



# 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 11<sup>th</sup> January 2018** at the Academy Suite, Holmes Chapel Community Centre, CW4 8AA at **7.00 p.m.**

## AGENDA

1. **Apologies** – To approve 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 14<sup>th</sup> December 2017 (draft minutes circulated)
5. **Committee Minutes** – **to note the minutes, actions and recommendations of the committees which have met since the previous meeting.**
  - Strategy and Finance Committee held on 4<sup>th</sup> January 2018 (draft minutes circulated)
6. **Matters arising** – To receive a verbal report of matters arising from the Council minutes of the 14<sup>th</sup> December 2017.
  - None
7. **Planning applications** –
  - 7.1. **To consider applications received:**
    - **17/6117C and 17/6118C Brereton Hall** Listed building consent for change of use of a single residence to a hotel and construction of a new access and bridge. *Comments deadline 12<sup>th</sup> January 2018*
    - **17/6123C Land off London Road, Holmes Chapel** Reserved matters application for appearance, landscaping and scale for the first phase of development (76 dwellings and open space) following outline approval 14/521C *Comments deadline 25<sup>th</sup> January 2018*
    - **17/6426C The Hayloft, Mill Lane, Holmes Chapel** Restoration of hay barn and construction of dwelling. *Comments deadline 1<sup>st</sup> February 2018*

**7.2. 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 separately circulated document).

8. **Ward Members report** - to **resolve** to suspend standing orders to receive a report from any Ward Members present.
9. **To consider and resolve to approve the following change to the working hours of S McKay:** That the terms of employment for Sue McKay be altered to working 20 hours a week over Monday to Friday from the current 20 hours a week over Tuesday to Friday.
10. **Finance:**
  - 10.1. **Bank reconciliation and 3<sup>rd</sup> quarter report** – to note the reconciliation and balance at 31<sup>st</sup> December 2017 is £107,714, and to resolve to approve the report from the RFO on the 3<sup>rd</sup> Quarter. See Appendix 1
  - 10.2. **Accounts for payment** – To approve the following payments as detailed in the schedule attached at Appendix 2
  - 10.3. **Draft Budget and five-year plan** – to consider the report at Appendix 3 and resolve to approve the budget and 5 year plan recommended by Strategy & Finance Committee. See separate attachments.
  - 10.4. **To approve and resolve the 2018/2019 precept request to Cheshire East.**
11. **Chairman and Clerk's reports** – To receive reports
12. **Future Agenda items.**

Local Vulnerable People Watch
13. **Public Speaking.**

Sue Davies  
Clerk of the Council  
5<sup>th</sup> January 2018

## Appendix 1

### **Holmes Chapel Parish Council**

#### **3<sup>rd</sup> Quarter Report**

#### **Report to Council – 5 January 2018**

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

#### **REVENUE SPEND**

Further to the items noted in the 2<sup>nd</sup> quarter report, in general, the budgeted revenue spend is within budget for this stage of the year. Exceptions to this are:

##### **Premises**

Electricity- An administrative error at Scottish Power has resulted in a refund of accumulated balance being credited back to our account, showing a low spend in this category. Meter readings will be submitted to ensure the account is paid up by the end of March 2018.

##### **Village maintenance**

The invoice for summer watering has not yet been submitted, leaving the spend low in this category. This will be chased up and paid before the end of the financial year.

##### **HC Community Centre Revenue**

The unplanned replacement of the second boiler (hot water system) has resulted in a large overspend in the maintenance budget for the community centre. If further maintenance spending is required in this financial year, Council approval will be needed.

#### **CAPITAL SPEND**

The work to move the fencing within the grounds of the community centre was paid for, and was as expected. The cash flow forecasts still indicate that it will be possible to save £20K in a reserve fund as hoped.

**Action required:** to receive the report and to approve the accounts for the end of the 3rd quarter for signature by the Chairman and RFO.

