



**CHURCH
LAWTON**
Parish Council

**MINUTES OF THE COUNCIL MEETING HELD ON
WEDNESDAY 20th FEBRUARY 2019 AT CHURCH LAWTON MEMORIAL HALL**

**Present: Vice-Chair Barbara Adams (Chair of meeting)
Councillors: Vic Tarrant; Bill Banks; John Atkins; Sue Owen; Robert Fisher; N Harper
Cheshire East Councillor, Rhoda Bailey**

The meeting started at 7:30pm

18-19/159 APOLOGIES FOR ABSENCE

Apologies have been received from Cllrs Roger Young and Austin Fernihough.

18-19/160 TO RECEIVE ANY DECLARATION OF INTERESTS REGARDING AGENDA ITEMS

None

18-19/161 TO APPROVE THE MINUTES OF THE MEETING HELD ON WEDNESDAY 9TH JANUARY 2019

Resolved: The minutes of 9th January 2019 were approved as a correct record by all present.

18-19/162 TO DISCUSS MATTERS ARISING FROM THE LAST MEETING OF 9TH JANUARY 2019

18-19/162/1 LEAFLET TO ADVERTISE FOR PROSPECTIVE COUNCILLORS – UPDATE FROM THE CLERK

The Clerk informed that a leaflet to advertise the role of Parish Councillor has been almost completed and, after circulation for comments, will be going to print. The leaflet will require another drop to each household.

Action: The Clerk to finalise the leaflet and arrange the printing using Cheshire Print.

18-19/162/2 MEMORIAL HALL EVENT FOR PROSPECTIVE COUNCILLORS

The Clerk reported that the Memorial Hall has been booked for the morning of the 9th March for Councillors to be available for anyone interested candidates to talk to existing councillors.

18-19/163 TO RECEIVE CHESHIRE EAST MATTERS FROM CLLR RHODA BAILEY

Cllr Bailey updated on Cheshire East issues:

- Rhoda informed that Church Lawton School have agreed that they are interested in decorating the Barrows Meeting Tree for the coming Christmas.
- The Cheshire East precept will rise by 2.99% to include 1% for children in care
- The police budget will be increasing by approximately 13%
- The Cheshire East deputy Mayor is due for election.
- The Community Infrastructure Levy is due to come into effect on the 31st March 2019.

- The New Homes Bonus Grant has been allocated but the awards aren't yet public. There will be another round of funding next year. Cheshire Voluntary Services have volunteered to help with grant applications.
- The 'sod cutting' ceremony for the Congleton by-pass will take place on the coming Monday.

18-19/164 TO REVISED LIST OF CONTACTS

The revised list of contacts was circulated.

18-19/165 TO CONSIDER AND AGREE A DATE FOR THE 2019 ANNUAL PARISH MEETING

It was confirmed that the Annual Parish Meeting be held on the fourth Wednesday in April (24th).

Action: The Clerk to arrange speakers and confirm with the hall.

18-19/166 TO CONSIDER A DATE FOR THE 2019 CIVIC SERVICE

The Council has not yet liaised with the Church although Cllr Banks and Cllr Atkins feels that the Civic Service may have been set as the 23rd June. It was felt that the Parish Council and especially the chairman, whilst being able to do this date, should have been consulted before the day is fixed.

Action: Cllr Banks and Cllr Atkins to feed back this request for future years.

18-19/167 TO AGREE AND CONSIDER APPLYING TO WORK TOWARDS THE FOUNDATION QUALITY COUNCIL AWARD

The Clerk outlined the scheme to the Council and an email link had been circulated with the agenda. The clerk also informed of the cost both to apply and to be assessed.

The Council **resolved** to apply for the Foundation Quality Council award and to work towards it with an aim of achieving this during the 2019/20 Council year.

Action: The Clerk to progress the application.

18-19/168 TO CONSIDER THE USE OF COUNCILLOR EMAILS AND TO REVIEW SOME ALTERNATIVE PACKAGES AVAILABLE

Cllr Banks and the Clerk outlined the problems relating to the use of Councillors using personal emails addresses and the different options concerned were found to be expensive.

In addition, Cllr Banks, whose company developed the website prior to him becoming a councillor stated that he no longer feels comfortable managing the website and the Clerk affirmed that it is not an ideal situation. In addition, the website, whilst sufficient for basic needs to be complaint, is outdated and basic.

