



**CHURCH
LAWTON**
Parish Council

**MINUTES OF THE COUNCIL MEETING HELD ON
WEDNESDAY 24th OCTOBER 2018 AT CHURCH LAWTON MEMORIAL HALL**

**Present: Chair Roger Young; Vice-chair Barbara Adams
Councillors: Vic Tarrant; Bill Banks; John Atkins; Sue Owen; Robert Fisher; N Harper
Cheshire East Councillor, Rhoda Bailey
The Clerk – Sue Davies**

The meeting started at 7:30pm

18-19/100 APOLOGIES FOR ABSENCE

Apologies have been received from Cllr Fernihough.

18-19/101 TO RECEIVE ANY DECLARATION OF INTERESTS REGARDING AGENDA ITEMS

None.

18-19/102 TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 19TH SEPTEMBER

Resolved: The minutes of 19th September 2018 were approved as a correct record by all present.

18-19/103 TO DISCUSS MATTERS ARISING FROM THE LAST MEETING OF 19TH SEPTEMBER 2018

18-19/103/1 VACANCY ON THE PARISH COUNCIL

The Clerk updated that there has been no further interest in the vacancy on the Parish Council. It was suggested that the newsletter with an article promoting the role of councillor should be issued.

Action: Cllr Harper and the Clerk

18-19/104 TO RECEIVE CHESHIRE EAST MATTERS FROM CLLR RHODA BAILEY

Cllr Bailey updated the Council on several Cheshire East items and initiatives including:

- single use plastics strategy;
- ANSA waste management and their offer of site visits. It was suggested that this could be arranged as an APM talk;
- The patching policy of Ringway Jacobs is under review and they are considering the planings situation

18-19/105 TO RECEIVE AN UPDATE MEETINGS HELD WITH COMMUNITY GROUPS/PARTNERS.

A further meeting is being organised to It was agreed that a second session of dementia training be organised and that Kath be thanked for this first.

It was further agreed that the Remembrance events be advertised in a newsletter to be circulated.

Action: The Clerk to progress both issues.

18-19/106 LOGO

The Council considered the designs and **resolved** to select the one shown in the header of these minutes.

18-19/107 NOTICEBOARDS

The noticeboard orders can now be progressed.

Action: The Clerk to progress the order.

18-19/108 POLICE MATTERS

18-19/108/1 BEAT REPORTS

The Council noted receipt of the September beat report.

18-19/108/2 UPDATE ON THE CLUSTER MEETING HELD ON THE 18TH OCTOBER

Cllr Tarrant updated the Council on the Cluster meeting that he had recently attended. (Minutes attached in appendix 1.)

18-19/108/3 OTHER POLICE MATTERS INCLUDING FEEDBACK FROM POLICE SURGRIES

Further to being raised at the Cluster Meeting, it was agreed that the Parish Council should attempt to assist in advertising the Cluster Meetings by means that will allow those without internet access to be aware of the dates.

Action: The Clerk to liaise with the PCSO and to provide a key to the noticeboards. In addition, forthcoming surgery dates to be advertised in the newsletter.

18-19/109 FLY-POSTING ISSUES

The Council discussed fly-posting issues which have abated of late.

Action: The clerk to remind key-holders that the noticeboards are not to be used for inappropriate advertising of a political nature.

18-19/110 HIGHWAYS MATTERS – TO RECEIVE AN UPDATE

No new highways issues were raised.

18-19/111 TO RECEIVE THE MINUTES OF THE STRATEGIC WORKING GROUP MEETING HELD ON THE 10TH OCTOBER 2018

The minutes of the meeting held on the 10th October were received and the actions noted.

18-19/112 STRATEGY WORKING PARTY TERMS OF REFERENCE

It was **resolved** to approve the terms of reference for the strategic working party.

18-19/113 STANDING ORDERS

It was **resolved** to approve the revised standing orders which have been based on the 2018 NALC issued model.

18-19/114 NEIGHBOURHOOD PLAN – AN UPDATE

There is nothing to report at present.

18-19/115 NEW HOMES BONUS – TO CONSIDER FURTHER IDEAS FOR CHURCH LAWTON

The Clerk and Cllr Bailey updated the Council on the scheme.

