

# CHURCH LAWTON PARISH COUNCIL

## MINUTES OF THE COUNCIL MEETING HELD ON

### WEDNESDAY 18<sup>th</sup> APRIL 2018 AT CHURCH LAWTON MEMORIAL HALL

**Present:** Chair Roger Young; Vice-chair Barbara Adams

**Councillors:** Austin Fernihough; Neil Harper; Vic Tarrant; Mike Dawson; Sue Owen;

**Mr Bill Banks was co-opted at the meeting (Item 17/138)**

**Cheshire East Councillor, Rhoda Bailey**

**The Clerk – Sue Davies**

#### **17/135 DEMENTIA FRIENDLY INITIATIVE**

Prior to the officially commencing, the meeting opened at 7:00pm with a talk from Kath Reader, Alsager Partnership, to inform the Council about the dementia friendly initiative. It was agreed that the matter be raised further at the Annual Parish Meeting. Cllr Young thanked Kath for attending the meeting and providing the useful feedback on the initiative.

**The formal council meeting started at 7:30pm**

#### **17/136 APOLOGIES FOR ABSENCE**

Apologies have been received from Cllr John Atkins.

#### **17/137 TO RECEIVE ANY DECLARATION OF INTERESTS REGARDING AGENDA ITEMS**

None

#### **17/138 TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 21<sup>st</sup> MARCH 2018**

**Resolved:** The minutes of 21<sup>st</sup> March 2018 were approved as a correct record by all present.

#### **17/139 CO-OPTION OF MR BILL BANKS**

**Resolved:** To co-opt Mr Bill Banks into the Parish Council.

Mr Banks signed his declaration of acceptance in the presence of the Clerk and was handed his Register of Interest Forms to return to the Clerk within 30 days.

#### **17/139 RESIGNATION OF CLLR JACKSON**

The chairman read out a letter of resignation from Cllr Jackson. The Clerk will inform Cheshire East of the vacancy.

#### **17/140 TO DISCUSS MATTERS ARISING FROM THE LAST MEETING OF 21<sup>ST</sup> MARCH 2018**

##### **17/140/1 LOGO – AN UPDATE**

The clerk updated the council. The school have informed that they have pupils working on the project and are hoping that there will be a display of the work in progress at the Annual Parish meeting.

*Action: The Clerk to continue to liaise with the school.*

##### **17/140/2 NOTICEBOARDS – AN UPDATE**

It was noted that the notice boards are awaiting the logo to enable it to be included on the frame.

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### **17/140/3 MEETING WITH OTHER ORGANISATIONS TO DISCUSS VARIOUS COMMUNITY EVENTS INCLUDING REMEMBRANCE**

A meeting to be attended by representatives of the various organisations in church lawton is scheduled for 9:00am, 19<sup>th</sup> April 2018, Lawton Memorial Hall.

### **17/140/4 HIGHWAYS ISSUES RAISED AT THE LAST MEETING**

No further progress to report.

### **17/141 TO RECEIVE CHESHIRE EAST MATTERS FROM CLLR RHODA BAILEY**

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

**17/141/1** Cllr Bailey informed that the police were planning to set-up cluster meetings locally – see 17/142/1 below.

### **17/142 POLICE MATTERS**

#### **17/142/1 BEAT REPORT RECEIVED**

The Council received the beat report for March.

#### **17/142/2 CLUSTER MEETINGS**

The Clerk read out some correspondence from the police suggesting that cluster meetings were to be set up but it was not yet certain how many parishes would be involved.

### **17/143 ANNUAL PARISH MEETING**

Arrangements for the Annual Parish meeting were finalised. Various speakers have been organised and leaflets have been distributed to all households containing the agenda and advertising the event.

*Actions: Cllr Young and the clerk to prepare the chairman's report and the draft accounts into a printed document for distribution at the meeting.*

### **17/144 CIVIC SERVICE ARRANGEMENTS**

The Civic Service was discussed and it was agreed by all that the date should be confirmed with the church such that invitations can be issued.

*Action: The Clerk to progress the invitations after confirmation of the date.*

### **17/145 SUPPLY OF HOUSEHOLD RECYCLING AND WASTE BINS CONSULTATION**

It was agreed that this consultation was more suitable for individual councillors to respond to should they choose. It was further agreed to advertise the consultation on the website.

