

Madeley Parish Council

MINUTES OF Madeley Parish Council MEETING held on Thursday 3rd November 2022 commencing 7pm at The Madeley Centre, New Road, Madeley

Present: Councillors J. Stephenson (JS) Chair), K. Walley (KW) Vice Chair), C. Hopkin (CH), T Morgan (TM), G White (GW), S White (SW), B Ruscoe (BR).

Absent: Cllr. J Whitmore

In attendance: K. Howe (Locum Clerk), C. Withington (RFO), Community Police Officer, 1 Member of the Public (MOP)

PART A

148.10/22 Apologies for Absence in accordance with Standing Orders received from Cllrs. Dave Whitmore, Peter Carnall, Alan Davenport and Cllr. Paul Northcott.

149.10/22 Councillors' Declarations of Pecuniary Interest in items on the Agenda:
– Cllr. J Stephenson as trustee of Madeley Centre for grant application
- Cllr. Trevor Nicoll as spouse of All Saints Church Nativity grant application

150. 10/22 Disclosures of Personal and Prejudicial Interests from Councillors on matters to be considered at the meeting - none.

151.10/22 Public Participation / Open Forum

Members of the public are invited to address the Council, on any issue over which it has power, for up to 5 minutes each, with the item lasting up to a maximum of 15 minutes. No decision can be made on these matters, but they may be placed on a future agenda.

One member of the public (MOP) attended as landowner whose land adjoins the proposed location of the Pump Track. He expressed concerns at the negative comments on Facebook, citing people objecting but stating no good reason to do so. He strongly expressed the view that young people in the village need somewhere safe to play. If there are concerns about who will be a key-holder – he will – as a neighbour, he is available close to the site.

152.10/22 Confirmation of Minutes

Councillors **RESOLVED to approve** and for Chair to sign as a factual record the Minutes of the last **Council Meeting** held on **Thursday 6th October 2022** with very minor amendment **130.9/22 line 7** Woodside New Road Planning Proposal

153.10/22 Matters Arising

Councillors **NOTED** October meeting minutes item **133.9/22** Appointment of Locum Clerk. Appointment of new Clerk was originally discussed at 24 hours per week. Councillors expressed concern regarding budget. Locum Clerk contracted on basis of 16 hours per week. Chair has spoken to previous Clerk Jan Simpson. She expressed the view she did not have sufficient hours at 16 per week to complete tasks and would have felt less stressed and more able to complete required work if hours were 20 per week. Locum Clerk offered view that 16 hours were inadequate, particularly due to number of projects outstanding to be administered.

Councillors **RESOLVED** unanimously to recruit **new Clerk on basis of 20 hours per week with additional flexibility for overtime**, when required, to complete urgent tasks as business needs dictate.

154.10/22 Co-option of a Parish Councillor

Councillors considered co-option of Trevor Nicoll (completed co-option form circulated) and **RESOLVED** unanimously to appoint him by co-option on an immediate basis as a councillor for Madeley Parish Council. Trevor Nicoll thanked councillors for their invitation and immediately joined the meeting participating as an MPC councillor.

155.10/22 Report from Borough Councillors

Councillors **NOTED** verbal report from Borough Councillor Gary White.

Planning update:

- Station Rd, Onneley – applicant withdrew application.
- New Rd – previous application withdrawn. New application submitted to alter house types on end of estate furthest from Woodside, retaining one wall. No issues with decision.
- Honeywell Lane – subject of legal dispute, has been resolved. Now at end of S106 allocation status if landowner doesn't start work by Dec. Going back to Planning Committee requesting extension.
- Aspire – residents unhappy – now have a telephone hotline.
- Baldwin's Gate – both sides obtained legal advice. It was unanimously rejected by Committee.

850th Anniversary of the Borough – Parish will receive a letter asking them to consider events to commemorate.

156.10/22 Police Update

Councillors **NOTED** verbal report from the Community Police Officer in attendance, principally an assault on Morningside and concerns of ongoing drug related issues.

