



**CHURCH
LAWTON**
Parish Council

MINUTES OF COUNCIL MEETING HELD ON MONDAY 19th JUNE 2023, 19:30pm, LAWTON MEMORIAL HALL

Present:

Cllrs: G Mitchell (chair), P Redstone, Cllr M Blease-Bourne, Cllr Iain Johnston and Cllr L Mackinnon.

Cheshire East Councillor – represented by P Redstone

Clerk – Sue Davies

Assistant Clerk – Tracy Cushing

23-24/42 To receive apologies for absence

Apologies of absence were received from Cllr L Grimshaw, Cllr K Newton and Cllr E Mitchell.

23-24/43 To receive any declaration of interests regarding agenda items.

Cllr Redstone declared that he is also a Cheshire East Councillor for Odd Rode.

No other declarations of interest made.

23-24/44 Public Speaking – to allow any members of the press or public the opportunity to speak in accordance with Standing Orders

Two members of the public were present who spoke to the Council about planning application reference 23/2202C.

23-24/45 Approval of Minutes of the Annual Meeting held on the 23rd May 2023.

The minutes of the meeting of the 23rd May 2023 were approved by those present.

23-24/46 To receive and note the minutes of Trustee and Committee Minutes:

a. Minutes of the Trustee Meeting held on the 12th May 2023.

Deferred.

b. Minutes of the Staffing Committee Meeting held on the 2nd June 2023.

Deferred

c. Minutes of the Annual Parish Meeting held on the 2nd June 2023.

Deferred.

23-24/47 Matters Arising from previous minutes not covered elsewhere – to receive an update from the Clerk.

The Clerk reported that the NATWEST accounts have now been closed and also that the Unity Trust credit card, through Lloyds, has been applied for.

23-24/48 2022-2023 Audit:

a. To receive the internal audit report and certificate for 2022-2023 and to agree any actions.

The internal audit report was received from the Council. The internal auditor has commented on the following:

- The Council didn't post the end of audit certificate by the date required but did post the interim certificate as requested by PK Littlejohn by the 30th September 2022. This was not the Council's fault and was due to PKF Littlejohn not completing the audit within the required timeline.
- The Council has been reminded that it will need to ensure it fulfils its duties as a trustee in the next financial year.

The Council resolved to accept the report and comments.

b. To note and ratify that the Exemption Certificate was signed at the meeting of the 23rd May 2023.

The exemption certificate, approved at the last meeting, was notes and ratified.

c. To receive, consider and approve the Annual Governance Statement 2022-2023.

The Council considered the Annual Governance Statement questions for 2022-2023.

The council agreed to answer that it had fulfilled the public rights, having noted the internal auditor's report comments. The Council, by reference to the JPAG Governance and Accountability guide, agreed that it had fulfilled its obligations.

The Council resolved to approve the Annual Governance Statement 2022-2023, which was duly signed by the Clerk and Chairman of the meeting.

d. To receive and approve the Accounting Statements of 2022-2023.

The accounting statement for 2022-2023, previously signed by the Responsible Financial Officer, was approved by the Council. Cllr Mitchell, as chair, signed the statement.

e. To note the publication of accounts timescale.

The Council considered and agreed the dates for publication of the accounts.

23-24/49 Finance:

a. To approve payments to be made.

The payments for authorisation were approved as shown in appendix 1. In addition, it was agreed the £100 for the Parish Online training, £150 for defibrillator pads and the payment to Homzar for £210.18 could be paid by the Clerk (invoices provided in advance).

b. To receive and approve bank reconciliations and statements dated 30th April 2023.

The Council received and approved the bank reconciliations and statements dated 30th April 2023.

c. To receive and approve bank reconciliations and statements dated 31st May 2023.

The Council received and approved the bank reconciliations and statements dated 31st May 2023.

d. To receive receipts and payments for the 2022/2023 financial year up to 31st May 2023.

The Council received the receipts and payments to the 31st May 2023 from the 2022-2023 financial year.

23-24/50 To receive matters from the Cheshire East representative present.

a. To invite Cheshire East Councillors present to provide an update on any Cheshire East Council matters relevant to Church Lawton Parish Council.

