



**MINUTES OF THE COUNCIL MEETING HELD ON  
MONDAY 16<sup>th</sup> JANUARY 2023, 18:30pm, LAWTON MEMORIAL HALL**

**Present:**

CLRs: G Mitchell (chair), L Bowler, B Newton, K Newton, J Davies

Cheshire East Councillor E Wardlaw until completion of item 22-23/84.

Clerk – Sue Davies

The meeting started at 7:30pm.

**22-23/108 To receive apologies for absence**

Apologies were received from Councillors E Mitchell and L Grimshaw.

**22-23/109 Public Speaking – to allow any members of the press or public the opportunity to speak in accordance with Standing Orders.**

None

**22-23/110 To receive any declaration of interests regarding agenda items.**

CLr B Newton and K Newton both declared an interest in the item relating to Lawton Memorial Hall due to both being on the committee. It was agreed by the chair and clerk that the interest had no personal gain and didn't preclude debate and voting rights on the matter.

It was agreed by the Clerk and chair that dispensations could be granted around Lawton Memorial Hall Business as there was no personal gain.

**22-23/111 To approve the Minutes of the following Council Meetings:**

**a. Resolution:** The Council resolved to approve the minutes of the Council Meeting Wednesday 2<sup>nd</sup> November 2022 subject to a change in location to Lawton Memorial Hall.

**b. Resolution:** The Council resolved to approve the Extraordinary Council Meeting of Thursday, 15<sup>th</sup> December 2022.

**22-23/112 To receive and note the minutes of Committee Minutes.**

Staffing Committee Minutes of the 10<sup>th</sup> October 2022 - deferred.

**22-23/113 To receive matters from the Cheshire East representative present.**

CLr E Wardlaw raised the following items:

- a. There is an initiative for reduced bus fairs.
- b. The 'Pick-Fit' initiative is returning.
- c. The Cheshire East budget consultation is on-going.
- d. Cllr Wardlaw has managed to have contact with WainHomes regarding the Barrows and railings.
  - WainHomes are happy for Church Lawton PC to remove the flyposting.
  - The ownership of the land was raised.
- e. The crossing on Knutsford Rd should commence on the 26<sup>th</sup> January 2023.
- f. On the A34, residents are still very unhappy with speeding and Cllr Wardlaw is trying to get 30mph signs put in.
- g. Cllr Bowler raised about a light out at Lawton Lights bus-stop. Councillors were reminded they can use 'Fix-my-Street'.

**22-23/114 Matters Arising – updates were noted on the following items:**

**a. Christmas Lights**

No further update – still to be pursued.

**b. Newsletter**

The Clerk is planning to produce a Spring newsletter which could include election promotion and the budget. Election material was noted as a priority.

**c. Website Updates**

The Clerk is pursuing various website updates.

**d. Hedgehog – spaces in walls**

The Clerk is pursuing this with the Alsager Urban Wildlife group.

**22-23/115 Finance**

**a. To approve payments requiring authorisation.**

The Council received and approved payments for authorisation. Invoices were circulated for examination with two councillors initialling them.

**b. To note receipts to date for the 2022-2023 financial year.**

The Council received the receipts – appendix 1.

**c. To receive a summary of payments to date for the 2022/2023 financial year.**

The payments to date for the financial year are shown in appendix 2.

**d. To receive bank reconciliations and statements dated 30th November 2022 and 31st December 2022.**

The Council received and noted the bank reconciliations and statements dated 30<sup>th</sup> November 2022 and 31<sup>st</sup> December 2022.

**e. To receive notice of the quarter 1 and quarter 2 'in-house' councillor check of the accounts and to agree any actions arising.**

The Clerk reported that Cllr Grimshaw had completed the quarter 1 and 2 checks but isn't present to report directly. The file had been returned with bank reconciliations check and signed and no report of any issues found.

**f. To receive the 31<sup>st</sup> December budget report, to note any overspends and agree any virements or changes required.**

The Council received and considered a budget report. There were no recommendations.

**g. To receive a 31<sup>st</sup> December reserves report and to agree any changes required.**

The Council received and noted a reserves report dated 31<sup>st</sup> December 2022 and a year start report to compare to. No further changes to the earmarked reserves were felt necessary at this time. (Appendix 3)

**22-23/116 Budget and Precept Request**

**a. To receive a draft budget prepared by the Clerk.**

The Council received the draft budget prepared by the clerk and RFO for consideration. Of particular note was the need for sufficient legal costs to support the taking on the role of sole trustee on the Memorial Hall which will result in an increased total budget for the next financial year.

