



Holmes Chapel Parish Council

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1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend a meeting of the Parish Council on **Thursday 13th December 2018** at the Academy Suite, Holmes Chapel Community Centre, CW4 8AA at **7:00 p.m.**

AGENDA

Part 1- Matters to be considered with the Public and Press present.

1. **Apologies** – To receive any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest.
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests**

as required under Chapter 7 of the Localism Act 2011
3. **Public Speaking-** The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the Parish Council meeting.
4. **Council Minutes** –To approve the minutes of the meeting held on the 27th September 2018 (Part 1 and Part 2) and the extraordinary meeting held on the 18th October 2018 (Draft minutes circulated.)
5. **Committee Minutes – to note the minutes, actions and recommendations of the committees which have met since the previous meeting on the 8th November 2018 (circulated separately).**
 - Strategy and Finance on the 15th November 2018.
 - Village Infrastructure on the 22nd November 2018
 - Amenities held on the 29th November 2018.
 - Strategy and Finance Committee held on the 6th December 2018
6. **Matters arising not covered elsewhere:** None
7. **Finance**
 - 7.1. Bank reconciliation– to note the balance at 30 November 2018 is £170,406
 - 7.2. Accounts for payment – To approve the following payments as detailed in the schedule attached at Appendix 1.
8. **2019/2020 Budget and five year plan** To resolve to approve the proposed budget and precept for 2019/2020 and the revised five-year plan. (Appendix 2 and Appendix 3)
9. **Planning Issues:**
 - 9.1. **Meeting with Bloor Homes** – to note an invitation has been received for a meeting with Bloor homes and to agree attendees.
 - 9.2. **Outstanding applications:** To receive an update on Planning Applications which have passed through the Council and are without decision or have been determined since the last Council meeting. (See appendix 4)
10. **New Homes bonus:** to receive draft of the two applications prepared in readiness of a December 31st submission. To approve submission subject to any agreed changes.

- 10.1. **Church Walk** (Appendix 5)
- 10.2. **Croco Path** (Appendix 6)
- 11. 2030 Document** – To receive an update from Cllr Clowes.
- 12. Traffic and Transport Report** – To approve the traffic and transport report and to agree the process of communication with Cheshire East. (See appendix 7 and separately circulated report).
- 13. Cheshire East Council Consultations** – To note current consultations and determine any response.
- 14. Sandiford Road Meeting** – To receive a report from Cllr Blomeley on a recent meeting regarding Sandiford Road. (See appendix 8)
- 15. Ward Members report** - to **resolve** to suspend standing orders to receive a report from any Ward Members present.
- 16. Meeting Dates:** To consider the meeting schedule for January and February 2019.
- 17. Chairman and Clerk's reports** – To receive reports
- 18. Future Agenda items.**
- 19. Public Speaking.**

Part II That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

- 20. Community Centre Issues** – Information circulated separately



Sue Davies
Clerk of the Council
7th December 2018

Appendix 1

Schedule of Payments: November 3rd – December 6th 2018 (including VAT)

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/11/2018	BT Payment Services	18127	135.52	DD	Phone and Internet Nov 2018
06/11/2018	RBL - HC Branch	18128	50.00	BAB JAC	Donation for wreath 2018
08/11/2018	Public Works Loan Board	18129	4,596.80	DD	PWL #2 2nd payment 2018/9
08/11/2018	SSE	18130	38.00	DD	Church Floodlights Nov18
08/11/2018	SSE	18131	55.00	DD	Office Electricity Nov18
09/11/2018	ICO	18132	35.00	DD	Data Protection Fee 2018/19
09/11/2018	Lloyds Multipay Card	18133	71.61	DD	October 2018
09/11/2018	The Villages Mag	18134	75.00	ARA SR	Newsletter Dec/Jan 2019 edition
21/11/2018	South Cheshire Print	18135	38.40	ARA SR	Conservation Panel proofs
21/11/2018	Shires Pay Services	18136	60.00	ARA SR	Payroll Service 3rd QTR 2018/9
30/11/2018	Staff Salaries	18137	2,425.63	SO	Staff Salaries Nov 2018
06/12/2018	Office Depot	18138	47.52	MEB JAC	Stationery Items
06/12/2018	Water Plus	18139	46.56	MEB JAC	Office water Qtr3 2018/19
06/12/2018	GP Green	18140	6,132.00	MEB JAC	Christmas Lights 2018
06/12/2018	Cheshire Pension	18141	855.66	MEB JAC	Staff Pension Nov 2018
06/12/2018	Congleton Town Council	18142	1,398.39	MEB JAC	lengthsman services
06/12/2018	The Print Room	18143	25.00	MEB JAC	Election 2019 leaflet
06/12/2018	Congleton Chronicle	18144	100.80	MEB JAC	Advert for Parish Clerk
06/12/2018	Marmax Recycled Products	18145	137.71	MEB JAC	Replacement spars for bench

