



**MINUTES OF THE COUNCIL MEETING HELD ON
WEDNESDAY 31st MARCH 2021, 6:00pm, USING ZOOM**

Present:

Cllrs: G Mitchell (chair); A Armstrong; M Hicks, A Woodhead-Coates

Clerk – Sue Davies Assistant Clerk – Chris Greenhalgh

The meeting started at 6:03pm

20-21/129 To Receive apologies for absence

Cllr L Mackinnon; Cllr E Wardlaw – Cheshire East Councillor

20-21/130 Public participation.

No public present.

20-21/131 To receive any declaration of interests regarding agenda items.

None

20-21/132 To approve the minutes of the meeting held on Wednesday 17th February 2021.

The Council resolved to approve the minutes of the meeting of the 17th February 2021.

20-21/133 To receive notes from an inquorate meeting held on the 24th March 2021 which progressed to discuss key items only.

The notes were received as a record of the inquorate meeting and will be appended to the notes of this meeting (appendix 1).

20-21/134 To note receipt of the resignation of Cllr A Fernihough made in writing to the chair and effective from the 19th February 2021

The Council noted that the resignation of Cllr Fernihough has been received by the chairman effective from the 19th February 2021.

20-21/135 Matters Arising (updates only)

a) Email provision

Chair: Cllr G Mitchell

2020-21 Page 29

Clerk: S Davies

Cllr Mitchell reported that he was still having issues accessing historic emails. The Clerk will provide contact details to contact the company directly.

20-21/136 To receive Matters from the Cheshire East representative present.

Report of Cllr Wardlaw, delivered by Cllr Redstone at the inquorate meeting on 24th March.

- Informed that signs were up at Woodside and hoping one at the Spinney will be up soon.
- Informed that an objection has been raised to planning application 21/0671C.
- Noted that no updates received on the queries regarding enforcement issues on the agricultural buildings on land off Sandbach Road.

20-21/137 Finance

a) To note receipts

The Clerk reported the receipts that had been received. The Council resolved to approve the receipts.

b) To approve payments required

The Clerk reported the payments that had been made through Unity Bank. The Council resolved to retrospectively approve the payments. (Appendix

The Clerk thanked Cllrs Armstrong & Woodhead-Coates for their assistance with payments over the previous weeks to get them approved for the end of the financial year. She noted that the burden needs to be spread to other members.

Action: The Clerk to check the progress of Cllr Hicks registration with Unity Bank.

c) To receive a budget report from the RFO and to agree any virements and creation of earmarked reserves required.

The Council considered the proposal presented by the Clerk for the creation of further earmarked reserves, as initially considered at the precept and budget meeting, to cover several projects that had not been able to be delivered due to COVID.

The Council resolved to add £15,500 to earmarked reserves for:

- Increase noticeboard earmarked reserves to £12,000 allowing for two additional noticeboards including installation (+£9,000)
- Earmark £1,500 for street cleansing and environmental contractors
- Earmark £1,000 for canal bank support
- Earmark £2,000 for planting schemes
- Earmark £2,000 for legal costs

The Council resolved to create specific budget lines into the 2020-2021 financial year for:

- £1,000 for a projector
- £500 for display boards
- £500 for admin (miscellaneous) to cover purchase of books & other resources as required

d) To resolve to agree to the addition of C Greenhalgh to the Unity online banking

The Council resolved to add C Greenhalgh to the Unity online banking.

20-21/138 To review the Council's risk assessment and resolve to approve subject to agreed changes.

The Council resolved to approve the risk assessment subject to the proposed amendments being made.

Action: The Clerk to update the risk assessment with the agreed amendments.

20-21/139 To receive Planning Matters

a) To Consider and agree a response to the following:

21/1302C 74, Lawton Avenue, Church Lawton, ST7 3AT

Installation of a prefabricated timber clad garden cabin for use as a home office/studio /storage (Response deadline – 7th April 2021)

The Council resolved that there was no objection to this application.

21/1574C 30, Sandbach Road, Church Lawton, ST7 3DP

Proposed 2nd floor extension over existing single storey at the rear (Response deadline – 15th April 2021.)

The Council resolved that there was no objection to this application.

Wainhomes Development – To note that the various discharge of conditions applications currently in progress and to consider any Parish Council responses.

The Council resolved that no action was required in relation to this application.

20-21/140 Police issues: To receive feedback from the PCSO and agree any actions.

No feedback received, but it was agreed to invite the PCSO to future meetings.

Action: The Clerk to contact PCSO.

20-21/141 Lawton Memorial Hall – to receive feedback from the Lawton Memorial Hall Committee and to agree any Council actions (if any) required as a consequence.

