

**MINUTES OF THE PARISH COUNCIL MEETING**  
**Thursday 5 June 2008 at 7.30 p.m.**  
**Community Room Holmes Chapel Library**

<b>Subject</b>	<b>Minute</b>	<b>Action</b>		
<b>1. Attendance</b>	<p>Mr WA Ashworth (Chairman) P  Mr AC Rickards (Vice Chairman) P</p> <table border="1"> <tr> <td>Mr JA Clowes P Mrs PA Cotton P Mr WN Guthrie P Mr J Latham A Mrs IM Mackenzie P</td> <td>Mr J Norton P Mr RC Parry A Mr DE Savage A Mr MJ Street P</td> </tr> </table> <p>County Councillor K Oliver - P  Borough Councillor MW Oliver - N  Shadow Councillors L Gilbert – P; A Kolker – P; J Wray - P  P = present, A = apology, N = non-attendance</p>	Mr JA Clowes P Mrs PA Cotton P Mr WN Guthrie P Mr J Latham A Mrs IM Mackenzie P	Mr J Norton P Mr RC Parry A Mr DE Savage A Mr MJ Street P	
Mr JA Clowes P Mrs PA Cotton P Mr WN Guthrie P Mr J Latham A Mrs IM Mackenzie P	Mr J Norton P Mr RC Parry A Mr DE Savage A Mr MJ Street P			
<b>2. George Laws</b>	Chairman recorded news of the death of Councillor G Laws. The Council observed a minute's silence.			
<b>3. Nicola Clarke</b>	Chairman welcomed NC as the Assistant to Clerk.			
<b>4.Shadow, Borough and County Councillors</b>	<p>Chairman thanked the Shadow Councillors for attending and asked them to introduce themselves.</p> <ul style="list-style-type: none"> <li>• John Wray – currently a CBC Councillor for Astbury Ward.</li> <li>• Les Gilbert – a Holmes Chapel resident so foresees plenty of involvement with HCPC</li> <li>• Andrew Kolker – currently on Goostrey PC</li> </ul> <p>Chairman said that the Council would be looking to form strong relationships with the shadow councillors in preparation for the new council next year.</p>			
<b>5. Declaration of Interests</b>	<p>PAC – Planning Application 08/0668/FUL  WAA – Planning Application 08/0491/FUL  WNG and IMM – Victoria Club</p>			
<b>6. Council Minutes</b>	<b>Resolved:</b> Council meetings – 08-05-15 and 08-05-22 approved c08/58			
<b>7. Matters arising</b>	<b>1. Hedges</b> - Clerk reported a meeting on 05-06-08 with County Highways re Hedge cutting. KO agreed to raise maintenance issues	Clerk & KO		
<b>8. Office</b>	<p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. Lease for office be signed by Chairman and Vice Chairman.</li> <li>2. Reports and fitting out proceed in line with report circulated by Clerk with a view to occupation in July</li> </ol>	WAA & ACR OTG Clerk &		

