



Congleton Town Council

Historic market town

Chief Officer: **David McGifford**



25th February 2016

Dear Councillor,

Town Council Meeting – Thursday 3rd March 2016

You are summoned to attend a meeting of the Council, to be held in the Town Hall, Congleton on **Thursday 3rd March 2016** commencing at **7.00pm**.

The Public and Press are welcome to attend the meeting. There may be confidential items towards the end of the meeting which the law requires the Council to make a resolution to exclude the public and press.

PLEASE NOTE – There is a meeting of the Personnel Committee commencing at 6.00pm prior to this meeting.

Yours sincerely,

D McGifford
Chief Officer

AGENDA

1. Apologies for absence. (Members are respectfully reminded of the necessity to submit any apologies for absence in advance and to give a reason for non attendance).

2. Minutes (enclosed)

To approve the Minutes of the meeting held on 21st January 2016.

3. Declarations of Disclosable Pecuniary Interest

Members are requested to declare both “non pecuniary” and “pecuniary” interests as early in the meeting as they become aware of it.

4. Outstanding Actions

None.



Congleton
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where friends are made

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5. Questions from Members of the Public

To receive any questions from Members of the Public at the meeting and, notified in advance in writing.

6 Mayor's Announcements (enclosed)

To receive any announcements by the Town Mayor and to receive a list of the Mayor's Engagements.

7. Planning Committee (enclosed)

To receive the minutes of the meetings held on the 7th January and 28th January 2016.

8. Finance and Policy Committee (enclosed)

To receive the minutes of the meeting held on 14th January 2016.

9. Community Environment and Services Committee (enclosed)

To receive the minutes of the meeting held on 12th November 2015.

10. Urgent Items

Members may raise urgent items but no discussion or decisions may be taken at the meeting.

11. Cheshire East Councillors' Reports

To suspend Standing Orders to allow Councillors from the principal authority to report on relevant issues and to receive questions from members.

12. Youth Committee (enclosed)

a) To receive the minutes of the Youth Committee meeting held on 22nd February 2016.

b) To deal with Questions from Members of the Youth Committee present at the meeting.

13. Proposed Committee Meeting Dates (enclosed)

To receive the proposed calendar of Committee meeting dates for 2016/17.

14. Tour of Britain Cycle Race 2016 (Papers to follow)

To receive an update on the hosting of a stage start for the 2016 event.

15. Response to Cheshire East Local Plan (Papers to follow)

To receive a proposal for the coordination of a Council response to the Local Plan.

16. Public Realm Scheme Update (Papers to follow)

To update members on the current position of the Public Realm Scheme.

To: All Members of the Town Council,

CC: Press 2, Burgesses (5), Mayor's Chaplain,
Members of the Youth Committee
MP, Cheshire East Councillors (1), Library, Congleton Tourist Information Centre.

Congleton Town Council

Minutes of the Meeting of the Council held on Thursday,
21st January 2016 in the Town Hall, Congleton.

PRESENT: Councillors

Mrs S Akers Smith
Mrs D Allen
L D Barker
R Boston
C Booth
G R Edwards
G P Hayes
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
H Richards
Mrs E Wardlaw (Town Mayor)
G S Williams

1. **APOLOGIES**

Apologies for absence. (Members are respectfully reminded of the necessity to submit any apology for absence in advance and to give a reason for non-attendance).

Apologies for absence were received from Councillors Mrs A L Armitt, J G Baggott, P Bates, D T Brown, and Mrs S A Holland.

2. **MINUTES**

CTC/52/1516 RESOLVED- That the Minutes of the meeting held on the 3rd December 2015 be approved and signed by the Mayor which included an amendment to item 21.

3. **DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

Members are requested to declare both "non pecuniary" and "pecuniary" interests as early in the meeting as they become aware of it.

Cllrs G P Hayes, Mrs E Wardlaw and G S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. **OUTSTANDING ACTIONS**

None.

5. **QUESTIONS FROM MEMBERS OF THE PUBLIC**

i.) **Question from M Holland**

How will the Council ensure that they meet their duty to pedestrians, including visually impaired pedestrians, both in the consultation process and the considerations for the new Public Realm Strategy design?

Response by the Town Mayor Cllr Mrs E Wardlaw

To answer the question on the Public Realm Strategy in regard to duty of care for pedestrians, including visually impaired pedestrians, the scheme will be subject to independent Safety Audit checking at a number of stages in the design and implementation process. The concept, which will inform the final design, includes using high colour contrast kerbing materials, kerbing where essential, and the retention of the pedestrian crossing on Market Street.

