



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 17th January 2019** 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 13th December 2018 (Part 1 and Part 2) (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 13th December 2018.**

No meetings held
6. **Matters arising not covered elsewhere:** None
7. **Planning Issues:**
 - 7.1. **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. (Circulated separately)
 - 7.2. **18/6386C - Land Off, BRAMHALL DRIVE, HOLMES CHAPEL** – New Bungalow. To approve the recommendations in the attached report. (appendix 1)
 - 7.3 **Land off Macclesfield Road, Holmes Chapel, CW4 8AL. 18/1089C / APP/R0660/W/18/3214286** To approve the recommendations in the attached report. (Appendix 2)
 - 7.4. To note the following applications to which the Council submitted no response:
 - 18/6365N** - 21, Coniston Drive, Holmes Chapel, CW4 7JU.
 - 18/6256C** - TELEPHONE EXCHANGE, London Road, Holmes Chapel, CW4 7AS.
 - 18/6215C** - 70, Elm Drive, Holmes Chapel, CW4 7QG.
8. **New Homes bonus:** to note that the two applications approved at the previous meeting were submitted by the deadline of December 31 2018 and have been acknowledged.
9. **2030 Document and the Traffic and Transport Report** – To receive and approve the reports and approve a recommendation that these are formally presented to CEC members and officers. Circulated separately)

10. Holmes Chapel Youth Council – To consider the supplied report and approve the recommendations (to be circulated separately)

11. Ward Members report - to **resolve** to suspend standing orders to receive a report from any Ward Members present.

12. Best Kept Village – To consider when to enter the competition.

13. SID post locations – To note the attached report and agree the recommendations. See appendix 3

14. Finance

14.1. Bank reconciliation– to note the balance at 31 December 2018 is £135,155

14.2. Accounts for payment – To approve the following payments as detailed in the schedule attached at Appendix 4.

14.3. 3rd Quarter Reports – To approve the 3rd Quarter and receive the following reports

14.3.1. Statement of third quarter accounts (Appendix 5)

14.3.2. Verbal report from the Finance member

14.3.3. 3rd Quarter Report from the RFO (Appendix 6)

14.3.4. Cash Flow forecast (Appendix 7)

14.4. 2019/2020 Budget : To note that the precept request has been submitted to CEC, following the resolution at the previous meeting on 13th December 2018

14.5. Grant Application – Holmes Chapel Arts Society Appendix 8

15. Committee reports

a) **Strategy & Finance** – To note a verbal report

b) **Amenities Committee** – To note a verbal report

c) **VI Committee** – To note a verbal report

16. Chairman and Clerk's reports – To receive reports

17. Future Agenda items.

18. 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.

19. Staff Issues – To receive a verbal update.



Sue Davies
Clerk of the Council
11th January 2019

Holmes Chapel Parish Council

Report to:	Full Council
Report Number:	1819FC51
Meeting Date:	17 January 2019
Agenda item:	7
Prepared by:	Councillor B Bath
Subject:	Planning App: 18/6386C - Land off, Bramhall Drive, HOLMES CHAPEL, CW4 7HB

Background

The previous application for this site, 18/5228C, proposed the building of apartments but the application was withdrawn after a significant number of objections, including from various departments of Cheshire East.

Appendix 1 reflects the details of why this application should be recommended for refusal.

Community Right to Bid

Land Registry records show this area of land, which includes all the flats in Ravenscroft, is owned by JSSH Ltd., who are based in offices on Manor Lane. JSSH Limited was formed following the partition of Seddon Group Limited in 2013. SHS Estates seems to be the company (based at the same location) who manage the property.

A call was made to this company in December 2018 to understand their views on the proposals and the verbal response is that they were unaware that the previous application had been withdrawn. It is proposed that a meeting is held with the company as soon as possible to determine their views on the application.

At the meeting it is proposed that we inform them that we are investigating an application for a Community Right to Bid (CRtB) on this small piece of land. If we can purchase the land, it will remain in public ownership as a potential play area and continue to provide easy access to Cotton Wood and Dane Meadow. If the application for a CRtB to Cheshire East is successful, it allows a minimum of 6 months for the Parish Council to seek funds and make a bid for the land. During this period, the land cannot be sold. If the Parish Council is unable to agree a suitable price and cannot raise the required funds, then the CRtB will lapse.

The CRtB process may take 2 to 3 months although it could be faster. It is not a quick way for the planning application decision to be deferred, although it may be of benefit to mention in the recommended words in Appendix 1 that a CRtB application is being prepared.

This CRtB process was used for the purchase of the Holmes Chapel Community Centre.

Recommendations

1. Council approves the submission of the objection as shown in Appendix 1

2. Council approves the preparation and submission of a CRtB application to Cheshire East Council
3. Council approves further discussions with JSSH to discuss the CRtB and price.

Councillor Brian Bath

11 January 2019

Appendix 1

HOLMES CHAPEL PARISH COUNCIL

Planning Application Ref:	18/6386C
Address:	Land off, Bramhall Drive, HOLMES CHAPEL, CW4 7HB
Proposal:	Construction of 1 bungalow
Last Date for comments:	29 January 2019
Decision Target Date:	12 December 2019
Committee Date:	<i>N/A to be determined under delegated authority (Cllr Les Gilbert has stated that he will call it in)</i>

Recommendation:

That Holmes Chapel Parish Council objects to this application for the following reasons:

The previous application for this site, 18/5228C, proposed the building of apartments but the application was withdrawn after a significant number of objections, including from various departments of Cheshire East.

Our reasons below reflect our previous objection to this application.