157.10/22 Financial Update

Councillors considered and approved actions as detailed below on Financial Matters:

- a. Grant applications under the Grants Programme (balance £2,605)

- 1) All Saints Nativity Scene - request for grant of £300 received –
Councillors **RESOLVED** to approve the grant requested.
- b. Grant request for Annual maintenance from Madeley Centre of £4,000. (JS left the room due to pecuniary interest whilst application considered).
Councillors **RESOLVED** unanimously to provide a £4000 grant on the same conditions as in previous years.
- c. Councillors considered the draft budget for 2023/24 and precept implications/impact on Reserves (**Appendix A**) and **NOTED**:
 - SLCC Clerk salary scales had been increased – should be included in Clerk recruitment budget.
 - Need to consider 10% costs uplift to Madeley Centre Grounds Maintenance grant next year (£4400).
 - Councillors **RESOLVED** to increase the Youth budget to £5,000
 - Councillors **RESOLVED** to include £500 for social media
 - Councillors **RESOLVED** to include £3,500 for pump track as an enabling fund, with external funding being sought to pay for the pump track.
 - Councillors considered the need to raise the precept next year by 4% due to the depleting reserves, existing commitments and new projects. This would see an expected increase from £45.68 to £47.51 per year for a Band D property (approx. 3p per week increase) and **APPROVED** in principle and subject to the Council Tax Base). It was noted that where possible external funding would be sought by the Clerk or Community Support Worker to fund schemes rather than the precept. This projects and services delivered should be publicised in the next newsletter along with any potential increase.
 - The revised Draft budget was agreed (Appendix A).
- d. Councillors **NOTED** the SPCA fee increase for next year from £543.62 to £531.80 approx
 - SPCA was £299 now £280 for SPCA based on electoral size of 3266
 - NALC was £244.62 now £251.80 based on above @ 0.0771p per elector
- e. Councillors **NOTED** Councillors **NOTED** the Scribe increase for next year April 2023 (was £468 + VAT now £561.60 + VAT)
- f. Councillors **RESOLVED** to opt in to SAAA External Audit arrangements
- g. Councillors **RESOLVED** to confirm to the Pension Regulator there is no one on MPC staff salaries to include in a pension during this financial year (renewal **NOTED** January 2023). Noted that the new Clerk may choose to opt into the pension scheme and a suitable scheme will need to be considered within an agreed timeframe. Consideration to be given to suitable schemes at the earliest opportunity which will require advice from a qualified pensions advisor.
- h. Councillors request to agree a budget from reserves for legal costs for College Gardens (considered in **Part B**)

- i. Councillors **NOTED** the budget update (**included in Appendix A**)
- j. Councillors **RESOLVED** to approve payments/orders, receipts and transfers. (**Appendix B**)
- k. Councillors **RESOLVED** to approve the bank reconciliation statement (**Appendix C**).

158.10/22 Planning Matters

Councillors considered the following applications and **RESOLVED** that final approved comments on applications listed would be submitted by Councillor Chris Hopkin to the Clerk for onward submission to the local authority.

- a) **22/00750/FUL** Ashley Plant. Off Moss Lane, Madeley (Former T K Phillips Workshop). Erection of a detached garage for new build development. Councillors **NOTED concern** that proposed garage abuts the rear of the new chapel garage right on the narrowest part of the lane. **NO FORMAL OBJECTION**
- a) **22/00840/FUL** Land Off New Road Madeley CW3 9HA Variation of condition 2 of planning permission 21/00866/FUL (Variation of condition 2 of planning permission 19/00036/FUL (Proposed residential development of 32 residential dwellings with site access, car parking, landscaping and all associated engineering works)) to allow plot substitutions to Plots 16, 18, 22 and 28 along with revised engineering works in the rear gardens of Plots 3-5. **NO OBJECTION**
- b) **2/00835/FUL** 23 Roseberry Drive Madeley Crewe Cheshire CW3 9HLExisting roof canopy over main entrance to be replaced with a porch. **NO OBJECTION**
- c) **22/00684/FUL** Playing Fields Off Manor Road Madeley CW3 9PS. Erection of new clubhouse, replacement of changing rooms and new fencing. **SUPPORT**. MPC will write in support of application. Cllr. C Hopkins to draft letter.
- d) **22/00812/FUL** The Cottage Moss Lane, Madeley. Two-Storey Side extensions, Single-Storey Rear Extensions, and new front boundary fence (amended plans received 31.10.22). Councillors **NOTED** modernisation of this property is appropriate and necessary. **SUPPORT**

Councillors **NOTED** update on:

22/00747/SCH17 Land North-West of Bower End Farm, Madeley - APPROVED by Planning Committee last week.