CEC are working closely with the Public Realm Sub Committee of Congleton Town Council and we will also consult with Guide Dogs for the Blind and a local disability group in the consultation phase of the scheme. There will also be a Public Consultation phase for the scheme where residents, businesses and visitors in Congleton will be able to give their feedback.

Feedback from the consultation phase and safety auditing informs and shapes the scheme ahead of detailed design and construction.

I hope this response answers the questions adequately at this stage, but please be aware that the Town Council is not project managing this scheme, nor are we experts in the needs of the visually impaired, this role is being undertaken by the Highways Authority which is Cheshire East Council.

Marilyn Holland enquired whether the pedestrian crossing would be maintained in Market Street and commented that visually impaired can't get about without having kerbs as a reference point.

ii.) **Question from Bill Keeling**

What action is being taken against Councillor P Broom for the comments he made at the Personnel Committee meeting in October 2015 against Councillor Mrs D S Allen?

Response by the Town Mayor Cllr Mrs E Wardlaw

Thank you for the question, the matter you have raised is being dealt with through the Councils' Complaints Procedure, its finding will be forwarded to the relevant individuals and will be subject to the Data Protection Act of 1998.

Mr Keeling apologised to the Town Council for his outburst at the Council meeting held on 3rd December 2015. He added that he knows that Councillors work hard for the residents of Congleton and welcomes the new Chief Officer.

6. **MAYOR'S ANNOUNCEMENTS**

The Town Mayor drew attention to the various engagements that she and the Deputy Town Mayor had fulfilled since the last Council meeting.

7. **PLANNING COMMITTEE**

CTC/53/1516 RESOLVED that the minutes of the meetings held on 19th November 2015 be received and the recommendations therein be adopted.

8. **FINANCE & POLICY COMMITTEE**

CTC/54/1516 RESOLVED that the minutes of the meeting held on 26th November 2015 be received and the recommendations therein be adopted.

9. **TOWN HALL COMMITTEE**

CTC/55/1516 RESOLVED that the minutes of the meeting held on 5th November 2015 be received and the recommendations therein be adopted.

10. **URGENT ITEMS**

There were no urgent matters raised.

11. **CHESHIRE EAST COUNCILLORS' REPORT**

Councillor G P Hayes commented that he welcomed the imminent election of the new leader of Cheshire East Council, Cllr Rachel Bailey and looks forward to the conclusion of the budget for 2016-17 and the start of the work to refurbish the Leisure Centre.

12. **YOUTH COMMITTEE**

CTC/56/1516 RESOLVED that the minutes of the Youth Committee meeting held on 21st December 2015 and the meeting with Fiona Bruce MP, also held on 21st December 2015 be received.

The Youth Committee made a presentation to Joseph Hearson and agreed to make him a Youth Committee Burgess.

13. **DOCUMENTS AND PROCEDURES**

The Council considered a request to amend all documents and procedures held by the Council as a consequence of the change in job function from Town Clerk to Chief Officer.

CTC/57/1516 RESOLVED that on the next revision of any Town Council policies and procedures, the title of Town Clerk will be replaced by the title Chief Officer. Operationally the roles and responsibilities will remain unchanged.

14. **MAYOR'S BALL**

The notion of who should receive complimentary tickets for the Mayor's Ball was considered.

CTC/58/1516 RESOLVED that members of the Youth Council will receive complimentary tickets for the Mayor's Ball, all other dignitaries and guests will be expected to pay full price.

15. **HONORARY BURGESS**

The Town Mayor presented Mr Denis Murphy with a certificate confirming his election as an Honorary Burgess.

Mrs E Wardlaw
TOWN MAYOR

TOWN MAYOR'S ENGAGEMENTS

2015

4 th December	Astbury Mere Care Home – Lights Switch On
4 th December	Buglawton Christmas Fair
5 th December	Rotary Young Artist Competition
5 th December	New Life Church
6 th December	St. John Ambulance Service
13 th December	Nursery Nativity Service – New Life Church

2016

13 th January	Congleton Pantomime
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DEPUTY TOWN MAYOR

2015

12 th December	Rotary Concert
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TOWN MAYOR'S ENGAGEMENTS

2016

23 rd January	R.A.F. Air Cadet Annual Presentation Evening
4 th February	Congleton Players
27 ^h February	Macclesfield Civic Ball
2 nd March	Siemen's Roller Coaster Challenge – Town Hall
2 nd March	Trinity Operatic - Daneside Theatre