It was **resolved** to submit priorities to the panel based on social isolation, community transport and the provision of meeting hubs in rural communities.

Action: The Clerk to write to the panel to submit the agreed policies.

18-19/116 PLANNING

18-19/116/1 – TO RECEIVE AND CONSIDER APPLICATIONS RECEIVED SINCE THE LAST MEETING

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

The Council noted the letter informing about the appeal. It was **resolved** that the Council's original response should stand and be resubmitted.

18/4990C – Oak House, Bleeding Wolf Lane, ST7 3BH

Proposed garage, wagon store, log store and first floor store and conservatory. It was **resolved** that the Parish Council have no comment to make.

18/4847C – Nursery Cottage, Cherry Lane, ST7 3QX

To erect a storm porch. It was **resolved** that the Parish Council have no comment to make.

Action: The Clerk to progress.

18-19/116/2 TO RECEIVE AN UPDATE ON OUTSTANDING APPLICATIONS

The outstanding applications (awaiting a decision by Cheshire East) were noted.

18-19/117 FINANCE

18-19/117/1 TO APPROVE RECEIPTS – SEPTEMBER 2018

The receipts for September were approved. (See appendix 2)

Resolved: To approve the receipts.

18-19/117/2 TO APPROVE PAYMENTS REQUIRED SINCE THE MEETING OF 19TH SEPTEMBER 2018.

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

Resolved: To agree the payments be made.

18-19/117/3 TO RECEIVE THE QUARTER 3 FINANCIAL REPORT FROM THE CLERK AND TO APPROVE ANY VIREMENTS IN THE BUDGET.

The quarter 2 financial report was received (see appendix 2).

Resolved: To approve the report.

18-19/118 CORRESPONDENCE RECEIVED

None

18-19/119 TRAINING/MEETINGS ATTENDED NOT REPORTED ELSEWHERE

The Clerk informed that she attended a Cheshire Branch training session. It was noted that Cllrs Tarrant and Fisher are booked onto the Introduction to Local Councils course run by ChALC on the 7th November.

18-19/120 MEMBERS MATTERS

None raised.

18-19/121 FUTURE AGENDA ITEMS

- Canal Bank Improvement.
- Equipment for display for the Memorial Hall.
- Walking Maps of Church Lawton.
- Planting schemes for the next financial year.

The meeting concluded at 20:45

To agree Date of Next Meeting: Wednesday 21st November 2018, at 7:30pm

Parish Cluster Meeting Report - Thursday 18th October 2018 7pm

Location: Lawton Memorial Hall, Church Lawton

Beat team Present:

PCSO Matthew STEELE & PC Kate RITCHIE

Parish Members Present:

Name	Parish
Chris CLOWES	Odd Rode – Rode Heath
Joe MEAKIN	Odd Rode – Scholar Green
Nick BARTON	Astbury
Vic TARRANT	Church Lawton
Rhoda BAILEY	Cheshire East Councilor

Areas of discussion

Subject	ASB at new Rode Heath Play Area
	<p>Reports of youth's approx. 13-14 years of age causing ASB at play area by climbing on equipment, leaving litter and using offensive language. Creating an atmosphere of intimidation which is resulting in younger children and parent not wanting to use the area.</p> <p>PCSO Steele will patrol in the area, especially during evening hours to speak to children and advise re their behavior and deter activity. One youth has been identified and will be spoken to. Yellow card system discussed and explained at meeting in dealing with ASB.</p>
Subject	Fly tipping in Astbury
	<p>Ongoing issues of fly tipping in the area of Mow Lane & Holehouse Lane. Cheshire East to be made aware of problem areas and areas added to patrol plan for PCSO Steele to monitor</p>
Subject	ASB at Mow Cop Castle

