

## Cheddleton Parish Council

### MINUTES OF THE PARISH COUNCIL ANNUAL COUNCIL MEETING HELD IN CRAFT CENTRE MEETING ROOM, HOLLOW LANE, CHEDDLETON ON TUESDAY, 16<sup>th</sup>. MAY 2023

**ATTENDANCE** Councillors - M. Ahmad, M.T. Bowen, Mrs. V.B. Cornes, M.F. Cunningham, Mrs. A. Grocott, H.R. Jennings, D. Kari, Mrs. C.A. Lovatt, O.C. Pointon, C.A. Ramos, Miss. V.L. Salt, Mrs L. Shaw, and M.P. Worthington.

Clerk - Ms. L.J. Eyre.  
5 members of the public.

1. **APOLOGIES** - Apologies were received from Councillor, Mrs. J.C. Parkes, it was resolved to accept these.
2. **ALL MEMBERS DECLARATION OF ACCEPTANCE OF OFFICE** - The Clerk reported that all forms have been completed and confirmed that the Declaration of Interests need to be completed and submitted.
3. **ELECTION OF CHAIRMAN** - Councillor Lovatt, proposed by Councillor Bowen and seconded by Councillor Mrs. Shaw. Also, Councillor Ahmad was proposed by Councillor Cunningham and seconded by Councillor Pointon. Councillor Ahmad proposed an open vote and seconded by Councillor Worthington. Agreed by majority 5 votes for Councillor Mrs. Lovatt 7 votes for Councillor Ahmad, therefore Councillor Ahmad was duly elected Chairman for the ensuing two years.
4. **CHAIRMANS DECLARATION OF ACCEPTANCE OF OFFICE** - Councillor Ahmad signed the declaration of acceptance of Office. He thanked the Members of the Council if you voted for him or not that he hopes that we work as a team and unite for the community.
5. **RETIRING CHAIRMANS CLOSING REMARKS** - Councillor Jennings thanked the past and present Parish Councillors for electing me to serve as the Chairman for the last two years. He also thanked Councillor Mrs. Caroline Lovatt for stepping in to be the Vice-Chair of the Parish Council and for all her outstanding work helping to push the Parish Council forward especially for making sure our HR committee meetings are run in the correct manner.  
He also thanked Louise Eyre our Clerk for her knowledge and efficiency in making sure the Parish Council is moving forward legally as required by Government legislation. For the last three years he stated it has been an uphill struggle for many Councillors, introducing our HR committee, as the HR Committee is there for the Councils employment issues to discuss progress and any problems that occur and to resolve any issue that may be ongoing. Please note the HR Committee is also to protect Councillors should they have any problems or issues including bullying or abuse. Sadly, there was a strong negative response when he put forward that we should start an investigation into the Clerks remuneration which had not been raised for several years, and why the previous Clerk was on call seven days a week, especially that the Clerks contract was only a basic contract. The position was subjected to Job Evaluation and finally when the Council had managed to bring the Clerks Salary, Hours and Training requirements up to date which included introducing a more substantial contract with the help of the SLCC there was still some opposition but common sense prevailed and the majority of the council voted in

favour and finally we were able to complete the process which now makes us a good employer and conforming with Employment Legislation.

He hoped the new Chair has a successful and happy term of office and that all Councillors will be able to work together with the new Chair and hope that this new Council will continue to move forward for the benefit of the residents of all 3 wards of Southlowe, Wetley Rocks and Cheddleton.

All declarations of interests should be completed as soon as possible and returned to the Clerk (Forms available by email if preferred) but please read carefully. Also, it is the responsibility of all members to complete a change form should any of the details change within 28 Days of the change occurring such as change of address, employer, member of political party or receipt of gifts/hospitality just to mention a few. If you are unsure, please contact the Monitoring Officer at Staffordshire Moorlands District Council for clarification or of course our Clerk, these will be publicised on our website and the principal authority (SMDC) for transparency. Any item on the agenda which you have any disclosable interest in should be declared by the member prior to discussion as it may mean you would be excluded from discussing the item or voting depending on the level of interest. For example, a planning application in your name.

