



**CHURCH  
LAWTON**  
Parish Council

## CHURCH LAWTON PARISH COUNCIL

4<sup>th</sup> June 2020

To: All members of Church Lawton Parish Council.

Dear Councillor,

You are summoned to the Annual Council Meeting of Church Lawton Parish Council which will take place as follows:

**WEDNESDAY 9<sup>th</sup> JUNE 2019 AT 7:00pm on ZOOM**

<https://zoom.us/j/98804599733?pwd=MnFxYmZrTFVQSURXYUISOHBYSkFMdz09>

Meeting ID: 988 0459 9733

Password: 4JMH2P

The agenda for the meeting is set out below.

*S Davies*

Sue Davies (clerk)

---

### AGENDA

The chair of 2019/2020, Cllr Young will open the meeting and chair until completion of item 1.

1. To receive nominations and to elect a Chair of Church Lawton Parish Council for the forthcoming Civic Year.
2. To receive nominations and to elect a Vice Chair of Church Lawton Parish Council for the forthcoming year.
3. To receive apologies for absence.
4. To resolve to co-opt Ailie Woodhead-Coates as a councillor onto Church Lawton Parish Council.
5. To resolve to give leave of absence to Cllr Auston Fernihough for 6 months.
6. Public Speaking – to allow any members of the press or public the opportunity to speak in accordance with Standing Orders.
7. To receive any Declaration of Interests regarding Agenda items.
8. To approve the Minutes of the Meeting held on Wednesday 19<sup>th</sup> February (Appendix 1).
9. To approve the Minutes of the Extraordinary Meeting on Friday, 20<sup>th</sup> March 2020. (Appendix 2).

10. To receive and note the minutes of the Planning Committee held on 28<sup>th</sup> April 2020. (Circulated separately)
11. Planning Committee:
  - a) To agree and approve the Terms of Reference. (draft circulated separately)
  - b) To agree membership of the Planning Committee
  - c) To receive nominations for and appoint a chair for the Planning Committee
  - d) To receive nominations for and appoint a vice-chair for the Planning Committee.
12. Staffing Committee:
  - a) To agree and approve the Terms of Reference. (draft circulated separately)
  - b) To agree membership of the Staffing Committee.
  - c) To receive nominations for and appoint a chair for the Staffing Committee
  - d) To receive nominations for and appoint a vice-chair for the Staffing Committee
13. Footpaths working party
  - a) To resolve to agree the Terms of Reference.
  - b) To resolve to agree Council membership of the working party.
14. Community Group working party
  - a) To resolve to agree the Terms of Reference.
  - b) To resolve to agree Council membership of the working party.
15. To agree in-house audit representatives.
16. To receive an update from the Clerk on the Neighbourhood Plan.
17. Appointment of Members to the outside bodies, committee and community groups:
  - a) Lawton memorial representative.
  - b) To confirm Barrows Task Group membership. (Note – the chair is M Hicks).
  - c) To confirm Police liaison representation and Speed Watch lead councillor(s).
18. To review and approve Standing Orders dated June 2020 (Circulated separately)
19. To review and approve Financial Regulations dated June 2020 (circulated separately)
20. To approve the Council assets (asset register dated 31<sup>st</sup> March 2020) (Circulated separately)
21. To note continued insurance provision with Came and Company.
22. To review the Council's subscriptions.
23. To resolve to approve the following services for 2020/21:
  - a) Payroll- continued use of Shire Pay Service
  - b) Internal Auditor – JDH Business Services
24. To agree a calendar of meetings for the early part of the 2020-21 Council year.
25. To discuss Matters Arising from the last meeting - To consider any matters outstanding or arising from the minutes not covered elsewhere:
  - Noticeboard replacement – approval of quote for installation.
  - Civic Service 2021.
26. To receive matters from the Cheshire East representative present.
27. Finance (Clerk)
  - a) To agree to change the banking to Unity bank and to resolve to agree signatures.
  - b) To resolve to agree the application for a Unity Bank credit card for Council use.
  - c) To receive a draft end of year accounts. (to be circulated)

- d) To receive a report from the RFO. (Circulated separately)
  - e) To note receipts since the last meeting– (Circulated separately).
  - f) To retrospectively approve payments since the date of the last meeting until 31<sup>st</sup> March 2020. (Circulated separately).
  - g) To approve payments required from 1<sup>st</sup> April 2020 until the 31<sup>st</sup> May 2020.
  - h) To receive an updated 2020-21 budget and to resolve to agree any virements. (Circulated separately)
- 28.** Training/meetings and courses: To consider any training requirements
- 29.** To receive matters raised by members
- 30.** Future Agenda Items
- 31.** To agree Date of next meeting: **Meeting: Tuesday 30<sup>th</sup> June 2020.**



