



**HOLMES CHAPEL PARISH COUNCIL**  
**MINUTES OF MEETING on Thursday 28 June 2018**



**at the Academy Suite, Holmes Chapel Community Centre, CW4 7AZ**

**Part I – Public and Press present**

<b>1. Attendance</b>	Cllr B Bath Cllr A Armit Cllr M Blomeley Cllr P Cotton Cllr J Clowes Cllr R Parry Cllr D Savage Cllr M Street  Ward Cllr L Gilbert	Mrs S Davies – Clerk Mrs S McKay - Assistant
<b>2. Apologies</b>	<b>RESOLVED (C18/19/32)</b> to accept apologies from Cllr K O'Regan (unwell) Cllr M and S Ranger (holiday) and to note the non attendance of Cllr S Hamilton.	
<b>3. Declaration of interests</b>	None	
<b>4. Public Speaking</b>	None	
<b>5. Council Minutes</b>	<b>RESOLVED (C18/19/33)</b> to approve the minutes Part I and II of the Council Annual meeting held on 24 May 2018.	
<b>6. Committee Minutes</b>	<b>RESOLVED (C18/19/34)</b> to note the minutes, actions and recommendations of <ol style="list-style-type: none"> <li>1. Village and Infrastructure Committee held on the 7 June 2018</li> <li>2. Amenities Committee held on the 14 June 2018</li> <li>3. Strategy and Finance Committee held on the 21 June 2018</li> </ol>	
<b>7. Attendance Register</b>	The Council <b>RESOLVED (C18/19/35)</b> to note the updated Councillor attendance register for the 2017/18 Civic Year, which is displayed on the website.	
<b>8. Amenities Committee</b>	The Council <b>RESOLVED (C18/19/36)</b> to approve the appointment of Cllr D Savage to the Amenities Committee	
<b>9. Matters Arising</b>	<ol style="list-style-type: none"> <li>1. In relation to the A50 speed limit review, the Council <b>RESOLVED (C18/19/37)</b> to             <ol style="list-style-type: none"> <li>I. Note that the Parish Council has been made aware that Cheshire East Highways are due to issue a speed limit report on the A50 and to rescind the resolution passed at the meeting on May 24 2018, noting that this is justified in the event of new information coming to light that significantly impacts onto the original resolution.</li> <li>II. Make a submission to Cheshire East Council (CEC) Highways once the Parish Council has had access to study the Cheshire East report.</li> <li>III. Ensure that consideration is given to both the CEC A50 Speed Limit report (to be issued) and the CEC Speed Limit Strategy document in such a submission.</li> </ol> </li> <li>2. Public Consultations; A letter has been sent to CEC regarding consultation</li> </ol>	

	<p>period timings being too short. CEC have responded, (see Appendix 1) and these comments will be fed into the planning and stakeholder analysis stages of any future consultations. The comments were also noted by Ward Cllr Gilbert.</p>
<b>10. Planning Issues</b>	<p>1. Outstanding applications: The Council received an update on Planning Applications which have passed through the Council and are without decision or have been determined since the last Council Meeting.</p> <p>2. The Council noted that the letter of complaint has been submitted to CEC in relation to the decision to approve the application 18/0925C for Bank Farm House. This has been acknowledged by the planning enforcement officer at CEC with a response awaited.</p> <p><b>RESOLVED (C18/19/38)</b> to accept the report</p>
<b>11. Ward Members Report</b>	<p><b>RESOLVED (c18/19/39)</b> to suspend standing orders to receive a report from Ward Cllr Gilbert. He reported</p> <p>1. The investigation into the procurement issues surrounding some CEC officers has concluded, with the outcome awaited.</p> <p>2. Further to CEC admitting liability for damage to driveways and footpaths, a tree has been removed from Chester Road. No further trees will be removed.</p> <p>The Council asked for clarification on the process to apply for funding for the New Homes Bonus scheme; Cllr Gilbert will feed back into the next Strategic Planning Task Group meeting. The Council also expressed concern and frustration at the continuing struggle to obtain results from the Highways department at CEC. A short list of outstanding items will be sent to Cllr Gilbert to feed into CEC Highways departments.</p> <p>The Council thanked Ward Cllr Gilbert for the update.</p>
<b>12. Governance Policies</b>	<p>The Council <b>RESOLVED (C18/19/40)</b></p> <ol style="list-style-type: none"> <li>I. To approve the completed Governance Document dated June 2018.</li> <li>II. To initiate a review of Clause 28 of the standing orders, at the next Strategy and Finance committee meeting.</li> </ol> <p>The Council <b>RESOLVED (C18/19/41)</b></p> <ol style="list-style-type: none"> <li>I. To approve the revised Communications and Media Policy, with a review date of 1 year.</li> <li>II. To initiate a review of clauses 4.2.8 and 4.5.2 for any further updates to the policy, as proposed by Cllr Blomeley.</li> </ol>
<b>13. Facebook Page</b>	<p>The Council <b>RESOLVED (C18/19/42)</b> to approve that the Clerk will create a Facebook Social Media page for the Parish Council with a report on progress to be brought to the next Strategy and Finance Committee.</p>
<b>14. Cllr Gilbert</b>	<p>Ward Cllr Gilbert left the meeting at 7.45pm</p>
<b>15. Transport Consultation.</b>	<p>The Council <b>RESOLVED (C18/19/43)</b> to approve the delegation of a response to the Cheshire and Warrington LEP Traffic consultation to the Village Infrastructure Committee on the 5 July 2018.</p>

