



**CHURCH
LAWTON**
Parish Council

**MINUTES OF THE ANNUAL COUNCIL MEETING HELD ON
TUESDAY 9th JUNE 2020 USING ZOOM**

Present:

Cllrs: N Harper; L Mackinnon; Cllr Armstrong; Cllr Mitchell

Cheshire East Councillor Liz Wardlaw (from 8:00pm)

In attendance: Ailie Woodhead-Coates (co-opted during the meeting)

Sue Davies (Clerk and Proper Officer)

The meeting started at 7:00pm

Cllr Harper, as outgoing vice-chair, opened the meeting.

20-21/1 To receive nominations and to elect a Chair of Church Lawton Parish Council for the forthcoming Civic Year.

The clerk had received one nomination in advance: Cllr Roger Young

Nominated by: Cllr N Harper

Seconded by: Cllr G Mitchell

No further nominations were received at the meeting.

Resolved: Cllr Young was elected as the chair for the 2020 to 2021 Civic year.

Since Cllr Young was not in attendance, it was agreed he could sign his declaration of office with the clerk as witness at a subsequent time.

20-21/2 To receive nominations and to elect a Vice Chair of Church Lawton Parish Council for the forthcoming Civic year.

The clerk had received one nomination in advance: Cllr N Harper

Nominated by: Cllr G Mitchell

Seconded by: Cllr A Armstrong

No further nominations were received at the meeting.

Resolved: Cllr Harper was elected as the vice-chair for the 2020 to 2021 Civic year.

Cllr Harper signed his declaration of acceptance in view of the Clerk and other members. It was noted this would be posted to the clerk for her to sign as witness.

20-21/3 To Receive apologies for absence

Apologies of absence were received from Cllrs Young and Hicks.

20-21/4 To resolve to co-opt Ailie Woodhouse-Coates as a Councillor to Church Lawton Parish Council.

The Council **resolved** to co-opt Ailie Woodhouse-Coates as a councillor to Church Lawton Parish Council.

Cllr Woodhouse-Coates signed her declaration of Acceptance of Office in view of the clerk and other members. It was noted that this would be posted to the Clerk for her to sign as witness.

20-21/5 To resolve to agree a leave of absence for Cllr Fernihough of up to six months.

The Council **resolved** to grant Cllr Fernihough a six month leave of absence from Council duties due to personal family circumstances.

20-21/6 Public participation.

None

20-21/7 To receive any declaration of interests regarding agenda items.

None

20-21/8 To approve the minutes of the meeting held on Wednesday 19th February 2020

Resolved: The minutes of the meeting of Wednesday 19th February were approved as a correct record by all present.

20-21/9 To approve the Minutes of the Extraordinary Meeting on Friday, 20th March 2020.

Resolved: The minutes of the extraordinary meeting of Friday, 20th March 2020 were approved as a correct record by all present.

20-21/10 To receive and note the minutes of the Planning Committee held on the 28th April 2020.

The minutes of the Planning Committee held on the 28th April were noted.

20-21/11 Planning Committee

a) The agree and approve the Terms of Reference.

The Council resolved to approve the terms of reference for the planning committee.

b) To agree membership of the Planning Committee

The membership of the Planning Committee was agreed as follows: Cllrs Hicks, Cllr Harper, Cllr Woodhead-Coates, Cllr G Mitchel, Cllr A Armstrong and Cllr Mackinnon.

c) To receive nominations for and appoint a chair for the Planning Committee

Cllr Harper was nominated and elected as the Chair of the Planning Committee.

- d) **To receive nominations for and appoint a vice-chair for the Planning Committee.**

Cllr Mitchell was nominated and elected as Vice-Chair of the Planning Committee.

20-21/12 Staffing Committee

- a) **The agree and approve the Terms of Reference.**

The Council resolved to approve the terms of reference for the staffing committee subject to an amendment to clarify the position should the chair be absent.

- b) **To agree membership of the Staffing Committee.**

Cllr Armstrong, Cllr Harper and Cllr Mackinnon were agreed as the members of the staffing committee.

- c) **To receive nominations for and appoint a chair for the Staffing Committee**

Cllr Armstrong was nominated and elected as chair of the staffing committee.

20-21/13 Footpaths Working Party

- a) **To resolve to agree the Terms of Reference.**

The Council resolved to agree the terms of reference for the footpaths working party subject to the addition of the role of investigating walking routes and a potential map production and that at least one councillor should always be present.

- b) **To resolve to agree Council membership of the working party.**

Cllrs Mitchell, Harper, Armstrong, Mackinnon and Woodhead-Coates were agreed as members of the footpath working party.

20-21/14 Community Group Working Party

- a) **To resolve to agree the Terms of Reference.**

The Council resolved to agree the terms of reference for the community group working party subject to an amendment that at least one councillor should be present at the meeting.

- b) **To resolve to agree Council membership of the working party.**

Cllrs Harper, Mackinnon, Woodhead-Coates and Mitchell were agreed as members of the community working party.

20-21/15 To agree in-house audit representatives

It was resolved that a councillor would be nominated for each quarter. Cllr Harper agreed to check quarter one accounts.