**b. To consider and agree the Council's priorities and aims for 2023-2024 in relation to the budget.**

The Council considered its priorities and aims against the draft budget. It was noted that there is an election in May which could result in a change in strategy. However, it was felt that the Council should work towards improved communication and consultation in future years to assist in budget setting.

It was agreed to arrange a councillor surgery at the Memorial Hall.

**c. To consider and agree the budget for 2023-2024.**

The Council agreed the budget as detailed in appendix 4.

**d. To consider and agree the precept request for 2023-2024.**

A precept request for 2023-2024 of £26,675 was resolved. The taxbase has been reported by Cheshire East to be 914.64 which results in a payment of £30.21 for a band D property.

**22-23/117 Audit 2021-2022**

The Council received the completed external audit report. No issues have been raised.

**22-23/118 Planning Matters**

**a. To consider and agree responses to the following applications:**

**22/4856C Lawton Gate Wastewater Treatment Works, Knutsford Road, Church Lawton.**  
Construction of 2 new kiosks.

**Resolved:** No objection in principle but the Parish Council would ask that the brine report and nature conservation report recommendations are fully considered.

**22/4842C 29, Grove Park Avenue, Church Lawton, ST7 3EZ**

Proposed extension and remodel of existing bungalow.

**Resolved:** No comment.

**22/4781C Alsager Court Care Centre, Sandbach Rd North, Church Lawton, ST7 3RG**

Nonmaterial amendment to existing permission 19/3667C

**Resolved:** No comment.

**b. To consider the following appeal:**

**22/0108C 1, Rectory Croft, Church Lawton, ST7 3FE**

Change of use of unused land at the rear of the property to a garden with a path across the plot to reduce the gradient.

**Resolved:** The Parish Council resolved to support the Cheshire East planning officer's reasons for refusal and felt that the land in question should be protected as Greenbelt.

**c. To receive updates on outstanding applications.**

Deferred.

**22-23/119 Lawton Memorial Hall**

**a. To receive a general update from the Parish Council representative.**

The Council received a general update from Cllr Bev Newton, the Parish Council's representative. It was noted that the role of chair of the committee of Lawton Memorial Hall has been passed to Cllr Ken Newton. The trustees are still currently in place pending Parish Council decision.

Bank arrangements were discussed and it was noted that an outgoing trustee is currently making the payments required. It was acknowledged that banking arrangements cannot be changed overnight.

**b. To receive a report from the Clerk and to consider and agree that the Parish Council become the sole trustee of Lawton Memorial Hall and to agree that the Clerk initiate the process with the Memorial Hall committee and Charity Commission.**

The Council received a report from the clerk with recommendations on the way forward.

**Resolved:** The Council agreed accept the request of the Lawton memorial current management committee and trustees with the caveat that the current volunteers work with the Parish Council to ensure that governance is reviewed to protect all interests and bring it up to the standards that the Parish Council require.

**c. To agree that the chair of the Parish Council, the Chair of the Memorial Hall (deputy chair of the Parish Council) and the Clerk form a small task group to consider the governance required resulting from (b) to report back to the Council.**

The Council agreed to the proposal for the task group with the above-named members to evaluate the governance and other issues and to report back.

**22-23/120 To receive documents relating to the Civility and Respect with a view to formally adopting the policies and making the pledge.**

This item, a to h, were deferred by agreement.

**22-23/121 Police and Community Speedwatch**

This item, a and b, was deferred by agreement.

**22-23/122 Highway Matters.**

This item was deferred by agreement.

**22-23/123 Communication with the public:**

It was agreed to defer this item until the next meeting.

**22-23/124 To receive any correspondence or other matters from the Clerk.<sup>1</sup>**

It was agreed to defer this item until the next meeting.

**22-23/125 To receive any other reports and matters from the chair or members.<sup>1</sup>**

It was agreed to defer this item until the next meeting.

**22-23/126 Training/meetings and courses: To note training attended and to consider any training requirements.**

It was agreed to defer this item until the next meeting.

**22-23/127 Future Agenda Items**

It was agreed to defer this item until the next meeting.

**22-23/128 To agree Date of next meeting along with a meeting schedule until the elections in May.**

The date of the next meeting was agreed as 6<sup>th</sup> February 2023. It was agreed to defer further dates until the next meeting.