<b>16. Conservation Area - Licenses</b>	The Council <b>RESOLVED (C18/19/44)</b> I. To receive the report II. To approve the licenses to be entered into with landowners of properties where the interpretation boards and road signs are to be sited, subject to amendments to a. Clause 3 (removal of etc and whatsoever) b. Clause 8 (removal of the reference to signage removal)
<b>17. Village Fair</b>	The council <b>RESOLVED (C18/19/45)</b> that the design of the publicity material produced for the Village fair continue to be prepared by designated councillors.
<b>18. Youth Council</b>	The Council noted that this item has been deferred until the next full council meeting on 16 August 2018.
<b>19. Finance</b>	The Council <b>RESOLVED (C18/19/46)</b> I. Budget – to include an additional budget line in the 2018/19 budget; £300 to cover costs of refreshments at the annual public events arranged by the Parish Council. II. Bank Reconciliation – to note the balance at 22 June 2018 is £150,153.26 III. Accounts for payment – To approve the following payments as detailed in the schedule attached at Appendix 2.
<b>20. Chairman and Clerks Reports</b>	The Chairman informed members that 1. The Star Council awards deadline is 17 August 2018. 2. The planning application for the works to the entranceway at the Community Centre has been submitted. 3. Further to a request from the Hurricanes football team, a meeting will be arranged to discuss pitch options at the Cranage playing fields. 4. Further complaints have been received from residents of Severn Way regarding the overhanging branches from the boundary of the Community Centre. The parish council will consider crown lifting some of the trees, with a quotation awaited. 5. A NP Survey has been received, with councillors asked to contribute. This will be on the agenda of the next Strategic Planning Task Group. 6. Former Parish Councillor, John Norton, has passed away. 7. The Chairman passed on his thanks to Cllr Cotton and Cllr Street for their help in arranging the Civic service on Sunday 24 June, which was widely enjoyed.
<b>21. Future agenda items</b>	1. Review of the limit on the Multipay card – S&F
<b>22. Public Speaking</b>	None
<b>The meeting closed at 8.04p.m.</b>	

These minutes will be submitted for approval at the next meeting scheduled for 16 August 2018. Until then they are draft minutes.

Signed as Chairman of the Council as a true and accurate record:

.....Date.....

## Appendix 1

From: Clerk@holmeschapelparishcouncil.gov.uk  
To: 'Clerk@holmeschapelparishcouncil.gov.uk'  
Subject: [OFFICIAL] FW: Contact us a compliment, suggestion or complaint?, General, 27/06/2018, ContactUs79838739

Dear Sue,

I have been passed your suggestion.

We do generally publicise the details of consultations on the day that the consultation goes live, with most Council consultations running for around 6 weeks depending upon the time of year and the nature of the consultation.

More often than not, all Parish clerks are e-mailed along with other stakeholders, to inform them of any consultations which are going live, again this is done on the day that all public groups are informed.

The Council follows this approach, as occasionally, consultations are delayed and go-live later than the planned date.

I appreciate your feedback and will ensure that this is fed into the planning and stakeholder analysis stages of any future consultations.

Regards,

Phil

**Phil Christian** | Business Intelligence Manager – Research and Consultation | Cheshire East Council | Finance & Performance |

## Appendix 2

### Schedule of Payments: May 18th 2018 - June 22nd 2018 (including VAT)

Date Paid	Payee Name	Reference	Amount Paid	Authorized	Ref	Transaction Detail
31/05/2018	The Villages Mag	18028	140.00	MEB	MJS	News article for June/July
31/05/2018	Mark Rebbeck	18029	240.00	MEB	MJS	Bench Installation at HCCC
31/05/2018	Play Safety Ltd	18030	79.80	MEB	MJS	Annual Skatepark Inspection
31/05/2018	Namesco	18031	71.88	MEB	MJS	Starterhost for 1 year
31/05/2018	Water Plus	18032	38.78	MEB	MJS	Office water 1st Qtr 2018-19
31/05/2018	Cheshire Pension Fund	18033	798.80	MEB	MJS	Staff pension May 2018
31/05/2018	Staff salaries	18034	2,349.53			Salaries May 2018
06/06/2018	BT Payment Services	18035	132.12			Phone & Internet June18
08/06/2018	S.S.E.	18036	38.00			Church Floodlights June18
08/06/2018	S.S.E.	18037	55.00			Electricity Office June18
12/06/2018	Lloyds Bank	18038	11.79			Multipay Card May2018
13/06/2018	Sam Dale & Son Ltd	18039	480.00	BAB	SR	Manufacture of metal bench
13/06/2018	Alan Bethell	18040	72.00	BAB	SR	HCCC boundary maintenance
13/06/2018	Rialtas RBS	18041	142.80	BAB	SR	Alpha software support 2018/19
<b>Total Payments</b>			<b>4,650.50</b>			

### Receipts: May 18th 2018 - June 22nd 2018

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
04/06/2018	CCLA Deposit Fund	R1807	Interest May 2018	28.43
<b>Total Receipts</b>			<b>28.43</b>	

### Future Payments to be made:

Alan Bethell	£120.00	Maintenance at boundary of HCCC site
Taste for Life (Everybody S&R)	£42.00	Cost of refreshments at Police Cluster meeting
B A Bath	£117.00	Re-imbusement for Planning Application submission to CEC
Weaver Business Machines	£184.57	Printing costs Quarter 1 2018/19

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