Cllr Redstone updated that he intended to 'call in' application 23/2202C.

b. To receive any further updates on the Cheshire East Expenditure of the Ward budget.

Cllr Redstone updated that there was no further update at present.

23-24/51 Policies: To receive and consider approval of the draft media, social media and communication policy.

Deferred.

23-24/52 Communications and Community Engagement – to discuss and agree strategy.

The Council resolved that:

- A paper newsletter be published twice a year.
- An e-newsletter be published approximately monthly. The formation of this can be advertised in the paper newsletter.
- The website, Facebook and noticeboards continue to all be used.

23-24/53 Planning Matters

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

23/2202C Trent and Mersey Canal

Erection and Implement shed.

Resolved: The Council resolved to defer consideration of this application to the planning and policies committee.

- b. To receive correspondence related to Grove Manor and agree any actions including deferral to the planning and projects committee.**

Resolved: The Council agreed to accept the invitation from the developer's agent. It was agreed that Cllrs Redstone, Cllr Johnston and the Clerk attend the meeting and that the matter be deferred to the Planning and Projects committee.

- c. To receive updates on outstanding and recently approved applications.**

The Council received updates.

- d. To receive updates on outstanding and recently approved applications:**

No further updates.

23-24/54 Community Group Update

The Clerk reported that this is in progress.

23-24/55 Police update: To receive a police and PCSO report from the Clerk.

The chairman noted that the PCSO ought to be invited to a forthcoming meeting.

The forthcoming police commissioners meeting was raised. It was agreed that Cllr Redstone and Johnston attend on behalf of the Parish Council. Cllr Redstone reported that he'd like to ask for support for a 30mph limit along Sandbach Road from the A50 to Lawton Heath End.

23-24/56 Community Speed Watch: To receive an update on Community Speed Watch.

Cllr Johnston reported that he has some volunteers waiting to be trained, including Cllr Redstone. He is trying to arrange a training and refresher session with the PCSO for about eight people at Lawton Memorial Hall.

23-24/57 Environmental Improvement: To receive updates and agree further action on:

- a. Canal and River Trust liaison.**

Resolved: To delegate this project to the planning and projects committee.

- b. Lengthsman Service update and further work.**

Cllr Mitchell reported that, following on from the APM, he has been to look around the Parish at some of the issues.

The Clerk reported that she is asking for work and replanting on the 'circles' on Liverpool Road West.

Another patch on the junction of the one-way road with Knutsford Road was raised. The Clerk agreed to establish responsibilities.

The stretch of road from the entrance to the Dairylands Estate was raised with overgrowing hedges making walking on the pavement dangerous.

It was suggested that alternative provision be explored.

- c. Locations for further bench installation.**

Resolved: To delegate this project to the planning and projects committee.

d. Planting on the one-way street (Liverpool Rd West)

See 23-24/57b above.

e. Bulb Planting and wildflower beds

Resolved: To delegate this project to the planning and projects committee.

f. Memorial or Coronation Tree locations.

Resolved: To delegate this project to the planning and projects committee.

g. Waste bin provision. Working with ANSA.

Resolved: To delegate this project to the planning and projects committee.

23-24/58 Highways Issues:

None raised.

23-24/59 To receive any correspondence or other matters from the Clerk.

None raised.

23-24/60 To receive any other reports from the chair or members.

Cllr I Johnston raised about the TPO consultation and this will go to the Planning and Project Committee.

23-24/61 Training/meetings and courses:

a. To consider any training requirements.

The councillors were encouraged to attend at least one training course from the schedule.

b. To note training attended.

None attended.

23-24/62 Future Agenda Items

- Plan of work for committees and councillors.

23-24/63 To agree Date of next meeting: Monday, 31st July, 2023, 7:00pm, Lawton Memorial Hall.

23-24/64 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 for the next item.

23-24/65 Staffing Issues To receive a report in relation to staffing matters and the assistant clerk appointment and a re-grading proposal.

Cllr Blease-Bourne provided an update. The newly appointed assistant clerk signed her contract.

The grading structure of the Council staffing was reviewed and agreed going forward. The recommendation to review at least every six months was agreed.

The Clerk and assistant clerk left the room. The Clerk's grade was reviewed, and the new grade agreed.