The Clerk has recently obtained quotes for website development and the quotes were compared. One firm, Netwise, had submitted the cheapest quote (£599.00) and, in addition, the price includes email addresses for all councillors. The ongoing yearly cost for support and minor website alterations was £300.

The two further quotes for websites was £899.00 (inc emails) and the third approaching £2000.

The benefits for a '.gov.uk' domain was also raised.

It was **resolved** that the Council commission a new website with Netwise with the option of councillor emails. In addition, it was **resolved** that the Clerk request the '.gov.uk' domain.

18-19/169 TO RECEIVE AND CONSIDER DETAILS OF QUOTES AND AN UPDATE ON PROGRESS REGARDING THE NOTICEBOARD REPLACEMENTS.

The Clerk has looked at quotes to compare with those achieved at the time of the original resolution and the prices are very little changed. The Council's decision was influenced by appearance in keeping with Church Lawton, longevity and reduction of future maintenance costs. The Council to affirmed that the original resolution is valid, especially since there appears to be only one company identified who produce the noticeboards with the required design.

The Clerk informed that maximum sizes had been supplied to the firm for each location along with the personalisation required and that she is currently waiting to hear back.

Action: The Clerk to progress the order.

18-19/170 TO RECEIVE AND CONSIDER PRICES FOR PROJECTORS

Cllr Banks updated the council regarding projectors and their costs after some preliminary work.

It was agreed that the Council should ensure that the purchase should be completely adequate for both quality use at both meetings and hall presentations and so that quality purchased should be sufficient. It was further considered that the equipment could be lent out to Community Groups using the hall if required.

It was further agreed that a screen not be purchased until a need was established as the walls may be adequate and the hall may already own one which needs ascertaining.

Action: Cllr Banks agreed to do some further work to look at the costs of projectors in the quality range discussed.

18-19/171 TO RECEIVE AN UPDATE MEETINGS HELD WITH COMMUNITY GROUPS/PARTNERS.

A further meeting is currently being organised.

Action: The Clerk to progress both issues.

18-19/172 LAWTON MEMORIAL HALL TO RECEIVE FEEDBACK FROM THE MEETING OF THE 19TH FEBRUARY, AND TO NOTE ANY ACTIONS REQUIRED. TO NOTE THE DATE OF THE NEXT MEETING AND AGREE REPRESENTATION.

Cllr Adams had attended on behalf of the Council and updated the Council. The following issues were raised:

- The Memorial Hall are hoping to put in an application for the next round of the new Homes Bonus and Cllr Adams had assured the Parish Council support.
- The Memorial Hall will be applying for a grant to assist with the ongoing decorating costs. The Parish Council does have some money budgeted for the support of the Memorial Hall.
- The trees along the front perimeter have been identified as potentially unsafe and difficulties are being experienced in establishing ownership.
Action: The Clerk to pursue ownership and maintenance of the trees.
- The lighting in Liverpool Road West is still a major problem and it is very difficult to be able to see the entrance. The lights out also affects the Nursing Home.
Action: The Clerk to pursue.
- The light in the bus stop is also out.
Action: The Clerk to pursue.

18-19/173 BARROWS GROUP – TO RECEIVE THE MINUTES OF THE RECENT MEETING AND TO CONSIDER AND AGREE ANY ACTIONS RESULTING.

Cllr Harper updated the Council on the meeting of the 28th January 2019, the minutes of which had been circulated with the agenda.

Cllr Harper informed that the path through the woods has been constructed and that the damage to wildlife isn't significant.

The tree had been decorated by St Gabriels who had done a fantastic job, but next year Church Lawton School had agreed to do it.

A meeting is being arranged with WainHomes to visit the site to consider the site further.

The Group needs to promote itself further and it was suggested a talk at the APM would be beneficial. It was suggested that the new website could be used with a section set up.

Although it has been established that the current planting reflects the native planting, a suggestion has been made to use the site as a community orchard. The Council felt this was outside the remit of the Barrows Group and that an orchard wasn't suitable.

The Parish Council were thanked for providing the meeting venue.

Action: Cllr Harper to relay the feedback to the chair of the Barrows Group.

18-19/174 FLY-POSTING ISSUES

It was noted that the flyposting issues are increasing again.

A letter has been received from Alsager Town Council regarding advertising the Neighbourhood Plan at Lawton Lights. It was agreed that it causes confusion but to assist it would be offered that the wooden rails on the stretch into Alsager be used.

