

**AUDLEY RURAL PARISH COUNCIL**

MINUTES OF THE **ALLOTMENT COMMITTEE MEETING** held at Audley Pensioners Hall, on Thursday 16<sup>th</sup> March 2017 at 6.30pm

Present: Chairman: Revd J Taylor (Chair)  
Councillors: Mr P Breuer, Mrs C Richardson, Mr D Butler, Mr R Garlick, Mr M Whitmore, Mr R Kinnersley, Cllr Frankish, Mr M Dolman, Mr C Cooper, Mr T Sproston, Cllr Beech, Mrs V Pearson, Cllr B Proctor and Mr R Moody

Clerk – Mrs C. Withington

There was 2 members of public present – Mr Hall and Mr Beech (Audley Allotments)

Ref.	Item	Action																		
1.	<b>To receive apologies</b> - There were no apologies																			
2.	<b>To note the approved minutes from last meeting 17<sup>th</sup> March 2016</b> The minutes were noted. Rev Taylor and Mr Cooper noted that they were tenants, and would not be able to vote.																			
3.	<p><b>To note income and expenditure for the Parish Council Allotment accounts for 2016/17</b> This were noted and accepted.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Opening Balance at 31.03.16</td> <td style="text-align: right;">-£3,844.97</td> </tr> <tr> <td>Receipts received during 16/17</td> <td style="text-align: right;">Interim H/end £20.00</td> </tr> <tr> <td>Receipts for 17/18 see below</td> <td style="text-align: right;">Audley £0.00</td> </tr> <tr> <td>Receipts during 16/17 (for 17/18)</td> <td style="text-align: right;">Halmer End £80.00</td> </tr> <tr> <td></td> <td style="text-align: right; border-top: 1px solid black;"><b>£100.00</b></td> </tr> <tr> <td>Less Expenditure during 16/17 (£299 Audley &amp; £0 H/End)</td> <td style="text-align: right;">£299.00</td> </tr> <tr> <td>Plus outstanding rent Audley Allot 17/18</td> <td style="text-align: right;">£560.00</td> </tr> <tr> <td>Plus outstanding rent Halmer End 17/18</td> <td style="text-align: right;">£130.00</td> </tr> <tr> <td><b>Balance at 31.03.17</b></td> <td style="text-align: right; border-top: 1px solid black;"><b>-£3,353.97</b></td> </tr> </table>	Opening Balance at 31.03.16	-£3,844.97	Receipts received during 16/17	Interim H/end £20.00	Receipts for 17/18 see below	Audley £0.00	Receipts during 16/17 (for 17/18)	Halmer End £80.00		<b>£100.00</b>	Less Expenditure during 16/17 (£299 Audley & £0 H/End)	£299.00	Plus outstanding rent Audley Allot 17/18	£560.00	Plus outstanding rent Halmer End 17/18	£130.00	<b>Balance at 31.03.17</b>	<b>-£3,353.97</b>	
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4.	<p><b>To discuss other issues raised by tenants, if any</b> Mr Hall, Chair of Audley Allotments Association, noted that the car was no longer a problem on the car park. They also had the skip to remove any rubbish that was on the site. A communal building has also been installed with plans to put in 2 delivery bays for manure and also some seating along with a wildflower planting area. There are funds to provide this, however there is not sufficient funds for the plants. Mr Beech, Secretary of Audley Allotments Association, thanked the Parish Council for the prior notice of the rent increase for the following financial year.</p> <p>Cllr Proctor thanked the members of Audley Association for their continued hard work and the changes that had been made. There was some discussion on the use of tarpaulins to cover plots, following the clear out of all carpets. Mr Hall suggested that it was only to cover the winter period – to stop any weed growth, which was within the terms of the tenancy. Cllr Proctor was concerned that curtain sides of lorries may not be environmentally friendly. It was also agreed that chickens and any livestock should not be kept, although bees would be considered acceptable. There are 6 people on the waiting list at Audley. It was <b>RESOLVED</b> to pay up to £250 for the wildflower planting area. Mr Hall to send invoices etc to the Clerk.</p>	<b>IH</b>																		
5.	<p><b>To discuss and approve the proposed rent increase for the following year (2018/19) at £12 per plot</b> This was noted and approved.</p>																			

