



MINUTES OF THE COUNCIL MEETING HELD ON

MONDAY, 7 OCTOBER 24, 19:00pm, LAWTON MEMORIAL HALL

Present:

CLRs: Cllr G Mitchell (chairman), Cllr R Giltrap, Cllr P Redstone, Cllr M Blease Bourne, Cllr L Bowler, Cllr Whittle.

Cheshire East Councillor – represented by Cllr P Redstone

Clerk – Sue Davies, Deputy Clerk – Clare Withington (remotely)

It was noted that Cllr Bowler will always be referred to by her married name in future (rather than using her maiden name of Mackinnon).

The meeting started at 7:03pm

24-25/75 To receive apologies for absence.

Cllr E Mitchell, Cllr M Grocott and Cllr I Johnston.

24-25/76 Declarations of Interest

To receive any disclosable pecuniary or other disclosable interests as required under Chapter 7 of the Localism Act 2011 – No interests declared.

24-25/77 Public Speaking: To allow any members of the press or public the opportunity to speak in accordance with Standing Orders – There were no members of the public present.

None.

24-25/78 Approval of Minutes: To approve the Minutes of the Council Meeting held on Monday, 9th Sept 2024

Resolved to approve. The minutes were signed as a true and accurate record.

24-25/79 To receive and note outstanding committee minutes.

Annual Parish Meeting 2024 – The minutes were deferred to the next meeting.

24-25/80 Updates from the Clerk and Deputy Clerk on outstanding matters from previous meetings not covered elsewhere on the agenda.

- Woodgate and surround verges – A new letterhead has now been created with new contact details on. Cllr Giltrap agreed to deliver the letter.
- The Spinney and parking – The signs are already in place asking visitors to park carefully. The fishing club details need to be obtained in order to ask them to remind their members to park considerately. *The Clerk agreed to visit the site to see what is in place and see if there are any obvious details.*
- New bench provision – The new bench has been delivered to Congleton Town Council and is being installed during the current week at the Greengate junction. The bench at The Green will be dealt with in due course. *The Clerk is to liaise with Cllr Giltrap outside of the meeting.*
- Police Commissioner invitation to a meeting – The Police Commission has confirmed that a new forum for the area will be set up and all Parishes invited to attend. Frodsham Parish Council have also set up a meeting which will be open to others to attend. *The Clerk to circulate to all.*
- Connected Communities invitation to a meeting – *The Clerk agreed to follow this up.*
- Bank mandates – This is ongoing.
- Community Liaison Group including thank you letters – Thank you letters are now being produced for those that contributed.
- Liverpool Road bus stop – A purchase order has been placed and the remedial work is in progress.
- Defibrillator training – This is in progress with Northwest Ambulance and is being set up for the community to attend to advise on what to do in the case of an emergency.
- Harvest Festival foodbank donation – As agreed a donation will be given to the All-Saints Church Harvest Festival service. *Cllr Whittle and Redstone agreed to acquire items (up to the £100 agreed budget) and to attend on behalf of Church Lawton Parish Council.*

24-25/81 Cheshire East feedback

The consultation on the new waste collection is to be discussed further on the agenda. There were no other matters reported.

24-25/82 Finance

a) To receive and approve payments to be made (including some retrospective ones).

Resolved: The payment list (appendix 1) was approved including a proforma invoice for three bench signs presented at the meeting and also to pay the bench invoice from Broxap for £987.60 after assurance it has arrived at Congleton Town Council in good condition.

b) To receive statements and bank reconciliations dated 30th September 2024.

The bank statements and reconciliation statement dated 30th September was received.

c) To receive receipts and payments summary to date in 2024-2025.

The receipts and payments to date was received.

d) To receive a budget and reserves report dated 30th September 2024 and to resolve to agree any recommendations.

The following points were noted and the Council **resolved** to approve recommendations:

- The audit fees have increased from the previous year and this line has exceeded budget.