The fact that the application will encroach on public open space, an area that was set aside in the original 'Developers Brief' for a play area and access to Cotton Wood should carry significant weight in considering this application. A copy of this 'Developers' Brief' is attached.

SUMMARY - Reasons for objection

This application is in contravention of several policies identified in the Holmes Chapel Neighbourhood Plan and the Cheshire East Local Plan and these are identified in detail below. Briefly we object because:

- a) Holmes Chapel has taken more than its fair share of housing within the plan period and this has been recognised in the SADPD. Furthermore, the type of dwelling proposed in the application for small units is fully satisfied in the 870 dwellings already planned or under construction where over 50% are 3 bed or less.
- b) This area provides access to the Dane Meadow and is crossed by a footpath which is the route to the Dane Valley Way. Although relatively small the site contains a group of mature and attractive trees which provide a transition between Cotton Wood and the relatively urban scene of Bramhall Drive estate.
- c) This area was set-aside at the time of original development as a designated play-area with access through to the Dane Meadow – see 'Developers Brief' attached.. Although it has never had play equipment installed as stated in the original brief, it has always been an open space providing a footpath to the Dane Meadow.
- d) Although the applicant has stated that it is not the intention to build or request the movement of the public footpath, building so close to the path and introducing car parking will endanger users of this area.
- e) Analysis of available green space in Holmes Chapel was carried out as part of the background work for the Neighbourhood Plan. It was demonstrated that in many categories, available green space was well below the CEC recommended levels. For example, available 'amenity green space' amounted to only 19% of the CEC recommended levels and 'provision for children and teenagers' was only 6%. Originally this site was part of a location identified for a play area, but it was never completed by the developer and thus this part of the village does not cater well for small children. This open green space, although small, would nevertheless be a significant loss.
- f) It should also be noted the large number of residents of Holmes Chapel that have separately and formally objected to this application through the CEC planning website for the same reasons.

More details on the objection and references to the appropriate policies are given below:

1. Holmes Chapel Neighbourhood Plan

Policy HO1 Housing Type and Mix – Policy A – *“Further small-scale housing development beyond the existing approvals of 613 homes will be supported to meet the needs and priorities established in this plan, and to meet any target number of homes for Holmes Chapel as a Local Service Centre established through the Stage 2 CEC Local Plan.”*

This application does not satisfy this NP policy. There is no clear justification in the application of changing demographics, employment needs or a higher target of houses for Holmes Chapel.

The number of dwellings already established beyond the present numbers of dwellings completed and committed for Holmes Chapel is now 870. This includes 249 affordable dwellings, the majority of which are 1/2 bedroom.

The draft CEC SADPD shows that Holmes Chapel is not expected to provide any more dwellings over the 870 completions and commitments for this Local Service Centre.

It should be noted that Holmes Chapel is already providing 24.8% of the total of 3,500 dwellings (defined in the agreed CEC Local Plan) expected in all 13 Local Service Centres.

Policy HO3: Sustainable Development of Housing and Infrastructure– Policy A *“All planning applications for new residential developments must satisfy the sustainability requirement in relation to the whole Plan area and the impact the development will have on the whole community.”*

The site proposed is only partially owned by the applicant and has been used for over 40 years as a footpath and open area to Cotton Wood and the Dane Valley. Although the applicant has stated that the footpath would be maintained, more restricted access would be seen by users with the close proximity of car parking. This particularly applies for the need to use equipment to maintain the pathway and trees in Cotton Wood.

This small piece of land was set-aside by the original developer of the site and in the original applications on the 1970’s as an open space area potentially as a ‘play area’ and has been used as such and providing a footpath access to the Dane Valley Meadow. This application would have a detrimental effect on the whole community and the way it directly accesses and uses the Dane Valley Meadows. The proposed access lane to the Dane Valley Meadow will become more restrictive.

Policy HO4: Size, Scale and Density of New Developments – Policies

A factor presented in the agreed Neighbourhood Plan under this policy states (P23) *“Holmes Chapel already has very limited open green space within and around all existing developments and falls well short of recommended levels.”* This supported by the NP report *“CE37 Report on Open Spaces, outdoor recreational & environmentally important spaces within the village.”* Building on this open space is in direct contravention of this established and agreed factor.

Policy HO5: Early Consultations – *New housing and commercial developments which meet the policies of this plan and meet the criteria below will be supported - Policy A “Before formal submission of an application, early consultation with Cheshire East Council and Holmes Chapel Parish Council on design, access and all other matters that affect infrastructure”*

As far as we are aware, no consultations were held with Cheshire East Council and no attempt was made to discuss the proposed application with the Parish Council. This policy has not been met.

Policy HO6: Affordable Homes – Policy C – *“Proposals for low cost market housing will be supported for first time buyers, and where there is a requirement established to meet the needs of living accommodation for ‘key workers’ within the Plan area.”*

Within the 870 completions and commitments mentioned above, there are already 249 agreed within the commitments and a further 12 within the completions – a total of 261.

This application has made no attempt to define why a further 2 bed property in such a controversial location is required.

Policy CW1: Outdoor Play and Recreational Areas – *Objective “To ensure all children and adults have easy and safe access to outdoor play space.” Policy A – “Existing play areas and outdoor recreational spaces must be protected within the context of the NPPF Paragraph 74 and any proposals for their enhancement will be supported.”*

The 2018 update to the NPPF paragraphs 92 (c) and particularly “Open Space and recreation” paragraph 98

applies – “Planning policies and decisions should protect and enhance public rights of way and access, including taking opportunities to provide better facilities for users, for example by adding links to existing rights of way networks including National Trails.” Paragraph 118 (b) states “recognise that some undeveloped land can perform many functions, such as for wildlife, recreation, flood risk mitigation, cooling/shading, carbon storage or food production.”