159.10/22 General Power of Competence (GPC)

Councillors NOTED advice on the provisions regarding General Power of Competence obtained from Locum Clerk from SLCC Legal Advisor. In April Councillors had RESOLVED that MPC could confirm they fulfilled requirement for GPC. Unfortunately, previous Clerk omitted to minute this at the April 2022 MPC meeting. MPC advised that they do still fulfil requirement for GPC as Locum Clerk

is CiLCA qualified Clerk. JS proposed, GS seconded, Council **RESOLVED** that they can confirm Madeley Parish Council continues to fulfil requirements for General Power of Competence.

160.10/22 Operation Golden Orb

Councillors NOTED the date of the coronation as 5th May 2023. JS and KW updated meeting. Consider an event similar to Queen's Platinum Jubilee celebrations. Council **APPROVED** same working group to lead on arrangements for the coronation celebrations. KW will do social media post.

161.10/22 HS2

Councillors **NOTED** verbal update. Quarterly review meeting held on Monday to update on area environmental works. Work has started on Red Lane and planting around Madeley Cemetery is due to start next month.

162.10/22 Play Areas

Birchdale Refurbishment - Councillors NOTED verbal update from KW. Wickstead were due to start next Wednesday on site. Email received today, they were starting painting and refurbishment of existing play equipment tomorrow. No date for delivery of new equipment and slide provided. KW expressed concern that MPC need to give users a week's notice of playground closure for works. Councillors APPROVED KW action to respond to Wickstead accordingly and demand they re-book work for the previously agreed date.

SW asked Councillors to NOTE that if MPC are spending money on refurbishing / improving play areas they commit to a phased approach ensuring all 3 play areas are improved / refurbished and maintained to standard required.

163.10/22 Events

Councillors **NOTED** verbal update and actions taken:

- a) Remembrance Day & service preparations – wreaths have arrived. Vicar leading service starting 10.30 at Madeley Centre. JS representing MPC – all MPC councillors invited to attend.
- b) Christmas Events preparations –
 - JS and KW holding meeting next week with Jade (Madeley Centre) to agree logistics on tickets and events management.
 - Tree Bros. have confirmed they will erect tree and lights. GW confirmed he will connect lights to box.
 - Panto – RFO confirmed £100 deposit has been paid. Clerk updated that no communication received from Matt at the Panto Company despite many emails and phone calls. Councillors confirmed this was the same position as last year. They did turn up. KW will do social media posts.
- c) Halloween Party – JS confirmed this had been a very busy and successful event. There has been a review of the event held on Friday 28th October 2022

by organisers and comments received will be fed into planning and management of the Christmas events.

Standing Orders were SUSPENDED at 9pm

164.10/22 Heath Wood

Councillors considered the quotation from STS Contractors provided to undertake a tree safety survey at Madeley Heath Wood and **RESOLVED** unanimously to approve expenditure to undertake the survey at a cost of £1,600.00 plus VAT.

165.10/22 Pump Track Proposal

Councillors considered the update and **NOTED** the large number of positive responses received on Facebook last night regarding the proposed formal consultation process. JS confirmed that project proposal includes area will be fully fenced and secure, sufficient car parking, CCTV and well lit. Any project undertaken on the land will have to be a demonstrable improvement. KW will produce a short briefing document. Councillors **NOTED** Borough Council recently undertook a similar consultation project which MPC should follow as good practice. Councillors **NOTED** need to ensure transparent recording of consultation meetings and ALL opinions expressed. Councillors approved a leaflet run of 3,500 leaflets to be posted through every door with full details of project envisaged. Councillors considered use of Survey Monkey to capture opinions with QR code for responses.

- Councillors **RESOLVED** to go forward with formal consultation process.
- Councillors **RESOLVED** to obtain necessary information to enact the actions approved and include on December agenda for formal approval of process and costs identified.