DEPUTY TOWN MAYOR

15 th February	Opening of Bridal Path
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CONGLETON TOWN COUNCIL
MINUTES OF THE MEETING OF THE PLANNING COMMITTEE
HELD ON 7th JANUARY 2016

PRESENT

Councillor Mrs A M Martin (Vice Chairman – In the Chair)
N Adams
Mrs S Akers Smith
Mrs D S Allen
J G Baggott
R Boston
C Booth
P Broom
D T Brown
Mrs S A Holland
Mrs A E Morrison
Mrs J D Parry
Mrs E Wardlaw

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs. A. L. Armit, L. D. Barker, P. Bates, G. R. Edwards, G. P. Hayes, H. Richards and G. S. Williams.

2. MINUTES

PLN/17/1516 RESOLVED: That the Minutes of the Meeting of the Committee held on 19th November 2015 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

Members were reminded to declare both “non pecuniary” and “pecuniary” interests as early in the meeting as they become known.

Councillors Bagott and Wardlaw declared a “non pecuniary” interest due to their membership of Cheshire East Council.

Councillor D. T. Brown declared a “non pecuniary” interest due to his membership of Cheshire East Council and also due to his membership of the Strategic Planning Committee. Councillor Brown did not vote on any items.

4. OUTSTANDING ITEMS

There were none.

5. PLANNING APPLICATIONS

PLN/18/1516 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Week ended 20th November 2015

15/5048C	58 Park Lane, Congleton, CW12 3DD	NO OBJECTION
15/5174C	1 Birch Court, Congleton, CW12 4PL	NO OBJECTION
15/5255C	10 Greenacres Road, Congleton, CW12 4LS	NO OBJECTION

Week ended 27th November 2015

15/5144C	14 The Moorings, Congleton, CW12 3RF	NO OBJECTION
15/5163C	Specsavers, 3A Bridestones, Victoria Street, Congleton	NO OBJECTION
15/5309C	Counting House, 18 Swan Bank, Congleton, CW12 1AH	NO OBJECTION
15/5310C	Counting House, 18 Swan Bank, Congleton, CW12 1AH	NO OBJECTION
15/5313C	The Paddock, Tunstall Road, Congleton, CW12 3PW	REFUSE – DUE TO

1. Insufficient justification has been advanced to substantiate the need for the siting of a temporary dwelling in an area of natural beauty
2. There is concern at the proposed site on health and safety grounds because of its close proximity to odours emitting from nearby cattle sheds.

15/5337C	Oakridge, 4 Nathan Meadows, Congleton, CW12 3GR	NO OBJECTION
15/5343C	Land rear of 27/20 Lawton Street, Congleton, CW12 1RU	REFUSE – DUE TO

1. The proposed plans are being submitted in a Conservation area and are not appropriate to the style, character and quality of the surrounding buildings
2. Historical context will be diminished
3. Negative impact on nearby homes and the bathhouse
4. The access to the site is unsuitable being barely wide enough to allow single vehicle access. It is also a public right of way heavily used by pedestrians with no provision for a pedestrian footpath.
5. Environmental issues regarding badgers

15/5344C	56 Leek Road, Congleton, CW12 3HU	NO OBJECTION
15/5282T	6, 8,10,40,42 & 44 Swan Street, Congleton, CW12 4BW	REFUSE – DUE TO

Insufficient information has been submitted with the application in order to assess the need to cut branches and remove a tree.

Week ended 4th December 2015

15/5330C	4 Worsley Drive, Congleton, CW12 3TT	NO OBJECTION
15/5380C	61 Bath Vale, Congleton, CW12 2HF	NO OBJECTION
15/5452C	Brooklands House, Padgbury Lane, Congleton, CW12	NO OBJECTION

Week ended 11th December 2015

15/5480C	Wood Farm, Wood Lane, Congleton, CW12 3 PU	NO OBJECTION
15/5458D	Irlam House, Brookhouse Lane, Congleton, CW12 3QP	NO OBJECTION
15/5459D	Brooklands House, Padgbury Lane, Congleton, CW12	NO OBJECTION

Week ended 18th December 2015

15/5522C	Lawton House Surgery, Bromley Road, Congleton	NO OBJECTION
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Subject to design conforming to the standard guidelines issued by Cheshire East Council
Councillor C. Booth declared a "non pecuniary" interest in application 15/5522C

15/5560C	69 Manchester Road, Congleton, CW12 2HT	NO OBJECTION
15/5695C	1 Campbell Close, Congleton, CW12 2BQ	NO OBJECTION
15/5701C	19 Bridge Street, Congleton, CW12 1AS	NO OBJECTION