Total Payments 16,324.60

Receipts: November 3rd – December 6th 2018

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/11/2018	CCLA PS Deposit Fund	R1820	Interest October 2018	41.20
03/12/2018	CCLA PS Deposit Fund	R1821	Interest November 2018	38.70

Total Receipts £79.90

Future Payments to be made:

TWM Traffic Control	£420.00	Callout / Repairs to SID Devices
TWM Traffic Control	£176.40	Replacement parts for SID Devices
R Cussons	£937.50	Quarterly rent, 1 Church walk
Alan Bethell	£492.00	Maintenance work at Community Centre

Invoices will be available for members to view in the parish council office. Electronic copies are available on request.

Appendix 2



HOLMES CHAPEL PARISH COUNCIL

Draft Budget Preparation 2019-2022

07-Dec-18

Notes

EXPENDITURE HEAD	Code Cate	2017-18		2018-19		2019-20		2020-21		2021-22	
		Actual Expenditure	Current Budget	Predicted Expenditure	Draft Budget	Budget Forecast	Budget Forecast				
EMPLOYEES											
Salaries & pension costs	4000	34,422	35,000	45,800	65,100	50,300	80,500				
Staff Training	4010	270	300	375	600	510	520				
Staff Expenses and subscriptions	4015	379	400	400	400	400	410				
TOTAL EMPLOYEES		35,079	38,900	46,575	59,600	60,210	61,430				
PREMISES											
Rent	4030	3,750	3,750	3,750	4,000	4,000	4,000				
Business Rates	4031	0	0	0	0	0	0				
Electricity	4035	870	1,000	750	800	810	832				
Water	4036	100	200	200	200	204	200				
Premises Insurance	4037	120	170	170	180	184	180				
Repairs and Maintenance	4039	140	500	200	400	500	500				
TOTAL PREMISES		4,875	5,620	5,070	5,580	5,704	5,728				
OFFICE SERVICES											
Telephone/Internet Services/Office	4050/1	1,000	1,200	1,200	1,200	1,200	1,200				
Office consumables	4053	32	200	200	200	204	200				
Printing/Misc	4054	30	100	100	100	102	104				
Postage	4055	30	50	50	60	57	59				
Photocopier/printers	4056	500	800	700	700	714	720				
Stationery & newspapers	4057	200	300	300	300	300	300				
Office Equipment purchases	4058	0	800	400	800	810	832				
Office Equipment Maintenance	4059	20	100	100	100	102	104				
Software support- Finance & Peer Maps	4060	180	250	250	250	250	280				
TOTAL OFFICE SERVICES		2,215	3,400	3,300	3,755	3,808	3,861				
COMMUNICATIONS											
Newsletter publication	4070	650	1,200	1,200	1,200	1,220	1,250				
Newsletter delivery	4071	75	0	0	0	0	0				
Publicity / Consultations	4073	0	0	0	300	300	312				
Web site - host/licence/support	4075	840	800	800	800	830	900				
Web Site- additional work	4076	0	1,000	0	1,000	400	420				
Annual Public Mts	4078	0	300	300	300	300	312				
TOTAL COMMUNICATIONS		1,810	3,300	2,300	3,600	3,087	3,194				
MEMBERS											
Expenses	4080	40	100	100	100	102	104				
Room Hire / Meeting expenses	4081	107	200	200	200	204	200				
Training	4082	120	300	300	400	300	312				
Chairman's allowance	4085	284	250	250	250	250	280				
TOTAL MEMBERS		541	850	850	950	867	884				
PROFESSIONAL SERVICES											
Legal, Audit and other Fees	4090/1	3,340	1,450	1,450	1,600	1,620	1,650				
G DFR		0	500	500	0	0	0				
Insurance	4095	8,502	8,000	5,900	8,600	8,630	8,700				
Bank Charges	4096	84	250	250	250	250	280				
Payroll Services	4097	170	240	240	240	240	250				
TOTAL PROFESSIONAL SERVICES		12,096	10,440	8,433	8,590	8,755	8,920				
SUBSCRIPTIONS											
Chalc	4110	1,400	1,200	1,200	1,600	1,580	1,610				
Subscriptions other (CVS & CCA)	4111	120	200	200	200	204	200				
TOTAL SUBSCRIPTIONS		1,568	1,750	1,750	1,750	1,784	1,810				
GRANTS AND DONATIONS											
grants s.137 donations	4120	1,200	2,000	2,000	2,000	2,000	2,000				
grants other (RBL band)	4121	200	0	0	0	0	0				
grant HCP (Christmas Mkt)	4125	800	500	500	600	500	500				
grant new cemetery		0	2,500	2,500	0	0	0				
TOTAL GRANTS AND DONATIONS		2,350	5,000	5,000	2,500	2,500	2,500				
VILLAGE SERVICES											
Village Competitions	4200	150	150	150	160	150	160				
Church Floodlights	4201	430	600	600	600	610	630				
Christmas Activities	4202	350	400	0	420	430	500				
Christmas lights maintenance	4203	5,110	5,700	5,700	6,200	6,500	6,800				
CCTV	4204	5,500	5,700	5,700	6,700	5,700	5,800				
lengthsman	4205	2,910	7,500	7,500	6,000	6,400	6,800				
Remembrance day	4210	0	400	400	500	570	600				
Youth Council	4215	0	0	0	600	510	520				
TOTAL VILLAGE SERVICES		14,520	20,450	20,050	20,125	20,905	21,890				
VILLAGE MAINTENANCE											
Street Lighting - repairs	4240	0	500	500	600	500	500				
Street lighting - electricity	4250	714	550	550	600	500	500				
Highways and Road Safety	4251	340	500	500	500	500	500				
Plants/Basket/purchase	4253	242	750	750	1,000	1,020	1,040				
Plants/Basket/maintenance	4254	1,130	1,200	1,200	1,600	1,530	1,560				
Dane Meadow/maintenance	4255	0	1,500	1,500	1,600	1,530	1,560				
Recreation Services Maint	4256	21	250	250	260	250	250				
General Highways	4257	0	0	0	0	0	0				
Street furniture maintenance	4258	0	500	500	600	500	500				
Tree Purchase	4259	0	0	0	1,000	1,000	1,000				
Donated memorials		1,030	0	840	0	0	0				
Grant Funded Improvements		1,830	0	5,140	0	0	0				
TOTAL VILLAGE MAINTENANCE		5,332	5,750	11,539	7,250	7,330	7,410				