	2008.	c08/59	Ass.									
<b>9. LGR</b>	<p>1. Clerk reported on Clerk's Lunch on 23-05-08 stating the importance of the local Town Councils to meet regularly with regard to impact of LGR.</p> <p>2. Council considered letter from Twemlow PC re sharing of services between new Unitary Councils</p> <p><b>Resolved:</b> Council oppose proposal from Twemlow PC.</p> <p>c08/60</p>		<p>Clerk &amp; Ass. Clerk</p> <p>Clerk</p>									
<b>10. Borough Council reports</b>	None.											
<b>11. County Council report</b>	KO reported on meeting 17-07-08 Congleton Locality Board KO left the meeting at 8.10 p.m.											
<b>12. Planning Applications</b>	<p>Council considered the following applications:</p> <p><b>Resolved:</b></p> <p>08/0491/FUL – 3 Knutsford Road – Conservatory - No objection</p> <p>08/0519/FUL – 37 Hawthorn Villas – Alterations and extension - No objection</p> <p>08/0600/FUL – Park Mill Farm – Porch and wet room - No objection</p> <p>08/0668/FUL – Croco Service Station New pumps and canopy extension - There is concern about disruption to adjoining properties.</p> <p>08/0779/FUL – 110 London Road - Extension - No objection</p> <p>08/0707/FUL – 28 Brookfield Drive - Extension - No objection</p> <p>c08/61</p>		Clerk									
<b>13. Council Insurance</b>	<b>Resolved:</b> Council approve new insurance arrangements with Norwich Union – details circulated by Clerk	c08/62										
<b>14. Accounts for payment</b>	<p><b>Resolved:</b></p> <table border="1"> <tr> <td>Broker Network Ltd</td> <td>Norwich Union Insurance Premium</td> <td>1503-34</td> </tr> <tr> <td>DR Cowgill</td> <td>Expenses – flowers for G Laws</td> <td>28-00</td> </tr> <tr> <td>Bennett design</td> <td>Parish Plan posters</td> <td>202-65</td> </tr> </table> <p>c08/63</p>	Broker Network Ltd	Norwich Union Insurance Premium	1503-34	DR Cowgill	Expenses – flowers for G Laws	28-00	Bennett design	Parish Plan posters	202-65		Clerk
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<b>15. Appointment Issues</b>	<p>Council considered report from clerk on issues arising from death of GL</p> <p><b>Resolved:</b></p> <p>1. Vacancy for councillor to be advertised.- if no bye</p>											

	<p>election Clerk to advertise for vacancy to be filled by co-option with a view to Council making co-option at meeting on 31-07-08</p> <ol style="list-style-type: none"> <li>2. Financial Officer – to be reviewed by F&amp;GP</li> <li>3. CBC Area Committee and Assoc. of Local Councils Area meeting – ACR appointed</li> <li>4. Committees and Task Groups – make appointments when new Councillor elected or co-opted.</li> </ol>	<p>Clerk F&amp;GP</p> <p>ACR</p> <p>Clerk</p>
<b>16. Reports from Outside Bodies</b>	<ol style="list-style-type: none"> <li>1. <b>CHALC</b> - MJS reported on Congleton area meeting with on 02-06-08. Rural Housing Officer available to talk to Councils</li> <li>2. <b>Sandbach Almshouses Charity</b> - IMM reported that trustees invited to tea at the Masonic Hall in June.</li> </ol>	
<b>17. Police</b>	<p>Chairman reported that following series of incidents in HC Council will be pressing for CCTV footage to be used efficiently. PCSO will keep PC informed of progress. Meeting to be set up with Insp. Gammage / Penny Jones on return from holiday</p>	<p>WAA</p> <p>PSTG</p>
<b>18. Agendas and meetings</b>	<ul style="list-style-type: none"> <li>• <b>F&amp;GP</b> - 12-06-08</li> <li>• <b>RLTG</b> – 18-06-08</li> <li>• <b>Planning</b> – 19-06-08 – buildings of special interest</li> <li>• <b>HETG</b> – 19-06-08 - 8.00 p.m.</li> <li>• <b>PSTG</b> – 19-06-08 – 8.20 p.m.</li> <li>• <b>STG</b> – 10-06-08 – 7.30 p.m. 1 Church Walk.</li> </ul>	<p>All</p>
<b>19. Chairman and Clerks Report</b>	<ol style="list-style-type: none"> <li>1. <b>Civic Service</b> - Chairman confirmed Civic Service will be at St. Lukes Church 29-06-08 10.00 a.m.; reception at Church Hall</li> <li>2. <b>Management Issues</b> – to be discussed at the next meeting</li> <li>3. <b>Medical Centre</b> – Clerk to write to Health Centre Management to ask about significant changes in the next 5/10 years in respect of population increase in village.</li> <li>4. <b>James Wood, District Engineer, CCC</b> – Clerk reported James Wood leaving CCC for post at Manchester Airport; Clerk to write thanking him for his work</li> <li>5. <b>Victoria Club</b> – Club Chairman wants to discuss issues with Council in connection with growth of village. Agreed RLTG to contact John Dutton.</li> <li>6. <b>Rotary Club</b> are interested in a joint venture to update the notice board outside Fire Station; agreed PSTG to liaise</li> </ol>	<p>WAA &amp; Clerk Clerk &amp; Ass.</p> <p>Clerk</p> <p>Clerk</p> <p>JAC &amp; Clerk</p> <p>PSTG</p>
<b>20. Members' Items</b>	<ol style="list-style-type: none"> <li>1. <b>Polyclinics</b> – This has already been discussed under item no. 19.</li> <li>2. <b>Weed killer spraying</b> - ACR reported that CBC spraying of paths has encroached onto residents front</li> </ol>	