**CHURCH  
LAWTON**  
Parish Council

**MINUTES OF THE COUNCIL MEETING HELD ON**

**WEDNESDAY 19<sup>th</sup> FEBRUARY 2020 AT CHURCH LAWTON MEMORIAL HALL**

**Present: Cllr R Young (Chair); Cllr N Harper (Vice-chair)  
Cllrs: L Mackinnon; Cllr Armstrong; Cllr Hicks  
Cheshire East Councillor Liz Wardlaw**

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

**18-19/140 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Mitchell. Cllr Fernihough had his absence approved due to personal circumstances.

**18-19/141 PUBLIC PARTICIPATION**

None

**18-19/142 TO RECEIVE ANY DECLARATION OF INTERESTS REGARDING AGENDA ITEMS**

None

**18-19/143 to approve the minutes of the meeting held on wednesday 28th january 2020**

**Resolved:** The minutes of the meeting of Wednesday 28<sup>th</sup> January 2019 were approved as a correct record by all present.

**18-19/144 TO NOTE PROGRESS IN FILLING THE VACANCIES ON THE PARISH COUNCIL and to have the opportunity to ask questions of any prospective candidates present.**

The Parish Newsletter will advertise the vacancies and is due to be circulated soon.

**18-19/145 To Discuss Matters Arising from the Last Meeting of 28<sup>th</sup> January 2020 not covered elsewhere on the agenda**

**18-19/145/1 newsletter**

The clerk is progressing the newsletter. Some councillors are still to submit their piece about themselves.

*Action: The Clerk to progress.*

**18-19/145/2** noticeboard replacement and quotes for installation

The Clerk is obtaining quotes and is meeting R Burgess of Streetscape, Congleton Town Council, on Monday to visit the locations.

**18-19/145/3** flyposting issues – an update

The flyposting is increasing again and the Clerk was asked to contact the commercial offenders.

**18-19/145/4** projector provision – to consider quotes

The clerk has asked for quotes from Sandtony in Alsager.

**18-19/145/5** Meeting with the canal and river trust

Deferred

**18-19/145/6** barrows working party

A Barrows working party meeting has been arranged for the 25<sup>th</sup> February 2020. Attendees from the Parish Council will be Cllr Mackinnon, Cllr Hicks and the Clerk. Cllr Wardlaw asked for her apologies to be given if she was unable to attend.

**18-19/145/7** community group meeting

Cllr Harper is progressing this meeting.

**18-19/146** TO RECEIVE CHESHIRE EAST matters from cllr liz wardlaw

- Cllr Wardlaw reported that we still have no PCSO.
- There are still speeding problems around the school.
- The grass verges issue reported by Cllr Mackinnon – the reply was that there is queue for Grasscrete to be laid.
- The lack of highlighting of the pavement jutting out at Red Bull has been raised with no response.
- Cllr Wardlaw asked for items for the area highways project.
- Cllr Wardlaw has put a project forward with the Cycling Champion for the road from the Wilbraham Arms to the junction to be made safer.
- Cllr Wardlaw has been in touch with I Darlington of Cheshire East Highways about the bus stop light and he has said it will be addressed.

**18-19/147** FINANCE

**18-19/147/1** To note receipts since the meeting of the 28<sup>th</sup> January meeting (Appendix 1)

The receipts were noted by the Council.

**18-19/147/2** to resolve to approve payments required since the meeting of the 28<sup>th</sup> January 2019 (see appendix 1)

The payments were noted and approved.

**18-19/147/3** to receive an updated 2019/20 budget against expenditure and bank reconciliation dated may 2019 and to resolve to agree any virements

Deferred.

**18-19/148** To NOTE CORRESPONDENCE ReGaRDING the bridge from Wood Park and to agree any actions.

The Clerk updated the Council regarding correspondence received from Alsager Town Council regarding the bridge leading from Wood Park on Alsager FP28 where it joins Church Lawton FP7. Alsager Town Council were requesting if Church Lawton Parish Council could contribute money towards work to improve the bridge.

The Council **resolved** that money not be contributed by Church Lawton Parish Council towards the work and the Clerk was asked to respond to Alsager Town Council.

**18-19/149** Policies: To review and resolve to approve (subject to agreed changes) - the Council's Risk Assessment policy.

**18-19/149/1** To review and resolve to approve the Council's risk assessment policy

The Council resolved to approve the Council's Risk Assessment Policy dated February 2020.

**18-19/149/2** To consider and resolve to approve the proposed grant application policy.

The Council resolved to approve the Grant Application Policy.

