

**RUDHEATH PARISH COUNCIL AND BURIAL AUTHORITY
DRAFT MINUTES OF THE MEETING HELD 11TH SEPTEMBER 2023**

PRESENT: Cllrs M Ashbrook, O Dean, A Gerrard (Chair), A Hancock, C Moore, T Povall

Also present K Buckley, D Curbishley, J Johnson

9.23.01 To receive Apologies Cllr Wilder

Also: F Penny (clerk)

9.23.02 To receive Declarations of Interest:

- a. Cllr Gerrard NTC Turners,
- b. Cllr Dean NTC, CWaC and Jennifer Johnson
- c. Cllr Hancock Deema Solutions

9.23.03 To approve Minutes of the Meeting held on 10th July 2023

CM Proposed that the Minutes be approved MA Seconded All Agreed

9.23.04 ACCOUNTS

- 4.1 Expenditure - To approve all for July, August, 2023 Cllrs Gerrard, Moore and Dean to look at Zurich Insurance to ensure cover is as required
- 4.2 Income - To note funds received for July, August 2023 Cllr A proposed Cllr A seconded Approved
- 4.3 Expenditure – The Venue to approve all for July, August 2023
Cllr Gerrard questioned energy payments so will ask clerk for bills ,
Survey details to be discussed later in meeting,
Internet to be discussed later in the meeting,
Credit card payments were queried By Council so must be investigated
Cllr Moore Proposed other payments are accepted Cllr Dean seconded All agreed
- 4.4 Income – The Venue note funds received for July, August 2023
Cllr Moore proposed that income be accepted Cllr Dean seconded All agreed
- 4.5 Annual Governance Statement 2022/23 Has been sent by the clerk and we are awaiting a response
- 4.6 Accounts Statements for 2022/23 All been sent
- 4.7 Credit card statements to be requested again . Discussion took place regarding access to the credit card when the clerk is not working. It was suggested that it could be stored in the safe at all times and this is to be discussed further

9.23.05 CORRESPONDENCE

None received

9.23.06 PLANNING (see attached report)

- 6.1 To consider recommendations to planning applications forwarded by Cheshire West & Chester
 - a. Gadbrook Park Bungalows
23/02248/OUT Cllr Dean objected on behalf of the council to the cutting down of the trees and hedgerow on this site
 - b. **18/04735/FUL** Cllr Dean to look into an object if necessary
EDIT: Upon investigation this amendment to an existing planning application related to the delay occurring in the HS2 scheme. Therefore, no comments needed to be made
- 6.2 To note Cheshire West & Chester Decision Notices -None

9.23.07 To receive Rudheath Cemetery update (TP)

Date.....Signed: Cllr Ms A Gerrard.....
Chair

7.1 DC asked that the Child memorial be returned to roses and lavender. Cllr Gerrard proposed that DC should put 5roses and associated lavender plants in the bed Cllr Hancock seconded All Agreed

7.2 Discussion took place regarding a memorial. Cllr Ashbrook proposed Cllr Gerrard to enquire into ownership and then to write to ask them to remove it. Cllr Moore seconded All agreed

9.23.08 To receive Playing Fields update (AH)

- 8.1 Grass cutting – has been problematic but Countrywide have been looking after St Johns since meeting with Clrs Gerrard and Hancock but Gadbrook Road Playing Field needs more work.
 - 8.2 Dog bin – broken from stand to be removed on St John’s Field as there is no guarantee that RPC will be on the field from end December
 - 8.3 Trees around St Johns car park – Cllr Dean to send details to Cllr Hancock for Landcare as they are responsible for the car park
 - 8.4 Bin on Gadbrook Road. Cllr Hancock declared an interest. Cllr Ashbrook proposed a letter be sent Cllr Moore seconded All agreed
 - 8.5 Use of the playing fields by 3rd Party groups. Cllr Gerrard to send letter to the football team re payments
- NPL to be asked to deal with 3 cars which have been abandoned on St John’s Field Car Park

9.23.09 Events

9.1 Future events

15 th Sept	Car Boot Sale	10-12	The Venue	
23 rd Sept	Music Night	8-11pm	The Venue	Bohemian Kings
25 th Sept	Monday Lunch Club	11.30-12.30	The Venue	starts
28 th Sept	Macmillans Coffee	1-3pm	The Venue	
28 th Oct	Music Night	8-11pm	The Venue	Elvis
29 th Oct	Halloween Party	2-5pm	The Venue	
31 st Oct	Halloween Disco U11	3.30-5pm	The Venue	With Police
31 st Oct	Halloween Disco 11+	6.30-9pm	The Venue	With Police
5 th Nov	Bonfire		Gadbrook Rd	
12 th Nov	Remembrance Service	2pm	Rudheath Cemetery	
18 th Nov	Music Night	8-11pm	The Venue	Red River Band
25 th Nov	Craft Fair	4-7pm	The Venue	
3 rd Dec	Christmas Lights switch on		The Venue	
6 th Dec	Multiply	9-3	The Venue	Funded
18 th Dec	Lunch Club Party	11.30-1	The Venue	

9.2 Cllr Gerrard requested permission to pay for band on night Cllr Ashbrook proposed that this be allowed, Cllr Moore seconded All agreed