Action: The Clerk to chase the flyposting issues and to relay the response to Alsager. .

18-19/175 POLICE MATTERS

18-19/175/1 TO RECEIVE JANUARY'S BEAT REPORTS

The Council noted receipt of the January beat report. The PCSO is attempting to set up a Speed Watch group around the Congleton Road North area where there appears to be a significant problem with speed.

18-19/175/2 TO RECEIVE AN UPDATE FROM COUNCILLOR YOUNG AND TO RECEIVE THE MINUTES FROM THE RECENT CLUSTER MEETING

Cllrs Young agreed to attend on behalf of the Parish Council at Odd Rode Parish Council office, Newfield House. The minutes were received.

18-19/175/3 TO NOTE THE DATE OF THE NEXT CLUSTER MEETING AND ATTENDENCE

The date of the next cluster meeting is the 4th April 2019.

18-19/175/4 OTHER POLICE MATTERS INCLUDING FEEDBACK FROM POLICE SURGRIES

None

18-19/175/5 TO RECEIVE DETAILS OF COMPLAINTS FROM FACEBOOK REGARDING SPEEDING CONCERNS ON LIVERPOOL ROAD WEST AND TO AGREE ANY ACTIONS REQUIRED.

The clerk informed of issues raised on Facebook concerning speeding on Liverpool Road West. It was agreed to discuss this with the PCSO and to encourage residents to contact the Parish Council directly. It was acknowledged that there is a problem. It was noted that Cheshire East seem to be discouraging the installation of SIDS.

Action: Councillors to raise at the next cluster meeting.

18-19/176 HIGHWAYS

18-19/176/1 FOOTPATHS ON KNUTSFORD ROAD AND WHITE LINING ON THE ONE-WAY STREET.

A resident has raised to the Clerk about the state of the footpaths on Knutsford Road and also the poor white lining on the one-way street. The white lining has now been resolved and the clerk was asked to pursue the state of the poor pavements both there and other places with ANSA.

Action: The Clerk to pursue.

18-19/176/2 TO NOTE THE WELCOME TO CHURCH LAWTON SIGN CONTINUING TO BE MISSING AT THE ENTRANCE TO THE WAIN HOMES SITE.

The missing sign was noted.

Action: The Clerk to raise with WainHomes.

18-19/176/3 OVERGROWN HEDGES

A resident has raised with Cllr Adams regarding an overgrown hedge.

18-19/176/4 PARKING ON VERGES AND DAMAGE CAUSED

A resident has raised with Cllr Adams regarding parking on verges and the damage caused.

Action – The Clerk to report to Cheshire East.

18-19/177 NEIGHBOURHOOD PLAN UPDATE

18-19/177/1 TO NOTE THE RESIGNATION OF CHAIRMAN, MR RAY YATES.

The Council noted the receipt of a letter noting the resignation of Mr Yates from the Neighbourhood Plan Group.

It was noted that a meeting is being organised to discuss the way forward.

18-19/178 PLANNING

18-19/178/1 TO RECEIVE AND CONSIDER NEW PLANNING APPLICATIONS SINCE THE MEETING OF THE 9TH JANUARY 2019

19/0437C – 7, Congleton Road North, Church Lawton, Single storey rear extension.

Comments deadline – 27th February 2019

The Council **resolved** to make no comment.

19/0183C – Snapes Cottage, Old Knutsford Road, Church Lawton, Two storey rear extension.

Comments deadline 26th February

The Council **resolved** to make no comment.

Cllr Bailey left the meeting.

19/0305C – 11, Sandbach Road, Church Lawton, Proposed two detached dwellings

Comments deadline 6th March 2019

The Council **resolved** to make no comment but for the Clerk to keep an eye on the application to monitor residents' concerns. The Clerk was delegated to support residents accordingly.

18-19/178/2 UPDATE ON OUTSTANDING PLANNING APPLICATIONS

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

18-19/179 FINANCE

18-19/179/1 TO APPROVE RECEIPTS – JANUARY 2018

It was **resolved** to approve the receipts for January.

