

MINUTES OF THE PARISH COUNCIL MEETING
Annual Meeting and first Meeting of new Council
Thursday 15 May 2008 at 7.30 p.m.
Community Room Holmes Chapel Library

Subject	Minute	Action																								
Part I																										
1. Attendance	<table border="1"> <tr> <td>Mr WA Ashworth</td> <td>P</td> <td>Mr J Norton</td> <td>P</td> </tr> <tr> <td>Mr JA Clowes</td> <td>P</td> <td>Mr RC Parry</td> <td>A</td> </tr> <tr> <td>Mrs PA Cotton</td> <td>P</td> <td>Mr AC Rickards</td> <td>P</td> </tr> <tr> <td>Mr J Latham</td> <td>P</td> <td>Mr DE Savage</td> <td>P</td> </tr> <tr> <td>Mr G Laws</td> <td>P</td> <td>Mr MJ Street</td> <td>P</td> </tr> <tr> <td>Mrs IM Mackenzie</td> <td>P</td> <td></td> <td></td> </tr> </table> <p>County Councillor K Oliver - P Borough Councillors WN Guthrie MW Oliver - both A P = present, A = apology, N = non-attendance</p>	Mr WA Ashworth	P	Mr J Norton	P	Mr JA Clowes	P	Mr RC Parry	A	Mrs PA Cotton	P	Mr AC Rickards	P	Mr J Latham	P	Mr DE Savage	P	Mr G Laws	P	Mr MJ Street	P	Mrs IM Mackenzie	P			
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Mr G Laws	P	Mr MJ Street	P																							
Mrs IM Mackenzie	P																									
2. Introduction	Retiring Chairman, DES, took chair and opened meeting Members completed compliance documents and bank mandates DES thanked members for support during his period of office																									
3. Election of Chairman	Resolved: Councillor Alan Ashworth be elected for period 2008 / 9 08/37 WAA took chair, received badge of office from DES, thanked DES for his work as Chairman and pledged himself to work for good of all work of Council, including quest for quality status	WAA																								
4. Election of Vice Chairman	Resolved: Councillor Alan Rickards be elected for period 2008 / 9 08/38	ACR																								
5. Minutes	Resolved: Council meeting – 24-04-08 approved c08/39																									
6. Matters arising	<ol style="list-style-type: none"> 1 / 3 Chester Road – DES reported on appeal, decision expected 6 / 7 weeks from date of appeal Macclesfield Road speeding – Clerk reported on exchange of e-mails with Police – noted some action now taken Northway Garages – DES had made enquiries – no indication of a planning application being made at present Aventis site – Clerk reported on meeting; future consideration to be referred to Strategy Group 	STG																								
7. County Council reports	KO reported on following: <ol style="list-style-type: none"> Councillors for Cheshire East now elected – first Shadow council meeting held on 13-05-08 																									