**22-23/129 Future Agenda Items**

**22-23/130 To agree Date of next meeting along with a meeting schedule until the elections in May.**

The next meeting date was agreed as the 6<sup>th</sup> February 2023.

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<sup>1</sup> Please note that items raised which are not on the agenda as a specific item cannot be debated other than brief comment nor have any decisions made. These items are information only.

**Church Lawton Parish Council  
RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Precept	06/04/2022		Unity Bank	Receipt 1	Precept 1st Installment	Cheshire East Council	X	10,725.00		10,725.00
2 Bank Interest	29/04/2022		NATWEST Reserve Ao	22-23-R2	Bank Interest	NatWest Bank	X	0.42		0.42
3 Bank Interest	31/05/2022		NATWEST Reserve Ao	Online receipt	Bank Interest	NatWest Bank	X	0.53		0.53
5 Community Infrastructure Le	14/06/2022		Unity Bank	Online payment	CIL payment	Cheshire East Council	X	90.00		90.00
4 Bank Interest	30/06/2022		NATWEST Reserve Ao	Online receipt	Bank Interest	NatWest Bank	X	0.50		0.50
6 Bank Interest	29/07/2022		NATWEST Reserve Ao	Online receipt	Bank Interest	NatWest Bank	X	0.48		0.48
7 Bank Interest	31/08/2022		NATWEST Reserve Ao	Online receipt	Bank Interest	NatWest Bank	X	0.55		0.55
8 Precept	06/09/2022		Unity Bank	Online transaction	Precept 2nd Installment	Cheshire East Council	X	10,725.00		10,725.00
9 Bank Interest	30/09/2022		NATWEST Reserve Ao	Online receipt	Bank Interest	NatWest Bank	X	1.09		1.09
10 Bank Interest	31/10/2022		NATWEST Reserve Ao	Online receipt	Bank Interest	NatWest Bank	X	1.97		1.97
11 Bank Interest	30/11/2022		NATWEST Reserve Ao	Online receipt	Bank Interest	NatWest Bank	E	3.47		3.47
12 Bank Interest	31/12/2022		NATWEST Reserve Ao	Online receipt	Bank Interest	NatWest Bank	X	3.97		3.97
<b>Total</b>								<b>21,552.98</b>		<b>21,552.98</b>