## AUDLEY RURAL PARISH COUNCIL

MINUTES OF THE **FULL COUNCIL MEETING** held at Audley Pensioners Hall, on Thursday 16<sup>th</sup> March 2017 at 7.00pm

Present: Chairman: Revd J Taylor (Chair)  
Councillors: Mr P Breuer, Mrs C Richardson, Mr D Butler, Mr R Garlick, Mr M Whitmore, Mr R Kinnersley, Cllr Frankish, Mr M Dolman, Mr C Cooper, Mr T Sproston, Cllr Beech, Mrs V Pearson, Cllr B Proctor and Mr R Moody

Clerk – Mrs C. Withington  
There was 1 member of public present.

Ref.	Item	Action
1.	<b>To receive apologies –</b>	
2.	<b>To consider approving and signing minutes</b> of the Full Parish Council meeting on 16 <sup>th</sup> February 2017 <b>RESOLVED</b> to sign the minutes as a true and accurate record.	
3.	<b>Declaration of interest in any item – None</b>	
4.	<b>Public Participation:</b> Members of the public are invited to address the Council on any issue over which it has a power for up to 5 minutes each, with the item lasting up to a maximum of 15 minutes.	
5.	<p><b>Planning - To consider any planning applications received, including:-</b> Cllr Proctor declared an interest and did not take part in the voting. Discussion took place regarding the Parish Council's ability to make comments, without any prior knowledge of the community's views on planning applications. It was agreed and clarified that the Parish Council were invited to submit their views as an elected corporate body by the Borough Council.</p> <p><b>Erection of an agricultural building for storage use</b> Oakdene Farm Great Oak Road Bignall End Newcastle Under Lyme Staffordshire ST7 8NF Ref. No: 17/00157/AGR Green Belt/Delegated</p> <p>In relation to this application it was <b>RESOLVED</b> to submit the following comments:</p> <p>There have been several previous existing agricultural buildings which were previously considered redundant, and as a result converted into residential. This must be taken into consideration in the overall size of development of the building footprint and the resultant impact on the Green Belt – as the site is starting to become heavily developed, albeit incrementally. Additionally, there are concerns that the new entrance that had been created, further down the road by removing hedgerow (without prior planning permission), would be of concern to Highways due to the lack of suitable visibility splay. Therefore, as this was an application to create a new agricultural building it was considered that this is a material consideration when determining this application - due to the large farm traffic which will be using the new entrance to access the new building, if approved.</p> <p><b>Demolition of the existing garage and proposed two storey side extension</b> Leaside Alsager Road Audley Stoke On Trent Staffordshire ST7 8JG Ref. No: 17/00133/FUL Village Env/Delegated – This was noted.</p> <p><b>Erection of ground floor extension</b> Wood Lane Cricket And Sports Club Megacre Wood Lane Stoke On Trent Staffordshire ST7 8PA Ref. No: 17/00124/FUL Village env/green belt/Delegated – This was supported.</p>	