This application does not meet these planning requirements of the NPPF.

Policy CE3: Open Spaces

Objectives

To ensure sufficient open space is accessible to all village residents to provide for all the criteria defined in the CEC Green Space Strategy. [31]

To restore to a reasonable level the categories of green space in the village.

To ensure future provision not only satisfies the minimum requirements for a specific development but aims to meet the needs of the village as a whole.

Policy A. All developments must comply with the Cheshire East Local Plan policy requirements for the provision of open space. The provision of additional public open spaces to correct the existing shortfall will be strongly supported.

This application removes green space from the village and does not meet the needs of the village. Analysis of available green space in Holmes Chapel was carried out as part of the background work for the Neighbourhood Plan. It was demonstrated that in many categories available green space was well below the CEC recommended levels. For example, available ‘amenity green space’ amounted to only 19% of the CEC recommended levels and ‘provision for children and teenagers’ was only 6%. Originally this was part of a site identified for a play area, but it was never completed by the developer and thus this part of the village does not cater well for small children. This open green space, although small, would nevertheless be a significant loss.

The supporting documentation to the NP policy (page 38) also provides extensive information on why open spaces in Holmes Chapel should be maintained. These include:

CE15 CEC Green Space Strategy [31]

CE34 Improved Access to the Countryside from the Village of Holmes Chapel, HCNP Report, October 2015[60]

CE56 CEC Rights of Way Improvement Plan [29]

CE55 CEC Air Quality Strategy [19]

SG76 National Planning Policy Framework [1]

CE37 Open Space, Outdoor Recreation and Environmentally Important Spaces within the Village of Holmes Chapel, October 2015 [20].

Policy CE4: Trees

Objectives

To ensure the presence of mature trees within new developments to complement older areas in the village.

To protect existing large trees and plant large trees on the open green space of new developments where they can be protected and allowed to grow to maturity.

Policy A - Hedgerows and trees which are identified to make a significant contribution to the amenity, biodiversity and landscape character of the surrounding area must be preserved, and development, which would adversely impact upon them, will not normally be supported unless substantial public benefits can be demonstrated, and their loss adequately mitigated.

Policy C - All new developments should be designed to protect existing mature trees either through the provision of TPOs or a permanent arboriculture management programme for the site.

The application has not included any study on the Trees (or wildlife) in the site area. The Design and Access statement says that because the trees are a distance from the proposed property, no impact is expected. There is also no independent assessment of the neighbouring trees in the Dane Valley Meadow which may be affected by this development. This should include an assessment of tree roots.

Policy CE5: Character and Design

Objective

To ensure that new buildings blend with the landscape and the village environment. Many characteristics of construction may influence this, and the intention is to provide buildings of variety and interest while not restricting building to any historical style.

Policies

A. *All development should follow the latest planning guidance on design provided by CEC and should follow the guidance set out in Appendix 9.*

B. *Support will be given to developments where the design of the buildings is sympathetic to the character and local distinctiveness of the surrounding area. Larger developments should vary the appearance of individual houses in terms of position, characteristic features and materials within the palette appropriate to Holmes Chapel.*
The proposed building overdevelops the site, and is wholly inappropriate for this location, as a valuable green space.

The design shows that the property would extend towards the road and be in far closer proximity than the general design of the area.

Within the design, there is limited outdoor space. The design of the area for car parking seems very minimal and allows for no visitor parking. All visitor parking would by default be on Bramhall Drive. There is no mention in the application of the construction of the external wall at the back of the site area adjoining the Dane Valley Meadow. How high is it proposed to be and is it of brick or wood construction? There are many other details related to the construction materials, e.g. bricks, roof tiles, etc., missing from the application.

The design shows a no bin storage space and no cycle storage space as required by the Local Plan policies and the CEC Design Guide.

Policy CE7: Water Management on New Developments

Policy - All new residential and commercial developments will integrate within their design and layout, measures to successfully address surface water under storm conditions and will be required to demonstrate they are using the latest guidelines from the designated water supply and wastewater company to protect the environment.

There are no proposals on how surface water would be managed and by building on open green space on the edge of the valley, there may be considerable issues with surface water drainage.

Cheshire East Local Plan (CECLP)

The following policies in the CECLP do not support this application

SD 2 Sustainable Development Principles. In particular:

- ii. Contribute positively to an area's character and identity, creating or reinforcing local distinctiveness in terms of:
 - a. Height, scale, form and grouping;
 - b. Choice of materials;
 - c. External design features;
 - d. Massing of development - the balance between built form and green/public spaces;
 - e. Green infrastructure; and
 - f. Relationship to neighbouring properties, street scene and the wider neighbourhood
- iii. Respect and, where possible, enhance the landscape character of the area. Particular attention will be paid toward significant landmarks and landscape features;

SE 1 Design. In particular:

- 1. Sense of place
 - i. Ensuring design solutions achieve a sense of place by protecting and enhancing the quality, distinctiveness and character of settlements;
 - ii. Ensuring sensitivity of design in proximity to designated and local heritage assets and their settings;
 - iii. Ensuring that places are designed around the needs and comfort of people and not vehicles, so that layout, street design and parking is in accordance with the principles set out in Policy CO 1 and Manual for Streets;
 - iv. Ensuring that proposals are underpinned by character and design assessment commensurate with the scale and complexity of the development;
 - v. Encouraging innovative and creative design solutions that are appropriate to the local context; and
 - vi. Ensuring a high-quality public realm that enhances conditions for pedestrians and cyclists and creates opportunities for social interaction.
- 2. Managing design quality
 - i. Ensuring for larger scale and more complex developments that design proposals have positively responded to the Design Review process;
 - iii. Ensuring that housing developments achieve Building for Life 12 (or as updated) standard; and
 - iv. Encouraging sustainable construction practices including the use of appropriate recycled and sustainable materials of high quality.