Cllr Armstrong informed that there is nothing to report. Cllr Mitchel enquired if they were aware of the grant award and the clerk confirmed that they had been made aware of this several weeks earlier.

20-21/142 Assets check – To receive an update from the Clerk and to consider further damage incurred to several of the Council's assets.

It was agreed that a date be set outside of the meeting for Cllr Mitchell, Cllr Armstrong, Clerk and Assistant Clerk to undertake the Assets check.

It was noted that there is damage to the noticeboard at Lawton Heath End and also the planter near the Wilbraham Arms.

Clerk informed that she would arrange to with Congleton Streetscape for 1 day to complete repair to tidy up the damaged assets.

Action: All to note any other areas that need attention by Streetscape.

20-21/143 Environmental improvements:

- a. To consider potential locations for planters and to consider costs.**
- b. To discuss the bee friendly pollinator planting and seed distributions.**

It was agreed to defer these items for discussion when more Councillors are present.

20-21/144 Newsletter and promotion of councillor vacancies – to receive an update.

Noted that the Assistant Clerk presented a draft poster at the inquorate meeting on 24th March. Amendments noted and will be finalised ahead of placing on social media, website and notice boards.

Action: Assistant Clerk to share poster with Cllr Hicks to capture any comments before finalising.

20-21/145 Community speed watch – to receive an update and to agree any further actions.

It was agreed to defer this item to next meeting

20-21/146 To consider the latest guidance on the need for an Annual Parish Meeting in 2021 and to agree any actions.

It was agreed to call the Annual Parish Meeting prior to the expiry of the legislation regarding electronic meetings on 6 May. The option of holding a face-to-face electors' meeting later in the year was raised.

Action: Clerk/Assistant Clerk to propose date based on availability of the Councillors and potential guest speakers.

20-21/147 To consider the current situation and guidance regarding council meetings and to agree an updated schedule of meetings:

Neighbourhood Plan Steering Group Meeting – Wednesday 14th April at 7:30pm

Full Council – Wednesday 21st April at 6:00pm

Full Council – Wednesday 5th May at 7:30pm – Annual Meeting.

20-21/148 To receive any reports and matters from members or from the Clerk.

The Clerk reported:

- A letter has been received thanking the Parish Council had been from Neil Harper.
- The Council has been contacted by the external auditor. The timescale for the external audit will follow the standard timeline without the extension granted in the previous year due to Covid-19.
- The internal audit is progressing with documents submitted electronically to the internal auditor.
- The Clerk reminded that the agenda is set and items not included are not allowed to be debated at meetings.
- The website is in the process of being updated including the Councillor profiles. Further details and photos will be requested to complete this.

20-21/149 Training/meetings and courses: To receive an update and to consider any training requirements.

It was reported that several Councillors and Staff had and are attending a variety of courses over the coming weeks and months.

20-21/150 Future Agenda Items

The Clerk raised about an option to obtain a Quality Mark – Foundation Level. This is a minimum standard and includes criteria that should be in placee.

Action: Clerk/Assistant Clerk to produce a paper outlining the process, costs, commitment and benefits of the Quality Mark for consideration on a future agenda – April/May 2021.

20-21/151 To agree date of next meeting: Wednesday 21st April 2021 at 6:00pm.

DRAFT



**CHURCH
LAWTON**
Parish Council

**NOTES OF THE COUNCIL MEETING HELD ON
WEDNESDAY 24th MARCH 2021, 7:30pm, USING ZOOM**

Present:

Cllrs: G Mitchell (chair); A Woodhead-Coates; A Armstrong

Cllr P Redstone – Cheshire East Councillor

Clerk – Sue Davies Assistant Clerk – Chris Greenhalgh

It was noted that the meeting was not quorate and that decisions could not be made at this meeting. The Chair decided to proceed through the agenda but with discussion only.

The meeting started at 7:35pm

1. To receive apologies for absence

Cllr M Hicks; Cllr L Mackinnon; Cllr E Wardlaw (Cheshire East Councillor)

2. Public Speaking – to allow any members of the press or public the opportunity to speak in accordance with Standing Orders.

None

3. To receive any Declaration of Interests regarding Agenda items.

None (although not required for this meeting)

4. To approve the Minutes of the Meeting held on Wednesday 17th February 2021.

Not applicable – to be picked up at the reconvened meeting.

5. To note that Cllr Fernihough has written to the chairman to resign from the Parish Council.

Noted (as of 19th February 2021) but will be picked up at the reconvened meeting.

6. Matters arising from the previous meeting (updates only)

Cllr Mitchell reported that he was still having issues accessing historic emails. The Clerk will provide contact details to contact the company directly.

