

SANDBACH TOWN COUNCIL

AGENDA

For the meeting of the Sandbach Town Council to be held at 7.00pm
on Wednesday 22 September 2021 in The Ballroom, Sandbach Town Hall.

Prayer to be read by Cllr Merry

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

To provide an opportunity for members and Officers to declare any disclosable pecuniary and non-pecuniary interests in relation to any item on the agenda.

3. MAYORS COMMENTS

PUBLIC QUESTIONS

The Town Mayor will adjourn the meeting to allow questions from members of the public. After the questions the Town Mayor will reconvene the Town Council Meeting.

4. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF PUBLIC AND PRESS

Item 13.1

Action: *To determine whether any items should be considered with the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960.*

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETINGS HELD ON 1 JULY 2021 AND 19 AUGUST 2021 [ATTACHED].

All Minutes for Agenda items 6 – 12 can be viewed via Sandbach Town Council website: <https://sandbach.gov.uk/public-meetings-2021-2022/>

6. TO NOTE THE MINUTES OF THE PLANNING & CONSULTATION COMMITTEE MEETINGS HELD ON 28 JUNE, 19 JULY, 9 AUGUST AND 31 AUGUST 2021 (DRAFT).

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 30 JULY AND 15 SEPTEMBER 2021 (DRAFT).

8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 23 AUGUST 2021 (DRAFT).

9. TO NOTE THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING – NO MINUTES AVAILABLE.

10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE HELD ON 20 JULY 2021 (DRAFT).

11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE – NO MINUTES AVAILABLE.

12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETINGS – NONE HELD.

13. **MATTERS ARISING FROM COMMITTEE MEETINGS**

13.1 **Personnel Committee**

Staffing Matters

Lead: Deputy Town Mayor

Action: *To agree on any further actions as needed.*

13.2 **Personnel Committee**

Employee Handbook

[Revised Handbook circulated to members by email]

Lead: Chair of Personnel

Action: *To approve the Revised Employee Handbook*

13.2 **Finance, Policy & Governance Committee**

Diversity Champion

Lead: Chair of Finance, Policy and Governance

Action: *To appoint a Diversity Champion*

14. **FINANCE MATTERS**

Lead: Chair of F,P&G Committee

14.1 **Cheshire Community Action Invoice**

[Attached: Invoice]

Action: *To approve payment of invoice amount £2223 for services from Cheshire Community Action.*

14.2 **Waterplus Invoice**

[Attached: Invoice]

Action: *To approve payment of invoice amount of £3406.04 for water charges.*

15. **SANDBACH NEIGHBOURHOOD PLAN – REGULATION 15**

[To follow: NDP Documents]

Lead: Cllr Kirkham

Action: *To approve the Regulation 15 submission to Cheshire East Council of the Sandbach Neighbourhood Plan.*

16. MEMBERS ITEMS

16.1 Cllr David Jack – Police and Crime Commissioner

Action: To:

1. Receive a verbal report on the visit of the PCC.
2. Recommend the release of £6000 held in reserves to the radio suppliers at Northwest Radio as the STC contribution to the Pub Watch Scheme.

17. CORRESPONDENCE

17.1 Email concerning Transport for Medical Appointments, received on 30 July 2021 from a resident.

17.2 Email concerning Community Asset Transfer Policy received on 30 July 2021 from Cheshire East Council.

18. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is scheduled to take place on Wednesday 27th October 2021 at 7pm in the Ballroom, Sandbach Town Hall.

Please note that this meeting will be recorded and the audio recording made available to the public within 5 working days of the meeting.

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SANDBACH TOWN COUNCIL

**Minutes of Sandbach Town Council meeting held on Thursday 1st July 2021,
Sandbach Town Hall at 7pm**

PRESENT

Councillors K Flavell (in the Chair)

 R Hovey

 G Merry

 S Corcoran

 R Hoffman

 K Seymour

 S Kirkham

 M Muldoon

 D Hegarty

 S Broad

Also present were approximately 15 members of the public.

Prayers were led by Cllr Corcoran.

1. APOLOGIES FOR ABSENCE

Councillors G Price-Jones
 M Lea
 I Williams
 L Crane
 S Crane
 J Beddows
 A Smith
 Jack (Apologies were late)

Absent without apologies

Councillors Ashcome-Hurt
 Eaton

2. DECLARATIONS OF INTEREST

Cllr Corcoran, in the interest of openness and transparency, as the Leader of Cheshire East Council, declared a non-pecuniary interest in items 13.4 and 21. He did not vote on these items.