18-19/179/2 TO APPROVE PAYMENTS REQUIRED SINCE THE MEETING OF 9TH JANUARY

The list of payments presented by the Clerk was approved. (Appendix 1)

18-19/179/3 TO RECEIVE THE Q3 REPORT FROM THE CLERK

The council received the quarter 3 report from the clerk. It was noted the staffing budget will be exceeded due to the clerk's increase in hours. Also, £1000 needs moving from reserves to website development as agreed earlier. (Appendix 2)

18-19/180 CORRESPONDENCE RECEIVED

None.

18-19/181 TRAINING/MEETINGS ATTENDED NOT REPORTED ELSEWHERE

The Clerk reminded that she has started the level 4 Community Governance Course mostly funded by Kidsgrove Town Council.

18-19/182 MEMBERS MATTERS

None raised

18-19/183 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 21:15

To agree Date of the Next Meeting: Wednesday 20th February 2019, at 7pm

Church Lawton Parish Council – Payments Feb 20th 2019

Dual Authorisation threshold: GBP 0.00 Display: 10 items per page

<input type="checkbox"/>	Payment ref	Type	Note	Beneficiary name	Your ref	Date committed	Am Lccy	Amount	Status
<input type="checkbox"/>	530307012	FPAY	T	MRS S DAVIES	CLERK - SALARY	21/02/2019	GBP	1,077.16	AA
<input type="checkbox"/>	530307533	FPAY	T	SLCC	SLCC MEMBERSHIP	21/02/2019	GBP	100.00	AA
<input type="checkbox"/>	530307996	FPAY	T	SANDTONY	SANDTONY13805	21/02/2019	GBP	75.49	AA
<input type="checkbox"/>	530307111	FPAY	T	SUE DAVIES	CLERK COSTS	21/02/2019	GBP	59.99	AA
<input type="checkbox"/>	530307280	FPAY	T	HMRC	HMRC	21/02/2019	GBP	36.40	AA
<input type="checkbox"/>	530307558	FPAY	T	SHIRE PAY SERVICES	SHIREPS Q4 02910	21/02/2019	GBP	24.00	AA

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Appendix 2 February 20th – Financial Situation – Church Lawton Parish Council

Bank Reconciliation

Church Lawton Parish Council Financial year ending 31 March 2019

Prepared by: Sue Davies, Parish Clerk & RFO
Date: 31st Jan 2019
Checked by:
Date:

Balance per bank statements as at 31st Dec 2018	£	£
Current Account	£21,333.34	
Reserve Account 1	£6,007.07	
		£27,340.41
Less: any unpresented cheques at 31st Jan 2019		
		£0.00
Add: any unbanked cash at 31st Jan 2019	None	
Net bank balances as at 31st Jan 2019		£27,340.41
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		£18,040.53
Less: Payments in the year		£10,634.85
Closing balance per cash book [receipts and payments book] as at 31st Jan 2019 (must equal net bank balances above)		£27,340.41

Appendix 2 February 20th – Financial Situation – Church Lawton Parish Council

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

Date	Reference	Details	Gross	VAT	Net	Primary Account	First Analysis Account
28/11/18	CHQ 001071	British Legion Poppy Appeal - Wreath	30.00		30.00	Bank: Current a/c	Expenses: S137
28/11/18	CHQ 001072	British Legion Poppy Appeal - Street Pop	70.00		70.00	Bank: Current a/c	Expenses: S137
Totals			<u>100.00</u>	<u>0.00</u>	<u>100.00</u>		