	garden flower-beds. Clerk to pursue. <b>3. Footpaths</b> – Concerned expresses about the state of the footpaths on Middlewich Road and London Road with huge puddles etc. Clerk to pursue.	Clerk  Clerk
<b>22. News items</b>	JAC reported that the newsletter was almost complete.	CTG
	<b>Close 9.00 p.m.</b>	
	<b>These minutes will be submitted for approval at the next meeting scheduled for 03-07-08. Until approved they are draft minutes</b>	

**MINUTES OF THE FINANCE & GENERAL PURPOSES MEETING**  
**Thursday 12 June 2008 at 7.30 p.m.**  
**Community Room Holmes Chapel Library**

<b>Subject</b>	<b>Minute</b>	<b>Action</b>				
<b>1. Attendance</b>	Mrs IM Mackenzie (Chairman) P Mr WA Ashworth (Chairman of the Council) P <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Mr JA Clowes P</td> <td style="width: 50%;">Mr R Parry A</td> </tr> <tr> <td>Mr N Guthrie A</td> <td>Mr DE Savage P</td> </tr> </table> <p>P = present, A = apology, N = non-attendance</p>	Mr JA Clowes P	Mr R Parry A	Mr N Guthrie A	Mr DE Savage P	
Mr JA Clowes P	Mr R Parry A					
Mr N Guthrie A	Mr DE Savage P					
<b>2. Declaration of interests</b>	DES declared an interest in the Youth Club					
<b>3. Minutes</b>	<b>Resolved:</b> Committee minutes 08-03-13 approved					
<b>4. Matters arising</b>	<ol style="list-style-type: none"> <li>1. <b>Village Centre</b> - Contribution received from Barclays; still waiting for Natwest who are going to pay via CBC</li> <li>2. <b>Finance documents</b> - WAA to enquire about retrieving documents from GL computer</li> <li>3. <b>Village Green</b> – Clerk waiting for information from CBC Legal Dept.</li> </ol>	Clerk WAA Clerk				
<b>5. Office</b>	<ol style="list-style-type: none"> <li>1. <b>Completion of lease</b> - Clerk reported keys due within days. <b>Resolved:</b> rent be paid up to 28-09-08</li> <li>2. <b>Management issues-</b> JAC requested office systems be set up in conjunction with office opening</li> <li>3. <b>Work</b> - Agreed Clerk organise Office Task Group to begin preparation of office</li> </ol>	Clerk Clerk & Ass. OTG				
<b>6. Financial Officer (Member)</b>	Council considered a report from Clerk. Arising therefrom agreed Clerk to prepare draft job description. In the meantime information being supplied to JDH to enable accounts work to continue.	Clerk & Assist.				
<b>7. Financial report/update</b>	<ol style="list-style-type: none"> <li>1. Clerk reported on current financial position: all payments within budget but office expenditure will have to be monitored from now on</li> <li>2. S106 payments from Holly Lodge still not accounted for.</li> </ol>	Clerk Clerk				
<b>8. 2007/08 accounts</b>	<ol style="list-style-type: none"> <li>1. Committee considered bank rec. produced by JDH. Three old unpaid cheques and uncleared loan need investigation</li> <li>2. Clerk to liaise with JDH re further progress on accounts</li> <li>3. Arising therefrom <b>Resolved:</b> bank rec. recommended for approval by Council.</li> </ol>	Clerk Clerk				
<b>9. Accounts for Payment</b>	<b>Resolved:</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Rigby and Co.</td> <td style="width: 33%;">Rent for office to 28/09/08</td> <td style="width: 33%;">£820.00</td> </tr> </table>	Rigby and Co.	Rent for office to 28/09/08	£820.00	Clerk	