Subject to the provision of disabled access

Councillors Mrs Holland and Mrs Wardlaw declared a "non pecuniary" interest in application 15/5701C as the applicant is a Town Councillor

Additional Items

15/5470C	118 Biddulph Road, Congleton, CW12 3LY	NO OBJECTION
15/5616C	Tall Ash Farm, 112 Buxton Road, Congleton, CW12 2DY	REFUSE – DUE TO
insufficient information has been submitted with the application in order to assess the visual impact of the proposed agricultural building on the amenity use of the canal		
15/5741C	Tall Ash Farm, 112 Buxton Road, Congleton, CW12 2DY	REFUSE – DUE TO
The change of use from an agricultural building is unnecessary because it is located in an area where planning permission has been granted for 230 houses making more than sufficient provision of available dwellings		
15/5744C	Higher Bent Farm, Peover Lane, Congleton, CW12 3QH	NO OBJECTION
15/5762C	21 Bailey Crescent, Congleton, CW12 2EN	NO OBJECTION
15/5770D	78 Holmes Chapel Road, Congleton, CW12 4NG	NO OBJECTION
15/5793C	5 Arnside Avenue, Congleton, CW12 4HY	NO OBJECTION
15/5798C	Quarry Cottage, Tunstall Road, Congleton, CW12 3PW	NO OBJECTION

6. PLANNING APPEALS

The following Planning Appeal was noted -

Appeal Ref – APP/RO660/A/14/2228681 – Land West of Goldfinch Close – to note the Appeal Decision to grant permission for the erection of up to 230 dwellings.

7. CHESHIRE EAST PLANNING MEETINGS AND PLANNING APPEALS

PLN/19/1516 RESOLVED – To appoint two Deputies to represent the Town Council at Cheshire East meetings and Planning Appeals – Mrs Morrison for the East Ward and Mrs Martin for the West Ward

8. LETTER TO SECRETARY OF STATE FOR COMMUNITIES AND LOCAL GOVERNMENT

It was reported that a letter had been received dated 21st December 2015 from the Brandon Lewis M.P., Minister of State for Communities and Local Government which was received.

Mrs A. M. Martin – Vice Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE PLANNING COMMITTEE HELD ON 28th JANUARY 2016

PRESENT

Councillor Mrs A M Martin (Vice Chairman – In the Chair)
Mrs D S Allen
J G Baggott
D T Brown
G P Hayes
Mrs S A Holland
Mrs J D Parry
Mrs E Wardlaw

1. APOLOGIES

Apologies for absence were submitted from Councillors Mrs Akers Smith, Mrs. A. L. Armitt, L. D. Barker, P. Bates, C. Booth, R. Boston, G. R. Edwards, Mrs. A. E Morrison, H. Richards and G. S. Williams.

2. MINUTES

PLN/20/1516 RESOLVED: That the Minutes of the Meeting of the Committee held on 7th January 2016 be approved and signed by the Chairman as a correct record.

3. DECLARATIONS OF INTEREST

Members were reminded to declare both “non pecuniary” and “pecuniary” interests as early in the meeting as they become known.

Councillors Baggott and Wardlaw declared a “non pecuniary” interest due to their membership of Cheshire East Council.

Councillor G. P. Hayes declared a “non pecuniary” interest due to his membership of Cheshire East Council and also due to his membership of the Northern Planning Committee.
Councillor Hayes did not vote on any items.

Councillor D. T. Brown declared a “non pecuniary” interest due to his membership of Cheshire East Council and also due to his membership of the Strategic Planning Committee.
Councillor Brown did not vote on any items.

4. OUTSTANDING ITEMS

There were none.

5. PLANNING APPLICATIONS

PLN/21/1516 RESOLVED: That the following comments be made to Cheshire East Borough Council:

Received 12th January 2016

15/5756C Unit 2 – 4 Radnor Park Ind Est, Congleton, CW12 4XE

No objection to condition 2 and 4

Objection to variation of condition 5 due to noise of the unloading of lorries disturbing the neighbouring properties

Refer to enforcement officer to check regarding problems with non compliance with existing conditions in respect of hours of unloading

Councillor Mrs. A. M. Martin declared a "non pecuniary" interest in application 15/5756C