Signature of the Chairman of the meeting where the minutes were approved:

.....

- The payroll costs will exceed the budget due to administration for new starters and the pay increase processing.
- The staffing costs will overspend due to support being given to Lawton Memorial Hall. It was resolved to move £1500 from general reserves to the staffing budget line.
- The RFO recommended moving £1000 from general reserves to the 'bench provision', budget line to allow the purchase of the proposed second bench.

e) To receive an 'in-house' audit report on the quarter 1 accounts.

The Clerk agreed to contact the Cllr Bowler for Qtr 1 and Cllr Young for Qtr 2 to arrange.

f) To note the budget setting process for 2025-2026.

It was agreed that a working group will be held to discuss this in more detail to prepare a first draft of the budget before the December meeting.

24-25/83 Audit 2023-2024: To receive an update report and to consider and to agree any recommendations.

The external audit 2023-2024 was received and it was noted that there were no issues or recommendations raised.

24-25/84 Grant Application: To consider and agree or otherwise a grant application received.

The Council considered a grant application received from a line dancing event organised for a charity fund raising event for the North-West Ambulance Service in Lawton Memorial Hall.

Resolved: The Council agreed to award a grant to cover the costs of the Lawton Memorial Hall hire for up to £200 through the grants programme. It was further agreed that the Council award the grant by directly pay the hall hire invoices.

24-25/85 Speed Indicator Device provision, Congleton Road: To receive a report from the Clerk and correspondence received to consider provision of a Speed Indicator Device. To resolve, or otherwise, to agree any quotes.

The Clerk updated the Council:

- It has been confirmed that CIL funding could be used subject to a consultation with residents.
- The Cheshire East Highways Safety officer has confirmed that up to six locations can be assessed.
- The Highways Safety Officer has confirmed that all costs must be paid by the Parish Council including SID purchase and installations.
- The cost of each pole will be between £1000 to £1500. It may be possible to use an existing pole, subject to agreement.

Resolved: To assess the sites in the first instance and once a list is obtained further consideration will be given to the cost, prior to the consultation.

Actions:

- *The Clerk to arrange to meet the Cheshire East Highways officer to look at the potential sites.*
- *The Clerk to contact Highways England to enquire if they would provide funding.*

Signature of the Chairman of the meeting where the minutes were approved:

.....

24-25/86 Planning Matters:

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

24/3519D, and 24/3426D - Former Twyford Bathrooms site – Both discharge of conditions. These applications were noted.

24/3437C – Bridge Farm – Agricultural Building – This has been decided and therefore no comment was made.

b) To receive updates on previous applications.

A link has been posted to the website for the updates, which were noted.

24-25/87 Consultations, to consider and agree a Council response:

a) Cheshire East Household Waste Collection Consultation 2024 including three weekly collections: To resolve to agree a response from Church Lawton Parish Council.

The proposed food waste collection arrangements would be on a weekly basis in line with a new government directive with garden waste every 2 weeks, and the black bin collected every 3 weeks.

Resolved: to object and provide the following comments:

A food waste collection would be acceptable on a weekly basis, but the Parish Council request that the black bin and garden waste are collected fortnightly for the following reasons:

- The service changes will be confusing, especially for the older and vulnerable community members whose needs should be assessed.
- If a household misses a collection due to disruption to the service or error this will be confusing.
- The type of waste that is put in a black bin should not be left for 3 weeks eg pet waste, human waste, and needs to be considered.
- New housing and most existing housing is not designed to take so many bins, so there may be a lack of space provided to store the bins.
- There will also be four bins on the pavement or roads whilst waiting for collection. Especially problematic for HMOs, terraced properties, maisonettes and flats.
- The arrangements may impact on people’s health and hygiene and attract vermin due to fermented waste.

Resolved: to send a letter to the MP.

b) Cheshire East new ward boundaries: To consider proposals from the Local Government Boundary Commission.