**Resolved: Not to submit a response as a Parish Council.**

### **17/146 GENERAL DATA PROTECTION ACT – AN UPDATE**

The clerk updated the Council on the forthcoming change to the Data Protection regulations and will put together a suggested plan to work towards compliance for the May meeting.

### **17/147 ASSET CHECKING**

#### **17/147/1 ASSET REGISTER**

Resolved: The revised asset register dated 31<sup>st</sup> March 2018 was approved by the Council and signed by the chairman.

## 17/147/2 ASSET CHECKING

The Clerk reported that the asset checking was complete and would be reported at the May meeting.

## 17/148 STANDING ORDERS

It was noted that NALC have issued a new template for standing orders.

**Resolved - to revise the standing orders based on the NALC template.**

*Action: The Clerk to produce a draft.*

## 17/149 TRAINING RECORDS

Deferred to the May meeting.

## 17/150 RISK ASSESSMENT FOR THE LENGTHSMAN

Deferred to the May meeting

## 17/151 NEIGHBOURHOOD PLAN

The end of grant report has been submitted. The group has met and will be putting in a further grant application based on a revised project plan. Receipt of the Cheshire Wildlife Trust report OSCI report from Cheshire Community Action were noted.

## 17/149 PLANNING ISSUES

### 17/149/1 To receive new Planning Applications since the Meeting of 21<sup>st</sup> March 2018.

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

Variation of several conditions on application 16/1612C.

*Comments deadline: 25<sup>th</sup> April 2018*

**Resolved:** That the Parish Council have no objection in principle but wish the concerns noted by nearby residents to be considered by Cheshire East.

#### **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.

*Comments deadline 19<sup>th</sup> April 2018*

**Resolved: That the Parish Council have no comment to make.**

#### **18/0359C – 75, Liverpool Road West, Church Lawton, ST7 3DG**

New residential development to comprise of 3no. detached bungalows with garages and associated access route. Further plans submitted.

*Further revised plans have been submitted since consideration.*

**Resolved: That the Parish Council have no further comment to make but ask Cheshire East Planning to consider the views of nearby residents.**

### 17/149/2 To Update the Council on Existing Applications

The clerk updated the Council on outstanding planning applications. See appendix 1. It was noted that two applications are still due to go to the Southern Planning Committee.

### 17/149/3 WainHomes meeting

A meeting with WainHomes is being rearranged.

## 17/150 INSURANCE

It was agreed that further quotes be obtained for the council insurance to be brought back to the May meeting.

*Action: The Clerk to provide some alternative quotes for comparison and consideration.*

## 17/151 FINANCE

### 17/151/1 Internal Audit Arrangements

The Clerk updated the Council on the internal audit arrangements. The audit will be conducted by J.D. Business Services.

### 17/151/2 External Audit Arrangements.

The Clerk updated the Council on the external audit arrangements for the 2017/2018 financial year. The Parish Council will be able to complete an exemption from external audit certificate at the May meeting.

### 17/151/3 To approve receipts in March 2018

The receipts in March (Appendix 2) were noted and approved by the Council.

### 17/151/4 To approve payments required since the last meeting on the 21<sup>st</sup> March 2018.

**Resolved: To approve the listed payments with the addition of an £11 postage reimbursement to the Clerk. (Appendix 2)**

### 17/151/5 Draft end of year accounts

The draft end of year accounts were received by the Council (appendix 3)

### 17/151/6 Bank Mandate

**Resolved: To change the bank mandate to remove past councillors and to add those councillors who are not currently signatories.**

*Action: The Clerk to progress.*

## 17/152 CORRESPONDENCE RECEIVED NOT COVERED ELSEWHERE INCLUDING:

**17/152/1** The Clerk reported on correspondence between a resident and Cheshire East regarding dog bin waste provision on the path that leads to the canal on Cherry Tree Avenue.

**17/152/2** The Clerk reported on correspondence received from the Best Kept Village Competition, Cheshire Community Action.

## 17/153 TRAINING AND MEETINGS

### 17/153/1 Attended (not covered elsewhere):

The Clerk has attended training on the new GDPR regulations organised by ChALC.

## 17/154 MEMBERS' ITEMS

**17/154/1** Cllr Fernihough updated on the dog fouling problems and the lack of a dog waste bin Lawton woods from the Spinney. The Clerk reported that Cheshire East are producing signs and stickers.

