



**CHURCH  
LAWTON**  
Parish Council

**MINUTES OF THE COUNCIL MEETING HELD ON  
WEDNESDAY 5<sup>th</sup> MAY 2021, 7:00pm, USING ZOOM**

**Present:**

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

Clerk – Sue Davies      Assistant Clerk – Chris Greenhalgh

The meeting started at 7:10pm

Cllr Mitchell, as outgoing chair, opened the meeting.

**21-22/1      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 Gareth Mitchell

Nominated by: Cllr A Woodhead-Coates

Seconded by: Cllr M Hicks

No further nominations were received at the meeting.

**Resolved:** Cllr Mitchell was elected as the chair for the 2021 to 2022 Civic year.

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

**21-22/2      To receive nominations and to elect a Vice Chair of Church Lawton Parish Council for the forthcoming year.**

The clerk had received one nomination in advance: Cllr Amanda Armstrong

Nominated by: Cllr G Mitchell

Seconded by: Cllr A Woodhead-Coates

No further nominations were received at the meeting.

**Resolved:** Cllr Armstrong was elected as the chair for the 2021 to 2022 Civic year.

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

**21-22/3      To Receive apologies for absence**

Cllr A Armstrong; Cllr E Wardlaw – Cheshire East Councillor

**21-22/4 Public participation.**

No public present.

**21-22/5 To receive any declaration of interests regarding agenda items.**

None

**21-22/6 To approve the Minutes of the Meeting held on Wednesday 31<sup>st</sup> March 2021.**

The Council resolved to approve the minutes of the meeting of the 31<sup>st</sup> March 2021 subject to adding the appendix referenced.

**21-22/7 To receive and note the draft minutes of the Planning Committee held on 28<sup>th</sup> April 2021.**

The minutes of the Planning Committee held on the 28<sup>th</sup> April were noted.

**21-22/8 Planning Committee**

**a. To agree and approve the Terms of Reference of the Planning Committee**

The Council resolved to approve the terms of reference for the planning committee subject to an amendment to an amendment to clarify the purpose.

**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 Woodhead-Coates 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.

**21-22/9 Staffing Committee**

**a. The agree and approve the Terms of Reference of the Staffing Committee.**

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.**

The Council resolved that Cllr Armstrong, Cllr Mackinnon and Cllr Woodhead-Coates be 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.

**21-22/10 Footpaths working party**

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

The Council agreed to defer this item and asked the working party to review and bring back to the Council.

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

Cllr Armstrong and Cllr Woodhead-Coates were agreed as the council members of the footpaths working party but outlined it was open group for community to join.

**21-22/11 Community Group working party**

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

The Council resolved to set up the group and asked the working party to review the terms of reference and to bring back to the Council for approval.

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

Cllr Armstrong was agreed as the council member of the community group working party.

**21-22/12 To agree Neighbourhood Plan Group representatives.**

Cllr Mitchell, Cllr Armstrong, Cllr Mackinnon and Cllr Woodhead-Coates were agreed as the council Neighbourhood Plan Group representatives.

**21-22/13 To agree members to conduct in-house audits.**

The Council agreed that Cllr Hicks will complete the audit for the previous year and then rotated, quarterly between Cllr Armstrong (Q1&3) and Cllr Hicks (Q2&4).

**21-22/14 Appointment of Members to the outside bodies, committee, and community groups:**

**a. Lawton Memorial Hall representative.**

It was agreed that Cllr Armstrong, Cllr Mackinnon along with Assistant Clerk will be the Lawton Memorial Hall representatives.

**b. To confirm Barrows Task Group membership.**

In addition to Cllr Hicks (Chair), it was agreed representatives would be Cllr Mackinnon and Cllr Woodhead-Coates along with the Clerk as members of the Barrows Task Group.

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

It was agreed that Cllr Armstrong and Cllr Woodhead-Coates would be police liaisons.

**21-22/15 To review and approve Standing Orders dated May 2021.**

The Council resolved to approve the Standing Orders dated May 2021 subject to the minor amendments being made sections 12f, 15b13 and 19.

**21-22/16 To review and approve Financial Regulations dated May 2021.**

The Council resolved to approve the Financial Regulations dated May 2021.

**21-22/17 To consider a first draft of a management plan and approve subject to any agreed changes.**

Deferred

**21-22/18 To approve the Council assets (asset register dated 31st March 2021)**

The Council resolved to delegate to the Clerk, in consultation with the Chair, for ratification at the June meeting.

**21-22/19 To receive a report from the Clerk on the Council's insurance provision and to consider quotes received for renewal.**

The Council resolved to delegate to the Clerk, in consultation with the Chair, to select an insurance provider having received a minimum of three quotes.

