Lawton.

*The meeting concluded at 21:05*

**To agree Date of Next Meeting: Wednesday 19<sup>th</sup> September 2018, at 7:30pm**

**Update on outstanding Planning Applications 13th July 2018**

**18/2819C Oak House, Bleeding Wolf Lane, ST7 3BH**

Proposed stables/ tack room and hay store.

*Decision Target Date – 2<sup>nd</sup> August 2018*

**18/2617C Meadow Cottage, Cherry Lane, Church Lawton ST7 3QZ**

Proposed single storey side extension, chimney to side elevation and relocation of highway access.

*Decision: Approved with conditions 9<sup>th</sup> July 2018*

**18/2140C Church Lawton Primary School, Cherry Tree Avenue, Church Lawton, ST7 3EL**

Improvement of playing fields for students diagnosed with Autism. This includes single storey life skills unit, shelter, and a 5.5m diameter gazebo, 2m wide cycle path, sensory paths along with sensory planting and multi-use games area.

*Decision: Approved with conditions 26<sup>th</sup> June 2018*

**18/2256C – 12, Crossway Road, Church Lawton, ST7 3EY.**

Proposed second storey extension.

*Decision Target date – 27<sup>th</sup> July 2018*

**18/1607M Rectory Farm, Old Knutsford Road, Church Lawton, ST7 3EQ**

Variation of several conditions on application 16/1612C.

*Decision target date – 7<sup>th</sup> June 2018*

**18/1563C Land at Rectory Farm, Old Knutsford Road, Church Lawton, ST7 3EQ**

Reserved matter application for access, appearance, landscaping, layout and scale on application 16/5562C - Erection of 5 no. dwellings with associated facilities and ancillary infrastructure.

*Decision: Approved with conditions 2<sup>nd</sup> July 2018*

**18/0726C 4, Rectory Croft, Church Lawton, ST7 3FE**

Proposed new detached dwelling.

*Target decision date – 6<sup>th</sup> April 2018*

**18/0356C – Cherry Lane Farm, Cherry Lane, ST7 3QX**

Demolition of existing commercial buildings and construction of 14no residential dwellings with access, car parking and other associated works.

*Note the S106 requests. Deferred for a site visit by the Southern Planning Committee date 30<sup>th</sup> May.*

**18/0070D Land at Twyford's Bathrooms, Lawton Road, Alsager, ST7 2DF**

Discharge of condition 13 on approved application 16/1609C

*Decision – Refused 10<sup>th</sup> July 2018*

**17/2161C – Variation of Condition 2 of existing permission 14/2351C – Construction of 14no semi-detached houses.**

*Target decision date – 23<sup>rd</sup> May 2018*

## Church Lawton Parish Council

### Financial Information required for the Meeting of 18<sup>th</sup> July 2018

#### Payments for approval - July 2018

<input type="checkbox"/>	Payment ref	Type	Note	Beneficiary name	Your ref	Date committed	Amt ccy	Amount	Status
<input type="checkbox"/>	<a href="#">483008386</a>	FPAY	<a href="#">T</a>	MRS S DAVIES	CLERK - SALARY	24/07/2018	GBP	577.77	<a href="#">AA</a>
<input type="checkbox"/>	<a href="#">483008433</a>	FPAY	<a href="#">T</a>	DOUG SMITH	DOUG SMITH	24/07/2018	GBP	534.34	<a href="#">AA</a>
<input type="checkbox"/>	<a href="#">483008394</a>	FPAY	<a href="#">T</a>	HMRC	HMRC	24/07/2018	GBP	4.00	<a href="#">AA</a>

[Authorise](#) [Clear authorization](#) [View](#) [Print/Save details](#) [Print/Save list](#)

[Expanded View](#) [E](#)

#### Receipts July 2018 (since meeting of 20<sup>th</sup> June)

Reserve account – £0.24

#### Account Balances as at 18<sup>th</sup> July 2018:

Account ID	Account currency	Date	Today's ledger
<a href="#">60-01-12 93113293</a>	GBP	18/07/2018	6,002.29 Cr
<a href="#">60-01-12 06807097</a>	GBP	18/07/2018	17,453.39 Cr