Policy SE 3 Biodiversity and Geodiversity – as it relates to the ecological benefits and provisions in the neighbouring Dane Valley Meadow.

Policy SE4 The Landscape – as it relates to the green space and surroundings of the applicants proposed site.

Policy SE5 Trees, Hedgerows and Woodland – as it relates to the neighbouring Dane Valley Meadow and the proposal to remove existing mature trees.

Policy SE6 Green Infrastructure - as it relates to the green space and surroundings of the applicants proposed site.

Policy SE 14 Jodrell Bank – the site is on the upper edge of the Dane Valley and is within the inner zone of the Jodrell Bank Radio Telescope Consultation Zone. The application contains no reference to any mitigation suggestions that may overcome this policy.

Other Matters not part of the Planning Regulations assessment but will impact on any agreement to this application and may incur legal costs on behalf of CEC and residents include:

- 1. Possible covenants in the titles of neighbouring properties that provide access over this site. Although this is outside planning requirements it does imply that there will be considerable legal opposition to this application. See the online objections.

Should Cheshire East Council be minded approving this application, despite the strong objections outlined above, Holmes Chapel Parish Council (HCPC) would wish the following conditions to be imposed in any grant of planning permission.

1. **Footpath to the Dane Meadow**

The path should not be impacted in anyway during development and no walls should be allowed between the path and the property.

2. **Trees**

A full survey of all trees potentially affected by the proposed development should be carried out.

3. **Ground Works**

HCPC considers that the Dane Meadow should be effectively protected from any incursion by contractors or damage to the trees, vegetation and surrounding ground, as a result of any stabilisation works, or contractor's plant access required to facilitate this development.

4. **Access arrangements.**

HCPC has strong reservations about the proposed pedestrian and vehicle access to this site and would request CEC Planning undertake a review of the proposals to ensure adequate means of safe and convenient access exists for residents, service suppliers and emergency services. The access arrangements at this point to the Dane Meadow must be maintained throughout all building works.

5. **Bin Storage**

HCPC requests that adequate facilities are provided for secure storage of and access to refuse bins.

6. **Cycle Storage**

HCPC requests that suitable, secure and covered provision is made for an appropriate number of cycles to facilitate sustainable travel from the site.

7. **Overlooking**

HCPC is concerned that the design as submitted could permit a breach of privacy for nearby residents and asks that appropriate measures are taken, or changes made to the existing plans to prevent this.

Holmes Chapel Parish Council

17 January 2019

Appendix 2

HOLMES CHAPEL PARISH COUNCIL

Planning Application Ref:	18/1089C (Re-submission of 17/4519C which was withdrawn)
Appeal Reference:	APP/R0660/W/18/3214286
Address:	Land off Macclesfield Road, Holmes Chapel, CW4 8AL
Proposal:	Construction of three dwellings
Last Date for Appeal comments:	17 January 2019

Holmes Chapel Parish Council has the following comments to make for this Appeal application

In addition to the comments made in our objection to the application 18/1089C, the following points are also pertinent. We understand all our previous comments will be seen by the Inspector, so they are not repeated here.

The Parish Council continues to support the objection by Cheshire East to the application. There must now be serious concerns at Jodrell Bank where the housing numbers in Holmes Chapel will increase by over 30%.

1. Noncompliance with our Neighbourhood Plan in terms of house type. This reflects the need for smaller homes / bungalows for small in-fill types of development such as this is. There is no established need through an 'objectively assessed' process to provide more large detached houses.
2. The requirements of both the CELP and HCNP are more than satisfied overall, in terms of new homes provision within Holmes Chapel already.
3. The five-year deliverable housing requirement is now more than met by CEC and further development should not therefore be agreed.
4. Holmes Chapel is already heavily stretched in areas such as traffic, school places, health services and car parking. The approval of even small-scale developments simply aggravates an already difficult situation. In this context, the proposal is not sustainable, as it further contributes to the existing constraints in our infrastructure.
5. Six large detached houses on an in-fill site have already been approved, against the policies of the HCNP. It would be an affront to natural justice and the principles of neighbourhood planning, for another non-compliant scheme to be approved.
6. Insufficient consideration is shown for the use of the private road that provides access to the proposed properties and as a consequence the road does not meet sufficient standards to be adopted.

Holmes Chapel Parish Council

17 January 2019

Holmes Chapel Parish Council

Report to:	Full Council	ReportRef:	1819FC50
Meeting Date:	17 January 2019		
Agenda item:	14		
Prepared by:	Cllr M Blomeley		
Subject:	SID Posts		

Background / Information

We presently have 11 SID posts located around the village. The post on London Rd has been demolished in an accident. There is also an unused post on Macclesfield Rd.

V I Committee decided that it would be justified to locate a new post on Manor Lane facing north, to deter speeding along that section of road. A Police SID deployment last year confirmed the speeding issue.

Cheshire East Highways are reviewing their policy with regards to SID placements, and are seeking reductions. Consequently they have an embargo on siting new posts. The request for the new post on Manor Lane has been refused.

There is also a reluctance to replace the SID post on London Road, particularly as we think it would be better located on the northbound side.

This proposal is to suggest to CEC that:

1. the surplus SID post on Macclesfield Rd is removed
2. we do not replace the SID post on London Rd until such time as the 30mph limit is changed
3. we ask for the SID post installation on Manor Lane, for which we already have a solar panel

This proposal would, if accepted by CEC, reduce the number of posts by one, which accords with their emerging policy, but would provide the facility to monitor traffic on Manor Lane.