Cllr Flavell declared a non-pecuniary interest as a Cheshire East Councillor.

3. MAYORS COMMENTS

Cllr Flavell chaired the meeting in the absence of the Mayor, and therefore did not make any comments.

A resolution was proposed and seconded in line with Standing Orders 15a and 16a and pursuant to Standing Order 10a (v) and stated that

This Council resolves to appoint Dr Mark Bailey as the Town Clerk/RFO until further notice.

RESOLVED That the above resolution is approved.

The Deputy Mayor adjourned the meeting to allow questions from members of the public.

Speaker Number One

It was requested that the proposal to fund the 317 bus between Sandbach and Alsager Town Councils be passed under agenda item 21.

Speaker Number Two

It was noted that the diversity and inclusion policies will not be brought in until the next Annual Council meeting. Could they be brought in sooner and could there be training for councillors in this area of work. Could the diversity champion promote diversity in the council itself in terms of membership. The Deputy Mayor said that people from all backgrounds are encouraged to stand for election.

Speaker Number Three

Why has the cemetery not been registered as Newcastle Road, Sandbach? The Deputy Mayor said that this would be checked.

Speaker Number Four

Alarmed by Cheshire East Council not making use of land next to the cemetery for additional burial plots. More facilities are required and asking the Town Council to support this. The Deputy Mayor said that this would be discussed later in the agenda.

Speaker Number Five

Looking to get the cemetery re-allocated and concerned that other cemeteries in Cheshire East are being approved. The Deputy Mayor pointed out that the proposed cemetery in Shavington is not a Cheshire East property.

Speaker Number Six

Concerned about losing two full time employees at Sandbach Cemetery and asked for Sandbach TC to approach Cheshire East to ask for full-time members of staff to work at the cemetery. A friends group will be established to bring cemetery up to standard. Motion is to be discussed at the meeting. Cllr Corcoran stated that staff had not been moved from the cemetery.

Speaker Number Seven

Pleased to see the item relating to funding for the Sandbach Partnership deferred to gather more information. Is the Partnership diverse and has the population been consulted sufficiently. The Deputy Mayor said that a written response would be prepared, and the speaker will send comments to the Council in writing.

4. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960, public and press will be excluded whilst item 20 is considered.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETINGS HELD ON 8 APRIL 2021 AND 6 MAY 2021 (ANNUAL COUNCIL MEETING)

RESOLVED That the minutes be accepted as an accurate record.

6. TO NOTE THE MINUTES OF THE MEETING OF THE PLANNING AND CONSULTATION COMMITTEE HELD ON 19 APRIL 2021

RESOLVED That the minutes are noted.

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 25 MARCH 2021, 1 APRIL 2021, AND 27 APRIL 2021

RESOLVED That the minutes are noted.

8. TO NOTE THE MINUTES OF THE MEETING OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE HELD ON 29 APRIL 2021

RESOLVED That the minutes are noted.

9. TO NOTE THE MINUTES OF THE MEETING OF THE ENVIRONMENT COMMITTEE – NO MEETINGS HELD

RESOLVED The minutes were not available at the time of the meeting.

10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE HELD ON 7 APRIL 2021

RESOLVED That the minutes are noted.

11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE – NO MEETINGS HELD

RESOLVED The minutes were not available at the time of the meeting.

12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE HELD ON 19 MAY 2021

RESOLVED That the minutes be noted.

13. MATTERS ARISING FROM COMMITTEE MEETINGS

13.1 Finance, Policy and Governance Committee - Annual Direct Debit List

Lead: Chair of FP&G Committee

Action:

- i. To approve the continuation of paying suppliers by Direct Debit.*
- ii. To approve the continuation of paying suppliers by BAGS.*

RESOLVED Members approved this resolution.

13.2 Finance, Policy and Governance Committee - Equality Policy

Lead: Chair of FP&G

Action:

That the Council approves adoption of the Equality Policy.

A discussion took place on the timing of the appointment of a Diversity Champion for the Council. In addition, it was proposed that the Policy should not be approved until an implementation plan was in place. This amendment was defeated and the Policy was adopted.

13.3 Small Common Refurbishment Sub-Committee – Small Common Refurbishment (Next Phase)

Lead: Cllr Hegarty

Action:

To approve a period of public consultation and to make available a budget of £951 (Inclusive of VAT) for this purpose. Costs will be met via the Committed Reserves for the 'Car Park'.