Church Lawton Parish Council  
Payments  
From 1 Apr 2018 to 31 Mar 2019

Date	Reference	Details	Gross	VAT	Net	Primary Account	First Analysis Account
16/04/18	PAY 000007	Bankline charges	5.60	0.00	5.60	Bank: Current a/c	Expenses: Bankline charges
24/04/18	PAY 000001	ChALC - Affiliation fee	715.76		715.76	Bank: Current a/c	Expenses: Subscriptions
24/04/18	PAY 000002	Clerk - Salary	433.70		433.70	Bank: Current a/c	Expenses: Clerk Salary - basic
24/04/18	PAY 000003	Lawton Computers	164.22		164.22	Bank: Current a/c	Expenses: website
24/04/18	PAY 000004	Cheshire Community Action	50.00		50.00	Bank: Current a/c	Expenses: Subscriptions
24/04/18	PAY 000005	ChALC - Training GDPR - Clerk	35.00		35.00	Bank: Current a/c	Expenses: Training
24/04/18	PAY 000006	Clerk - Purchases for the Parish	41.10		41.10	Bank: Current a/c	Expenses: Printer cartridges
15/05/18	PAY 000011	Return of unused NP grant money to Locality	2,247.20		2,247.20	Bank: Current a/c	Expenses: NP Grant money return
15/05/18	PAY 000013	Bankline charges	2.40		2.40	Bank: Current a/c	Expenses: Bankline charges
23/05/18	PAY 000008	Shire Pay Services Q1 payroll	24.00		24.00	Bank: Current a/c	Expenses: Payroll
23/05/18	PAY 000009	Printing of a4 leaflet to advertise the APM - S Cheshire P	90.00		90.00	Bank: Current a/c	Expenses: Printing costs - other than newslet
23/05/18	PAY 000010	Clerk - Purchases for the Parish	99.30		99.30	Bank: Current a/c	Expenses: Printer cartridges
23/05/18	PAY 000014	Clerk - Salary	433.69		433.69	Bank: Current a/c	Expenses: Clerk Salary - basic
14/06/18	PAY 000019	Insurance - Cam and Company	470.00		470.00	Bank: Current a/c	Expenses: Insurance
14/06/18	PAY 000020	Bankline charges	2.00		2.00	Bank: Current a/c	Expenses: Bankline charges
20/06/18	PAY 000015	Sandtony	82.50		82.50	Bank: Current a/c	Expenses: Printer cartridges
20/06/18	PAY 000016	Office Depot	47.04		47.04	Bank: Current a/c	Expenses: Stationery
20/06/18	PAY 000017	JDH Business Services - Internal Audit	135.60		135.60	Bank: Current a/c	Expenses: Audit Expenses
20/06/18	PAY 000018	Clerk - Salary	433.69		433.69	Bank: Current a/c	Expenses: Clerk Salary - basic
<b>Totals</b>			<b>5,512.80</b>	<b>89.39</b>	<b>5,423.41</b>		

Church Lawton Parish Council  
Receipts  
From 1 Apr 2018 to 31 Mar 2019

Date	Reference	Details	Gross	VAT	Net	Primary Account	First Analysis Account
05/04/18	REC 000002	Precept - Cheshire East Council	9,000.00		9,000.00	Bank: Current a/c	Income: Precept (Cheshire East)
30/04/18	REC 000004	Bank Interest	0.26		0.26	Bank: Reserve	Income: Reserve Interest
31/05/18	REC 000005	Bank Interest	0.25		0.25	Bank: Reserve	Income: Reserve Interest
30/06/18	REC 000006	Bank Interest	0.24		0.24	Bank: Reserve	Income: Reserve Interest
<b>Totals</b>			<b>9,000.75</b>	<b>0.00</b>	<b>9,000.75</b>		

## Appendix 3 -2018/2019 Quarter 1 Accounts

Note, after deducting the NP grant return, payments are £3265.60 gross, £3176.21 net.)