Background Documents:

None

Costs:

Installation cost for a new post by CEC is estimated at £1500. This is covered by the capital budget

Decision required

Councillors note the report above and agree that an approach is made to CEC Highways with the above proposal

Recommendation:

To authorise Cllr Blomeley and the Admin Assistant to conduct negotiations with CEC Highways in line with the above proposal

Appendix 4

Schedule of Payments: December 7th 2018 – January 9th 2019 (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>
07/12/2018	BT Payment Services	18146	135.63	DD	Phone & Internet Dec 2018
10/12/2018	SSE	18147	55.00	DD	Office Electricity Dec2018
10/12/2018	SSE	18148	38.00	DD	Church Lighting Dec2018
10/12/2018	Unity Trust Multipay Card	18149	14.75	DD	November 2018 Purchases
12/12/2018	Cheshire Pension	18150	855.66	BAB MJS	Staff Pension December 2018
12/12/2018	HMRC	18151	2,701.88	BAB MJS	Tax & NI Qtr 3 2018/19
12/12/2018	TWM Traffic Control	18152	176.40	BAB MJS	Replacement parts for SIDs
12/12/2018	The Print Room	18153	13.00	BAB MJS	leaflet Printing
12/12/2018	TWM Traffic Control	18154	420.00	BAB MJS	Callout charge for SID repairs
12/12/2018	Alan Bethell	18155	492.00	BAB MJS	Comm Centre maintenance
12/12/2018	PME Maintenance	18156	960.00	BAB MJS	Christmas Market Lighting
19/12/2018	S McKay	18157	22.10	BAB MJS	Refund of purchases
19/12/2018	Weaver Business Machines	18158	196.62	BAB MJS	Office printing 3rdQtr 2018/19
19/12/2018	Dutton Contractors Ltd	18159	23,000.52	BAB MJS	HCCC Entranceway works
27/12/2018	R Cussons	18160	937.50	SO	Rent 1 Church Walk Qtr3 2018
31/12/2018	Unity Trust bank	18161	0.30	DD	Charges Qtr 3 2018/19
31/12/2018	Staff Salaries	18162	2,425.63	SO	Salaries December 2018
31/12/2018	Unity Trust Bank	18163	28.50	DD	Charges 3rd Qtr 2018/9
07/01/2019	BT Payment Services	18164	135.24	DD	Phone & Internet Jan2019
08/01/2019	SSE	18165	38.00	DD	Church Lighting Jan2019
08/01/2019	SSE	18166	55.00	DD	Office Electricity Jan19

Total Payments £32,701.73

Receipts: December 7th 2018 – January 9th 2019

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
12/12/2018	HC Partnership	R1822	Donation twrds Market lighting	300.00
31/12/2018	Unity Trust bank	R1823	Interest 3rd Qtr 2018/19	89.92
03/01/2019	CCLA PS Deposit Fund	R1824	Interest December 2018	41.10

Total Receipts £431.02

Future Payments to be made:

Johnson Roofing Ltd	£1998.00	Short term repairs to Community Centre Roof
Unity Multipay card	£47.75	December purchases

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

Appendix 5

Printed on : 09/01/2019

Holmes Chapel Parish Council 2018/2019

At : 15:41

Balance Sheet as at 31 December 2018

31 March 2018

31 December 2018

31 March 2018		31 December 2018	
Current Assets			
1,004	Debtors	0	
1,309	VAT control	8,380	
4,107	Prepayments	0	
8,353	Current A/c	3,958	
24,629	Business Saver	57,817	
55,000	CCLA Deposit Fund - 0117530001	65,000	
94,402			135,155
94,402	Total Assets		135,155
Current Liabilities			
294	Creditors	0	
1,200	Accruals	0	
1,494			0
92,908	Total Assets Less Current Liabilities		135,155
Represented By			
10,928	Revenue Expenditure		25,378
25,000	Revenue Reserves		25,000
36,980	Capital Fund		44,777
20,000	Capital Reserves		40,000
92,908			135,155

The above statement represents fairly the financial position of the authority as at 31 December 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial

_____ Date : _____

Holmes Chapel Parish Council 2018/2019

Income and Expenditure Account for Year Ended 31 December 2018

31 March 2018

31 December 2018

	Operating Income	
198,447	Council Income	209,847
2,060	Grants & Donations	0
1,328	Village Maintenance	840
12,059	Youth Facilities Project	0
100	Holmes Chapel Partnership	5,249
	 Total Income	
213,994		215,936
	Running Costs	
35,078	Employees	33,990
4,876	Premises	3,443
2,215	Office Services	2,216
1,810	Communications	1,476
540	Members	118
12,096	Professional Services	10,247
1,588	Subscriptions	1,704
2,350	Grants & Donations	4,200
14,519	Village Services	15,948
5,332	Village Maintenance	8,891
75,893	HC Community Centre Revenue	66,932
9,960	HC Community Centre Project	19,420
25,203	Youth Facilities Project	1,321
20,245	River Croco Path Project	0
1,307	Village Centre Improvements	3,511
0	Highways & Infrastructure	271
	 Total Expenditure	
213,013		173,689
	General Fund Analysis	
66,927	Opening Balance	10,928
213,994	Plus : Income for Year	215,936
280,921		226,864
213,013	Less : Expenditure for Year	173,689
67,908		53,175
20,000	Transfers TO / FROM Reserves	(16,980)
47,908	Closing Balance	70,155