Week ended 15th January 2016

15/5846C	Tall Ash Farm Triangle, Buxton Road, Congleton, CW12	NO OBJECTION
16/0068C	Edwards Mill, Hatter Street, Congleton, CW12 1QQ	NO COMMENT
16/0144C	5 Brookland Road, Congleton, CW12 4LT	NO OBJECTION
16/0148C	56 High Street, Congleton, CW12 1BB	NO OBJECTION
16/0193C	49 Moss Road, Tunstall Road, Congleton, CW12 3BN	NO OBJECTION
16/0202C	24 Park Lane, Congleton, CW12 3DG	NO OBJECTION
16/0011T	Vale Mill, Priestly Fields, Congleton, CW12 4AQ	REFER DECISION to Cheshire East Tree Preservation Officer

16/0175T	28 Linksway, Congleton, CW12 3BS	REFER DECISION to Cheshire East Tree Preservation Officer
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15/5837D	Unit 2 – 4, Radnor Park Ind Centre, Congleton, CW12	NO OBJECTION
16/0180D	Tall Ash Farm, 112 Buxton Road, Congleton, CW12 2DY	NO COMMENT

Week ended 22nd January 2016

15/5537C	28 High Street, Congleton, CW12 1BD	NO OBJECTION
15/5822C	Fields Barn Site, Middle Lane, Congleton	NO OBJECTION
15/5827C	Congleton Retail Park, Barn Road, Congleton	NO OBJECTION
16/0013C	Land Off Astbury Mere, Newcastle Road, Congleton	REFUSE due to concerns regarding the elevation of the site and the visual impact on Astbury Mere Country Park
16/0041T	38 Lamberts Lane, Congleton, CW12 3AU	NO OBJECTION subject to usual conditions
16/0070C	Swallow Eves, 214 Padgbury Lane, Congleton, CW12	NO OBJECTION
16/0077C	7 Minton Close, Congleton, CW12 3TD	REFER back to Cheshire East
Councillor Mrs. S. A. Holland declared a "non pecuniary" interest in application 16/0077C		
16/0243C	Church House Inn, Buxton Road, Congleton, CW12 2DY	NO OBJECTION
16/0244C	Land Off Brook Street, Congleton, CW12	NO OBJECTION
16/0257C	5 Southlands Road, Congleton, CW12 3JY	NO OBJECTION
16/0258C	3 The Mount, Congleton, CW12 4FD	NO OBJECTION
16/0267C	Land rear of 21 West Street, Congleton, CW12	NO OBJECTION
16/0270C	43 Ullswater Road, Congleton, Cheshire, CW123JE	NO OBJECTION
16/0274C	Unit 3 Barn Road, Congleton, CW12 1LJ	NO OBJECTION
16/0276C	4 Meadowfield Crescent, Congleton, CW12 4GZ	NO OBJECTION

15/5855C	Moss Inn, Canal Road, Congleton, CW12	REFUSE – due to
The proposed changes being an overdevelopment of the site and planned height of the dwellings. It is recommended that a new application be submitted		
16/0245C	Land adj. to Pump House, Forge Lane, Congleton	NO OBJECTION

6. **PLANNING APPEALS**

None to report.

7. **UPDATE ON PLANNING APPEAL**

No discussion on report provided due to Councillor apologies.

Mrs A. M. Martin – Vice Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND POLICY COMMITTEE HELD ON THURSDAY 14th January 2016

PRESENT

Councillors

Mrs S Akers Smith
Mrs D S Allen
J G Baggott
R Boston
C Booth
Mrs. S A Holland
Mrs. A E Morrison
Mrs. J D Parry (Vice)

1. APOLOGIES

Apologies for absence were received from Cllrs N Adams, P Bates and G R Edwards.

Apologies were also received from Cllrs Mrs. E Wardlaw and G S Williams who are not members of this particular Committee.

2. MINUTES

FAP/42/1516 RESOLVED that the Minutes of the Meeting of the Committee held on 26th November 2015 be agreed and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members are requested to declare both "pecuniary" and "non-pecuniary" interests as early in the meeting as they become known.

Cllr J G Baggott declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

There are no outstanding actions.

5. GRANT APPROVALS AND COMMITMENTS 2015-16

A summary of grant approvals and commitments was considered by the Committee and it was noted that £6,732 is available for grants in 2015-16.

FAP/43/1516 RESOLVED that the grant summary be received.

6. NEW APPLICATIONS FOR FINANCIAL ASSISTANCE

FAP/44/1516 RESOLVED that:-

- i. **GR 15/1516 – Congleton Harriers**

A grant of £250 be approved.