166.10/22 Parish Appearances and Highways

Councillors **NOTED** update from TM on Britain in Bloom competition awards. Madeley have fantastic allotments, businesses and houses. Councillors are keen to encourage the community to engage and consider enrolling for the awards when they open in February.

167.10/22 Madeley Pool

Councillors **NOTED** that solicitors had been instructed to act on behalf of MPC in the negotiations with NUL council. Heads of Terms had been received from the solicitors. Solicitor wrote to NUL on 19th October and negotiations are now underway.

168.10/22 Councillors **NOTED** the Equality & Diversity Policy and their crime prevention powers for the Meeting;

169.10/22 Councillors' planned absence – none notified

170.10/22 Next Meeting

Councillors **NOTED** the date of the next regular meeting as **Thursday 1st December 2022 to commence at 7:00pm.**

The Public and Press are welcome to attend - but please note that they may be excluded for any item the Council decide should be treated as confidential.

PART B Closed Meeting Agenda

171.10/22 College Fields

Councillors **NOTED** the Section 15 A (1) notices served by Staffordshire County Council pertaining to the land at College Fields and **RESOLVED** to establish a working group comprising those Councillors in attendance at the meeting - JS, KW, CH, GW, SW, TM, BR, and TN. JS will act as contact point. The spend incurred to date was approved.

Meeting closed at 9.40 pm

DRAFT FOR APPROVAL

Draft Budget 23/24 – Approved (Appendix A)

PAYMENTS	Budget 22/23	Draft Budget 23/24
Allotments		
Allotments	500	500
Assets		
Pump track enabling		3500.00
Bus shelters cleaning and repair	3,000.00	3,000.00
Geese control and Madeley Pool maintenance	2,000.00	2,000.00
Heath Wood (maint tree report £500 cont)	15,000.00	7,500.00
CCTV/Notice Boards/seats/bins/phonebox/SIDS	10,000.00	5,000.00
Play areas main	2,000.00	2,000.00
Play Equipment (New)	30,000.00	0.00
Playing field Manor Rd	25.00	25.00
Rock Garden Maintenance and grass	100.00	100.00
Swing security	1,800.00	1,800.00
Village Appearance/Memorial Garden inc Wharf	3,500.00	2,000.00
Village Lengthsman 2 days	20,000.00	20,000.00
Communication		
CSW	2,000.00	2,000.00
Newsletter (1200) and Marketing (500)	1,200.00	1,700.00
Quality Parish Council Status	400.00	400.00
Website and social media content	0.00	1,500.00
Events/Donations		
MDCA	1,500.00	
Madeley Centre Contribution	4,000.00	4,400.00
MPC Events -Summer/Xmas	3,500.00	6,500.00
Youth Activities (general)	2,500.00	5,000.00
Highways and Grass inc Lengthsman		
Grass cutting highways	5,500.00	8,000.00
Misc / Contingencies		
Misc/Contingencies	1,000.00	1,000.00
Neighbourhood Plan		
Neighbourhood Plan	0.00	3,500.00
Office		
Audit Fee (Ext and Int)	500.00	500.00
Chairmans Allowance/Projects	1,500.00	1,500.00
Cllr and Staff Training/materials	500.00	500.00
Expenses/Adverts	500.00	500.00
Insurance	1,300.00	1,300.00
Office consumables/Stationery	400.00	400.00
Room hire	250.00	500.00
S.P.C.A.	560.00	560.00
Subscriptions -inc magazines/Scribe £500/DPO	800.00	800.00
Other donation spend (S137) inc MPC Grants		
MPC Grants Programme	4,000.00	4,000.00
Other misc spend (Sect 137)	500.00	500.00
Remembrance Day S137/War Memorial repairs	500.00	500.00
Salary and Office Costs		
Clerks Salary inc Tax and NI	10,800.00	19,000.00
Clerks salary overtime	400.00	400.00
Clerks Pension??	0.00	6,000.00
Employers NIC	2,000.00	1,500.00
Standard Office Expenses	0.00	192.00
RFO Salary inc Tax and NI	4,800.00	4,800.00
RFO overtime	0.00	0.00
Standard Office expenses Clerk	0.00	1,200.00
RFO Pension	0.00	0.00
Tax	0.00	0.00
Total Budget	138,835.00	126,077.00
Total Precept	68,611.36	68,611.36
Grants	8,045.00	8,045.00
Actual Spend £54k plus forecast £49k	113,946.62	
Shortfall top up from reserves	37,290.26	49,420.64
Current funds at bank 161k- estimated reserves at the end of the year i.e. March 23 and March 24	123,709.74	74,289.10