16:01

Detailed Income & Expenditure by Budget Heading 31 December 2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Council Income</u>						
1176 Precept	209,406	209,406	0			100.0%
1180 Bank Interest	448	120	(328)			373.2%
1999 Miscellaneous Income	(7)	0	7			0.0%
<u>101 Employees</u>						
4000 Salaries & Related Costs	(33,741)	(38,000)	4,259		4,259	88.8%
4010 Staff Training	(165)	(500)	335		335	33.0%
4015 Staff Expenses & Subscriptions	(84)	(400)	316		316	21.0%
<u>102 Premises</u>						
4030 Rent	(2,813)	(3,750)	938		938	75.0%
4035 Electricity	(457)	(1,000)	543		543	45.7%
4036 Water	(133)	(200)	67		67	66.7%
4037 Premises Insurance	0	(170)	170		170	0.0%
4039 Property Repairs & Maintenance	(40)	(500)	460		460	8.0%
<u>103 Office Services</u>						
4050 Telephones/Internet Office	(993)	(1,200)	207		207	82.7%
4053 Office Consumables	(53)	(200)	147		147	26.7%
4054 Printing Misc	(67)	(100)	33		33	66.6%
4055 Postage	(19)	(50)	31		31	39.0%
4056 Photocopier/Printers	(530)	(600)	70		70	88.3%
4057 Stationery and Newspapers	(237)	(300)	63		63	78.9%
4058 Office Equipment Purchases	0	(600)	600		600	0.0%
4059 Office Equipment Maintenance	0	(100)	100		100	0.0%
4060 Software Support	(317)	(250)	(67)		(67)	126.8%
<u>104 Communications</u>						
4070 Newsletter/ Publicity Printing	(750)	(1,200)	450		450	62.5%
4075 Web Site - host/licen/support	(626)	(800)	174		174	78.3%
4076 Web site - Additional Work	0	(1,000)	1,000		1,000	0.0%
4078 Annual PC Public Events	(100)	(300)	200		200	33.2%
<u>105 Members</u>						
4080 Members Expenses	0	(100)	100		100	0.0%
4081 Room Hire	(79)	(200)	121		121	39.4%
4082 Members' Training	0	(300)	300		300	0.0%
4085 Chairman's Allowance	(40)	(250)	210		210	15.8%
<u>106 Professional Services</u>						
4090 Legal & Professional Fees	(35)	(200)	165		165	17.5%
4091 Audit Fees	5	(1,250)	1,255		1,255	(0.4%)
4095 Insurance	(9,883)	(8,000)	(1,883)		(1,883)	123.5%
4096 Bank Charges	(153)	(250)	97		97	61.3%

Continued over page

16:01

Detailed Income & Expenditure by Budget Heading 31 December 2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4097 Payroll Services	(180)	(240)	60		60	75.0%
4099 General Data Protection Regs	0	(500)	500		500	0.0%
<u>108 Subscriptions</u>						
4110 Chalc Subscriptions	(1,504)	(1,550)	46		46	97.0%
4111 Subscriptions Other	(200)	(200)	0		0	100.0%
<u>109 Grants & Donations</u>						
4120 Grants S137	(900)	(2,000)	1,100		1,100	45.0%
4125 Grant Partnership (Christmas M	(800)	(500)	(300)		(300)	160.0%
4126 Grant Cemetery Development	(2,500)	(2,500)	0		0	100.0%
<u>121 Village Services</u>						
4200 Village Competition	(66)	(150)	84		84	44.1%
4201 Church Floodlights	(326)	(600)	274		274	54.3%
4202 Christmas Activities	0	(400)	400		400	0.0%
4203 Christmas Lights Maintenance	(5,760)	(5,700)	(60)		(60)	101.1%
4204 CCTV	(5,700)	(5,700)	0		0	100.0%
4205 Lengthsman	(3,697)	(7,500)	3,803		3,803	49.3%
4210 Remembrance Day Activities	(400)	(400)	0		0	100.0%
<u>122 Village Maintenance</u>						
1027 Memorial Donations	840	0	(840)			0.0%
4249 Street Lighting - repairs	0	(500)	500		500	0.0%
4250 Street Lighting-electricity	(534)	(550)	16		16	97.1%
4251 Highways & Road Safety	(488)	(500)	12		12	97.5%
4253 Plants/Baskets Purchases	(477)	(750)	273		273	63.6%
4254 Plants/Baskets Maintenance	(995)	(1,200)	205		205	82.9%
4255 Dane Meadow Maintenance	(144)	(1,500)	1,356		1,356	9.6%
4256 Recreation Services/Maint	0	(250)	250		250	0.0%
4258 Street Furniture Maintenance	(465)	(500)	35		35	93.0%
4260 Donated Memorials	(640)	0	(640)		(640)	0.0%
4261 Grant Funded Improvements	(5,149)	0	(5,149)		(5,149)	0.0%
<u>125 HC Community Centre Revenue</u>						
4270 HCCC Roofing Maintenance	(435)	(4,000)	3,565		3,565	10.9%
4271 HCCC Boundary & Hedge Maint	(1,565)	(1,600)	35		35	97.8%
4272 HCCC Maintenance/Other Work	(67)	(2,400)	2,334		2,334	2.8%
4275 Public Works Loan 1 Repayment	(55,636)	(55,636)	0		0	100.0%
4276 Public Works Loan 2 Repayment	(9,230)	(9,230)	0		0	100.0%
<u>134 HC Community Centre Project</u>						
4581 HCCC Car Park	(19,420)	(30,000)	10,580		10,580	64.7%
4583 HCCC Conservatory Work	0	(8,000)	8,000		8,000	0.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 31 December 2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>135 Youth Facilities Project</u>						
4601 Skate Park Retention	(1,321)	(1,321)	0		0	100.0%
<u>141 Holmes Chapel Partnership</u>						
1020 Partnership Income	5,249	0	(5,249)			0.0%
<u>150 Village Centre Improvements</u>						
4500 Conservation Area Signage	(32)	(3,000)	2,968		2,968	1.1%
4507 Village Centre Paths	0	(3,000)	3,000		3,000	0.0%
4510 Christmas Lights	(3,179)	(3,000)	(179)		(179)	106.0%
4515 Village Centre Fixtures	(300)	0	(300)		(300)	0.0%
<u>153 Highways & Infrastructure</u>						
4520 Bus Stop Seating	0	(1,000)	1,000		1,000	0.0%
4525 SID Post & Solar Panel	(271)	(4,000)	3,729		3,729	6.8%
Grand Totals:- Income	215,936	209,526	(6,410)			103.1%
Expenditure	173,689	221,647	47,958	0	47,958	78.4%
Net Income over Expenditure	42,247	(12,121)	(54,368)			
plus Transfers from EMR	24,523					
Movement to/(from) Gen Reserve	66,770					