7. NEW GRANT ACTIVITIES MONITORING FORMS

It was noted that a Grant Activities Monitoring form had been received from Team Congleton Ltd.

8. MANAGEMENTS ACCOUNTS FOR NOVEMBER 2015

FAP/45/1516 RESOLVED that the Managements Accounts for November 2015 be received and a virement of £2,000 from budget vehicle fuel to vehicle maintenance be approved.

9. BANK RECONCILIATION

FAP/46/1516 RESOLVED that the bank reconciliation for 30th November 2015 be received.

10. LIST OF PAYMENTS

FAP/47/1516 RESOLVED that the Payments List between 1st November 2015 and 30th November 2015 be received.

11. COUNCIL TAX SUPPORT GRANT

Correspondence from Cheshire East Council confirming that the Council Tax Support Grant would not be completely phased out until next year, 2017, was considered.

FAP/48/1516 RESOLVED that the correspondence be received and changes to the Council Tax Support Grant be noted.

12. TAX BASE 2016-17

Notification of the Tax Base for 2016-17 was provided by Cheshire East Council.

FAP/49/1516 RESOLVED that notification of the Tax Base for 2016-17 be received.

13. VALE ALLOTMENTS

A report on the current situation in respect of the campaign to keep Vale Allotments was provided By Peter Aston and considered by the Committee.

FAP/50/1516 RESOLVED that:-

1. The report be received.
2. The funding of £2,000 ear marked to support the purchase of Vale Allotments be released back into money available for grants.

14. SHOPMOBILITY

A request from Congleton Shopmobility for funding of £3,000 was considered by the members.

FAP/51/1516 RESOLVED that:-

1. No financial contribution can be granted at this stage as there is insufficient information.
2. An up to date set of accounts is required.
3. Recommend that Shopmobility affiliate to the National Body, then apply to Cheshire East Council for funding.
4. That a Working Group be set up to determine how to move this matter forward.

15. NATIONAL INSURANCE

Notification from the Department of Work and Pensions confirming the employer increase in National Insurance contributions of around 1.4% of earnings was considered.

FAP/52/1516 RESOLVED that the correspondence be received and increase in National Insurance contributions noted.

16. INTERNAL AUDIT REPORT

The Internal Audit Report for 2015-16 (First Interim) was considered. It was noted that there were no corrective actions required, but, the auditor did refer to a need to change the Financial Regulations due to a change being recommended by NALC on contractual work in excess of £25,000.

FAP/53/1516 RESOLVED that the report be received and observation noted.

17. INTERNAL AUDIT REVIEW

A report reviewing the current status and competency of the Internal Auditor was considered.

FAP/54/1516 RESOLVED that Auditing Solutions Ltd be appointed as Internal Auditors for the financial year 2016-17.

18. CONTRACT REGULATIONS

As a consequence of a recommendation from the Internal Auditors a briefing document was obtained from NALC outlining a need to change Financial Regulations for the procurement of public works contracts in excess of £25,000.

It was noted that NALC have yet to provide appropriate wording for this new procedure.

FAP/55/1516 RESOLVED that Financial Regulations be amended when NALC update their financial regulations.

19. CORPORATE BUSINESS PLAN

The Corporate Business Plan for 2016-17 was considered for the Committee.

FAP/56/1516 RESOLVED that the Corporate Business Plan 2016-17 be approved and adopted.

20. MEDIUM TERM FINANCIAL STRATEGY 2016-20

The Medium Term Financial Strategy covering the year from 2016-20 was considered.

FAP/57/1516 RESOLVED that the Medium Term Financial Strategy be received and approved.

21. BUSINESS RISK ASSESSMENT

The Business Risk Assessment for 2016 outlining the various risks that the Town Council is exposed to and the likelihood of the risk occurring and the severity of its impact was considered.

FAP/58/1516 RESOLVED that the Business Risk Assessment for 2016 be received and approved.

Mrs. J D Parry
Vice Chairman

CONGLETON TOWN COUNCIL

MINUTES OF THE MEETING OF THE COMMUNITY, ENVIRONMENT AND SERVICES COMMITTEE HELD ON THURSDAY 12TH NOVEMBER 2015

PRESENT: Councillors

Mrs D S Allen
Mrs A L Armitt
P Bates
C Booth
G R Edwards
G P Hayes
Mrs S A Holland (Chair)
Mrs A M Martin
Mrs A E Morrison
Mrs J D Parry
G S Williams

1. APOLOGIES.

Apologies for absence were received from Cllr N Adams.

Apologies were also received from Cllr D T Brown who is not a member of this particular Committee.