It was noted that there are no negative implications for the Church Lawton Parish boundary.

It was **resolved** not to make any comments.

c) To receive an update on past consultations:

None to discussed.

24-25/88 Asset review: To receive a report on the boundary signs and to agree any recommendations.

The Clerk reported that a number are now in the wrong place following previous boundary changes and at least one has disappeared.

Resolved: The Council agreed that the Clerk progress some more information to consider this as a project. It was also agreed to delegate the project to the Planning and Projects committee.

24-25/89 Environmental update:

a) To receive an update report from the deputy clerk on the recent, planned and completed work with Streetscape and other contractors. To receive any additions to the work schedule from councillors.

The deputy clerk reported that the response and communication with Northwich Town Council has been excellent.

Resolved: It was agreed to also use Northwich Town Council as a contractor for some future work, although it was noted that the prices are higher.

No date has been given at present from Congleton Town Council for the next visit.

Action: *The Deputy Clerk will follow up on the visit and also the existing purchase orders with Congleton Town Council.*

b) To receive a report on further quotes for contractors for environmental work.

This has been covered in item (a).

24-25/90 Road Siding: To receive an update report and to consider any further options.

The stretch on Liverpool Road West on Liverpool West Road and from Red Bull to the houses on the other side.

Actions:

Cllr Redstone to establish the process with Cheshire East Council for using his budget with a Parish Council procured contractor. The Deputy Clerk will obtain an indicative price.

Actions: *The Clerk will follow up with Odd Rode Parish Council regarding the footpath in their parish.*

24-25/91 To consider and agree the Christmas Lights provision and any associated events: To receive a report and to further consider Christmas events and lighting in the Parish.

It was agreed to call an extraordinary meeting to discuss the Greengate tree, if necessary, as the costs are not available for this meeting. It was also agreed to look at what can be done to decorate Lawton Memorial Hall. The delay in response from Cheshire East Council was noted which has made progression of this project difficult.

Actions: *Clerk and Deputy Clerk to progress options.*

Signature of the Chairman of the meeting where the minutes were approved:

.....

24-25/92 Civic Service: To consider potential dates.

Resolved: To look at dates in June next year.

24-25/93 To receive any items or correspondence or other matters from the Clerk and Deputy Clerk.

No items to discuss.

24-25/94 To receive any other reports from the chair.

No items to discuss.

24-25/95 To receive any reports or items from Members.

Cllr Whittle reported that a fence has been damaged and is to be reported to the PCSO.

24-25/96 Training/meetings and courses:

- a) To consider any training requirements – None.
- b) To note training attended - The Clerk and Deputy attended the SLCC Cheshire branch day. The councillor's biographies and pictures to be updated on the website.

24-25/97 To receive any future Agenda Items

Draft Financial Regulations to be brought to the next meeting.

24-25/98 To agree Date of next meeting: 2nd December 2024

This was agreed.

Meeting ended at 20.58.

Signature of the Chairman of the meeting where the minutes were approved:

.....

Payments Approved – October 2024

Retrospective:

Payroll Sept 2024				£1662.32
TOTAL				£1662.32

Payments to be made:

PKF Littlejohn	Audit	£210.00	£42.00	£252.00
SLCC conference	Deputy Clerk	£35.00		£35.00
SLCC conference	Clerk	£17.50		£17.50 JAF
JAF Graphics	Signage benches	£127.50	£25.50	£153.00
Bench for red Bull	Broxap	£823.00	£164.60	£987.60
TOTAL				£1445.10

Direct Debits:

EE/BT	26/9	Mobile phones	£30.84	£6.17	£37.01
-------	------	---------------	--------	-------	--------

Receipts to Note:

Receipts - £20,000 – 2nd instalment of precept.

TOTAL	Receipts	£20,000
--------------	-----------------	----------------

Signature of the Chairman of the meeting where the minutes were approved:

.....