Church Lawton Parish Council  
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
4 Subscriptions	01/04/2022	22-23/24	Unity Bank	22-23-P4	CHALC Annual Subscription	CHALC	Z	678.96		678.96
2 HMRC - Staff Salaries	28/04/2022	22-23/24	Unity Bank	22-23-P2	HMRC April	HMRC	X	68.00		68.00
1 Salaries	28/04/2022	22-23/24	Unity Bank	23-23-01	Payroll April	Employees	X	532.53		532.53
3 Subscriptions	25/05/2022		Unity Bank	22-23-P3	ICO Annual Fee	ICO	X	40.00		40.00
6 HMRC - Staff Salaries	25/05/2022	22-23/24	Unity Bank	22-23-P6	HMRC May	HMRC	X	48.00		48.00
5 Salaries	25/05/2022	22-23/24	Unity Bank	22-23-P5	Payroll May	Employees	X	450.29		450.29
7 Insurance	30/05/2022	22-23/24	Unity Bank	P-22-23-7	Insurance	Zurich	X	396.00		396.00
19 Bank Charges	30/06/2022		Unity Bank	Online payment	Bank Interest	Unity Bank	X	18.00		18.00
10 Staff - working from home al	30/06/2022		Unity Bank	22-23-10	wfha June	Staff Salaries	X	78.00		78.00
11 HMRC - Staff Salaries	30/06/2022		Unity Bank	22-23-11	HMRC June	HMRC	X	47.80		47.80
9 Salaries	30/06/2022		Unity Bank	22-23-9	Salaries June	Employees	X	450.49		450.49
15 Payroll Costs	21/07/2022		Unity Bank	Online	Payroll 1st Quarter charges	Shire Pay Services	S	26.25	5.25	31.50
20 Payroll Costs	21/07/2022		Unity Bank	See payment 15	Payroll 1st Quarter charges	Shire Pay Services	X	-5.25		-5.25
12 Audit Costs	21/07/2022		Unity Bank	22-23-12	Internal Audit	JOH Business Services	S	180.00	36.00	216.00
14 Print cartridges	21/07/2022		Unity Bank	14 - Online	Print Cartridges	Sandony	S	21.80	4.36	26.16
13 Hall Hire for Meetings	21/07/2022		Unity Bank	22-23-13	Hall Hire - KTC	Kidsgrove Town Council	E	45.00		45.00
8 Community Speed watch Sup	21/07/2022		Unity Bank	22-23-8	Community Speedwatch sign	Homzar Ltd	S	189.69	37.94	227.63
17 Staff - working from home al	25/07/2022		Unity Bank	22-23-17	wfha - July	Staff Salaries	X	26.00		26.00
18 HMRC - Staff Salaries	25/07/2022		Unity Bank	22-23-18	HMRC - July	HMRC	X	47.80		47.80
16 Salaries	25/07/2022		Unity Bank	22-23-16	salaries - July	Employees	X	450.49		450.49
22 Staff - working from home al	16/09/2022		Unity Bank		wfha August	Staff Salaries	X	26.00		26.00
23 HMRC - Staff Salaries	16/09/2022		Unity Bank	22-23-10	HMRC August	HMRC	X	47.80		47.80
21 Salaries	16/09/2022		Unity Bank	Online payment	salaries August	Employees	X	450.49		450.49
24 Bank Charges	30/09/2022		Unity Bank		Bank Interest	Unity Bank	X	18.00		18.00
26 Staff - working from home al	06/10/2022		Unity Bank	22-23-26	WPHA September	Staff Salaries	X	26.00		26.00
27 HMRC - Staff Salaries	06/10/2022		Unity Bank		HMRC September	HMRC	S	48.00		48.00
25 Salaries	06/10/2022		Unity Bank	22-23-25	Salaries September	Employees	X	450.29		450.29
34 Staff - working from home al	01/11/2022		Unity Bank	22-23-9	Wfha October	Staff Salaries	X	13.00		13.00
28 Salaries	01/11/2022		Unity Bank	28	Salaries October	Staff Salaries	X	259.00		259.00
32 Training - Clerk and Council	21/11/2022		Unity Bank		Training - Clerk	SUCC Enterprises Ltd	Z	30.00		30.00
29 Hall Hire for Meetings	21/11/2022		Unity Bank		Hall Hire - KTC	Kidsgrove Town Council	E	30.00		30.00
30 Bench provision	21/11/2022		Unity Bank		Benches	Brosp Limited	S	1,168.00	233.60	1,401.60

Appendix 3 – Reserve Balance 31<sup>st</sup> December 2022

31st December 2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Unexpected election costs	5,000.00				5,000.00
Noticeboard fund	7,376.42		4,606.20		2,770.22
Street cleansing and environme	528.90				528.90
Planting Schemes	2,000.00				2,000.00
Legal Cost reserves	2,000.00				2,000.00
Canal Bank Reserve	2,000.00				2,000.00
Community Infrastructure Levy	4,269.60				4,269.60
Christmas Tree Lights	2,000.00	2,000.00			4,000.00
Funding for a projector.	1,200.00				1,200.00
<b>Total Earmarked</b>	<b>26,374.92</b>	<b>2,000.00</b>	<b>4,606.20</b>		<b>23,768.72</b>
<b>TOTAL RESERVE</b>	<b>26,374.92</b>	<b>2,000.00</b>	<b>4,606.20</b>		<b>23,768.72</b>
<b>GENERAL FUND</b>					26,514.55
<b>TOTAL FUNDS</b>					50,283.27

1st April 2022

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
Unexpected election costs	5,000.00				5,000.00
Noticeboard fund	7,376.42				7,376.42
Street cleansing and environme	528.90				528.90
Planting Schemes	2,000.00				2,000.00
Legal Cost reserves	2,000.00				2,000.00
Canal Bank Reserve	2,000.00				2,000.00
Community Infrastructure Levy	4,269.60				4,269.60
Christmas Tree Lights	2,000.00				2,000.00
Funding for a projector.	1,200.00				1,200.00
<b>Total Earmarked</b>	<b>26,374.92</b>				<b>26,374.92</b>
<b>TOTAL RESERVE</b>	<b>26,374.92</b>				<b>26,374.92</b>
<b>GENERAL FUND</b>					15,688.95
<b>TOTAL FUNDS</b>					42,063.87