replaced by 4210
grant for 2019/20 only

Appendix 2

EXPENDITURE HEAD	Code Cats	2017-18	2018-19		2018-20	2020-21	2021-22	Notes
		Actual Expenditure	Current Budget	Predicted Expenditure	Draft Budget	Budget Forecast	Budget Forecast	
HCCC								
Roofing	42/10	0	4,000	4,000	4,000	4,000	4,000	
Boundary and hedge work	42/11	960	1,000	1,600	1,600	1,500	1,500	
Maintenance work	42/12	9,349	3,000	2,400	2,000	2,000	2,000	
Public works loan #1	42/15	56,636	55,636	55,636	54,663	53,691	52,718	
Public works loan #2	42/16	9,316	9,230	9,230	9,084	8,939	8,793	
Public works loan #3 (HCCC roof)					1,884	1,830	1,800	Estimate - to be finalised
Public works loan #4 (HCCC car park)					10,436	10,300	10,150	Estimate - to be finalised
TOTAL HCCC MAINTENANCE		75,893	72,866	72,866	83,547	82,260	80,962	

TOTAL REVENUE EXPENDITURE	158,299	168,326	177,733	195,647	197,218	198,803	
PLUS EARMARKED CAPITAL FUNDS	33,000	41,500	41,500	28,200	28,700	29,200	
LESS UNSPENT REVENUE 2018/19				1,000			Specific items unspent
TOTAL BUDGET REQUIREMENT	189,299	209,826	219,233	223,847	225,918	227,803	

CAPITAL PROJECTS								(see 5 year plan)
		35,162						
Upgrade Parish Office (43)						5,000		
Cross Path(4)	46/50	20,245					13,000	
HCCC Grounds / Car park(5)	0	0	30,000	30,000			10,000	
Conservation Area Square(11)			3,000	3,000				
Stretmore Close Play Area(12)					6,000			
Dave Meadow Path (45)					3,000			
Extend Christmas Lights	45/40	1,307	3,000	3,000				
HCCC Roof Repairs(46)	0	0	8,000	0	10,000			
Upgrade path by library(22)			3,000	0				
Proton Square(23)							3,000	
Church Walk(24)					10,000			
Brookfield Drive / Chester Road (17A5)			1,000	1,000	1,500	3,500		
SD paths(47)			4,000	4,000	1,600			
Parish Light/Mtg Maintenance						5,000		
Extension to CCTV							8,000	
TOTAL CAPITAL EXPENDITURE		56,714	52,000	41,000	31,000	23,500	22,000	