	<p>2. CCC AGM held earlier today – KO elected Vice Chairman for last year of Council; Chairman Stephen Wilkinson</p> <p>3. Contract signed for Alderley Edge by-pass with a view to start by Christmas</p> <p>4. Issue over appointment of person to deal with European Funding; now resolved and appointment made</p>											
8. Member vacancy	<p>Vacancy advertised with a view to the Council being asked to approve co-option of a further member at meeting of 22-05-08.</p> <p>One nomination so far, Councillor Nick Guthrie</p>	Clerk										
9. Chairman's allowance	<p>Resolved: Council approve the amount of Chairman's allowance for his year of office – in sum of £1,000 as included in budget. Chairman to claim against this sum as expenses arise</p> <p style="text-align: right;">08/40</p>	WAA										
10. Civic Service	<p>Agreed Chairman and Clerk proceed with arrangements for a Service in late June or early July</p>	WAA & Clerk										
11. Election of Committees	<p>Resolved: the following committees be appointed</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Planning</p> <p>Patricia Cotton – Chairman Alan Ashworth – ex-officio John Latham John Norton Alan Rickards Michael Street</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Finance & General Purposes</p> <p>May Mackenzie – Chairman Alan Ashworth – ex-officio John Clowes George Laws Rab Parry David Savage</p> </td> </tr> </table> <p>08/41</p>	<p>Planning</p> <p>Patricia Cotton – Chairman Alan Ashworth – ex-officio John Latham John Norton Alan Rickards Michael Street</p>	<p>Finance & General Purposes</p> <p>May Mackenzie – Chairman Alan Ashworth – ex-officio John Clowes George Laws Rab Parry David Savage</p>									
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12. Election of Task Groups	<p>Agreed this be deferred to Council Meeting on 22-05-08</p>	Clerk										
13. Election of Representatives to Outside Bodies	<p>Resolved: the following appointments be made</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">CBC Area Committee and Chalc Area Meeting</td> <td>George Laws and Michael Street; Clerk to attend when necessary</td> </tr> <tr> <td>Twinning Association</td> <td>Rab Parry and David Savage</td> </tr> <tr> <td>Village Volunteers Liaison</td> <td>John Clowes</td> </tr> <tr> <td>County Transport Liaison</td> <td>Alan Rickards</td> </tr> <tr> <td>Crewe Line Community Rail Partnership</td> <td>Alan Rickards</td> </tr> </table> <p>08/42</p>	CBC Area Committee and Chalc Area Meeting	George Laws and Michael Street; Clerk to attend when necessary	Twinning Association	Rab Parry and David Savage	Village Volunteers Liaison	John Clowes	County Transport Liaison	Alan Rickards	Crewe Line Community Rail Partnership	Alan Rickards	
CBC Area Committee and Chalc Area Meeting	George Laws and Michael Street; Clerk to attend when necessary											
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14. Appointments deferred to next Council Meeting	Leisure Centre JMC Congleton Police Forum HC Community Action Meeting Joint Highways Liaison M6 and CAD – No appointment necessary but HETG to continue to keep a watching brief Press & Publicity Officer Police Liaison										
15. Monitoring Officer	Council received report from GL; agreed defer until Clerk had attended course on Quality and reported back	Clerk									
16. Internal Auditor	Resolved: John Henry of JDH Business Services be appointed for period 2008 / 9 08/43	Clerk									
17. Finance Officer (Member)	Resolved: Councillor George Laws be elected for period 2008 / 9 08/44	GL									
18. Special Council Meeting – 22 May 2008	Council agreed agenda for meeting on 22-05-08	Clerk									
19. Assistant to the Clerk of the Council	Interviews had been held on 14 and 25-05-08 and interview panel reported on recommendations Resolved: 1. Appointment be made in Part II of meeting 2. That the Council require the Clerk to submit a draft Contract of Employment, an Employment start date and a suggested starting salary for approval by the Council at its meeting of the of 22 -05-08 08/45	Clerk									
20. Council Office	1. MJS reported electrical inspection made and recommendation that a new board required – cost £300 Resolved: Clerk be authorised to negotiate with Landlord regarding cost of work and to settle at best possible figure 08/46 2. Clerk reported on present position re lease negotiations	Clerk									
21. 2008 / 2009 Budget	Council received brief resume of budget and noted need to review each quarter and cover office costs										
22. Accounts for Payment	Resolved: <table border="1" data-bbox="467 1717 1252 1860"> <tr> <td>Wrights Printers</td> <td>Printing for Parish Plan</td> <td>£905-93</td> </tr> <tr> <td>Cheshire Police *</td> <td>PCSO</td> <td>5500-00</td> </tr> <tr> <td>BT Payment Services</td> <td>Telephone</td> <td>96-74</td> </tr> </table> Payment approved subject to report from Inspector	Wrights Printers	Printing for Parish Plan	£905-93	Cheshire Police *	PCSO	5500-00	BT Payment Services	Telephone	96-74	Clerk Clerk
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	Gammage 08/47	
23. Planning Applications	Council considered following applications. Resolved: 08/0160/FUL and 08/0161/LBC – Old Red Lion – Pagoda – There is concern about noise levels from this property late at night; application should be referred to full Planning Committee to authorise noise monitoring 08/0532/FUL - 10 Alumbrook Avenue – Extension and alterations – No objection 08/48	Clerk
24. Holmes Chapel Today	Council noted this event to be held on Saturday 17-05-08. Chairman to open event at 9.30 a.m. Members urged to attend	All
25. Quality Status	Clerk gave report on new Portfolio document; Chalc seminar to be held on 18-06-08. Clerk to prepare report on way ahead after seminar	Clerk
26. Borough Council Reports	<ol style="list-style-type: none"> 1. Reports – DES reported on following: <ul style="list-style-type: none"> • Mayor making ceremony • CBC Officers devoting a lot of time to new Council 2. LGR – Clerk gave brief update.; Chalc meeting to be held on 08-07-08 – GL, DES, MJS and Clerk to attend 3. Letter from Twemlow PC re LGR – Details to be circulated for future consideration 	GL, DES, MJS & Clerk
27. Dane Valley	Council considered report from JAC; particular reference to need for topographical survey; TG awaiting information from Cranage PC Resolved: Council approve expenditure on topographical survey up to a limit of £1945 to be charged to the Capital fund for the project. 08/49	RLTG
28. Shadow Unitary Council election	<ol style="list-style-type: none"> 1. Council noted result of election, none of Shadow Councillors being members of HCPC 2. Agreed Clerk invite all three to attend a meeting with a view to arranging long term attendance 	Clerk
29. Reports from Outside Bodies	Clerk reported Twinning Association had taken place – further details to be circulated	Clerk
30. Reports from the Chairman and Clerk	<ol style="list-style-type: none"> 1. Cheshire Police Authority – Clerk reported on vacancies 2. NALC Quarterly Review – Copies available for collection 3. Chalc Monthly Bulletin - Copies available for collection 	