All members new and old should be reminded that the Parish Council is not political and to adhere to the Code of Conduct, Standing Orders, the Civility & Respect Pledge, and all Policies adopted by the Council and cannot do anything unless permitted by legislation. Thank you.

6. **ELECTION OF VICE-CHAIRMAN** - Councillor Lovatt, proposed by Councillor Jennings and seconded by Councillor Kari. Also, Councillor Miss Salt was proposed by Councillor Worthington and seconded by Councillor Mrs. Grocott. Agreed by majority 6 votes for Councillor Mrs. Lovatt 7 votes for Councillor Miss Salt, therefore Councillor Miss Salt was duly elected Chairman for the ensuing two years.
7. **MINUTES OF THE MEETING 21<sup>st</sup>. MARCH 2023** - It was resolved to accept these as a true record and were duly signed by the Chairman.
8. **MATTERS ARISING THEREFROM** – The Clerk raised that the Accounts sheet was incorrect and needed amending for her salary and that Mr A Lancett was not in receipt of any monies.
9. **APPOINTMENT OF COMMITTEES AND OUTSIDE BODIES**  
The Chairman explained for New Members that we now must decide on members of the committees, and these were made up of several Councillors dependant on the Committee so if anyone wanted to be involved to please put themselves forward for the various committees. Chairman & Vice-Chairman attend all Committees.

The following appointments to committees and outside bodies were made: -

- a. **Planning & Amenities Committee**  
Councillor - Mrs. V.B. Cornes, H.R. Jennings, D. Kari, Mrs. C.A. Lovatt,  
Mrs. J.C. Parkes, O.C. Pointon, C. Ramos, Mrs. L. Shaw, M.P. Worthington.
- b. **Community/Craft Centre Management Committee**  
Councillor - Mrs. V.B. Cornes, Mrs. A. Grocott, H.R. Jennings, O.C. Pointon,  
C. Ramos, M.P. Worthington
- c. **Footpaths & Countryside/Cheddleton Playing Field Committee**  
Councillor - M.F. Cunningham, Mrs. A. Grocott, Mrs. L. Shaw, Mrs. J. C. Parkes,  
C. Ramos, M.P. Worthington.

9. **APPOINTMENT OF COMMITTEES AND OUTSIDE BODIES continued...**
- d. **Wetley Rocks/Toll Bar Playing Field Committee** 3 members of each Ward.  
Councillor - M. Ahmad, M.F. Cunningham, Mrs. J.C. Parkes. No members yet for southlowe ward.
  - e. **Burial Ground Committee**  
Councillor - M.F. Cunningham, H.R. Jennings, Mrs. C.A. Lovatt,  
M.P. Worthington
  - f. **HR Committee**  
Councillor - Mrs. V.B. Cornes, Mrs. A. Grocott, M.P. Worthington.
  - g. **Finance Committee**  
Councillor - A. Ahmad, Miss. V.L. Salt + Chairmen of all standing committees.
  - h. **Cheddleton Cautionary Lands Charity**  
Councillor - M. Ahmad, M.F. Cunningham, H.R. Jennings, O. Pointon,  
C. Ramos, M.P. Worthington
  - i. **Staffordshire Moorlands Parish Assembly**  
Councillor - D. Kari, Miss V. L. Salt.
  - j. **Wetley Rocks Village Hall Committee**  
Councillor - M. Ahmad, M.F. Cunningham.
  - k. **Churnet Valley Railway - Representative**  
No meetings so no representative required. The Clerk will investigate the Councils shares.
  - l. **Advanced Protein Liaison Group Meetings**  
Councillor - M.F. Cunningham, Miss. V.L. Salt.
  - m. **Cheddleton Pound and War Memorial Keeper**  
Mr. S. Beardmore, Hollow Lane, Cheddleton.
  - n. **Wetley Rocks War Memorial Keeper**  
Mr. S. Plant, Wetley Rocks.
  - o. **Parish Tree Contact**  
Clerk - Ms. L. Eyre.
  - p. **Parish Plan Contact**  
Clerk - Ms. L. Eyre.
  - q. **Disciplinary and Grievance Hearing Panel** - M. Ahmad, Mrs. V.B. Cornes,  
D. Kari, O.C. Pointon, Miss. V.L. Salt.
  - r. **Safeguarding Lead**  
Councillor - Mrs. C.A. Lovatt & M.P. Worthington.