A discussion took place on this item, and it was agreed to add online consultation to the resolution. The resolution was approved.

13.4 Planning and Consultation Committee – Sandbach Cemetery

Lead: Chair of Planning and Consultation Committee

Action:

To agree on any action to be taken by Sandbach Town Council.

A discussion took place under this item. Cllr Merry stated that the existing cemetery will be full soon and residents will have to go out of the town. There is land next to the cemetery which could be used.

It was proposed that Sandbach TC write to Cheshire East Council to enquire when and under what circumstances was a decision taken not to use this land for the cemetery and to ask Cheshire East to re-consider this decision.

It was pointed out that consultation took place as part of developing a strategy in 2018 by Cheshire East Council but it appeared that responses had been ignored.

It was therefore **RESOLVED** to approach Cheshire East Council and ask them to reconsider this matter for the benefit of the people of Sandbach. Letter to be sent to the Leader, Chief Executive and Director of Place at Cheshire East Council.

14. FINANCE MATTERS

Lead: Chair of FP&G Committee

14.1 Annual Audit 2020/21

Internal Audit

Action:

To receive the Internal Audit report and note comments.

This was **RESOLVED** by the Council.

External Audit – Annual Governance and Accountability Return (AGAR)

It was noted that an approach had been made to the external auditors (PKF Littlejohn) for an extension to deadline for submission of audit documents.

Action:

To complete section 1 (Annual Governance Statement) and approve the Accounting Statement.

This was **RESOLVED** by the Council – all items were marked ‘yes’ on the Annual Governance Statement and the Accounting Statement was also approved.

14.2 John Greenall & Co Invoice

Action:

To approve payment of invoice (amount £2,450 plus VAT) for services.

This was **RESOLVED** by the Council.

14.3 Waterplus Invoice

Action:

To approve payment of invoice (amount £2,777.67) for water charges.

This was **RESOLVED** by the Council.

14.4 Barnes Walker Invoice

Action:

To approve payment of £2624.40 (Inc VAT) for Landscape Design Services for the Small Common CarPark Project. Payment to be allocated to committed reserve line 332 Car Park.

This was **RESOLVED** by the Council.

15. SANDBACH PARTNERSHIP FUNDING

This item was deferred from the Town Council meeting of 8th April 2021 pending further information.

Lead: Cllr S Broad

Action:

To approve a contribution of £5000 towards Sandbach Partnership core funding for 2020-2021.

A discussion took place on this item. Cllr Broad said that this is a request to grant the Partnership £5,000 as the Town Council element of funding for events over the next six months. The resolution was seconded by Cllr Corcoran, who asked that a Service Level Agreement be drawn up with the Partnership, as well as seeing the budget of the Partnership for the forthcoming year. Members were concerned about statements made online by the Partnership and did not vote for the resolution as a result. Other Members voted for the resolution but had concerns about the inclusivity of the Partnership.

The Council **RESOLVED** to grant the funding but asked that the SLA be developed and that Cllr Broad pass on comments about inclusivity.

16. LIFT REPAIRS

Lead: Acting Clerk

Action:

To note the emergency approval of the lift repair by the Town Clerk under section 4.5 of the Financial Regulations.

Members expressed disappointment that the lift needs to be repaired again and the Deputy Mayor said that the work already done would be checked.

This was **RESOLVED** by the Council.

17. CHRISTMAS LIGHTS 2021

Lead: Acting Clerk

Action:

- i. *To receive the report.*
- ii. *To agree £1500 additional funding for the maintenance of the existing scheme, funded via general reserves.*
- iii. *To agree £2500 funding for the switch on event, funded via general reserves and to delegate delivery of the Event to the Town Clerk's Office, under the direction of the Events Sub- committee.*

A discussion took place on this item. It was proposed to support the £2,500 funding for the switch on event, but not the £1,500 so as to investigate options for the tree.

It was **RESOLVED** to approve items i. and iii. and to reject item ii.

18. CALENDAR OF MEETINGS 2021-22

Lead: Acting Clerk

Action:

To approve the new calendar for STC Meetings 2021-22.

This was **RESOLVED** by the Council.

19. STAFF APPRAISALS

Lead: Deputy Mayor

Action:

To give permission to the Chair of Personnel and Deputy Mayor carry out staff appraisals.

The Deputy Mayor commented that the appraisals should have taken place some time ago and need to be held as staff are being denied an increment.

