



**CHURCH
LAWTON**
Parish Council

CHURCH LAWTON PARISH COUNCIL

17th May 2023

To: All members of Church Lawton Parish Council

Dear Councillor,

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

**TUESDAY 23rd MAY 2023 at 19:30pm
LAWTON MEMORIAL HALL**

The agenda for the meeting is set out below.

Sue Davies (clerk)

A G E N D A

1. Election of the Chairman of the Council for the 2023-2024 Civic Year.

To receive nominations for and to elect a chairman of the Council for the 2023-2024 civic year. For the elected chairman to sign a declaration of office.

2. Election of the Vice-Chairman of the Council for the 2023-2024 Civic Year.

To receive nominations for and to elect a vice chairman of the Council for the 2023-2024 civic year. For the elected vice-chairman to sign a declaration of office.

3. To receive apologies for absence.

4. Declarations of Office and Register of Interest Forms.

- a. To note the requirements for the completion of these documents. To resolve to agree that any elected councillor not present who has not yet been able to sign their declaration of office, be allowed to do so prior to the June Council meeting.
- b. To resolve to adopt the Code of Conduct in place by Cheshire East Council.
- c. To note the need to co-opt further councillors and to agree any actions required.

5. Declarations of Interest:

To receive any disclosable pecuniary or other disclosable interests as required under Chapter 7 of the Localism Act 2011.

6. Public Speaking –

To allow any members of the press or public the opportunity to speak in accordance with Standing Orders.

7. Approval of Minutes:

To approve the Minutes of the Council Meeting held on Monday, 20th March 2023.

8. To receive and note the minutes of Trustee and Committee Minutes (Note that any recommendations or actions relevant to Full Council are picked up on separate agenda points):

- a. Minutes of the Trustee Meeting held on the 24th April 2023.

9. Review of delegation arrangements to committees, sub-committees, staff and other local authorities.

10. Planning Committee:

- a. To agree and approve the Terms of Reference subject to any agreed changes.
- 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.

11. Staffing Committee:

- a. To agree and approve the Terms of Reference. (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.

12. To agree members to do in-house audits during 2023-2024.

13. To consider the continuation or otherwise of any working groups and agree membership.

- a. Neighbourhood Plan Group.
- b. Community Group – meeting with other organisations (e.g., All Saints Church) regarding events.
- c. Barrows working group.
- d. Footpaths working group.

14. Appointment of Members to the outside bodies, committee, and community groups:

- a. Lawton Memorial Hall Operating committee.
- b. To confirm Police liaison representation and Speed Watch lead councillor(s).

15. General Power of Competence.

To receive a report from the Clerk informing of the GPoC and the Council's eligibility. To resolve to adopt the GPoC for Church Lawton Parish Council.

16. To review and approve Standing Orders dated May 2023.

17. To review and approve Financial Regulations dated May 2023.

18. Other policies which require renewal at a relevant annual meeting:

- a. To review and approve the complaints policy.
- b. To review and approve the freedom of information policy.
- c. To review and approve the data retention policy.
- d. To review and approve the data protection policy.
- e. To review and approve the council's policy for dealing with the press/media.
- f. To review and approve the Council's employment policies and procedures.

19. Asset Management:

- a. To review and approve the Council's asset register dated 31st March 2023.
- b. To receive a report from the clerk and assistant clerk regarding asset management, safety checks and any actions required.
- c. To note the requirement in the 2023 JPAG¹ for evidence of permission to site assets on land not belonging to the Parish Council needing to be held by the Council and to further note that the Clerk and Assistant Clerk are working to establish such permissions.

20. Insurance Provision:

To receive a report from the clerk on the Council's insurance provision and to consider and approve quotes received for renewal.

21. To review and approve the Council's subscriptions:

- a. ChALC due April 1st 2023.
- b. SLCC – contribution to the Clerk's subscription (shared with Prestbury PC)
- c. CVS Subscription – paid for 2023-2024

22. To resolve to approve the following services for 2023/24:

- a. Payroll- continued use of Shire Pay Service
- b. Internal Auditor – JDH Business Services
- c. Website hosting and provision – NetWise.
- d. Microsoft 365 provision – Element Hosting
- e. Accountancy Package – Scribe
- f. Mapping Software – Parish Online

23. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

24. To agree a calendar of meetings for the 2023-2024 Council year.

25. Matters Arising from previous minutes not covered elsewhere – to receive an update from the Clerk. ¹

¹ JPAG – Joint Panel on Accounting and Governance.