2. MINUTES OF LAST MEETING

CES/23/1516 RESOLVED that the minutes of the meeting held on the 1st October 2015 were confirmed as a correct record and signed by the Chairman.

3. DECLARATIONS OF INTEREST

Members are requested to declare both "pecuniary" and "non-pecuniary" interests as early in the meeting as they become known.

Cllrs P Bates, G P Hayes and G S Williams declared a non-pecuniary interest in any matters related to Cheshire East Council.

4. OUTSTANDING ACTIONS

There were no outstanding actions.

5. CHESHIRE POLICE

There were apologies submitted by members of Cheshire police for not being unable to attend. However, Cllr P Bates reported that at a recent meeting held with Inspector Dickinson, he had confirmed that Congleton would retain a complement of 6 PCSOs but there was a need to ensure that they active in Congleton.

Some concern was expressed at the difficulty PCSOs were experiencing signing on for their shift at Macclesfield in terms of time lost and transport problems.

6. FLORAL ARRANGEMENT WORKING GROUP

CES/24/1516 RESOLVED that the minutes of the meetings held on 27th October and 4th November 2015 were received.

7. BUGLAWTON POST OFFICE

Correspondence from the Post Office outlining the changes that were taking place to the Buglawton Post Office were considered.

CES/25/1516 RESOLVED that the correspondence be received.

8. CCTV

An incident report produced by Cheshire East Council on issues that have been identified in Congleton by CCTV was discussed. It was noted that there are a relatively low number of incidents occurring and that Congleton is a very safe town to live, work and visit.

CES/26/1516 RESOLVED that the correspondence be received.

9. PARKING AT THE WAR MEMORIAL HOSPITAL

A letter from John Wilbraham, Chief Executive of East Cheshire NHS Trust concerning Parking Eye at the War Memorial Hospital was considered.

CES/27/1516 RESOLVED that the Town Clerk write to the Chief Executive requesting an explanation of why Parking Eye was selected as the operator of car parking at the hospital rather than using their own resources.

10. CHESHIRE FIRE AUTHORITY

The Cheshire Fire Authority Integrated Risk Plan was discussed by members.

CES/28/1516 RESOLVED that:-

1. The Town Clerk to complete a response on the proposals.
2. The Fire Authority to be requested to consider providing advance warning when conducting safety calls.

11. STREETSCAPE

A report on Streetscape performance was discussed. Concern was expressed at the cost of cleaning up fly tipping which was costing the Council around £2,500 per month. It was noted that Cheshire East Council are looking to make car parks such as Princess Street more secure.

CES/29/1516 RESOLVED that:-

1. The report be received.
2. Fly tipping hotspots to be reported to Cllr G S Williams.

12. POLICE AND CRIME COMMISSIONER (PCC)

A report on the Police and Crime Commissioner's meeting with Town and Parish Councils was presented to the Committee.
It was noted that concerns related to speed limits should be raised with the local Cheshire East Ward Councillor.

CES/30/1516 RESOLVED that the correspondence be received.

13. COUNTRY PARK LANDSCAPE

Cllr Mrs S Akers Smith provided a presentation on ideas to create a cycling and walking country park and was seeking a letter of support for the ideas from the Town Council.

CES/31/1516 RESOLVED that a suitable letter of support be presented on behalf of the Town Council and forwarded to Cllr Mrs S Akers Smith.

Mrs S A Holland
Chairman (In the Chair)

Congleton Town Council

Minutes of the meeting of the Youth Committee held on Monday 22nd February 2016 in the Town Hall, Congleton

PRESENT Youth Councillor Matthew Jones (Chairman)

Jade Allen
Bella Statham
Arabella Holland
Michael Howell
Sebastian Nixon

Tom Heyes

Councillor Sally Holland
Councillor Liz Wardlaw
Linda Minshull

Sue Helliwell – Alsager Town Council

1. APOLOGIES

Apologies were received from Sophie Hammond, Jamie Bernardi, Thomas Minshull, Zak Roberts and Councillor George Hayes

2. MINUTES OF LAST MEETING

RESOLVED – That the Minutes of the Meeting of the Committee held on the 18th January 2015 were signed by the Chairman as a correct record.

3. WELCOME – GUESTS FROM ALSAGER

The Chairman welcomed Sue Helliwell from Alsager Town Council.

4. YOUTH COMMITTEE HONORARY BURGESS

The Town Mayor, Councillor Elizabeth Wardlaw made a presentation to Tom Heyes and agreed to make him a Youth Committee Burgess. The Chairman also thanked Tom, on behalf of the Youth Committee, for his work.