This was **RESOLVED** by the Council.

20. EXTERNAL APPOINTMENT

Lead: The Mayor

Action:

To approve appointment of an external person to assist inoperational matters in the absence of the Clerk.

Discussion on this item was moved to Part B of the agenda (see minute 4).

The Council **RESOLVED** to appoint an external person to investigate complaints involving the Council and also **RESOLVED** to appoint an external proper officer over a period of time until the Council is able to internally fulfil this position (see minute 3).

21. 317 BUS SERVICE

Lead: The Mayor

Action:

To agree on any action to be taken by Sandbach Town Council.

A discussion took place on this item. The proposal was to request Alsager, and Sandbach Town Councils agree to joint fund the bus service. Members expressed concerns about the amount of funding involved in this matter and the ongoing commitment required by the Town Council.

It was **RESOLVED** to write to the MP about the funding of public transport and also to contact Cheshire East Council to ask for their views on this matter. It was also **RESOLVED** to pass onto the Environment Committee to develop proposals further.

22. MEMBERS ITEMS

There were no issues raised under this agenda item.

23. CORRESPONDENCE

The following items of correspondence had been received by the Town Council.

- *Email concerning the CEC Welcome Back Fund, received on 7 April.*
It was agreed to seek further information on this matter.

24. DATE, TIME, AND PLACE OF NEXT MEETING

The next Town Council Meeting will take place on Wednesday 22nd September 2021 at 7pm (Sandbach Town Hall).

SANDBACH TOWN COUNCIL

5

Minutes of Sandbach Town Council extraordinary meeting held on Thursday
19th August 2021, Sandbach Town Hall at 7pm

PRESENT

Councillors K Flavell (in the Chair)
 R Hovey
 G Merry
 S Corcoran
 S Kirkham
 M Muldoon
 D Hegarty
 S Broad
 A Smith
 J Beddows
 L Crane
 S Crane
 P Eaton

1. APOLOGIES FOR ABSENCE

Councillors G Price-Jones
 M Lea
 R Hoffman

Absent without apologies

Councillors K Seymour
 D Jack

2. DECLARATIONS OF INTEREST

There were no interests declared by those Members present at the meeting.

3. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960,
public and press will be excluded whilst item 4 is considered.

4. PERSONNEL MATTERS

The Council considered matters relating to personnel.

RESOLVED: That the Town Mayor or his representatives be given delegated
authority to process to completion all outstanding issues relating to the Town
Clerk.

5. DATE, TIME, AND PLACE OF NEXT MEETING

The next Town Council Meeting will take place on Wednesday 22nd September 2021 at 7pm (Sandbach Town Hall).



Queens House Annexe
 Queens Road
 Chester CH1 3BQ
 t: 01244 400222 f: 01244 329777
 e: enquiries@cheshireaction.org.uk
 www.cheshireaction.org.uk

Sandbach Town Council

Steve Kirkham

Ref : CCA/STC/LH

Date: 11.08.2021

INVOICE: 000002

Activities:

6.5 days, for Neighbourhood Plan Review preparation.	£2223.00
Includes 10% members discount Total	£2223.00

Payment by BACS is preferred

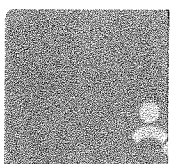
Barclays Bank Sortcode 20-20- 46 Account Number 50010626

If paying by cheque, please make cheques payable to **“Cheshire Community Action”**

Payment terms are 21 days from date of Invoice

Internal Use Only

Transaction Type	Sales Invoice	Invoice No	
Supplier		Nominal Ledger	
Date		Cost Centre	
Entered by		Date	
Amount Received		Date	



Registered Charity: 1074676 | Company No: 3555199 |
 Reg. in England and Wales
 Registered office: Queens House Annexe, Queens Road, Chester CH1 3BQ
 Registered name: Cheshire Community Council

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Sandbach Town Council
Sandbach Town Hall
High Street
Cheshire
SANDBACH
CW11 1AX



Water and Wastewater bill

06 May 2021 - 25 August 2021

Account summary

Account number 419 120 7593

Bill date and tax point	27 August 2021
Bill number	UU-INV06793506
Supply address	Market Hall, High Street, SANDBACH, CW11 0AX
Supply point ID	3000518886W14
Waste point ID	3000518886S11

Billing summary

Previous bill

Amount due at last bill 19 Feb 2021 - 05 May 2021	£2,207.67
Payments since then	£11,114.66
Fees since then	£70.00

This bill

Total Charge (excl. VAT)	£3,406.04
VAT on water charges @20%	£0.00
VAT on waste water charges @0%	£0.00

Account balance £3,406.04

Your payment is due within 14 days of the above bill date

Ways to pay

Direct Debit

Direct Debit is easy and convenient; you can spread the cost throughout the year and never worry about paying your bill on time again. To set one up call 0345 072 5072.