Appendix 2 February 20th – Financial Situation – Church Lawton Parish Council

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

Date	Reference	Details	Gross	VAT	Net	Primary Account	First Analysis Account
24/10/18	PAY 000034	Congleton Town Council - Streetscape	246.86	41.14	205.72	Bank: Current a/c	Expenses: Contractors such as Streetscap
24/10/18	PAY 000035	Lawton Memorial Hall - Inv 186 - April	62.00	0.00	62.00	Bank: Current a/c	Expenses: Hall Hire for meetings
24/10/18	PAY 000036	Clerk - Salary October	538.38		538.38	Bank: Current a/c	Expenses: Clerk - Salary
24/10/18	PAY 000039	Sandtony	69.89	11.65	58.24	Bank: Current a/c	Expenses: Stationery
24/10/18	PAY 000040	Barbara Adams - reimbursemat for Harve	28.29		28.29	Bank: Current a/c	Expenses: \$137
25/10/18	PAY 000037	HMRC - Clerk's tax	18.40		18.40	Bank: Current a/c	Expenses: Clerk - HMRC
25/10/18	PAY 000038	The Round Group - LOGO	240.00	40.00	200.00	Bank: Current a/c	Expenses: LOGO development
28/11/18	PAY 000042	Clerk - Salary November	538.58		538.58	Bank: Current a/c	Expenses: Clerk - Salary
28/11/18	PAY 000043	HMRC - Clerk's tax	18.20		18.20	Bank: Current a/c	Expenses: Clerk - HMRC
28/11/18	PAY 000044	Shire Pay Services Q3 payroll	24.00		24.00	Bank: Current a/c	Expenses: Payroll
28/11/18	PAY 000045	South Cheshire Print - Printing newsletter	106.00		106.00	Bank: Current a/c	Expenses: Newsletter printing
28/11/18	PAY 000046	SLCC - training	90.00		90.00	Bank: Current a/c	Expenses: Training
17/12/18	PAY 000047	Bankline charges	4.80	0.00	4.80	Bank: Current a/c	Expenses: Bankline charges
09/01/19	PAY 000048	Clerk - Salary December	538.58		538.58	Bank: Current a/c	Expenses: Clerk - Salary
09/01/19	PAY 000049	HMRC - Clerk's tax	18.20		18.20	Bank: Current a/c	Expenses: Clerk - HMRC

Totals 10,534.85 182.18 10,352.67

Appendix 2 February 20th – Financial Situation – Church Lawton Parish Council

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: Reserve	Income: Reserve Interest
31/10/18	REC 000012	Interest payment	1.01		1.01	Bank: Reserve	Income: Reserve Interest
30/11/18	REC 000013	Interest payment	0.99		0.99	Bank: Reserve	Income: Reserve Interest
18/12/18	REC 000014	Interest payment	1.02		1.02	Bank: Reserve	Income: Reserve Interest
31/01/19	REC 000015	Interest payment	1.02		1.02	Bank: Reserve	Income: Reserve Interest
Totals			18,040.53	0.00	18,040.53		

CHURCH LAWTON BUDGET AND PRECEPT 2018/2019 - 20th February 2019

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	0.0%
Cabinet for the Red bull inc fitting	£750.00	£750.00	£0.00	0.0%
Environmental Improvement/repair	£2,200.00	£2,200.00	£740.06	33.6%
Parish Handiman	£1,000.00	£1,000.00	£495.00	49.5%
Contractors such as Street Scape	£1,000.00	£1,000.00	£205.72	20.6%
Repairs - Materials	£200.00	£200.00	£39.34	19.7%
Donations and Grants	£0.00	£150.00	£28.29	18.9%
Lawton memorial Hall	£2,000.00	£2,000.00	£0.00	0.0%
British Legion Remembrance		£350.00	£100.00	28.6%
Chairman's Badge	£70.00	£270.00	£0.00	0.0%
Transparency grant:	£0.00	£300.00	£59.99	20.0%
Software	£0.00	£200.00	£59.99	28.6%
Printer	£0.00	£150.00	£0.00	28.6%
Parish Annual Expenses:	£9,000.00	£9,000.00	£8,401.19	93.3%
Clerk Salary		£5,400.00	£5,458.28	101.1%
Clerk tax to HMRC			£95.20	
Clerk w/ha		£208.00	£190.43	91.6%
Clerk expenses		£25.00	£0.00	0.0%
Insurance		£540.00	£470.00	87.0%
Stationery		£100.00	£73.70	73.7%
Printer and ink cartridges		£275.00	£266.97	97.1%
Postage costs		£20.00	£11.00	55.0%
Audit Expenses		£120.00	£113.00	94.2%
Payroll		£102.00	£96.00	94.1%
Hall Hire - Council		£330.00	£248.00	75.2%
Subscriptions		£850.00	£865.76	101.9%
Website		£180.00	£136.85	76.0%
Advertising		£50.00	£0.00	0.0%
Printing costs - not newsletter		£150.00	£90.00	60.0%
Training - clerk and councillors		£300.00	£160.00	53.3%
Newsletter		£300.00	£106.00	35.3%
Councillor expenses		£0.00	£0.00	
Bankline charges		£50.00	£20.00	40.0%
LOGO Development		£300.00	£200.00	66.7%
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	£11,776.73	61.0%
Reserves:				
Unexpected election costs - £5000				
General reserves at 1st April 2018 (prior to precept receipt) - £12,687				