Holmes Chapel Parish Council

Report to:	Full Council
Report Reference	1819FC50
Meeting Date:	17 January 2018
Agenda item:	14
Prepared by:	S McKay
Subject:	Financial Report on 3rd Quarter 2018/19

Accounts have been prepared to the 3rd quarter of the financial year. They have balanced and the Bank accounts have been reconciled.

REVENUE SPEND

The following points to note from the issued reports:

Office Services 4056 – printing costs are nearing, and are likely to exceed, the allocated budget.

Grants & Donations 4125 – The grant allocated to contribute towards the cost of lighting at the Christmas market is offset by a £300 donation from the partnership – this brings the actual amount spent down to the budgeted £300.

Street Lighting 4250 – whilst this category is approaching the allocated budget, it is planned to reclaim part of these costs from Scottish Power. Awaited information from CEC has now been received allowing the claim to proceed.

HCCC Roofing – 4270 – The bill for the recent short term repair work is not included in these figures. The inclusion of this cost brings the total spend to £2100 (52.5%)

CAPITAL SPEND

The work to the Community Centre entranceway has been completed, 35% below the budgeted figure

FINANCIAL CALENDAR To note and approve the financial calendar at appendix a

Action required:

To receive the report and to approve the accounts for the end of the 2nd Quarter for signature by the Chairman and RFO.

Mrs Sue McKay
Responsible Financial Officer
9 January 2019

Appendix a

April Receive bank statements Bank reconciliation Report to committee Precept – first instalment Accounts ready for final internal audit	October Receive bank statements Bank reconciliation Report to committee Second qtr review (budget and bank rec) Salary review
May Complete year end accounts and year end review Receive bank statements Bank reconciliation Accounts ready for External Audit File employers annual return	November Receive bank statements Bank reconciliation Call to members for budget items Budget preparation
June Receive bank statements Bank reconciliation Grants / Donations – s. 137 payments PAYE and VAT Rent	December Receive bank statements Bank reconciliation Finalise budget / precept requirement PAYE and VAT Rent
July Receive bank statements Bank reconciliation Report to committee First quarter review (budget and bank rec)	January Receive bank statements Bank reconciliation Report to committee Third quarter review (budget and bank rec)
August Receive bank statements Bank reconciliation Review insurance generally	February Receive bank statements Bank reconciliation Review assets register Review risk assessment
September Receive bank statements Bank reconciliation Precept – second instalment PAYE and VAT, Rent Renew insurance and fidelity cover	March Receive bank statements Bank reconciliation Annual report – financial part PAYE and VAT Rent

Appendix 7

Cash Flow Forecast 2018/19		to 31 December 2018											
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS
Carried Forward	92,908.00	116,495.00	106,394.00	99,786.00	95,198.00	92,082.00	160,937.00	112,954.00	105,406.00	70,155.00			
Precept Income	104,703.00					104,703.00							209,406.00
Grant Income													0.00
VAT Reclaimed													0.00
Bank Interest		24.00	61.00	28.00	31.00	134.00	41.00		129.00	40.00	40.00	50.00	578.00
Other Income	-7.00		640.00			200.00	4,949.00		300.00				6,082.00
17/18 Year End Adujsts												-3,617.00	-3,617.00
Total Income for month	197,604.00	24.00	701.00	28.00	31.00	105,037.00	4,990.00	0.00	429.00	40.00	40.00	-3,567.00	305,357.00
													0.00
Revenue Spend	36,109.00	10,125.00	7,192.00	4,267.00	3,147.00	12,645.00	51,652.00	7,516.00	16,513.00	9,300.00	9,300.00	6,650.00	174,416.00
Capital Projects													
<i>Conservation Area signs</i>								32.00		3,000.00			3,032.00
<i>HCCC - Conservatory Roof</i>													0.00
<i>HCCC - Grounds/Car park</i>			117.00	78.00		58.00			19,167.00				19,420.00
<i>Library path upgrade</i>										3,000.00			3,000.00
<i>Christmas Lights</i>						3,179.00							3,179.00
<i>SID posts</i>				271.00							3,700.00		3,971.00
<i>Bus stop seats</i>											1,000.00		1,000.00
<i>Village Centre Fixtures</i>						300.00							
<i>Skatepark Retention</i>							1321.00						
Total Spend for month	36,109.00	10,125.00	7,309.00	4,616.00	3,147.00	16,182.00	52,973.00	7,548.00	35,680.00	12,300.00	17,000.00	6,650.00	209,639.00
Actual Balance c/f	161,495.00	151,394.00	144,786.00	140,198.00	137,082.00	225,937.00	177,954.00	170,406.00	135,155.00	122,895.00	105,935.00	95,718.00	
Reserves													
<i>Revenue</i>	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	
<i>Capital</i>	20000	20000	20000	20000	20000	40000	40000	40000	40000	40000	40000	40000	
Available Balance c/f	116,495.00	106,394.00	99,786.00	95,198.00	92,082.00	160,937.00	112,954.00	105,406.00	70,155.00	57,895.00	40,935.00	30,718.00	30,718.00
Notes:													
Revenue spends:	April and October include PWL 1 repayment; May and November include PWL 2 repayment												
	October includes Insurance, CCTV contribution												
	December includes Christmas lights (6K) and quarterly rent												
	March includes quarterly rent and revenue balance												
	Total revenue spend increased from £168,026 to:												
	1. Include new budget line £300 (meeting costs)												
	2. £640 for donated memorial bench												
	3. £5149 for sensory garden works												
	4. £300 donation for market lighting												