## 17/155 FUTURE AGENDA ITEMS

- Cabinet for the Red Bull Defibrillator

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- Bench and other plans for the canal bank – liaison with the canal and river Trust.

*The meeting concluded at 21:05*

**To agree Date of Next Meeting: Annual Meeting, Wednesday 16<sup>th</sup> May 2018, at 7:30pm**

## Appendix 1

### Update on outstanding Planning Applications 15<sup>th</sup> March 2018

18/0359C – 75, Liverpool Road West, Church Lawton, ST7 3DG

New residential development to comprise of 3no. detached bungalows with garages and associated access. Further plans submitted.

*Comments deadline 27<sup>th</sup> March, 2018.*

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

Proposed new dwelling. The clerk reported on a letter received from a resident. Cllr Bailey affirmed that Cheshire East Planning are being asked to investigate if the plans encroach into the Green Belt.

18/0360C Meadow Cottage, Cherry Lane, Church Lawton, ST7 3QZ

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

*Refused 22<sup>nd</sup> Feb 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.

*Committee date 4<sup>th</sup> April.*

18/0189C – Land adjacent 23, Sandbach Road, Church Lawton

New detached residential dwelling

*Target decision date – 26<sup>h</sup> March 2018*

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

Discharge of condition 13 on approved application 16/1609C

*Target decision date – 9<sup>th</sup> March 2018*

17/6431C – 32, Sandbach Road, Church Lawton, ST7 3DP

Alterations/extensions (resubmission of 17/5380C)

*Approved with conditions 2<sup>nd</sup> March 2018*

17/6472C Land adjacent to 23, Sandbach Road, Church Lawton, ST7 3DW

Residential dwelling

*Refused 23<sup>rd</sup> Feb 2018*

17/6239C – The Cottage, Cherry Lane, Church Lawton, ST7 3QZ

Agricultural Storage Building

*Approved with conditions 14<sup>th</sup> March 2018*

17/6025C – Grove Manor, 79, Liverpool Road West, Church Lawton, ST7 3DL

Proposed windfall development of 5no. dwellings in the grounds of Grove Manor.

*Southern Planning Committee Date – 4<sup>th</sup> April 2018*

17/6121C – Rectory Farm, Old Knutsford Road, Church Lawton, ST7 3EQ

Full Planning: Construction of new 4-bedroom detached dwelling on land previously approved under application refs 13/2136C and 17/2759C.

*Approved with conditions 26<sup>th</sup> Feb 2018*

17/4529C Alsager Court, Sandbach Road north, Church Lawton, ST7 3RG

Outline application for the demolition of the existing care home and the erection of a new 73 bed care home. *Southern Planning Committee Date 4<sup>th</sup> April 2018*

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

*Target decision date – 28<sup>th</sup> March 2018*

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## Appendix 2

### Payments to be approved –18<sup>th</sup> April 2018

Payment ref	Type	Note	Beneficiary name	Your ref	Date committed	Amt ccy	Amount	Status
462520146	PART	T	CHALC	CHALC -AFFILIATION	24/04/2018	GBP	715.76	I
462514638	PART	T	MRS S DAVIES	CLERK - SALARY	24/04/2018	GBP	433.70	I
462520509	PART	T	LAWTON COMPUTERS	LAWTON COMPUTERS	24/04/2018	GBP	164.22	I
462519913	PART	T	CHESH COMM ACTION	CHESH COMM ACTION	24/04/2018	GBP	50.00	I
462520001	PART	T	CHALC	CHALC - GDPR	24/04/2018	GBP	35.00	I
462520636	PART	T	SUE DAVIES	CLERK COSTS	24/04/2018	GBP	30.10	I

**Total Payments- £1428.78**

**In addition, a sum of £2,247.20 to be repaid to Groundwork UK (residual amount from the Neighbourhood Plan Grant).**

### Receipts since the Meeting of the 21<sup>st</sup> March

Date	Narrative	Type	Debit	Credit	Ledger balance	Payment advice
29/03/2018	29MAR-GS5 93113293	INT		0.24	6,001.54 Cr	
<b>Totals</b>			<b>0.00</b>	<b>0.24</b>		