## Appendix 4 – Agreed budget 2023-2024

### CHURCH LAWTON BUDGET AND EXPENDITURE 2022-2023 - BUDGET PRECEPT REQUIREMENTS 2023-2024

Item	2022/23 Precept	2022/23 Budget	2022/23 Expenditure to date	2022/2023 Predicted at year end	2023-2024 Precept	2023-2024 Budget
<b>Improvements for the Community:</b>						
New Notice Boards	£0.00	£6,000.00	£4,606.20	£4,800.00	3500	6000
Cabinet for the Red Bull inc fitting	£0.00	£0.00	£0.00	£600.00	0	0
Defib costs	£100.00	£100.00	£0.00	£150.00	200	200
<b>Environmental Improvement/repair</b>						
Contractors such as Street Scape	£1,000.00	£1,500.00	£0.00	£800.00	1000	1500
Repairs - Materials	£500.00	£500.00	£0.00	£500.00	500	500
Community clean up material	£100.00	£100.00	£0.00	£0.00	100	100
Canal Bank	£0.00	£2,000.00	£0.00	£0.00	0	2000
Village planting schemes	£500.00	£1,500.00	£0.00	£500.00	0	2000
Further bench provision	£1,300.00	£3,000.00	£1,168.00	£1,500.00	0	1500
Community Events inc Jubilee	£1,000.00	£1,000.00	£0.00	£0.00	0	1000
Community Support Scheme	£1,000.00	£1,000.00	£0.00	£0.00	0	1000
Donations	£150.00	£150.00	£44.00	£200.00	150	150
Grants inc Lawton memorial Hall		£1,500.00	£0.00	£1,000.00	2000	2000
Legal costs	£0.00				4000	6000
Footpath maps	£0.00	£500.00	£0.00	£0.00	0	500
Mapping Software	£140.00	£140.00	£0.00	£140.00	150	150
Christmas Decorations - tree in church					100	100
Christmas Trees/decorations	£2,000.00	£2,000.00	£0.00	£0.00	0	4000
Community Speed Watch Support	£250.00	£250.00	£189.69	£400.00	100	100
Display Boards	£0.00	£0.00	£0.00	£0.00	350	350
Printer and software	£0.00	£0.00	£120.00	£120.00	0	0
New laptop	£0.00	£0.00	£0.00	£0.00	0	0
Projector and screen	£0.00	£0.00	£0.00	£1,200.00	0	0
Civic Costs	£100.00	£100.00	£83.80	£83.80	100	100
Chairman's allowance	£250.00	£250.00	£160.00	£250.00	250	250
Chairman's Badge	£70.00	£70.00	£0.00	£90.00	100	100
<b>Parish Annual Expenses:</b>						
Staff Salary + tax	£6,495.00	£6,495.00	£4,804.18	£6,500.00	7000	7000
Clerk expenses	£0.00	£0.00	£0.00	£0.00	0	0
Insurance	£750.00	£750.00	£396.00	£396.00	450	450
Stationery	£100.00	£100.00	£5.75	£120.00	120	120
Printer and ink cartridges	£180.00	£180.00	£49.30	£100.00	180	180
Postage costs	£0.00	£0.00	£0.00	£0.00	0	0
Audit Expenses	£340.00	£340.00	£180.00	£380.00	400	400
Payroll	£275.00	£275.00	£21.00	£252.00	275	275
Hall Hire - Council	£320.00	£320.00	£75.00	£180.00	320	320
Subscriptions	£850.00	£850.00	£718.96	£900.00	1000	1000
Website + email + software	£1,500.00	£1,500.00	£0.00	£1,400.00	1600	1600
Mapping software	£0.00	£0.00	£0.00	£140.00	150	150
Advertising	£0.00	£0.00	£0.00	£0.00	0	0
Printing costs	£100.00	£100.00	£0.00	£150.00	500	500
Training - clerk and councillors	£1,250.00	£1,250.00	£30.00	£500.00	1250	1250
Newsletter	£250.00	£250.00	£0.00	£150.00	250	250
Councillor expenses	£0.00	£0.00	£0.00	£0.00	0	0
Miscellaneous/bank charges	£80.00	£80.00	£54.00	£80.00	80	80
<b>Neighbourhood Plan</b>						
Neighbourhood Plan - Reserves	£500.00	£500.00	£0.00	£0.00	500	500
Room hire						
Questionnaire printing						
Neighbourhood Plan - Grant						
<b>Total minus NP grant</b>						
<b>TOTAL</b>	<b>£21,450.00</b>	<b>£34,650.00</b>	<b>£12,705.88</b>	<b>£23,581.80</b>	<b>26,675</b>	<b>43675</b>