	<p><b>Replace conservatory with single storey rear extension</b> 1 Westlands Bignall End Newcastle Under Lyme Staffordshire ST7 8NJ Ref. No: 17/00125/FUL Delegated/Village Env – This was noted.</p> <p><b>Replacement roof to form 2 bedrooms and bathroom and conversion of existing garage to form additional living space</b> Windrush Hill Crescent Alsagers Bank Stoke On Trent Staffordshire ST7 8BG Ref. No: 17/00098/FUL Village Env/Delegated – This was noted.</p> <p><b><u>Variation of conditions 2 &amp; 3 (car park and facing materials) of planning permission 16/00471/FUL - Proposed single storey nursery</u></b> Former White Cottage 1 New Road Bignall End Stoke On Trent Staffordshire ST7 8QF Ref. No: 17/00065/FUL Village Env/Delegated – <b>More information received since the last meeting following Highways comments</b> – This was noted.</p> <p><b>FOR INFO ONLY</b></p> <p><b>Application for approval of a noise assessment as required by condition 17 of planning permission 15/00692/FUL - Erection of 12 Houses</b> Audley Working Mens Club New Road Bignall End Stoke On Trent Staffordshire ST7 8QF Ref. No: 15/00692/CN17</p> <p><b><u>Prior notification of a single storey rear extension measuring 6.0m in depth, 3.0m maximum height and 2.85m to the eaves.</u></b> Beech Hollow New Road Bignall End Stoke On Trent Staffordshire ST7 8QF Ref. No: 17/00118/LEXNOT   Validated: Thu 09 Feb 2017   Status: Pending Consideration</p>	
6.	<p><b>Consultation on Sir Thomas Boughey High School to become an academy and join United Endeavour Trust - Deadline noon on 28th March 2017 – see Appendix A</b></p> <p>Discussion took place on the proposed changes to an academy. It was noted that the uniform would change ready for the start of the new year. The Parish Council <b>RESOLVED</b> to support anything that makes the education provision better for the Parish. Clerk to send back the form on that basis.</p>	Clerk
7.	<p><b>To consider a response to the Rural Services survey – Community Council of Staffordshire</b> <a href="https://staffsrcc.typeform.com/to/f7ysBq">https://staffsrcc.typeform.com/to/f7ysBq</a> – see Appendix B</p> <p>This was completed and agreed at the meeting. Clerk to send in the return as discussed.</p>	Clerk
8.	<p><b>Skegby Minimarket Limited 21 Ravens Lane Bignall End Stoke-on-Trent, ST7 8PS for a variation to the premises licence - sale of alcohol from 06:00 to 08:00 hours Monday to Saturday and 08:00 to 10:00 hours Sunday - deadline 24th March</b></p> <p><b>RESOLVED</b> that this be noted, as there were no material objections.</p>	
9.	<p><b>To start to consider a bid to Community Paths Initiative 2017/18 (deadline 31st May)</b></p> <p>It was agreed that all would consider potential schemes and bring them to the next meeting. The Clerk suggested that the kissing gate at Alsager Road could be changed into a disabled entrance by the Millennium Green.</p>	<b>ALL Next agenda</b>
10.	<p><b>Grants – Community Chest – To note the balance £0</b></p> <p>This was noted.</p>	
11.	<p><b>Bignall End Road – broken drains – Mr C Cooper</b></p> <p>Mr Cooper reported that the road appeared to be sinking due to subsidence which has caused the drains to collapse. The road suffers from flooding. The Clerk is to report this to Highways and ask for them to investigate. The Clerk is also to report the pot holes at Grange Farm Boon Hill Road to Highways.</p>	<b>Clerk Clerk</b>