**18-19/150** Lawton Memorial Hall UPDATE

Cllr Harper provided an update from the Memorial Hall Committee. Issues raised were:

- It was confirmed that the next meeting will be on the 5<sup>th</sup> March 2020.

**18-19/151** POLICE MATTERS

**18-19/151/1** To receive JANUARY'S beat reports

A beat report has not been received for January. It was noted that it is not currently known if there is a PCSO assigned to Odd Rode.

**18-19/151/2** To receive feedback from the cluster meetings and to note the date of the next meeting

The date of the next meeting is to be confirmed.

**18-19/151/3** to note the progression of the Speedwatch group around the A34 area.

Cllr Armstrong is progressing this but required publication of a request for volunteers. .

**18-19/152** highways matters – To note any issues from members and actions required

Cllr Wardlaw noted that there is a forthcoming area Highways Group Meeting in April. Cllr Wardlaw asked for issues to be raised with her. In response, Cllr Mitchell mentioned Cherry Lane where a blind corner had a severely damaged verge. Cllr Hicks supported this as a problem. Cllr Harper raised that crossing Red Bull Lights from Kidsgrove towards Lawton Lights is a problem due to the black and white marking being missing.

## **18-19/153 Planning**

**18-19/153/1** to resolve to add councillor Hicks to the planning committee

The Council resolved to add Cllr Hicks to the planning committee.

**18-19/153/2** To receive and consider new planning applications since the meeting of the 28<sup>th</sup> January 2020

### **20/0521C – Church Lawton Gate Primary School**

Supply and installation of a timber and plastisol steel clad 3 bay modular building to provide additional science classroom accommodation. Works to include foundations and connections to services.

It was **resolved** that the Parish Council has no comment to make at present by delegated the Clerk to support any valid resident comments that appear on the portal.

### **20/0300T Blue Bell Cottage, 3, Congleton Road North**

Works to TPO trees.

It was **resolved** that the Parish Council has no comment to make.

**18-19/153/3** Update on outstanding planning applications

The outstanding applications (awaiting a decision by Cheshire East) were noted. In particular, the Alsager Court Care Home application due date at committee was noted. The application is due to go to committee on the 4<sup>th</sup> March. It was agreed that the Clerk and Cllr Armstrong would attend the committee meeting to present the case for the Parish Council should this planning committee go ahead.

## **18-19/154 TRAINING/MEETINGS ATTENDED NOT REPORTED ELSEWHERE**

Nothing further to report.

## **18-19/155 Correspondence received**

Correspondence received was noted as follows:

- A letter regarding an environmental issue at the Wainhomes site received from Cllr J Smith was raised. The Clerk was asked to thank Cllr Smith for the information.

## **18-19/156 MEMBERS MATTERS**

The Heritage Walk and Cream Tea at the Memorial is on Sunday 26<sup>th</sup> April. Cllr Harper is attending a meeting on the 22<sup>nd</sup> February to help progress arrangements for the Barrow's Group involvement.

Cllr Harper, as deputy chair, agreed to attend the Mayor's

Cllr Harper is forwarding grant application information (My Bright idea) received through the ChALC bulletin to the Memorial Hall.

Cllr Armstrong enquired about how to deal with flooding in housing caused by a neighbouring farm.

## **18-19/157 FUTURE AGENDA ITEMS**

Environmental Policy

Wild Flower Patches in the Parish

Speedwatch (with the PCSO)

Highways meeting

*The meeting concluded at 21:20*

**To agree Date of the Next Meeting: 18<sup>th</sup> March 2020**



**Church Lawton Parish Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
14 Bank Interest	31/01/2020	N/A	NATWEST Reserve Ac	R/19/20/14	Bank Interest	NatWest Bank	X	1.02	0.00	1.02
<b>Total</b>								<b>1.02</b>	<b>0.00</b>	<b>1.02</b>

**Church Lawton Parish Council  
PAYMENTS LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
61 Bank Charges	17/02/2020		NATWEST Current Acc	P/19/20/61	Bankline charges	NatWest Bank	X	3.60	0.00	3.60
57 Stationery	19/02/2020		NATWEST Current Acc	19/20/57 and 58	Paper	Sandtony	S	92.75	18.55	111.30
58 Print cartridges	19/02/2020		NATWEST Current Acc	19/20/57 and 58	Print Cartridges	Sandtony	S	5.20	1.04	6.24
55 Clerk Salary	19/02/2020	N/A	NATWEST Current Acc	19/20/55	Clerk Salary	Clerk - Sue Davies	X	522.90	0.00	522.90
56 Clerk - working from home a	19/02/2020		NATWEST Current Acc	19/20/56	Clerk wfha	Clerk - Sue Davies	X	17.33	0.00	17.33
59 HMRC - Clerk tax	19/02/2020	N/A	NATWEST Current Acc	19/20/59	HMRC - Clerk pay	HMRC	X	3.60	0.00	3.60
<b>Total</b>								<b>645.38</b>	<b>19.59</b>	<b>664.97</b>