31. Members' items	<p>1. Knutsford Road – Vehicle Sales – Refer to Planning</p> <p>2. Footpath Health Centre – JN to raise issue of condition of path where lady had fallen</p> <p>3. Parkway – parking restrictions – Delay due to officers being engaged in work for Cheshire East Council</p> <p>4. Signage on shops in Precinct – Clerk to refer garish colours to agents</p> <p>5. Bernard Court – Clerk to enquire about use of s.106 money</p>	<p>Clerk</p> <p>JN</p> <p>Clerk</p> <p>Clerk</p>
32. News items	Members reminded to submit any items for newsletter	All
Part II		
33. Exclusion of public and press	<p>Resolved: pursuant to Section 100(A)(4) of the Local Government Act 1972 to exclude the public and press from the meeting for the remaining item of business on the grounds that they involve the likely disclosure of exempt information in accordance with the paragraph specified above, pursuant to part 1 of Schedule 12(A) of the Act.</p> <p>08/50</p>	
34. Assistant to the Clerk of the Council	<p>Resolved: Council approve the appointment of Nicola Lois Clarke to the position of Assistant, subject to satisfactory references being received</p> <p>08/51</p>	Clerk
35. Community Rail Partnership	ACR gave a report on forthcoming timetable revisions, which have not yet been announced	
	Close 9.40 p.m.	
	These minutes will be submitted for approval at the next meeting scheduled for 05-06-08. Until approved they are draft minutes	

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Thursday 22 May 2008 at 7.30 p.m.
Community Room Holmes Chapel Library

Subject	Minute	Action										
Part I												
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Mrs PA Cotton P	Mr J Norton P											
Mr WN Guthrie P	Mr RC Parry A											
Mr J Latham P	Mr DE Savage P											
Mr G Laws A	Mr MJ Street P											
2. Declarations of interests	None											
3. Co-option	<p>Chairman reported Council had received one nomination for vacancy – Mr WN Guthrie Resolved: Mr Guthrie be co-opted a member of the Council and appointed a member of F&GP 08/52 Mr Guthrie completed the declaration of acceptance of office and the interests forms</p>											
4. Accounts for payment	<p>Resolved:</p> <table border="1" data-bbox="467 1209 1252 1314"> <tr> <td>HC Scouts</td> <td>Delivery of Parish Plan questionnaire</td> <td>£120-00</td> </tr> <tr> <td>CCC</td> <td>Use of library</td> <td>36-00</td> </tr> </table> <p>08/53</p>	HC Scouts	Delivery of Parish Plan questionnaire	£120-00	CCC	Use of library	36-00					
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5. County Council reports	<p>KO reported on following: 1. Executive for new Shadow Council 2. Congleton Localities Board meeting changed from June to July so more information available on LGR KR left meeting</p>											
6. Communications & PR TG	<p>Following decisions at April Council meeting, Clerk reported back on discussions with Jim Pulling re notice board section of web site. Discussions satisfactory so far but Clerk requested deferment pending further investigations of Quality requirements Resolved: this matter be deferred until after Clerk had attended meeting re Quality on 18-06-08 08/54</p>	Clerk										