**Mrs Sue McKay**

**Responsible Financial Officer**

**5<sup>th</sup> January 2018**

# Appendix 1

## Holmes Chapel Parish Council 17/18

### Income and Expenditure Account for Year Ended 31 December 2017

31st March 2017		31 December 2017
	<b>Operating Income</b>	
188,436	Council Income	197,376
5,389	Grants & Donations	2,060
0	Village Maintenance	1,328
485	Dane Meadow Project	0
129,955	HC Community Centre Project	0
23,960	Youth Facilities Project	12,059
3,200	Neighbourhood Plan Project	0
0	Holmes Chapel Partnership	100
	<b>Total Income</b>	<b>212,923</b>
<b>351,423</b>		
	<b>Running Costs</b>	
37,071	Employees	25,086
4,479	Premises	3,521
3,749	Office Services	1,723
1,652	Communications	1,524
825	Members	292
9,244	Professional Services	13,026
1,563	Subscriptions	1,563
2,850	Grants & Donations	1,650
11,366	Village Services	14,066
8,423	Village Maintenance	3,774
0	HC Community Centre Revenue	74,196
8,925	Dane Meadow Project	0
232,467	HC Community Centre Project	9,960
31,306	Youth Facilities Project	25,203
4,124	Neighbourhood Plan Project	0
0	River Croco Path Project	20,245
5,148	Boundary Signs Project	0
840	Village Centre Improvements	1,307
1,059	Play Area Elm Drive Project	0
	<b>Total Expenditure</b>	<b>197,135</b>
<b>365,090</b>		
	<b>General Fund Analysis</b>	
105,593	Opening Balance	66,927
351,423	Plus : Income for Year	212,923
457,017		279,850
365,090	Less : Expenditure for Year	197,135
91,927		82,714
0	Transfers TO / FROM Reserves	(25,000)
<b>91,927</b>	<b>Closing Balance</b>	<b>107,714</b>

# Appendix 1

## Holmes Chapel Parish Council 17/18 Balance Sheet as at 31st December 2017

31st March 2017

31 December 2017

	<b>Current Assets</b>	
10,511	VAT control	4,218
4,953	Prepayments	0
9,861	Current A/c	13,883
44,587	Business Saver	34,613
25,000	CCLA Deposit Fund - 0117530001	55,000
<b>94,911</b>		<b>107,714</b>
	<b>94,911 Total Assets</b>	<b>107,714</b>
	<b>Current Liabilities</b>	
2,985	Creditors	0
<b>2,985</b>		<b>0</b>
	<b>91,927 Total Assets Less Current Liabilities</b>	<b>107,714</b>
	<b>Represented By</b>	
66,927	Revenue Expenditure	25,734
25,000	Revenue Reserves	25,000
0	Capital Fund	56,980
<b>91,927</b>		<b>107,714</b>

The above statement represents fairly the financial position of the authority as at 31st December 2017 and reflects its Income and Expenditure during the year.

Signed :  
Chairman

\_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

\_\_\_\_\_ Date : \_\_\_\_\_

# Appendix 1

Cash Flow Forecast 2017/18													updated	05/01/2018
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS	
Carried Forward	91,927.00	110,718.00	88,444.00	81,085.00	71,204.00	59,208.00	151,754.00	111,741.00	94,485.00	82,714.00				
Precept Income	98,515.00					98,515.00							197,030.00	
Grant Income	6,094.00	5,965.00	2,060.00										14,119.00	
VAT Reclaimed													0.00	
Bank Interest	5.00	7.00	15.00	9.00	9.00	12.00	8.00	9.00	36.00				110.00	
Other Income	292.00	100.00	518.00		2.00	623.00		129.00					1,664.00	
<b>Total Income for month</b>	<b>196,833.00</b>	<b>6,072.00</b>	<b>2,593.00</b>	<b>9.00</b>	<b>11.00</b>	<b>99,150.00</b>	<b>8.00</b>	<b>138.00</b>	<b>36.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>304,850.00</b>	
													0.00	
<b>Revenue Spend</b>	<b>35,912.00</b>	<b>8,101.00</b>	<b>9,952.00</b>	<b>3,330.00</b>	<b>10,700.00</b>	<b>6,604.00</b>	<b>40,021.00</b>	<b>13,994.00</b>	<b>11,807.00</b>	<b>7,000.00</b>	<b>4,000.00</b>	<b>12,609.00</b>	<b>164,030.00</b>	
<b>Capital Projects</b>														
<i>Croco Path</i>		20,245.00											20,245.00	
<i>Skatepark</i>	25,203.00											1,321.00	26,524.00	
<i>HCCC - Boiler</i>				6,560.00									6,560.00	
<i>HCCC - Grounds/Car park</i>										30,000.00				
<i>HCCC - Fencing</i>								3,400.00					3,400.00	
<i>Christmas Lights</i>					1,307.00								1,307.00	
													0.00	
<b>Total Spend for month</b>	<b>61,115.00</b>	<b>28,346.00</b>	<b>9,952.00</b>	<b>9,890.00</b>	<b>12,007.00</b>	<b>6,604.00</b>	<b>40,021.00</b>	<b>17,394.00</b>	<b>11,807.00</b>	<b>7,000.00</b>	<b>34,000.00</b>	<b>13,930.00</b>	<b>252,066.00</b>	
<b>Actual Balance c/f</b>	<b>135,718.00</b>	<b>113,444.00</b>	<b>106,085.00</b>	<b>96,204.00</b>	<b>84,208.00</b>	<b>176,754.00</b>	<b>136,741.00</b>	<b>119,485.00</b>	<b>107,714.00</b>	<b>100,714.00</b>	<b>66,714.00</b>	<b>52,784.00</b>		
<b>Reserves</b>														
<i>Revenue</i>	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000		
<i>Capital</i>	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000	20000		
<b>Available Balance c/f</b>	<b>90,718.00</b>	<b>68,444.00</b>	<b>61,085.00</b>	<b>51,204.00</b>	<b>39,208.00</b>	<b>131,754.00</b>	<b>91,741.00</b>	<b>74,485.00</b>	<b>62,714.00</b>	<b>55,714.00</b>	<b>21,714.00</b>	<b>7,784.00</b>	<b>7,784.00</b>	
Notes:														
Revenue spends:	April and October include PWL 1 repayment; May and November include PWL 2 repayment													
	June/August includes purchase/install of defibrillator													
	August includes CCTV contribution													
	September includes quarterly rent, audit fees (£2.4K)													
	October includes Insurance and Audit Fees													
	November includes replacement hot water system and drainage work HCCC (8K)													
	December includes Christmas lights (6K) and quarterly rent													
	March includes quarterly rent and revenue balance													