Appendix 8



December 2018

Please find enclosed a form requesting a grant from the Parish council.

I am also enclosing relevant supporting documents.

I would also like to extend an invitation to any of our events, as our guest, to any interested member of the council. You would be very welcome and it would be an opportunity to look at our work.

Please look at our website for a list of lectures and let us know if any are of interest

Thank you

Chris Mcilwaine
Chair, The Arts Society Dane Valley

www.theartssocietydanevalley.org
tel 07856 721087
email - danevalley@theartssociety.org

Grant and Donation Application Form

Please complete the form and submit to the Clerk of the Council at the above address.

Grants are requests over £200 and require the organisation to submit a copy of audited accounts for the last 12 months. **Donations** can be made up to £200 and do not require audited accounts.

Organisation	The Arts Society Dane Valley
Contact Name	Chris Mcilwaine
Position in the organisation	Chair
Email address	Chrismcilwaine@live.co.uk
Telephone number	01477 534128
Address	16 Brookfield Drive Holmes Chapel CW4 7DT
Amount requested	£80
Bank details or name to be included on a cheque:	Account: The Arts Society Dane Valley Sort Code: 20-24-09 Account Number: 43178994
Type of organisation	Arts Education Charity The Arts Society Dane Valley is part of a larger organisation www.theartsociety.org but we act autonomously. Our funding comes from membership fees augmented with raffles and the like.

Aims / objectives of the organisation	<p>Promotion of art and culture appreciation through lectures, study days, trips and visits. Heritage activities – eg the 'Church Trail for Children' that has recently been completed by volunteers. (copy enclosed)</p> <p>Heritage volunteers have also recently contributed to a book ' 50 Treasures of the North West' which includes St Luke's Church, The Medicine House at Blackden Heath and the Sandbach Crosses. (copy of book enclosed)</p>
Membership - estimate numbers and area members are drawn from	<p>Membership – 160+ regulars plus visitors to specific events.</p> <p>Most – over 80% - from Holmes Chapel. Others from smaller satellite villages eg Somerford and Breerton. Others a mixture from Knutsford, Sandbach, Congleton and Northwich.</p>
Is membership restricted by any means	No
What age group will benefit from the funding	<p>Most members are over 50 but we are trying to attract other age groups. We intend to advertise more widely especially to the newer arrivals into the community in Holmes Chapel (new houses)</p> <p>We also intend to use the banner to advertise to parents at the local schools (younger age group)</p>
How will the grant be used?	<p>1)A vinyl banner to be displayed to advertise our existence and attract new members. The banner will be moved to different locations over time.</p> <p>2) A vinyl 'stand ' banner for use at events such as Christmas market and Holmes Chapel show.</p>
How will the funding benefit the Holmes Chapel community?	<p>The Arts Society Dane Valley is one of the social and cultural assets of the community, promoting appreciation of the arts, heritage and cultural activities. We complement the other thriving, enriching activities in the village such as the music society, the U3A and the community cinema. We have been active for just over 5 years and continue to consolidate our base and expand our activities,</p>

	<p>including expanding our membership.</p> <p>We hope to attract new members to our organisation. We provide an addition to enhance the thriving hands-on art groups in the community. Our organisation is about art appreciation and complements the many flourishing, practical art sessions and workshops. Many members belong to both types of organisation (e.g. U3A)</p> <p>We bring top quality lecturers from places like the Tate and National Gallery to our village – an opportunity for our members and visitors to experience renowned, high quality speakers without going into London.</p> <p>We would like to expand into heritage activities and have started to seek out grants for local projects but we need to maintain our membership numbers. Heritage activities include '50 treasures', a church trail at St Lukes, collaboration with the National Trust at Little Moreton Hall and work at Tabley Hall</p> <p>Increasing our membership would increase our funding and make us more able to carry out other activities. (eg young arts projects with schools – see website www.theartssociety.org for examples of work done in other parts of the country) Leaflet enclosed.</p>
How do you plan to seek funding from other sources	n/a
Have you submitted copies of quotations if necessary?	Quotation attached
Have you submitted copies of accounts if necessary?	Accounts can be available if needed

Quote for Outdoor Banner and pull -up banner from the print room - by email.

David Bennett <david@theprintroomcw4.co.uk>

Thu 20/12/2018, 13:57

You

☒

Hello Mrs Mcllwaine,

Please find below costs as requested.

To produce 1 x out door banner.

£78.00

To produce 1 x pull-up banner with case.

£95.00

Thank you.

Regards

David Bennett

5 Church Walk, Holmes Chapel, Cheshire. CW4 7AZ

Tel: 01477 549682

Total would be £173