7. Task Groups	Resolved: 1. Council appoint Task Groups as set out in Appendix 1 to these minutes 2. WAA Chairman of Strategy TG ex-officio 3. Otherwise each TG appoint a Chairman and make any necessary recommendation to Council for co-options 4. Guideline agendas agreed for each TG 5. Clerk to arrange first meetings of each TG to make further appointments and report back 6. Each TG to report to Council when necessary and at least every 3 months 7. Council make appointments set out in Appendix 2 to these minutes 08/55	WAA All Clerk All
8. Governance document	Agreed this be referred to Strategy TG for further consideration	DES
9. Training	Courses agreed for various members; Clerk to make arrangements with Chalc. Also Clerk to enquire about CBC planning course	Clerk
10. Agendas for future meetings	Items agreed for inclusion in future agendas	Clerk
11. Members' items	1. Holidays – Clerk reminded members to notify holiday dates and dates when apologies would be given 2. Personal Profiles – Clerk asked new members to provide personal profiles for web site 3. Litter – Clerk to refer amount of litter in area of Precinct and library car park to CBC 4. Hedge cutting – Clerk to remind Highways of need to review hedges in Broad Lane, Middlewich Rd, Chester Rd and Knutsford Rd 5. Civic Service – Chairman announced that service likely to be held on 29-06-08, subject to arranging venue for reception 6. Affordable and low cost housing – DES reported on recent information. Noted low cost had more to do with size than price.	All WNG & JL Clerk Clerk WAA & Clerk
12. News items	Clerk reminded members of need to submit articles for newsletter by 26-05-08	All
Part II		
13. Exclusion of public and press	Resolved: pursuant to Section 100(A)(4) of the Local Government Act 1972 to exclude the public and press from the meeting for the remaining item of business on the	

	grounds that they involve the likely disclosure of exempt information in accordance with the paragraph specified above, pursuant to part 1 of Schedule 12(A) of the Act. 05/56	
14. Assistant to the Clerk of the Council	Pursuant to resolution at meeting on 15-05-08, Clerk submitted a draft Contract of Employment, which included an Employment start date and a suggested starting salary Resolved: 1. Council approve contract 2. Chairman and Clerk be authorised to sign contract on behalf of council when satisfactory references received 08/57	WAA & Clerk
	Close 9.05	
	These minutes will be submitted for approval at the next meeting scheduled for 05-06-08. Until approved they are draft minutes	

Appendix 1 – Task Groups

Task Group	Areas of responsibility	Members
Communications and PR ctg	Newsletter, External Communications and the Web site, Library and information centre	John Clowes Nick Guthrie May Mackenzie David Savage
Highways and Environment hetg	Parking, pedestrianisation, transport & traffic, Village Centre development, Street lighting, M6, Waste tip	Patricia Cotton John Norton Rab Parry Alan Rickards Mike Street
Public Services pstg	Police, Fire, Health provision	Alan Ashworth Patricia Cotton John Latham John Norton
Recreation and Leisure rltg	Dane Valley, Cranage Playing Fields, Recreation areas, Leisure provision, Garden Competition	Alan Ashworth John Clowes Nick Guthrie John Norton Rab Parry David Savage Mike Street

Strategy stg	Vision Statement, Future developments, Quality status	Alan Ashworth - Chairman John Clowes George Laws May Mackenzie David Savage
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Office otg	New office and IT	John Clowes David Cowgill (Clerk) John Latham George Laws Mike Street (Caretaker / Clerk of works)
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Appendix 2 – Appointments

Leisure Centre JMC	David Savage & Mike Street
Congleton Police Forum (“Have your say”)	John Latham & John Norton
HC Community Action Meeting	Alan Ashworth & Patricia Cotton
Joint Highways Liaison	John Norton & Rab Parry
Police Liaison Officer	Alan Ashworth – Deputy Patricia Cotton