	<p>Youths congregating in the area and causing criminal damage and ASB in evening hours. People visiting the area when the gate is closed are parking on the highway and blocking driveways. Highways are aware, for potential parking restrictions to be implemented. National Trust Rangers Fred BELL & Harry JAMES spoken to by PCSO Steele and will continue to liaise with to monitor reports. Passing attention has been requested for further patrols to be in the area at reported times.</p>
Subject	Alteration to PCSO Beat Reports
	<p>Alterations to beat report to pass more relevant information to parish councilors.</p> <p>Areas requested to be altered include:</p> <ul style="list-style-type: none"> • Location in parish of ASB/speeding and traffic incidents • Name of road where Tru Cam (handheld speed gun) has been conducted • Section to advise residents of crime trends to help parish advise residents of what actions they can take • Include a hyperlink to Police website in order to view calendar to check dates of PCSO surgeries in their area. PCSO Steele to consider and action
Subject	Speeding/traffic issues
	<p>HGV's are causing issues on small rural lanes due to size. Main issues at Cherry Lane, Childs Lane and Mow Cop areas. New and better placed signage has been requested by PCSO Steele for Cherry Lane – for Highways to assess & action</p> <p>Speeding along A50 and A34. Assess location for camera van to be deployed on A50 near Rode Hall turning</p>
Subject	SpeedWatch
	<p>Current SpeedWatch group discussed. New volunteers have been identified for the Church Lawton area. Interested resident will speak with fellow neighbours regarding further recruitment of volunteers in the area and contact PCSO Steele with details. Current Members to be contacted by PCSO Steele to advise when they can go out and how to process the information</p>
Subject	Property Marking Kits

	Property marking scheme discussed as a deterrent for burglaries. SelectaDNA is currently being used by forces throughout the country. Website/article to be sent to parish councilors to forward to residents for consideration
Subject	PCSO Surgeries
	Elderly population does not have access to internet to view advertised dates and times of PCSO surgeries. Notice to be placed in Parish notice boards. PCSO Steele to action
Subject	Other ASB
	Suspicious activity in relation to badger cull. Trespassing by groups of people with flash lights. Beat Sergeant made aware and will monitor activity during Police operation currently in progress for the cull Cruelty to animals. Reports and concerns for the welfare and living conditions of donkeys in the Rode Heath area. Advised to contact RSPCA

Future dates for Cluster Meetings will be held on:

Thursday 10th January 2019 7pm. Location to be confirmed

Thursday 4th April 2019 7pm. Location to be confirmed

Church Lawton Parish Council

Financial Information required for the Meeting of 24th October 2018

Quarter 2 Report

Receipts up until 30th September 2018

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
31/07/18	REC 000007	Uncashed cheque 1070 - returned to acco	35.00		35.00	Bank: Current a/c	Income: Unchased cheque
31/07/18	REC 000008	Interest payment	0.26		0.26	Bank: Reserve	Income: Reserve Interest
31/08/18	REC 000009	Bank Interest	0.25		0.25	Bank: Reserve	Income: Reserve Interest
04/09/18	REC 000010	Precept - Cheshire East Council	9,000.00		9,000.00	Bank: Current a/c	Income: Precept (Cheshire East)
28/09/18	REC 000011	Interest payment	0.23		0.23	Bank: Current a/c	Income: Reserve Interest
Totals			<u>18,036.49</u>	<u>0.00</u>	<u>18,036.49</u>		