10. **DECLARATIONS OF INTEREST** - Councillor Pointon declared that planning application SMD/2023/0135 as he is the applicant.

11. **MEMBERS' SEC. 33 DISPENSATION REQUESTS** - No written applications for dispensations received.
12. **ANNOUNCEMENTS** - 2 planning applications for discussion by the Planning Members at the end of the meeting.
13. **PUBLIC QUESTION TIME** - 5 residents were present. A resident asked that Councillor Mrs. Grocott had her campaign leaflet stated that she is involved in St. Edwards Church and the Community Centre so asked how she is involved. Councillor Grocott stated she has become a member of the Parish Council to get involved. Another resident stated he had never seen her at the church and as a parishioner that other people of the church that she has made misrepresentations on her leaflet. She was also asked which church she was photographed in front of and Councillor Mrs. Grocott answered that it was Wetley Rocks. At that point Councillor Bowen requested his declaration of acceptance back and withdrew it. He resigned through the chairman and left the meeting along with 4 of the residents. The chairman ended public questions.
14. **CHAIRMAN'S ALLOWANCE** - Councillor Jennings proposed keeping the allowance at £500, seconded by Councillor Worthington so it was agreed to remain the same.
15. **CALENDAR OF MEETINGS** - The Clerk had circulated prior to the calendar of meetings which was proposed by Councillor Miss. Salt, seconded by Councillor Mrs. Lovatt.
16. **ATTENDANCE RECORDS** - The Clerk had circulated prior to the meeting, which was proposed by Councillor Jennings, seconded by Councillor Mrs. Lovatt. All agreed.

	PC	Planning	CCMC	F&C	BG	WR/TBPF	Fin	High	HR
				CPF					
Cllr Ahmad	9 of 12	7 of 9	1 of 3	x	0 of 1	2 of 2	x	1 of 1	x
Cllr Bowen	12 of 12	8 of 9	3 of 3	4 of 4	1 of 1	x	1 of 1	1 of 1	1 of 1
Cllr Cornes (Mrs.)	7 of 7	x	x	2 of 2	1 of 1	x	x		x
Cllr Dakin	9 of 12	x	3 of 3	2 of 4	x	x	0 of 1		x
Cllr Grocott (Mrs.)	4 of 5	x	x	x	x	x	x		x
Cllr Hartley (Mr)	10 of 12	6 of 8	3 of 3	x	x	1 of 2	x	1 of 1	x
Cllr Hartley (Mrs.)	11 of 12	6 of 9	3 of 3	x	x	2 of 2	x	1 of 1	x
Cllr Jennings	12 of 12	9 of 9	3 of 3	4 of 4	1 of 1	2 of 2	1 of 1	1 of 1	1 of 1
Cllr Kari	11 of 12	4 of 5	x	2 of 4	x	1 of 2	x		x
Cllr Lovatt	11 of 12	8 of 9	1 of 1	1 of 2	1 of 1	2 of 2	1 of 1		1 of 1
Cllr Parkes	6 of 12	4 of 9	x	x	x	x	x		x