Approved Payments Schedule (Appendix B)

PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
197	03/11/2022		Bank of Scotland Gurn		Grass cutting verges	Country Grounds Ltd	S	557.00	111.40	668.40
198	03/11/2022		Bank of Scotland Gurn		Grass Cutting Birchdale	Country Grounds Ltd	S	50.00	10.00	60.00
199	03/11/2022		Bank of Scotland Gurn		Madelley Heath grass to Mway	Country Grounds Ltd	S	220.00	44.00	264.00
200	03/11/2022		Bank of Scotland Gurn		Grass Madelley Pool	Country Grounds Ltd	S	183.70	36.74	220.44
201	03/11/2022		Bank of Scotland Gurn		Swing	Amy Taylor	E	70.04		70.04
202	03/11/2022		Bank of Scotland Gurn		Swing	Kim Gleghorn	E	70.04		70.04
203	03/11/2022		Bank of Scotland Gurn		Room Hire	The Madelley Centre	E	88.00		88.00
205	03/11/2022		Bank of Scotland Gurn		Play insp Oct	Steve Hough	E	80.00		80.00
206	03/11/2022		Bank of Scotland Gurn		Staff Salary Nov	C Withington MPC RFO	E	256.47		256.47
207	03/11/2022		Bank of Scotland Gurn		Tax and NI Nov	HMRRC	E			
208	03/11/2022		Bank of Scotland Gurn		Staff Expenses	C Withington MPC RFO	E	16.48		16.48
209	03/11/2022		Bank of Scotland Gurn		Staff salary Sept and Oct SLCC	SLCC	E			
210	03/11/2022		Bank of Scotland Gurn		62 hours Sept invoice	David Moreton	E	1,240.00		1,240.00
211	03/11/2022		Bank of Scotland Gurn		Printing Newsletter	Design and Reprints	E	512.00		512.00
212	03/11/2022		Bank of Scotland Gurn		Knights College Gardens Legal	Knights	S	2,500.00	500.00	3,000.00
213	03/11/2022		Bank of Scotland Gurn		Noticeboard Madelley Heath	Phillip Bailey Joinery Ltd	S	1,375.00	275.00	1,650.00
214	03/11/2022		Bank of Scotland Gurn		All Saints Church nativity scen	All Saints Church POC	E	300.00		300.00
215	03/11/2022		Bank of Scotland Gurn		Hanging baskets etc	Elmside	E	145.00		145.00
216	03/11/2022		Bank of Scotland Gurn		Wreaths x 8 plus donation???	RBL Poppy appeal	E	136.00		136.00
217	01/12/2022		Bank of Scotland Gurn		Grant Madelley Centre mainten	The Madelley Centre	E	4,000.00		4,000.00
Total								11,809.73	977.14	12,786.87

Approved Bank Reconciliation Statement (Appendix C)

A	Bank Reconciliation at 06/11/2022		
	Cash in Hand 01/04/2022		141,397.03
	ADD Receipts 01/04/2022 - 06/11/2022		77,750.92
			219,147.95
	SUBTRACT Payments 01/04/2022 - 06/11/2022		66,228.21
	Cash in Hand 06/11/2022 (per Cash Book)		152,919.74
B	Cash in hand per Bank Statements		
	Petty Cash	14/04/2021	0.00
	Unity Trust Bank	30/09/2022	81,126.90
	Bank of Scotland Current	06/11/2022	10,217.64
	Bank of Scotland Deposit	06/11/2022	64,514.28
			155,858.82
	Less unrepresented payments		2,939.08
		152,919.74	
Plus unrepresented receipts			
	Adjusted Bank Balance		152,919.74
	A = B Checks out OK		



DRAFT