Account ID	Posting date	Narrative	Type	Ref	Value date	Debit	Credit
60-01-12-00000000	05/04/2018	CHESHIRE EAST BORD	BAC		05/04/2018		GBP 9,000.00

**Total Receipts - £9000.24**

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## Appendix 3

### CHURCH LAWTON BUDGET AND EXPENDITURE 2017/2018 - END OF YEAR AS AT 31-3-18

Item	2015/2016 Expenditure	2016/2017 Expenditure	2017/2018 Precept	2017/2018 Budget	2017/2018 Actual Expenditure	% Variance
Improvements for the Community:	£0.00	£0.00	£2,000.00	£8,000.00	£549.60	6.9%
Potential purchase of a SID					£0.00	
Defibrillator Cabinet fitting					£429.60	
Defibrillator pads					£120.00	
New Notice Boards	£0.00	£0.00	£0.00	£6,000.00	£0.00	
Environmental Improvement/repair	£960.15	£869.25	£2,000.00	£2,000.00	£571.24	28.6%
Parish Handiman	£960.15	£869.25	£1,000.00	£1,000.00	£571.24	
Contractors such as Street Scape						
Repairs - Materials			£1,000.00	£1,000.00	£0.00	
Lawton memorial Hall				£1,000.00	£1,000.00	100.0%
Other Donations and Grants	£136.64	£341.66	£150.00	£150.00	£296.39	197.6%
Chairman's Badge	£54.99	£0.00	£70.00	£70.00	£0.00	0.0%
Parish Annual Expenses:	£5,966.76	£8,182.05	£7,787.96	£8,037.96	£8,340.59	103.8%
Clerk Salary	£3,852.00	£4,309.69	£4,400.00	£4,400.00	£5,223.09	118.7%
HMRC					£12.60	
Clerk wfh/a	£207.96	£207.96	£207.96	£207.96	£207.96	100.0%
Clerk expenses	£0.00	£0.00	£0.00	£0.00	£0.00	
Insurance	£517.41	£536.93	£600.00	£600.00	£597.98	99.7%
Stationery	£44.01	£41.07	£60.00	£60.00	£119.09	198.5%
Printer and ink cartridges	£64.08	£160.92	£130.00	£130.00	£153.90	118.4%
Postage costs	£5.40	£11.00	£25.00	£25.00	£6.60	26.4%
Audit Expenses	£36.00	£126.00	£140.00	£140.00	£130.80	93.4%
Payroll	£204.00	£151.80	£125.00	£125.00	£100.50	80.4%
Hall Hire - Council	£197.50	£595.00	£375.00	£375.00	£330.00	88.0%
Subscriptions	£703.12	£801.35	£900.00	£900.00	£831.35	92.4%
Website	£0.00	£626.22	£200.00	£200.00	£164.22	82.1%
Advertising	£42.28	£0.00	£50.00	£50.00	£0.00	0.0%
Printing costs	£0.00	£196.75	£200.00	£200.00	£0.00	0.0%
Training - clerk and councillors	£93.00	£333.40	£300.00	£300.00	£362.50	120.8%
Newsletter	£0.00	£0.00	£50.00	£300.00	£100.00	33.3%
Councillor expenses	£0.00	£0.00	£0.00	£0.00	£0.00	
Miscellaneous	£0.00	£3.96	£25.00	£25.00	£0.00	0.0%
Neighbourhood Plan						
Neighbourhood Plan - Reserves	£0.00	£0.00		£1,000.00	£381.60	38.2%
Room hire					£33.00	
Questionnaire printing					£348.60	
Neighbourhood Plan - From Grant	£0.00	£0.00	£0.00	£5,360.00	£3,085.30	57.6%
Cheshire Community Action					£1,309.30	
Cheshire Wildlife Trust					£1,560.00	
Website - Neighbourhood Plan					£216.00	
Total minus NP grant expenditure				£13,897.96		
<b>TOTAL</b>	<b>£7,118.54</b>	<b>£9,392.96</b>	<b>£12,007.96</b>	<b>£19,257.96</b>	<b>£14,224.72</b>	

£5000 of reserves are held for unexpected election costs.

£6000 remains unspent on the noticeboards and will be proposed to be vired to the 2018/2019 budget for noticeboards

An amount of £2247.20 is money to be returned to the Neighbourhood Plan grant funders.

Note - VAT to be reclaimed.