Cllr Salt (Mr)	2 of 12	1 of 4	x	0 of 2	x	x	x		x
Cllr V. Salt (Miss.)	5 of 7	4 of 5	x	x	x	x	x		0 of 1
Cllr Scalise	8 of 12	x	x	x	x	x	x		x
Cllr Shaw (Mrs.)	10 of 12	x	x	4 of 4	x	x	x		x
Cllr Tunna	12 of 12	9 of 9	2 of 3	x	x	2 of 2	1 of 1		x
Cllr Worthington	9 of 12	8 of 9	x	4 of 4	1 of 1	x	1 of 1	1 of 1	x
R. Richards	x	x	2 of 3	x	0 of 1	x	x		x
P. Green	x	x	x	2 of 4	x	x	x		x
R. Beresford	x	x	x	3 of 4	x	x	x		x
M. Bagnall	x	x	x	x	x	1 of 2	x		x
G. Higginson	x	x	x	3 of 4	x	x	x		x
C. Beardmore	x	x	3 of 3	x	x	x	x		x
<b>Resigned</b>									
D. Boden	0 of 2	0 of 1	x	x	x	x	x		
L.M. Salt (Mrs)	2 of 5	2 of 4	1 of 1	1 of 1	x	1 of 1	x		

17. **REVIEW OF ASSET REGISTER** - The Clerk reported on the changes being an increase from £720,354 to £766,552 due to refurbishment works at the Craft Centre and removal of the mobile at the Community Centre. All buildings to be re-valued previously agreed to make sure that the insurance cover is adequate. The changes to the Asset Register were proposed by Councillor Jennings, seconded by Councillor Mrs. Shaw and all agreed.
18. **REVIEW OF FINANCIAL REGULATIONS** - All members were directed to the website to read the regulations prior to the meeting. The Clerk went through all the figures with members as to any updates required from the previous year.
19. **REVIEW OF STANDING ORDERS** - All members were directed to the website to read the standing orders prior to the meeting. The Clerk stated that these were reviewed last year.
20. **REVIEW OF RISK ASSESSMENTS** - All members were directed to the website to read the regulations prior to the meeting. Raised concerns - Electronic banking system to move away from cheques for payments and card machine for payments of Hirers. New insurance valuations. New lease agreements for Craft Centre, up to date risk assessment for Craft Centre. DBS checks for employees, councillors. Payroll for the Clerk external. Document control of deeds need to be securely stored. Safe for these Councillor Jennings seconded by Councillor Worthington to buy one. Email provided for Councillors need to use them.

21. **RENEW CODE OF CONDUCT (LGA MODEL CODE OF CONDUCT)** - All members were directed to the website to read the regulations prior to the meeting. Proposed by Councillor Mrs. Cornes, seconded by Councillor Jennings all agreed.
22. **GROUND MAINTENANCE ISSUES/HANDYMAN/BUILDING WORKS**  
The Clerk reported that the main mowing contractor is Jim Gibson so can we look to allocate areas to Members to keep a check on those to report back to the meetings rather than having to check the whole area. The Clerk had received a complaint about the grass cutting on Mill Lane and he has been spoken to about it. The Oval was not great which he has also been told about. The Clerk will put it in writing to him. The Asylum Burial Ground works will be completed in the next couple of weeks. The uneven path notices need to be more permanent ones made. Check other notices about dogs. The tarmac laid at the Community Centre to be looked at to be marked up for car parking spaces, so Steve is going to see what the best way is to do it. The zipwire has been removed as it is not working properly because the bearings and wire are worn and damaged.
23. **ANNUAL PLAYING FIELD INSPECTION REPORT** - The Clerk has sent members a copy with some risks which need to be dealt with. Steve has done some repairs. The High-Risk trim trail needs to be removed as a matter of urgency to avoid any danger. Proposed by Mrs. Lovatt seconded by Councillor Miss Salt. All agreed.
24. **UPDATE ON DEFIBRILLATORS** - Councillor Kari reported all up to date now via AEDdonate and registered for use. 6 completed. There are 3 more, Pointon's Park, Ashcombe Park & Leek Rugby Club. The Clerk will write to see if they can be advertised on our website for public use. Councillor Worthington thanked Councillor Kari for his work on this. County Council Community Fund is open for contributions for any equipment required.
25. **STREETLIGHT 009 BOUCHER ROAD REPAIRS** - The Clerk reported that a resident had reported one of our streetlights which is not working at the top of Boucher Road and lights up the alleyway. EON have quoted for the works being £220 +VAT and instructed to repair it as soon as possible because of health & safety. The resident had contacted Rt. Hon. Karen Bradley MP.
26. **UPDATE KINGS CORONATION MUGS/CELEBRATIONS** - The Clerk reported the schools have received them all now and thanked the Council. The donation has not been received from Advanced Protein yet.
27. **UPDATE UTILITY AID - ELECRCITY SUPPLY CONTRACT 1/10/23** - No update from them.
28. **SLCC COMMUNITY BUILDING MANAGEMENT SUMMIT 24/5/23** – The Clerk would like to attend the virtual summit it was proposed by Councillor Miss Salt, seconded by Councillor Jennings agreed to pay £60 to attend.
29. **REPORTS OF COMMITTEES AND OUTSIDE BODIES** -
- a. **HR Committee**
  - b. **Reports of Outside Bodies - SMDC etc** - Cautionary Lands Charity Meeting no further progress on the drainage of Bridge Eye. Councillor Worthington reported that the Advanced Protein Meeting works are taking place. Lots of reports direct to the Environment Agency.