9.23.10 The Venue Update

- 10.1 Hot water & drainage issues for Little Owls Cllr Dean to check with CWaC
- 10.2 Lease – Cllrs Gerrard and Dean have signed the short lease which runs until end March 2024. The process is starting to prepare for longer lease to be signed early 2024
- 10.3 Boiler – this is now urgent but at least one more quote is needed. Every effort will be made to get another quote before Venue Committee Meeting on 25th September so a new boiler can be installed asap
- 10.4 Survey – a survey for RAAC will be carried out soon as the Venue was built at the optimum time for this concrete to be used
- 10.5 Sanitary suppliers – Cllr Gerrard is investigating alternative suppliers for the hand driers
- 10.6 Structural Surveyor – Cllr Gerrard contacted the Institute of Chartered Surveyors and has received two quotes for a full, costed survey which is required before Council can take on a longer lease. One quote was for £1500 +VAT, the other for £1100 . VAT . Cllr Hancock proposed that engage the second surveyor, Cllr Moore seconded All agreed Cllr Gerrard to arrange
- 10.7 External changes. – Over the summer Mr Dean created 4 planters which are now at the front of the Venue and they are planted with edible plants. These are part of the @Micro

Date.....Signed: Cllr Ms A Gerrard.....
Chair

allotment' project which Cllr Dean has instigated. Also over the summer Mrs Jennifer Johnson and Mr Dean have painted all the bollards. Cllr Dean has been given permission from CWaC to paint doors and windows externally and it was agreed that they should be done in Picasso Blue. Council approved for Cllr Dean to purchase paint for around £40. The intention is to paint those on the front elevation and, if the weather becomes too wet the remainder of the building will be done next year. Mrs Johnson has also painted yellow lines on the edge of the steps at the side of the building to help visually impaired. Cllrs Moore and Povall cleared all the excess plant growth from the side of the building.

10.8 Cllr Dean sought permission to buy a stock pot and toasted sandwich maker for the new Lunch club Cllr Moore proposed up to £50 be allocated, Cllr Ashbrook seconded, all agreed

10.9 Cllr Gerrard requested up to £180 for an ice maker as this is required for H&S reasons. Cllr Moore proposed to allocate funds, Cllr Ashbrook seconded All agreed.

It was highlighted that the small education room had been left in a mess with food wrappers. Bins had also been left full after a party. It was proposed by Cllr Dean and seconded by Cllr Hancock that any councillor in the Venue should check all room and bins before leaving in future. All agreed

Mrs Johnson has also repainted and sorted the Children's corner over the summer.

A discussion took place regarding the flooring for the hall. It was agreed that the flooring needs to be replaced as soon as possible but at reasonable cost. Cllr Gerrard has two quotes and Cllr Dean will attempt to get at least one more. It was agreed to raise this at the Venue meeting on 25th September.

The naming of the hall in memory of Late Cllrs Joyce and Tony Lawrenson will take place on 18th September. Refreshments will be served to a value of around £400.

Over the next month there will be a handover from JC to OD of all information relating to the Venue

9.23.11 Co-opting

Mrs Jennifer Johnson, Mr David Curbishley and Mr Ken Buckley all attended the meeting having submitted their applications to be co-opted onto Rudheath Parish Council. Cllr Hancock proposed that all should be accepted, Cllr Moore seconded All agreed (Cllr Dean declared an interest in Mrs Johnson)

Mr Brian Holland has also submitted an application but was unable to attend so his application will be retained until such time as he is able to attend a meeting.

9.23.12 Email and internet

Cllr Gerrard brought to the meeting a proposal that Council consider changing email and website providers as there have been so many problems with the emails. It was proposed by Cllr Hancock and seconded by Cllr Moore to secure the domain name of rudheathpc at a cost of £120 and a decision would be made on the other elements at the next meeting. Another quote will be sought for comparison. **All agreed. Details will be issued separately ready for the next meeting.**

9.23.13 Date of Next Meeting – 9th October 2023

Cllr Gerrard thanked Mrs Johnson, Mr Curbishley and Mr Buckley for attending and welcomed them to the Parish Council

Proposed by Cllr. Gerrard, seconded by Cllr. Dean to proceed to Part B. All in favour.

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Under the Public Bodies (admissions to meetings) Act 1960, the public and press to be excluded for the remainder the meeting because of the likely disclosure of private and confidential information of Staff matters.

PART B

9.23.B1.1 Response from solicitor re St John’s Field

Cllr Dean proposed that the Council should follow the advice from the solicitor to remain on St John’s Field until such time as NPL take them to court to get possession Cllr Hancock seconded All agreed

B2.1 MW – ACAS

Cllr Dean has put together a response detailing the three different sets of figures together with a brief synopsis of evidence. Cllr Gerrard requested more details concerning the portion of earning which is not included in pension calculations. Cllr Dean will provide this. Cllr Gerrard will pass on to ACAS.

B3.1 To receive a report from the Executive committee regarding staffing matters

Cllr Hancock proposed that disciplinary proceedings against the clerk should begin immediately in light of evidence shown on previous audits, repeated refusal to release financial documents to councillors and public (following FOI requests) and evidence brought up in dealings with the former caretaker. Cllr Ashbrook seconded. All agreed Cllr Gerrard to consult with Jackie Weaver and move forward with the process.

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