12.	<p><b>Playing Fields/Wildlife Areas inc:</b></p> <ul style="list-style-type: none"> <li>To note Play Area Monthly Inspection for March and approval of any action required or taken under Delegated Authority – metal swing Leddies, glass Halmer End and grass seeding by goal posts, Miles Green play area fence repair (temp)</li> </ul> <p>The play inspection report was noted and the actions taken under delegated authority. Clerk is to ask Mr Hough to reseed the goal posts at Halmer End and remove the football net due to Health and Safety. Cllr Beech noted that the roundabout at Queen Street play area had been repaired following damage.</p> <ul style="list-style-type: none"> <li>To note the current position with regards to the Skate Board ramp and to consider the next steps</li> </ul> <p>The Clerk had spoken to an installer of the same material elsewhere and reported back his concerns. It was agreed that due to the potential risk that the skate ramps should be closed off to the public – Clerk to instruct Mr Hough asap. The installer is approaching the new supplier of Skatelite in the UK to get their opinion. It has been noted that they have had the same problem on two other sites, although for years it was installed without issue. The installer has stated that should Skatelite themselves not ultimately take responsibility then they will replace the surface but with a different product. The various options for skate surfacing will be discussed after there is a response from Skatelite.</p> <ul style="list-style-type: none"> <li>To note the current programme for the play area improvements at Alsager Road</li> </ul> <p>It was noted that the tender period is due to be completed this week and appointments will be made over the next few weeks. It was noted that that the work is likely to be installed mid April to end of May.</p> <ul style="list-style-type: none"> <li>Leddies Field – To consider recommendations for pond and stream work, and to agree a specification for the path work at Leddys Field, and the exact areas required – in order to tender for the work</li> </ul> <p>The Clerk provided the opinion of the wild life consultant, who suggested selective removal of the reeds should be carried out in the stream and pond. The Canadian pond weed is not a concern. The paths should be topped up with stone and whickered down. Clerk to agree the work with the Chair. It was noted that due to the horses in the neighbouring field poaching the land, Leddys Field was wetter than it would normally be.</p> <ul style="list-style-type: none"> <li>Request to carry out tree pruning work at Leddys Field due to safety precautions by power lines – Western Power</li> </ul> <p>This was approved.</p>	<p><b>Clerk</b></p> <p><b>Clerk</b></p> <p><b>Clerk</b> <b>Clerk</b> <b>JT</b></p> <p><b>Clerk</b></p>
13.	<p><b>Matthew Ellis Police and Crime Commissioner – To provide a response to the consultation on Safer, Fairer, United Communities Strategy 2016 – 2020 closing date is March 24th 2017 – See Appendix C</b></p> <p>It was <b>RESOLVED</b> to submit the following comments: The rural policing is inadequate. The overuse of PCSOs undermines the public confidence in the police in general. The lack of PCs allocated during the night time is unfair to the rural communities.</p>	<p><b>Clerk</b></p>
14.	<p><b>Vandalism and use of CCTV – Cllr Proctor</b></p> <p>Cllr Proctor noted that there had been an increase in vandalism and arson involving wheelie bins recently. As a result residents have asked for CCTV to be installed at strategic points. It was agreed that Cllr Proctor will bring a proposal back to the next meeting. Also noted that the Millennium Green was often a victim, and the Community Centre was due to receive upgraded CCTV. The Clerk was asked to write to the Police Chief Inspector to ask that when individuals are detained there are considered for prosecution not just caution.</p>	<p><b>Next agenda</b> <b>BP</b></p> <p><b>Clerk</b></p>
15.	<p><b>To receive an update from Audley LAP and Police / Parish Liaison Committee – Cllr Beech/Frankish/Proctor</b></p>	