For other ways to pay please allow at least 2 working days for your payment to clear, and 5 days for cheques.

Credit or debit card

There's several ways you can pay:
Either visit our secure site:

water-plus.co.uk

Call and speak to one of our expert advisors on 0345 072 5072.

Please have your card details and account number ready.

Bank or internet transfer

Sort code: 01-09-17 Account number: 5 5030152
Use your account number as the reference.

CHAPS

Sort code: 01-09-17 Account number: 5 5030152
Send your remittance advice to Water Plus Payments, PO Box 12459, Harlow, CM20 7PH or email your remittance advice to payment.services@water-plus.co.uk.

Cheque

Cheques should be made out to Water Plus Limited and sent with your payment slip to: Water Plus Payments, PO Box 12459, Harlow, CM20 7PH. Please don't send cash or post-dated cheques.

To view our new Privacy Policy visit water-plus.co.uk

Terms of payment

For customers with meters, any outstanding balances on bills/invoices need to be cleared within 14 days of the date of the bill/ invoice. Failure to pay on time may result in recovery action.

For customers that do not have meters, charges are due in advance and can be paid in instalments. The full outstanding amount (or balance) is payable immediately if you do not keep up to date with the agreed instalments.

Late Payment:

We will exercise our statutory right to interest and compensation for debt recovery costs under the late payment legislation if you do not pay our charges in accordance with our Standard Terms and Conditions.

For any sums payable by you and not paid by the due date for payment:

- We will charge you interest at the rate of 8% per annum above the base lending rate of the Bank of England that applies from time to time (to be applied on a daily basis).
- We will charge you a fixed amount charge for our debt recovery costs based on the following incremental scale:

Debt Amount	Applicable Charge
Up to £999.99	£40.00
£1,000.00 - £9,999.99	£70.00
£10,000.00 or more	£100.00

- We will also charge you any reasonable additional debt recovery costs we incur where these are not fully met by the fixed sum amount set out above.

17.1

Hello Mike

There was a request for financial support from Alsager Town Councillor Sue Helliwell for extending the Alsager / Sandbach to Leighton Monday to Friday bus service to include Saturdays at the Town Council meeting of 1 July. Listening to the audio of the meeting it is apparent that councillors are unaware of an existing Sandbach voluntary group namely Sandbach Communicare.

It is a voluntary group set up many years ago [25+] – originally from Churches Together and the then 2 GP surgeries. Volunteer drivers take people in need of help with transport to medical appointments. These could be in Sandbach for example at Ashfields, a dental surgery or opticians or at Leighton Hospital. People using the service are expected to make a financial contribution. There are 2 coordinators Roy Farley and Val West who deal with requests. I spoke to Val West earlier this week and learnt that they are short of volunteers.

Volunteers came forward for the “People helping People” initiative - could these individuals be approached to ascertain if they might be willing to be join Sandbach Communicare volunteers? I am unsure what checks were carried out to vet the people helping people volunteers but this could be arranged though there is a cost which presumably STC could cover.

It seems to me that it would be a good idea for Sandbach town council to support Sandbach Communicare rather than committing very large amount of money to providing buses to Leighton Hospital on Saturdays irrespective of whether any Sandbach resident needs to go there.

Kind regards

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17.2

Sent: 30 July 2021 12:08

Subject: [OFFICIAL] Community Asset Transfer Policy

Dear Colleague,

You may be aware that the Council has recently refreshed its policy on community asset transfer and this has been put to the Economy and Growth Committee on the 15th July. For ease of reference please find a link to the meeting papers, where you can find the decision paper, and a copy of the draft policy that was agreed by the Committee.

<http://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=960&MId=8666>

Earlier in the year an engagement exercise was undertaken with Town and Parish Councils and we have received some helpful feedback from this exercise. I would note that we are due to undertake a further engagement exercise on the policy and I thought it relevant to highlight this to you. Once this exercise is opened for feedback I have asked my colleague, Paul Carter, to let you have a copy of the link for your information.

Needless to say I hope that this information is of assistance to you.

Best Regards,

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