Transfers/ Addition to Capital Reserve	20,000	20,000	20,000	7,700	7,700	7,700	
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Funds Brought Forward at start of year							
Capital Reserves	0	20,000	20,000	40,000	47,700	55,400	
Revenue Reserve	25,000	25,000	25,000	25,000	30,000	30,000	
Capital Funds	66,527	47,908	47,908	24,870	8,370	5,370	
TOTAL RESERVES	91,927	92,908	92,908	89,870	86,070	91,270	

INCOME this year							
Precept	197,030	209,408	209,408	223,247	225,288	227,103	Increase of 3.4% (02/12 band d) 5.2
Bank Interest Received	193	120	500	800	850	700	
Grants + HCCC Loan	14,216						
VA T	1,328						
Miscellaneous incl donations	1,225		5,789				
TOTAL INCOME	213,994	209,528	215,895	223,847	225,918	227,803	

EXPENDITURE this year							
Revenue expenditure	158,299	168,326	177,733	195,647	197,218	198,803	
Capital Expenditure	56,714	52,000	41,000	31,000	23,500	22,000	
TOTAL EXPENDITURE	213,013	220,326	218,733	227,647	220,718	220,803	

Funds at end of year							
Capital Reserves	20,000		40,000	47,700	55,400	63,100	
Revenue Reserve	25,000		25,000	25,000	25,000	25,000	
Contingency Fund				5,000	5,000	5,000	
Capital Funds balance	47,908		24,870	8,370	5,870	5,370	
Funds Carried Forward to next year	92,908		89,870	86,070	86,270	93,470	

Accounts Return 2017/18	Spreadsheet	Actual
Balance of/	91,927.00	91,927.00
Precept	197,030.00	197,030.00
Other Receipts	16,964.00	16,964.00
Staff Costs	34,422.00	34,422.00
Loan Repayments	65,984.00	65,984.00
Other Payments	112,607.00	112,607.00
Balance Carried Forward	92,908.00	92,908.00

Appendix 3

Earmarked Funds Related to 5 Year Plan 2019/20					Revised 7 December 2018			
PROJECTS and COMMITMENTS	Cost	Spent to Date	Grant Funding or Loan	2019/20 Budget	Budget			
					2020/21	2021/22	2022/23	2023/24
Additions to Capital Reserves				7,700.00	7,700.00	7,700.00	7,700.00	7,700.00
River Croco Path (4)	40,503.00	20,245.00	7,258.00			13,000.00		
HCCC Grounds/ Car Parks (5)	150,000.00		140,000.00		10,000.00			
Extend Christmas Lights (16)	5,000.00							5,000.00
Play Area Strathmore Close (12)	10,000.00		5,000.00	5,000.00				
Chester Rd/Brookfield Dr (17/45)	5000.00			1,500.00	3,500.00			
HCCC Roof Repairs (46)	50,000.00		40,000.00	10,000.00				
Upgrade PC Office (49)	5,000.00				5,000.00			
Picton Square improvements (23)	5,000.00		2,000.00			3,000.00		
Church Walk (24)	25,000.00		15,000.00	10,000.00				
Elm Drive paths (25)	20,000.00						20,000.00	
SID posts and new SID (47)	1,500.00			1,500.00				
Parish Lighting upgrade					5,000.00			
Dane Meadow Path (48)				3,000.00				
Extension to CCTV						6,000.00		
Capital Expenditure	317,003.00	20,245.00	209,258.00	38,700.00	31,200.00	29,700.00	27,700.00	12,700.00
Council Capital Funds								
	Capital Additions (budget decision each year)			28,200.00	28,700.00	29,200.00	29,700.00	30,200.00
	Capital Fund brought forward (estimate)			23,870.00	8,370.00	5,870.00	5,370.00	7,370.00
	Less Capital Expenditure as above			38,700.00	31,200.00	29,700.00	27,700.00	12,700.00
	Capital Balance			8,370.00	5,870.00	5,370.00	7,370.00	24,370.00
Council Reserves								
	Revenue Reserves brought forward			25,000.00	25,000.00	25,000.00	25,000.00	25,000.00
	Contingency Fund			5,000.00	5,000.00	5,000.00	5,000.00	5,000.00
	Capital Reserves at end of year			47,700.00	55,400.00	63,100.00	70,800.00	78,500.00

Appendix 4

Appendix 5

Appendix 6