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

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

**21-22/21 To resolve to approve the following services for 2021/22:**

**a. Payroll – Shire Pay Service**

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.

**c. Website hosting and provision – Netwise**

The Council resolved to continue using Netwise for the website hosting and provision.

**d. Microsoft 365 provision – Element Hosting**

The Council resolved to continue using Element Hosting for the provision of Microsoft 365 services.

**e. Accountancy Package – Scribe**

The Council resolved to continue using Scribe for the Accountancy Package.

**21-22/22 Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**

The Clerk informed that the Council had made donations to the British Legion and/or the Harvest Festival.

**21-22/23 To agree a calendar of meetings for the 2021-2022 Council year and to resolve to agree arrangements for the period whilst covid -19 restrictions ease.**

The Clerk outlined a calendar of 10 council meetings in the civic year with the first on 23<sup>rd</sup> June with the virtual meeting legislation expiring and not allowing face-to-face, non-socially distanced, meetings until step 4 of the government roadmap.

It was resolved to delegate all decisions to the Clerk until the next meeting except for those decisions which cannot be delegated from Full Council by legislation.

It was resolved to set up an Environmental working group. All members present would be on the working group and would propose a terms of reference to be reviewed at the next meeting.

**21-22/24 Matters Arising from the previous meeting not covered elsewhere (updates only)**

**a. Councillor co-option progress.**

The Clerk reported that there has been no interest in the vacancy to date. Agreed for the Officers to work on a leaflet to be put through doors in targeted areas.

**b. Newsletter progress**

To be a task for the Clerk/Assistant Clerk with a focus on Councillor recruitment and initiating the newsletter.

**c. Civic Service 2021.**

The Church Council had outlined that the service is scheduled for 26<sup>th</sup> September. The Civic invites will be decided by the Chair and Clerk.

**21-22/25 To receive draft minutes of the Annual Parish Meeting held on the 28<sup>th</sup> April 2021 and to note any actions and feedback.**

Deferred

**21-22/26 To receive Matters from the Cheshire East representative present.**

None

**21-22/27 Assets:**

**a. Noticeboards: To receive an update from the Clerk and to agree any actions.**

To be installed by operatives from Congleton Town Council.

**b. Other assets – progress with the asset check.**

To be undertaken by the Chair, Clerk and Assistant Clerk.

**21-22/28 Environmental improvements:**

**a. To consider potential locations for planters, consider costs and agree any actions.**

To be discussed by the Environmental working group and either authorised by the Clerk or brought back to Council.

**b. To discuss the bee friendly pollinator planting and agree any actions.**

To be discussed by the Environmental working group and either authorised by the Clerk or brought back to Council.

**c. To discuss the Cheshire wildlife Trust Scheme and agree any actions.**

To be discussed by the Environmental working group and either authorised by the Clerk or brought back to Council.

**21-22/29 To receive any feedback from Lawton Memorial Hall.**

Cllr Armstrong, Cllr Mackinnon along with Assistant Clerk will be attending meetings in future. It was noted will be open to the public in July.

- 21-22/30 To receive a report from the PCSO and to agree any actions.**  
No further updates from the report shared at Annual Parish Meeting were available. Dates of future meetings to be provided to the PCSO.
- 21-22/31 To receive an update on Community Speedwatch and to agree any actions.**  
Request for volunteers to be included in the newsletter.
- 21-22/32 Finance (Clerk)**
- a. To receive a draft end of year accounts.**  
Deferred
  - b. To note receipts since the last meeting.**  
Deferred
  - c. To approve the payment schedule for April 2021.**  
Deferred
- 21-22/33 Training/meetings and courses: To consider any training requirements.**  
None, noted that the Assistant Clerk is attending a number of ChALC courses over the coming weeks.
- 21-22/34 To receive matters raised by members.**  
None
- 21-22/35 Future Agenda Items**  
Consider the installation of a memorial to HRH Prince Philip (Plaque on planter/bench)
- 21-22/36 To agree Date of next meeting:**  
23<sup>rd</sup> June 2021 7:30 at Kidsgrove Town Hall.
- 21-22/37 Exclusion of press and public: To resolve under 1960 (Admission to meetings) Act to exclude the press and public due to the confidential nature of the business to be discussed.**  
The Council resolved to exclude the press and public due to confidential nature of the business to be discussed.
- 21-22/38 To consider matters relating to councillor resignations.**  
Means of marking councillor resignations was discussed.
- 21-22/39 To receive draft contract of employment for approval for the Assistant Clerk.**  
Resolved to delegate to the Clerk, in consultation with the Chair of the Staffing Committee, for ratification at the June meeting.