## Appendix 2

### Schedule of Payments: December 8<sup>th</sup> 2017 – January 1st 2018 (including VAT)

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
11/12/2017	Scottish Power	17154	38.11	Church Floodlighting Dec 2017
11/12/2017	G P Green Ltd	17155	6,132.00	Christmas Lighting scheme 2017
20/12/2017	Office Depot	17156	82.91	Stationery for office
20/12/2017	Weaver Business Machines	17157	190.14	Photocopier 3rd Quarter 17/18
20/12/2017	HM Revenues & Customs	17158	978.13	Tax & NI 3rd Qtr 2017/18
20/12/2017	R Cussons	17159	166.42	1 Church Walk insure/maint 2017
20/12/2017	Cheshire Pension Fund	17160	244.77	December 2017 contribution
20/12/2017	Congleton Town Council	17161	699.19	Lengthsman Services Nov/Dec 2017
20/12/2017	Congleton Town Council	17162	466.13	Lengthsman Services Oct 2017
29/12/2017	Staff Salaries	17163	1,794.27	Staff Salaries Dec2017
29/12/2017	R Cussons	17164	937.50	Rent 1 Church Walk 3rd Qtr 2017
31/12/2017	Unity Trust Bank	17165	22.95	Service Charge 3rd Qtr 2017

**Total Payments £11,752.52**

### Receipts: December 8<sup>th</sup> 2017 – January 1st 2018

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
04/12/2017	Unity Trust bank	R1731	Interest 3rd Qtr 2017/18	12.91
31/12/2017	Unity Trust Bank	R1730	Interest 3rd Qtr 2017/18	5.64

**Total Receipts £18.55**

## Appendix 3

### 2018 – 2019 Budget and Precept

Each committee considered budget requirements during November and December 2017 which were submitted to the Strategy & Finance Committee.

Strategy & Finance committee has produced a proposed budget based on these recommendations. Previous years are given as a comparison.

Total budget requirement 2018/19	Band D Cost	% increase on 2017 -18
<b>£206,906</b>	<b>£78.74</b>	<b>1.6%</b>

Year	Precept	Average cost per Band D household	% increase
2011/12	£73,455	£30-17	27%
2012/13	£100,930	£48-44	60.5%
2013/14	£104,584	£44.21	6.5%
2014/15	£107,762	£44.97	1.7%
2015/16	£144,890	£59.55	32.43%
2016/17	£186,489	£73.34	18.8%
2017/18	£197,030	£77.49	3.57%

**Note:**

Strategy & Finance recommend an additional £2,500 to support works to develop the new graveyard in Holmes Chapel. This could be facilitated by either:

1. Reducing the capital addition requested to £39,000, leaving the precept increase at 1.6%.
2. Increasing the precept further to generate the £2500 required, as shown:

Total budget requirement	Band D Cost	% increase on 2017 -18
£209,406	£79.69	2.8%

This would result in an additional increase of 1.2%, a further £0.95 per band D property.

S Mckay  
5<sup>th</sup> January 2018