7. To receive matters from the Cheshire East representative present.

Report of Cllr Wardlaw, delivered by Cllr Redstone.

- Signs up at Woodside and hoping one at the Spinney will be up soon.
- Raised objection to 21/0671C. Requested Cllr Wardlaw followed up with the Planning Officer (Philippa Radia). If not, request the application is called in.
- No updates received on the enforcement issues at the Stables on Sandbach Road.

8. Finance

a. To note receipts.

Reviewed and will be circulated ahead of the reconvened meeting.

b. To approve payments required.

Reviewed and will be circulated ahead of the reconvened meeting.

Process: Payments added by Officer & requires approval by two Councillors.

Clerk reminded that need to check details against the receipts provided for accuracy.

c. To receive a budget report from the RFO and to agree any virements and creation of earmarked reserves required.

Discussed at length the proposal regarding earmarked reserves – suggested £17K addition – due to projects not being delivered due to COVID-19 and the Council deciding not to Precept for these projects. To be circulated and picked up formally at the reconvened meeting ahead of year end.

d. To resolve to agree to the addition of C Greenhalgh to the Unity online banking.

Not applicable – to be picked up at the reconvened meeting.

9. Risk assessment: To review the Council's risk assessment

Discussed in detail. Suggested amendments to be circulated ahead of the reconvened meeting.

10. Planning Applications, to consider a response to:

21/1302C 74, Lawton Avenue, Church Lawton, ST7 3AT

*Installation of a prefabricated timber clad garden cabin for use as a home office/studio /storage
Response deadline – 7th April 2021*

No issues noted – to be picked up at the reconvened meeting.

11. Police issues: To receive feedback from the PCSO and agree any actions.

Nothing received, invite to future meetings. Clerk to contact PCSO.

12. Lawton Memorial Hall – to receive feedback from the Lawton Memorial Hall Committee and to agree any Council actions (if any) required as a consequence.

Nothing to report – they have been made aware of the payment that is allocated to them.

13. Assets check – To receive an update from the Clerk and to consider further damage incurred to several of the Council's assets.

Date to be set outside of the meeting for Cllr Mitchell, Cllr Armstrong, Clerk and Assistant Clerk to undertake the Assets check.

Noted damage to noticeboard at Lawton Heath End & Planter near the Wilbrahams. The Clerk enquired about having Congleton Streetscene for 1 day to complete repairs.

Action: All to note any other areas that need attention by Streetscene.

14. Environmental improvements:

A. To consider potential locations for planters and to consider costs.

B. To discuss the bee friendly pollinator planting and seed distributions.

All items deferred for discussion when more Councillors are present.

Chair: Cllr G Mitchell

Clerk: S Davies

15. Newsletter and promotion of councillor vacancies – to receive an update.

Assistant Clerk presented a draft poster. Amendments noted and will be finalised ahead of placing on social media, website and notice boards.

16. Community speed watch – to receive an update and to agree any further actions.

Not progressed due to the pandemic. Confirmed it is in the proposed budget for 2021/22.

17. To consider the latest guidance on the need for an Annual Parish Meeting in 2021 and to agree any actions.

To receive an update at the reconvened meeting next week.

18. To receive and agree an updated schedule of meetings:

Further guidance has been released outlining that the legislation will not be extended past 6 May. The implications will be further discussed at the reconvened meeting.

EGM – Wednesday 31st March at 6pm

Neighbourhood Plan Steering Group Meeting – Wednesday 14th April at 7:30pm

Full Council – Wednesday 21st April at 7:30pm

Full Council – Wednesday 19th May at 7:30pm – Annual Meeting.

Action: Assistant Clerk to contact members of Neighbourhood Plan Steering Group to advise of amended dates.

19. To receive any reports and matters from members or from the Clerk.

The timescale for the external audit will follow the standard timeline. Will be virtual with documents submitted electronically.

The Clerk noted that, upon listening back to some recordings, there has been a tendency to go off topic and not stick to agenda. The Clerk reminded that the agenda is set and items not included are not allowed to be discussed at meetings.

The website is in the process of being updated including the Councillor profiles. Further details and photos will be requested to complete this.

20. Training/meetings and courses: To receive an update and to consider any training requirements.

Reported that several Councillors and Staff are attending a variety of courses over the coming weeks and months.

21. Future Agenda Items

Add NPPF comments to agenda for the reconvened meeting.

The Clerk raised about an option to obtain a Quality Mark – Foundation Level. This is a minimum standard and should be things that are in place.

Action: Clerk/Assistant Clerk to produce a paper outlining the process, costs, commitment and benefits of the Quality Mark for consideration on a future agenda – April/May 2021.

22. To agree date of next meeting:

EGM on Wednesday 31st March 2021.