Updates from the Clerk on actions from previous meetings still ongoing, not covered elsewhere and which currently require no further actions agreeing or decision resolving. ¹

- a. Unity Bank - mandate change progress and credit card application.
- b. NatWest – progress on account closure.
- c. Newsletter
- d. Hedgehog corridors.
- e. Signage on The Spinney
- f. Update on the purchase of bulbs and wildflower planting.
- g. Progress of further bin provision from ANSA.

26. To receive matters from the Cheshire East representative present. ²

- a. To invite Cheshire East Councillors present to provide an update on any Cheshire East Council matters relevant to Church Lawton Parish Council.
- b. To receive any further updates on the Cheshire East Expenditure of the Ward budget. (Note – this is shared across Odd Rode Ward.)

27. Finance (Clerk)

- a. To approve payments to be made (including some retrospective payments).
- b. To note receipts for the 2022/2023 financial year.
- c. To receive a summary of payments for the 2022/2023 financial year.
- d. To receive bank reconciliations and statements dated 31st March 2023.
- e. To receive the quarter 3 accounts ‘in-house’ check.
- f. To receive the draft 31st March 2023 end of year accounts and to note any significant budget variances.
- g. To receive a 31st March 2023 reserves report.
- h. To receive the bank reconciliation dated 30th April 2023.
- i. To note payments and receipts up until the 30th April 2023.

28. Audit 2022-2023

- a. To receive updates from the Clerk and to agree the timetable on Internal Audit Arrangements
- b. To receive updates from the Clerk and to agree the timetable on External Audit Arrangements.
- c. To consider and resolve to approve the Exemption Certificate for 2022-2023.

29. Planning Matters

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

23/1875C – 18, Congleton Road North, Church Lawton, ST7 3AS

Proposed extension to front gable, render & cladding treatments to elevations, detached garage and alterations to garden steps/access to house.
Comments deadline – 14th June 2023.

23/1696C – 183, Crewe Road, Church Lawton, ST7 2DG

Proposed single storey rear extension.
Comments deadline 7th June 2023.

b. To receive updates on outstanding and recently approved applications:

21/0671C – Grove Manor, 79 Liverpool Road West, Church Lawton, ST7 3DL (Decision Target Date = 10th May 2021, still outstanding)

Outline application with some matters reserved for 10 dwellings.

21/5665C 7 Rectory Croft, Church Lawton, ST7 3FE Proposed change of use of land to provide stable block to support on-going maintenance of land.

Approved with conditions, 4th May 2023.

23/0222C Trent and Mersey Canal, Liverpool Road West, Church Lawton

Formation of Field Access.

Still outstanding.

23/0647C Land off Sandbach Road, Church Lawton.

Use of land for recreational angling including creation of 7 timber fishing pegs around existing lake, parking for 8 vehicles, replacement gate and pedestrian access track.

Approved with conditions.

23/0850C Sandon House, Cherry Lane, Church Lawton, ST7 3QZ

Replacement detached garage.

Comments deadline 5th April 2023

Approved with conditions.

23/0881C 8, Rectory Croft, Church Lawton, ST7 3FE

Single storey rear orangery extension.

Approved with conditions.

30. Police update: To receive a police and PCSO report from the Clerk.

31. Community Speed Watch: To receive an update on Community Speed Watch.¹

32. Environmental Improvement:

To receive updates and agree further action on:

- a. Canal and River Trust liaison
- b. Lengthsman Service update and further work.
- c. Locations for further bench installation.
- d. Planting on the one-way street (Liverpool Rd West)
- e. Bulb Planting and wildflower beds
- f. Memorial or Coronation Tree locations.
- g. Waste bin provision. Working with ANSA.

33. Christmas Tree Provision

To raise potential locations for evaluation.

34. Highways Issues: To receive any highways issues from the Clerk, Assistant Clerk or members.

35. To receive any correspondence or other matters from the Clerk and Assistant Clerk.²

36. To receive any other reports from the chair including details of the Annual Parish Meeting.

² Please note that items raised 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.

37. To receive any reports or items from Members.¹

38. Training/meetings and courses:

- a. To consider any training requirements.
- b. To note training attended.

39. Future Agenda Items

40. To agree Date of next meeting: 21st June 2023.

Matters to be considered with the Press and Public Excluded:

41. 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.

42. Staffing Issues

To receive a report in relation to staffing matters.