**CHURCH  
LAWTON**  
Parish Council

**MINUTES OF AN EXTRAORDINARY COUNCIL MEETING HELD ON  
FRIDAY 20<sup>th</sup> MARCH 2020 AT KIDSGROVE TOWN HALL**

**Present: Cllr R Young (Chair); Cllr N Harper (Vice-chair)  
Cllrs: L Mackinnon; Cllr Armstrong; Cllr Mitchell**

**The meeting started at 7:00pm**

**18-19/158** To Receive APOLOGIES FOR ABSENCE

Apologies were received from Cllr Hicks

**18-19/159** To consider and authorise extended leave for any councillors who requests it and is considered to be of enhanced risk due to the COVID-19 situation.

Cllr Fernihough and Cllr Addenbrooke had their absence approved for the foreseeable future due to the COVID-19 situation. This absence will be reviewed by the Council as the situation and advice alters.

**18-19/160** public participation

None

**18-19/161** To resolve that the recruitment of a new clerk is put on hold until after the current crisis around the Covid-19 situation and that the current Clerk remains the Proper Officer and RFO of the Council in the interim to ensure essential Council functions continue. To further resolve that the current Clerk will make a log of hours worked, for approval by the chair and vice-chair, for reimbursement at the rate paid at the end of her contracted employment.

The Council resolved to approve the motion.

**18-19/162** to RESOLVE TO APPROVE EMERGENCY MEASURES TO ENSURE THE COUNCIL CAN FUNCTION THROUGH THE COVID-19 situation.

**Resolved:** The proposed emergency measures were approved. (See appendix 1)



## **Church Lawton Parish Council – Coronavirus/Covid-19 Emergency Plan**

### **1. Council Meetings and continuation of Council Business**

- a. An emergency meeting will be held on the 20<sup>th</sup> March 2020 to resolve to approve the measures and procedures outlined in this document to facilitate the Council to function during the Covid-19 outbreak.
- b. A monthly Full Council Meeting will be scheduled for each month thereafter for if the situation and government advice allows such meetings to progress.
- c. Working Parties and Committee meetings will be suspended until further notice with immediate effect.
- d. In the event that it is not possible to convene a meeting of the council, or if it becomes impossible because of government directives, the Clerk shall have delegated authority to make decisions on behalf of the council where such decision cannot reasonably be deferred and must be made in order to comply with a commercial or statutory deadline. The clerk will consult closely with the Chair and Vice-chair, by email or telephone if required. Any decisions made under this delegation must be recorded in writing and must be published in accordance with the relevant regulations. The Full Council should also be informed of such decisions by email and there may be occasions when the Clerk invites all councillors to offer a viewpoint on a matter by email. This delegated authority ceases upon the first meeting of the council after the council meeting at which the delegation was put in place.
- e. The delegation procedures put in place by this policy will include any changes required to this policy in response to the rapidly evolving situation and the implementation of any directives received from NALC in relation to legislative requirements.

Note - The delegation does not extend to matters expressly reserved to the council in legislation. Any unavoidable and essential deviance from Standing Orders or Financial Regulations must be clearly documented.

- f. Any member with an underlying health issue who is concerned about attending meetings will be invited to write to the Clerk. The Council will authorise absence for these Councillors until such time as the Council or Emergency Committee decide this is unnecessary based on government advice.
- g. Any other member not able to attend the Council meeting on the 20th March 2020 will be advised to submit an application, giving a reason, to have their absence approved rather than

## Appendix 2

just noted. (Note- this may be imperative if the council is unable to meet for an extended period as the 6-month attendance rule is legislative.)

- h. Councillors unable to attend any meetings held due to infection or isolation will have absence approved, not just noted, throughout the duration of the emergency situation.

### **2. Community Support**

- a. The Clerk will assist the Council with any community support alongside ensuring essential Council business is progressed appropriately.
- b. The Parish Council will use its website and Facebook page to help provide up to date information to the Community.
- c. The Parish Council will be mindful of trying to support the Community and in any way it can within its powers through the crisis.
- d. The Parish Council will support community groups that are forming to help the vulnerable and socially isolated if it is able.

### **3. Other Business**

- a. Council events involving the community will be cancelled until further notice.