### **Bank Reconciliation**

#### **Church Lawton Parish Council**

#### **Financial year ending 31 March 2019**

Prepared by: Sue Davies, Parish Clerk & RFO

Date:30th June 2018

Checked by:

Date:

Balance per bank statements as at 30th June 2018	£	£
Current Account	£17,455.39	
Reserve Account 1	£6,002.29	
		<b>£23,457.68</b>
Less: any unrepresented cheques at 30th June 2018		
Cheque 1070 - The Poppy Appeal	£35.00	
		£35.00
Add: any unbanked cash at 30th June 2018	None	
<b>Net bank balances as at 30th June 2018</b>		<b>£23,422.68</b>
<b>The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows</b>		

### **CASH BOOK**

Opening Balance		£19,934.73
Add: Receipts in the year		£9,000.75
Less: Payments in the year		£5,512.80
<b>Closing balance per cash book [receipts and payments book] as at 30th June 2018 (must equal net bank balances above)</b>		<b>£23,422.68</b>



CHURCH LAWTON BUDGET AND PRECEPT 2018/2019 - Quarter 1				
Starting balance (after return of 2017/2018 Neighbourhood Grant Money) - £17,687.53				
Item	2018/2019 Precept	2018/2019 Budget	2018/2019 Expenditure to date	Variance against budget
<b>Improvements for the Community:</b>	<b>£4,230.00</b>	<b>£4,250.00</b>	<b>£0.00</b>	<b>0.0%</b>
New Notice Boards	£3,500.00	£9,500.00	£0.00	
Cabinet for the Red bull inc fitting	£750.00	£750.00	£0.00	
<b>Environmental Improvement/repair</b>	<b>£2,200.00</b>	<b>£2,200.00</b>	<b>£0.00</b>	<b>0.0%</b>
Parish Handiman	£1,000.00	£1,000.00	£0.00	
Contractors such as Street Scape	£1,000.00	£1,000.00	£0.00	
Repairs - Materials	£200.00	£200.00	£0.00	
<b>Donations and Grants</b>	<b>£0.00</b>	<b>£150.00</b>	<b>£0.00</b>	<b>0.0%</b>
<b>Lawton memorial Hall</b>	<b>£2,000.00</b>	<b>£2,000.00</b>	<b>£0.00</b>	<b>0.0%</b>
<b>Chairman's Badge</b>	<b>£70.00</b>	<b>£270.00</b>	<b>£0.00</b>	
<b>Transparency grant:</b>	<b>£0.00</b>	<b>£300.00</b>	<b>£0.00</b>	<b>0.0%</b>
Software	£0.00	£200.00	£0.00	
Printer	£0.00	£150.00	£0.00	
<b>Parish Annual Expenses:</b>	<b>£9,000.00</b>	<b>£9,000.00</b>	<b>£3,176.21</b>	<b>35.3%</b>
Clerk Salary		£5,400.00	£1,249.10	
Clerk wfha		£208.00	£51.98	
Clerk expenses		£25.00	£0.00	
Insurance		£615.00	£470.00	
Stationery		£100.00	£65.70	
Printer and ink cartridges		£200.00	£153.82	
Postage costs		£20.00	£11.00	
Audit Expenses		£120.00	£113.00	
Payroll		£102.00	£24.00	
Hall Hire - Council		£330.00	£0.00	
Subcriptions		£850.00	£765.76	
Website		£180.00	£136.85	
Advertising		£50.00	£0.00	
Printing costs - not newsletter		£150.00	£90.00	
Training - clerk and councillors		£300.00	£35.00	
Newsletter		£300.00	£0.00	
Councillor expenses		£0.00	£0.00	
Bankline charges		£50.00	£10.00	
<b>Neighbourhood Plan</b>				
<b>Neighbourhood Plan - Reserves</b>	<b>£500.00</b>	<b>£500.00</b>	<b>£0.00</b>	<b>0.0%</b>
Room hire				
<b>Neighbourhood Plan - Grant</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>0.0%</b>
<b>TOTAL</b>	<b>£18,000.00</b>	<b>£18,670.00</b>	<b>£3,176.21</b>	<b>17.0%</b>