	<p>Cllr Frankish stated the cinema project is moving along and will be held at the Community Centre. A further meeting is being held next week.</p> <p>The Police Parish liaison meeting was held yesterday. Cllr Proctor commended the new PCSO Gemma Price on her good work in the Parish, along with PC Jez Moore.</p>	
16.	<p><b>Correspondence and circulars</b> -To review other items received and consider for next agenda</p> <ul style="list-style-type: none"> <li>• Apsire “Get together” – Friday 11<sup>th</sup> July – ideas wanted</li> </ul> <p>Noted and agreed that Parish Councillors would attend.</p> <ul style="list-style-type: none"> <li>• Staffordshire County Council – Dignity Awards 2017 <a href="http://www.staffordshire.gov.uk/dignityincare">www.staffordshire.gov.uk/dignityincare</a> deadline 26<sup>th</sup> May 2017</li> </ul> <p>Noted</p>	
17.	<p><b>Accounts</b></p> <ol style="list-style-type: none"> <li>1. To approve payments/orders, receipts and transfers, note the budget update and Bank reconciliation – <b>Appendix D</b></li> </ol> <p>The payments schedule attached was approved. The budget position statement was noted and the bank reconciliation noted was confirmed as accurate.</p> <ol style="list-style-type: none"> <li>2. To appoint Mrs C Heelis as the internal auditor for the accounts year ending March 2017</li> </ol> <p>This had been agreed at the last meeting.</p> <ol style="list-style-type: none"> <li>3. To renew the subscription for National Association of Allotments - £66</li> </ol> <p><b>RESOLVED</b> to fund this. Clerk to enquire about the use of tarpaulin.</p>	<b>Clerk</b>
18.	<p><b>Clerks Update – (Appendix E)</b></p> <p>This was noted.</p>	
19.	<p><b>TO EXCLUDE THE PUBLIC:</b></p> <ol style="list-style-type: none"> <li>1) To consider quotes for repair of the Alsager Road fence</li> </ol> <p>Although 4 quotes had been requested, only two were available. <b>RESOLVED</b> that Mr Hough be appointed to complete the fence in terms of installing new stock fencing on the inside of the tree line.</p> <ol style="list-style-type: none"> <li>2) Miles Green Play area fence repairs (boundary of Heathcote Road) – to hold a site visit to inspect the required work and to note the estimated costs as per quote</li> </ol> <p><b>RESOLVED</b> to hold a site visit and report back to the next meeting – Mr Cooper, Mr Garlick.</p> <ol style="list-style-type: none"> <li>3) Leddys Field reed removal</li> </ol> <p>As discussed earlier on the agenda, it was <b>RESOLVED</b> to appoint Aardwolf to complete this work.</p>	<p><b>Clerk</b></p> <p><b>CC RG Next agenda</b></p> <p><b>Clerk</b></p>
20.	<p><b>Councillor Reports (items were for information only)</b></p> <p>Mr Breuer reported that there had been a car crash into a wall at Podmore Cottage on High Street Halmer End during school pick up time. He asked for signage to be included. To be discussed on the next agenda.</p> <p>Clerk to report the pot holes on the junction of Shraleley Brook Road and Nantwich Road.</p> <p>Cllr Beech reported that there was still investigative work ongoing at the tipping site off Hullocks Pool Road. The culvert will be cleared out in conjunction with Highways England and the land owner.</p> <p>Cllr Proctor asked that as a result of the diversion work sending HGVs up Dean Hollow, that we write to ask for a new sign at the bottom of Chester Road stating road not suitable for HGVs. Clerk to ask David Greatbach and Angela Nutter. Site visit to be held if necessary.</p> <p>Rev Taylor reported residents concerns about the state of the pavement on High Street Halmer End and the lack of maintenance. Clerk to report the blocked drains to SCC and ask for a road sweep from NBC. Revd Taylor to report the outcome to the resident.</p>	<p><b>Next agenda</b></p> <p><b>Clerk</b></p> <p><b>Clerk Clerk JT</b></p>

Meeting closed at 8.45 pm

### Appendix A- Payments schedule

Chq/Bacs	TO WHOM PAID	DETAILS	TOTAL INVOICE INC VAT
bacs 130	Mrs C Withington	Stamps reimbursement 100 * 2nd	60.49
bacs 131	Mrs C Withington	reimbursement for NFU signs for footpath	16.25
bacs 132	Mrs C Withington	Salary March total 1447.50 (inc pay increment)	1338.85
bacs 133	Mrs C Withington	Expenses March inc mileage	108.65
bacs 134	Staffordshire Pension scheme	Pension March	517.18
bacs 135	H M Revenues and Customs	Tax and NI March	505.61
bacs 136	Computershare	March child care voucher (138 sacrifice)	160.19
bacs 137	Mr S Hough	Monthly inspections	112.00
bacs 137	Mr S Hough	Removal of rubbish at Leddys Field	40.00
bacs 137	Mr S Hough	ON 18 Repairs to Miles Green Fence play area	40.00
bacs 137	Mr S Hough	ON 14 Audley Bowling Club repairs - ramp and flags	670.00
bacs 138	National Association of Allotment Garden	Renewal of subs	66.00
bacs 139	Audley and District Community Centre	Donation towards CCTV improvements	1000.00
		<b>Monthly Total</b>	<b>4635.22</b>