Appendix 2

Payments up until 30th September 2018

Church Lawton Parish Council
 Payments
 From 1 Apr 2018 to 30 Sep 2018

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
24/04/18	PAY 000003	Lawton Computers	164.22	27.37	136.85	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	5.02	36.08	Bank: Current a/c	Expenses: Printer cartridges
15/05/18	PAY 000011	Return of unused NP grant money to Local	2,247.20		2,247.20	Bank: Current a/c	Expenses: NP Grant money return
15/05/18	PAY 000013	Bankline charges	2.40	0.00	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	90.00		90.00	Bank: Current a/c	Expenses: Printing costs - other than n
23/05/18	PAY 000010	Clerk -Purchases for the Parish	99.30	12.81	86.49	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
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	0.00	2.00	Bank: Current a/c	Expenses: Bankline charges
20/06/18	PAY 000015	Sandtony	82.50	13.75	68.75	Bank: Current a/c	Expenses: Printer cartridges
20/06/18	PAY 000016	Office Depot	47.04	7.84	39.20	Bank: Current a/c	Expenses: Stationery
20/06/18	PAY 000017	JDH Business Services - Internal Audit	135.60	22.60	113.00	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
18/07/18	PAY 000021	Clerk - Salary	577.77		577.77	Bank: Current a/c	Expenses: Clerk - Salary
18/07/18	PAY 000022	HMRC - Clerk's tax	4.00		4.00	Bank: Current a/c	Expenses: Clerk - HMRC
18/07/18	PAY 000023	Doug Smith - Parish Handyman contractor	495.00		495.00	Bank: Current a/c	Expenses: Parish Handyman
18/07/18	PAY 000024	Doug Smith Materials for repairs	39.34	0.00	39.34	Bank: Current a/c	Expenses: Repairs - materials
25/07/18	PAY 000025	Bankline charges	2.00	0.00	2.00	Bank: Current a/c	Expenses: Bankline charges
15/08/18	PAY 000026	Bankline charges	1.20	0.00	1.20	Bank: Current a/c	Expenses: Bankline charges
25/09/18	PAY 000027	Shire Pay Services Q2 payroll	24.00		24.00	Bank: Current a/c	Expenses: Payroll
25/09/18	PAY 000028	ChALC - Training Intro to Loc. Councils -	35.00		35.00	Bank: Current a/c	Expenses: Training
25/09/18	PAY 000029	Clerk - August Salary	538.58		538.58	Bank: Current a/c	Expenses: Clerk - Salary
25/09/18	PAY 000030	HMRC - Clerk's tax	18.20		18.20	Bank: Current a/c	Expenses: Clerk - HMRC
25/09/18	PAY 000031	Clerk - Salary September	538.58		538.58	Bank: Current a/c	Expenses: Clerk - Salary
25/09/18	PAY 000032	Lawton Memorial Hall - Inv 186 - May-No	186.00	0.00	186.00	Bank: Current a/c	Expenses: Hall Hire for meetings
25/09/18	PAY 000033	HMRC - Clerk's tax	18.20		18.20	Bank: Current a/c	Expenses: Clerk - HMRC
Totals			7,990.67	89.39	7,901.28		

Bank Reconciliation
Church Lawton Parish Council
Financial year ending 31 March 2019

Prepared by: Sue Davies, Parish Clerk & RFO
 Date: 30th September 2018
 Checked by:
 Date:

Balance per bank statements as at 30th September 2018	£	£
Current Account	£23,977.52	
Reserve Account 1	£6,003.03	
		£29,980.55
Less: any unpresented cheques at 30th September 2018		
		£0.00
Add: any unbanked cash at 30th September 2018	None	
Net bank balances as at 30th September 2018		£29,980.55
The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows		
<u>CASH BOOK</u>		
Opening Balance		£19,934.73
Add: Receipts in the year		£18,036.49
Less: Payments in the year		£7,990.67
Closing balance per cash book [receipts and payments book] as at 30th September 2018 (must equal net bank balances above)		£29,980.55

Appendix 2 Payments and receipts

CHURCH LAWTON BUDGET AND PRECEPT 2018/2019 - 30th SEPTEMBER 2018

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 - net	Variance against budget
Improvements for the Community:	£4,230.00	£4,250.00	£0.00	0.0%
New Notice Boards	£3,500.00	£9,500.00	£0.00	
Cabinet for the Red bull inc fitting	£750.00	£750.00	£0.00	
Environmental Improvement/repair	£2,200.00	£2,200.00	£534.34	24.3%
Parish Handiman	£1,000.00	£1,000.00	£495.00	
Contractors such as Street Scape	£1,000.00	£1,000.00	£0.00	
Repairs - Materials	£200.00	£200.00	£39.34	
Donations and Grants	£0.00	£150.00	£0.00	0.0%
Lawton memorial Hall	£2,000.00	£2,000.00	£0.00	0.0%
British Legion Remembrance		£350.00	£0.00	0.0%
Chairman's Badge	£70.00	£270.00	£0.00	
Transparency grant:	£0.00	£300.00	£0.00	0.0%
Software	£0.00	£200.00	£0.00	
Printer	£0.00	£150.00	£0.00	
Parish Annual Expenses:	£9,000.00	£9,000.00	£5,119.74	56.9%
Clerk Salary		£5,400.00	£2,852.03	52.8%
Clerk tax to HMRC			£40.40	
Clerk wfta		£208.00	£103.98	50.0%
Clerk expenses		£25.00		0.0%
Insurance		£615.00	£470.00	76.4%
Stationery		£100.00	£65.70	65.7%
Printer and ink cartridges		£200.00	£153.82	76.9%
Postage costs		£20.00	£11.00	55.0%
Audit Expenses		£120.00	£113.00	94.2%
Payroll		£102.00	£48.00	47.1%
Hall Hire - Council		£330.00	£186.00	56.4%
Subscriptions		£850.00	£765.76	90.1%
Website		£180.00	£136.85	76.0%
Advertising		£50.00		0.0%
Printing costs - not newsletter		£150.00	£90.00	60.0%
Training - clerk and councillors		£300.00	£70.00	23.3%
Newsletter		£300.00		0.0%
Councillor expenses		£0.00		
Bankline charges		£50.00	£13.20	26.4%
LOGO Development		£300.00	£0.00	
Neighbourhood Plan				
Return of 2017/2018 grant unspent		£2,247.20	£2,247.20	100.0%
Neighbourhood Plan - Reserves	£500.00	£500.00	£0.00	0.0%
Room hire				
Questionnaire printing				
Neighbourhood Plan - Grant	£0.00	£0.00	£0.00	
Total minus NP grant		£19,320.00		
TOTAL	£18,000.00	£19,320.00	£7,901.28	40.9%