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<b>10. s.137 payments</b>	<p>Committee received reports from Youth Club and CAB. Noted other groups had not responded but had been asked to provide info. for 19-06-08. Arising therefrom:</p> <p><b>Resolved:</b></p> <ol style="list-style-type: none"> <li>1. Council recommended to donate £500 to Youth Club forthwith, with second instalment to be reviewed in Sept 2008,</li> <li>2. CAB needs to provide more information.</li> <li>3. In future years audited accounts or statements must be provided with requests for s.137 payments.</li> </ol>	Clerk Clerk Clerk & Ass.
<b>11. Quality</b>	<ol style="list-style-type: none"> <li>1. Clerk reported on progress – more will be known after meeting on 18-06-08 with ChALC. DES asked whether council could do anything to assist with Quality status.</li> <li>2. Strategy TG group to review standing orders at next meeting.</li> </ol>	STG & DES
<b>12. Contract of employment for Clerk, Disciplinary &amp; Grievance procedures</b>	<p>Arising from Quality report Clerk produced following documents for consideration and <b>Resolved</b> following recommendations be made to Council:</p> <ol style="list-style-type: none"> <li>1. <b>Contract of Employment</b> – JAC asked that Office managerial and responsibilities be included in Clerk’s responsibilities. Subject to slight amendment Contract to be approved</li> <li>2. <b>Disciplinary &amp; Grievance procedures</b> – these documents to be approved</li> </ol>	Clerk
<b>13. Reports from Chairman &amp; Clerk</b>	<p>None from Chairman.</p> <p><b>Clerk:</b></p> <ol style="list-style-type: none"> <li>1. <b>Insurance</b> document received from Norwich Union. Old certificates to be retained for 40 years.</li> <li>2. <b>Civic Service</b> Clerk asked if there was to be a display in Church Hall following the service. JAC replied there was no time available to produce anything new.</li> </ol>	Clerk
<b>14. Correspondence</b>	<ol style="list-style-type: none"> <li>1. <b>Young Enterprise</b> - Letter asking for donation.</li> </ol> <p><b>Resolved:</b> Clerk to write saying no funds available this year</p>	Clerk
<b>15. Members’ items</b>	<ol style="list-style-type: none"> <li>1. <b>Junction with Broad Lane / Middlewich Road</b> Hedges out of hand and restricting visibility. Clerk to contact Highways</li> <li>2. <b>London Road / Portree Drive footpath</b> - Weeds / nettles need cutting back. Clerk to pursue.</li> <li>3. <b>Broad Lane into Coniston Drive</b> Hedges are far too high. DES had received response from Highways – ‘there is no money in the budget’. Issue still as to whom is responsible. Clerk to write to CCC</li> <li>4. <b>1-3 Chester Road</b> It was reported that the Inspector is due to report by 13-06-08</li> </ol>	Clerk Clerk Clerk

	<p>5. <b>Police</b> What are 'Neighbourhood Management Units?' Clerk to investigate.</p> <p>6. <b>Dane Valley seat</b> - JAC reported that a seat in Dane Valley is missing – have Streetscape taken it away? Clerk to investigate.</p> <p>7. <b>Dane Valley - Topographical Survey</b> – Tim Allen of CBC has advised full survey required; Clerk to give authority for acceptance of cheapest quote as per Council resolution 08/49</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
	<b>Close 9.15 p.m.</b>	
	<b>These minutes will be submitted for approval at the next meeting scheduled for 17-07-08. Until approved they are draft minutes</b>	

**MINUTES OF THE PLANNING COMMITTEE**  
**Thursday 19 June 2008 at 7.30 p.m.**  
**Community Room Holmes Chapel Library**