20-21/16 To receive an update from the Clerk on the Neighbourhood Plan

The Clerk and Cllr Harper updated that a meeting with the consultant used for the Alsager Neighbourhood Plan and also being used currently by Kidsgrove Town Council. Councillors wishing to attend should reply to the Clerk.

20-21/17 Appointment of Members to outside bodies, committee and community groups

a) **Lawton memorial representative.**

Cllrs Harper and Armstrong were agreed as the two representatives to attend Lawton Memorial Hall meetings.

b) **To confirm Barrows Task Group membership. (Note – the chair is M Hicks).**

In addition to Cllr Hicks, it was agreed representatives would be Cllr Harper and Cllr Mackinnon.

c) **To confirm Police liaison representation and Speed Watch lead councillor(s).**

Police liaison representatives were agreed as Cllr Armstrong, Young and Woodhead-Coates.

20-21/18 To review and approve Standing Orders dated June 2020

The Council **resolved** to agree the Standing Orders dated June 2020 subject to a change to change the section on approval of planning applications to reflect the committee terms of reference.

20-21/19 To review and approve Financial Regulations dated June 2020

The Council **resolved** to suspend standing orders to approve the Financial Regulations dated June 2020 at the subsequent meeting.

20-21/20 To approve the Council's Asset Register dated 31st March 2020 and to agree to restate the figure quoted on the 2019-20 Annual Return.

The Council **resolved**:

- To approve the asset register dated 31st March 2020.
- To restate the figure on the 2018-2019 annual return to reflect the change in asset value to purchase price for the historic assets.

20-21/21 To note continued insurance provision with Came and Company

The Clerk informed that the Council continues to be insured by Came and Company.

20-21/22 To review the Council's subscriptions

The Clerk informed that the Council has subscription to the Cheshire Association of Local Councils and the SLCC for the Clerk.

20-21/23 To resolve to approve the following services for 2020/21

a) Payroll – continued use of Shire Pay Services

The Council **resolved** to continue using Shire Pay Services for the payroll.

b) Internal Auditor – JDH Business Services

The Council **resolved** to continue using JDH Business Services as the internal auditor.

20-21/24 To agree a calendar of meetings for the early part of the 2020-21 Council year.

A draft calendar of meeting was proposed. The dates should be placed onto the website.

20-21/25 To discuss Matters Arising from the last meeting - To consider any matters outstanding or arising from the minutes not covered elsewhere:

a) Noticeboard replacement – approval of quote for installation.

The Council considered the quote received from Congleton Town Council and agreed to go ahead without the need of further quotes, given the low price and trust in another authority who the Council have used previously.

b) Civic Service 2021

The Clerk reported that, after a conversation with the Rector of All Saints', a date of 13th June 2021 has been agreed.

20-21/26 To receive Matters from the Cheshire East representative present.

- Cllr Wardlaw reported that ANSA have coped, despite many staff being off over the Covid-19 crisis, have not missed any bin collections.
- The People helping People initiative has been highly successful with a great response of volunteers coming forward.
- Cheshire East Council have ensured that no patient has been discharged with a positive test into care homes during the crisis.
- Social Services and Children's Services have worked hard maintaining contact with vulnerable families. Parcels have been delivered to those shielded working with local volunteers.
- Cheshire East staff and auxiliary staff have had PPE provided throughout, but it has been problematic at times.
- The cabinet has passed a paper to say that Cheshire East Council will be distributing £2 million around care homes and related services through a government grant.
- The kerb stones at Red Bull are now on a highways list.

20-21/27 Finance

a) To agree to change the banking to Unity Bank and to resolve to agree signatories.

The Council resolved to defer the item to a subsequent meeting.

- b) **To resolve to agree for the application of a Unity Bank credit card for Council use.**

The Council resolved to defer the item to a subsequent meeting.

- c) **To receive a draft of the end of year accounts.**

The Council resolved to defer the item to a subsequent meeting.

- d) **To receive a report from the Clerk on the end of May 2020 finances**

The Council resolved to defer the item to a subsequent meeting.

- e) **To note receipts since the last meeting**

The Council resolved to defer the item to a subsequent meeting.

- f) **To retrospectively approve payments since the date of the last meeting until 31st March 2020**

The Council resolved to defer the item to a subsequent meeting.

- g) **To approve payments required from 1st April 2020 until 31st May 2020**

The Council resolved to defer the item to a subsequent meeting.

- h) **To receive an updated 2020-21 budget and to resolve to agree any virements**

The Council resolved to defer the item to a subsequent meeting.

20-21/28 Training/meetings and courses

It was noted that some councillors still require induction training although the Chalc program is currently suspended.

Cllr Harper informed that he was unable to attend the last meeting of the Memorial Hall because of a clash but is hoping to attend the next meeting.

20-21/29 Members Items

None raised.

20-21/30 Future Agenda Items

No new items added.

20-21/31 Date of next meeting: Tuesday 23rd July, although it was noted that if the internal audit wasn't complete that this would be deferred.