5. MEMBERSHIP

A discussion took place regarding membership and it was

RESOLVED – To Co-Opt Sebastian Nixon onto the Youth Committee. Sebastian submitted his completed membership form and the Chairman welcomed him onto the Committee and hoped he would be able to encourage other students from Eaton Bank Academy to join.

6. YOUTH COMMITTEE VISIT TO LONDON

There was a discussion regarding arrangements for the visit to London. A draft of the letter to the Prime Minister was reviewed and a few small amendments were agreed. Linda will make the necessary amendments and arrange for the Chairman to sign the letter. It was

RESOLVED: To authorise the withdrawal from the Youth Committee Bank Account, of £10 per Youth Member on the visit on 7th March 2016, to help with the cost of food.

7. YOUTH PARLIAMENT

Linda informed the meeting that Fiona Bruce M.P. has asked whether members of the Youth Committee would like to attend a meeting she is organising with local representatives of the Youth Parliament. It was agreed that members would like to attend a meeting and Linda would contact Fiona's office to make the arrangements.

8. YOUTH COMMITTEE BANK ACCOUNT

It was reported that the balance is £638.92

9. YOUTH COMMITTEE MEMBERS ITEMS

Mayor's Ball

Linda asked members to confirm whether they were attending the Mayor's Civic Ball on 11th March 2016.

Youth Forum Meeting

Matt and Tom reported on the Youth Forum meeting they had attended. They provided information on the Basketball Hoops and also discussions regarding mental health projects and Congleton In Bloom. The next Youth Forum meeting is scheduled for 23rd March and Matt encouraged members to attend.

Congleton Carnival

Matt gave an update on a Carnival meeting he had attended.

Drug Proof Your Kids

Linda provided information which she had received from Fiona Bruce MP on a six week course starting in Congleton.

10. DATE OF NEXT MEETING

Monday 11th April 2016 at 7 p.m.

Matthew Jones (Chairman)

MEETING DATES 2016-17

May 2016

- 12 Annual Town Meeting

June 2016

- 2 Planning (7.00pm)
- 9 Finance & Policy (7.00pm)
- 16 Council (7.00pm)
- 23 Planning (7.00pm)
- 23 Town Hall (7.30pm)
- 30 Community, Environment & Services (7.00pm)

July 2016

- 7 Council (7.00pm)
- 14 Planning (7.00pm)

August 2016

- 18 Planning (7.00pm)
- 18 Council (7.30pm) if required
- 25 Community, Environment & Services (7.00pm)

September 2016

- 8 Finance & Policy (7.00pm)
- 15 Council (7.00pm)
- 22 Planning (7.00pm)
- 22 Town Hall (7.30pm)

October 2016

- 6 Community, Environment & Services (7.00pm)
- 13 Planning (7.00pm)
- 20 Finance & Policy (7.00pm)
- 27 Council (7.00pm)

November 2016

- 3 Planning (7.00pm)
- 3 Town Hall (7.30pm)
- 10 Community, Environment & Services (7.00pm)
- 17 Planning (7.00pm)
- 24 Finance & Policy (7.00pm)

December 2016

- 1 Council (7.00pm)

January 2017

- 5 Planning (7.00pm)
- 12 Finance & Policy (7.00pm)
- 19 Council (7.00pm)
- 26 Planning (7.00pm)

February 2017

- 2 Community, Environment & Services (7.00pm)
- 9 Planning (7.00pm)
- 16 Finance & Policy (7.00pm)

March 2017

- 2 Council (7.00pm)
- 9 Planning (7.00pm)
- 9 Town Hall (7.30pm)
- 16 Community, Environment & Services (7.00pm)
- 23 Finance & Policy (7.00pm)

April 2017

- 6 Planning (7.00pm)
- 13 Council (7.00pm)
- 27 Annual Town Meeting (This is not a meeting of the Council, but one convened for the Town's electorate) (7.00pm)

May 2017

- 4 Informal Meeting (7.00pm)
- 18 Annual Council Meeting (7.00pm)

Meetings of Personnel Committee and Strategy Working Group will be convened as Business dictates. Additional meetings for the Congleton Town Hall Committee will be convened as and when required.

All meetings start at 7.00pm unless stated otherwise and will be held at the Town Hall.

Papers will be either emailed or sent out to Councillors at least three clear working days before committee – not including date of committee or weekends.



Congleton Town Council

Information for Members

Updated March 2016