Reserves:
 Unexpected election costs - £5000
 General reserves at 1st April 2018 (prior to precept receipt) - £12,687

Appendix 2 Payments and receipts

Proposed Revenue Budget Virements:

£75 from insurance into printer and ink cartridges.

Appendix 3 Q2 Report

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 - net	Variance against budget
Improvements for the Community:	£4,230.00	£4,250.00	£0.00	0.0%
New Notice Boards	£3,500.00	£9,500.00	£0.00	
Cabinet for the Red bull inc fitting	£730.00	£750.00	£0.00	
Environmental Improvement/repair	£2,200.00	£2,200.00	£534.34	24.3%
Parish Handiman	£1,000.00	£1,000.00	£495.00	
Contractors such as Street Scope	£1,000.00	£1,000.00	£0.00	
Repairs - Materials	£200.00	£200.00	£39.34	
Donations and Grants	£0.00	£150.00	£0.00	0.0%
Lawton memorial Hall	£2,000.00	£2,000.00	£0.00	0.0%
British Legion Remembrance		£350.00	£0.00	0.0%
Chairman's Bedge	£70.00	£270.00	£0.00	
Transparency grant:	£0.00	£300.00	£0.00	0.0%
Software	£0.00	£200.00	£0.00	
Printer	£0.00	£150.00	£0.00	
Parish Annual Expenses:	£9,000.00	£9,000.00	£5,119.74	56.9%
Clerk Salary		£5,400.00	£2,852.03	52.8%
Clerk tax to HMRC			£40.40	
Clerk w/fre		£208.00	£103.98	50.0%
Clerk expenses		£25.00		0.0%
Insurance		£615.00	£470.00	76.4%
Stationery		£100.00	£63.70	63.7%
Printer and ink cartridges		£200.00	£153.82	76.9%
Postage costs		£20.00	£11.00	55.0%
Audit Expenses		£120.00	£113.00	94.2%
Payroll		£102.00	£48.00	47.1%
Hall Hire - Council		£330.00	£186.00	56.4%
Subscriptions		£850.00	£763.76	90.1%
Website		£180.00	£136.83	76.0%
Advertising		£50.00		0.0%
Printing costs - not newsletter		£150.00	£90.00	60.0%
Training - clerk and councillors		£300.00	£70.00	23.3%
Newsletter		£300.00		0.0%
Councillor expenses		£0.00		
Bankline charges		£50.00	£13.20	26.4%
LOGO Development		£300.00	£0.00	
Neighbourhood Plan				
Return of 2017/2018 grant unspent		£2,247.20	£2,247.20	100.0%
Neighbourhood Plan - Reserves	£500.00	£500.00	£0.00	0.0%
Room hire				
Questionnaire printing				
Neighbourhood Plan - Grant	£0.00	£0.00	£0.00	
Total minus NP grant		£19,320.00		
TOTAL	£18,000.00	£19,320.00	£7,901.28	40.9%

Reserves:

Unexpected election costs - £5000

General reserves at 1st April 2018 (prior to precept receipt) - £12,687