30. **ACCOUNTS** - See attached reports for payments. It was resolved to accept the figures and pay the invoices.

**\*Authorised under Sec. 137 of the L.G.A. 1972 'Free Resource'\***

31. **BANK SIGNATORIES - ADD & REMOVE** - The Clerk needs to update to remove. ex-Councillors off the mandate being Ian Dakin, John Tunna, Mike Bowen which only leaves the Clerk and Councillor Jennings, so it was agreed to add Councillor Miss. Salt and Councillor Pointon. The PSDP with CCLA needs to be updated to add the new Councillors.
32. **COUNCILLOR TRAINING** - There has been Planning & Budget Training which can be shared with the new Councillors.
33. **PAPERLESS COUNCIL/EMAIL ADDRESSES** - The Clerk raised that we need to reduce printing and stop posting agendas out and use email. Councillors to request printed copies to be supplied at the meeting only going forward. Wi-fi needs to be installed in our Meeting Room proposed by Councillor Jennings, seconded by Councillor Kari all agreed. The Clerk asked for assistance on this matter. The Clerk reported that we currently pay £12 a month for 10 but we need to increase to 15 at the cost of £24 a month this was proposed by Councillor Jennings and seconded by Councillor Mrs. Lovatt to allow all Councillors to have a Council Email address for security.
34. **CORRESPONDENCE** -
- a. SMD/2022/0420 - 80 Heath Avenue, Cellarhead - Extensions and alterations to form two storey side and single storey rear extension with internal alterations - No Objection - Approved 28/4/23.
  - b. Amey Reports 4324345 & 4324351 - Foxdale, Mill Lane - Flooding.
35. **PUBLIC QUESTION TIME** - No further questions from the one remaining member of the public.
36. **PLANNING APPLICATION**
- b. SMD/2023/0167 - Land Off Basford View, Cheddleton - Outline application with details of access (all other matters reserved) for a single dwelling.  
**No Objection.**  
**Councillor Pointon was asked to leave the room.**
  - a. SMD/2023/0135 - Woodend Manor, Mill Lane, Wetley Rocks - Operational development following approval of application DET/2022/0043 (Part 3 Class R of the Town and Country Planning (GPDO) 2015 (as amended).  
**No Objection provided it is suitable for conversion and does not need major alterations externally but as commented for the previous application that it is in the greenbelt and no exceptional circumstances.**

Chairman  
20<sup>th</sup>. June 2023.