<b>Subject</b>	<b>Minute</b>	<b>Action</b>						
<b>Part I</b>								
<b>1. Attendance</b>	<p>Mrs P A Cotton (Committee Chairman) P            Mr WA Ashworth (Chairman of the Council) P</p> <table border="1"> <tr> <td>Mr J Latham P</td> <td>Mr AC Rickards P</td> </tr> <tr> <td>Mr J Norton A</td> <td>Mr MJ Street P</td> </tr> </table> <p>P = present, A = apology, N = non-attendance</p>	Mr J Latham P	Mr AC Rickards P	Mr J Norton A	Mr MJ Street P			
Mr J Latham P	Mr AC Rickards P							
Mr J Norton A	Mr MJ Street P							
<b>2. Declarations of interests</b>	None							
<b>3. Minutes</b>	<b>Resolved:</b> 10 April 2008 approved							
<b>4. Matters arising</b>	<ol style="list-style-type: none"> <li><b>Fine Décor</b> Clerk reported not much more info available, no committee date set; Clerk to report back</li> <li><b>Sanofi Aventis</b> Strategy group need to discuss</li> <li><b>Parish Plan</b> Clerk reported that there had been a 20% return on questionnaire. Meeting required with steering group to decide way forward</li> </ol>	Clerk STG WAA, RCP,DES, Clerk						
<b>5. Planning Applications</b>	<p><b>Resolved:</b> No objection to the following:</p> <table border="1"> <tr> <td>08/0777/FUL</td> <td>35 Middlewich Road</td> <td>Single rear extension</td> </tr> <tr> <td>80/0785/FUL</td> <td>80 Portree Drive</td> <td>Extension to rear and side</td> </tr> </table>	08/0777/FUL	35 Middlewich Road	Single rear extension	80/0785/FUL	80 Portree Drive	Extension to rear and side	Clerk
08/0777/FUL	35 Middlewich Road	Single rear extension						
80/0785/FUL	80 Portree Drive	Extension to rear and side						
<b>6. Consideration of applications</b>	<p>Committee considered comments made at last Council meeting about short time spent on applications and following points made:</p> <ul style="list-style-type: none"> <li>Members and Officers must be briefed for meetings</li> <li>Plans available before meetings and should be viewed</li> <li>Clerk and assistant would like plans to be sent to the office in future with more opportunities to view.</li> <li>Clerk suggested that committee members attend planning courses run by Chalc and CBC, which will help determine size, effect on Street scene etc.</li> <li>Clerk to prepare report back to next Council</li> </ul>	Clerk & Assistant  Council						
<b>7. 1/3 Chester Road</b>	<p>Clerk reported on appeal which had been allowed:</p> <ul style="list-style-type: none"> <li>Original plan for affordable housing withdrawn</li> <li>Nursing home with annex accommodation blocks for up to 4 people needing some level of support now approved</li> <li>Conditions imposed – travel plan, 55+yrs only, noise &amp; traffic assessment, construction Mon-Fri 6p.m. Sat 1p.m.</li> </ul>							

	<ul style="list-style-type: none"> <li>JL asked who is paying for the planning appeal, Clerk confirmed HCPC, as third party. not at risk on costs</li> </ul>	
<b>8. Buildings of special interest</b>	<p>Members considered this CBC scheme and comments submitted by some members. Agreed:</p> <ul style="list-style-type: none"> <li>Clerk to circulate the list drawn up to all members with Cranage buildings sent to Cranage PC.</li> <li>Bengers building be submitted immediately, submissions others to be completed prior to LGR</li> <li>Members to supply more information on the buildings they suggested with age, position, features, etc</li> </ul>	Clerk All
<b>9. Chairman and Clerk's report</b>	<p>None from Chairman Clerk reported on recent correspondence.</p>	
<b>10. Members' items</b>	None	
	<b>Close 8.10 p.m.</b>	
	<b>These minutes will be submitted for approval at the next meeting scheduled for 17-07-08. Until approved they are draft minutes</b>	