



# 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 and Finance Committee on **Thursday 12 January 2017** at the Academy Suite, Holmes Chapel Community Centre at **7.00 p.m.**

## AGENDA

1. **Apologies** – To approve any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest.
3. **Co-option** – to **resolve** to fill the vacancy created the resignation of David Grice by co-option. Stewart Hamilton has indicated he wishes to stand for the post and his submission is attached with the voting procedure at Appendix 1.
4. **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.
5. **Council Minutes** - To approve the minutes of Part I and Part II of the meeting held on 15 December 2016 (draft minutes circulated)
6. **Finance Committee Minutes** – To approve the minutes of Part I and Part II of the meeting of the Finance Committee held on 8<sup>th</sup> December 2016.
7. **Matters arising** – To receive a verbal report of matters arising from the above minutes
  - **Neighbourhood Plan** – confirmed date for Referendum is still awaited but expected to be 9 March 2017
  - **Application 16/5202 Dane Bank Bungalow** – decision is due
  - **Planning Inquiry – 49 houses in Brereton Green** – a submission has been made. See Appendix 2
  - **Planning Inquiry – 114 houses on Manor Lane** – a submission has been made. See separate document.
8. **Investment Strategy – Lead Cllr Clowes** - to approve the **recommendation** to invest £25,000 (revenue reserve) with the CCLA. See Appendix 3.
9. **Ward Members report** - to **resolve** to suspend standing orders to receive a report from any Ward Members present.

## **10. Finance:**

**10.1 Bank reconciliation and 3<sup>rd</sup> quarter report** – to note the reconciliation and balance at 31 December 2016 is £155,879 and to **resolve to approve** the report from the Responsible Finance Officer on the 3<sup>rd</sup> quarter report. See Appendix 4.

**10.2 2017 - 18 Budget and precept** – to consider the report at Appendix 5 and **resolve to approve** the budget as recommended by Finance committee and amount of precept.

**10.3 Accounts for payment** – To approve the following payments as detailed in the schedule attached at Appendix 6.

**11. Chairman and Clerk's reports** – To receive reports:

**12. Future Agenda items.**

**13. Public Speaking.**

**Nicola Clarke**  
**Clerk of the Council**  
**6 January 2017**

## **Appendix 1**

### **Voting by Council on Casual Vacancy ("Co-Option")**

In the case of co-option the following procedure should be followed:-

- (a) Notice of the intention to co-opt to the vacancy should be given in the agenda for the meeting of the Parish Council;
- (b) When the item is reached, the Chair should call for nominations, which should be duly proposed and seconded;
- (c) When all the nominations have been received a vote should be taken. It is usual for the candidate's names to be put in alphabetical order;
- (d) The person co-opted must receive a majority of the votes of those Councillors present and voting at the meeting where the co-option takes place. Where there are more than two candidates for one vacancy, this rule means that a person must get a majority of votes over all the other candidates. Thus where candidate A receives four votes, and candidates B and C each receive two, A is not elected because he has the same number of votes as B and C put together and does not have a majority over their combined votes. Where there are more than two candidates it is desirable to eliminate the candidate with the least number of votes, so that the final vote is between two candidates only;
- (e) After the vote has been taken, the Chair should declare the candidate who received the highest number of votes duly elected;
- (f) The person elected must make a declaration of acceptance of office before, or at, the first meeting of the Parish Council following his election in the presence of a member of the Parish Council or the Proper Officer of the Parish Council. The declaration is then retained in the parish records. The person elected will need also to undertake to abide by the Parish Council's Code of Conduct.

## **Appendix 2**

### **Planning Inspectorate Ref. No: APP/R0660/W/16/3156210**

**CEC Ref. No: 15/4968C** - Outline application for a residential development of up to 49 dwellings (C3), together with associated infrastructure and open space provision will all matters reserved except for access.

### **Response from Holmes Chapel Parish Council**

We would like to record our strong objection to this application as an interested party.

1. Holmes Chapel parish is to the north of and directly adjacent to Brereton Parish. Holmes Chapel as a Local Service Centre is required to provide services to all its own residents as well as those of all parishes and communities surrounding it. Currently these resources and facilities are already stretched with considerable housing planning commitments not yet delivered.
2. This application is in direct contravention to the Brereton Neighbourhood Plan, which based on the Minister of Housings recent statement in December 2016 has made it clear that a Neighbourhood Plan should be considered to have significant weight when considering applications.
3. Holmes Chapel Neighbourhood Plan has passed its examination stage and will be going to referendum early in 2017. This Plan recognises that Holmes Chapel has already exceeded its requirements to meet the proportionate number of new houses expected of a Local Service Centre. Many residents already rely on Holmes Chapel facilities to service their needs – retail, health, schools and roads. See [http://www.cheshireeast.gov.uk/planning/neighbourhood\\_plans/holmes-chapel-neighbourhood-plan.aspx](http://www.cheshireeast.gov.uk/planning/neighbourhood_plans/holmes-chapel-neighbourhood-plan.aspx)
4. A recent, and what is seen by many residents of Brereton and Holmes Chapel as a perverse decision, to grant approval for 190 houses in Brereton but directly on the border with Holmes Chapel, will exacerbate the already overloaded facilities and roads of Holmes Chapel. It also does not comply with the already made Brereton Neighbourhood Plan (and the expected soon-to-be-made Holmes Chapel Neighbourhood Plan).
5. This application is for further housing in open countryside currently agricultural land and it does not meet any of the requirements of the NPPF including paragraphs 7 and 17. The application also does nothing to meet the requirements of NPPF paragraph 28.
6. The NPPF, paragraph 6 states “The policies in paragraphs 18 to 219, taken as a whole, constitute the Governments view of what sustainable development in England means in practice in the Planning system.” Our objection is based on this statement which has to mean that there are many factors that affect core planning and this application cannot be considered as sustainable development.
7. With the accumulation of planning commitments already made in Brereton, Holmes Chapel and other local communities, there is now a serious concern that the effect of all these developments will have a serious detrimental effect on the work and research undertaken at the Jodrell Bank Observatory. This application site is within the zone specified in the Town & Country Planning Act that covers where development. This must carry some considerable weight in considering this application.

## **Appendix 3**

### **Investment Strategy**

The parish council has not invested any surplus money for the past few years because of the purchase and refurbishment of the HCCC. The parish council has accounts with Unity Bank (current and deposit account) and with the Co-op bank. It is best practice to consider our investments and as the current and deposit accounts we hold pay no interest I include information on a deposit fund with easy access.

I recommend that the revenue reserve £25,000 should be moved to this deposit in order to spread our investment in a variety of banks. The parish council should also consider whether to move any additional capital funds held to the CCLA as well bearing in mind we hold over the £75,000 deposit bank guarantee threshold in our Unity deposit account. A suggested additional amount which could be invested is £50,000.

### **The Public Sector Deposit Fund/CCLA:**

CCLA (Churches, Charities & Local Authorities) is a mutually owned firm of investment managers, owned by LAMIT (Local Authorities Mutual Investment Trust), the Church of England (Central Board of Finance) Investment Fund and the Charities (COIF) Investment Fund;

Have c40,000 clients and manage £6.8bn of cash and investments;

The Local Government Association appointed us to develop the Fund in collaboration with the sector, as a result of the Icelandic banking crisis. It was launched in May 2011;

It is a AAmmf rated (Fitch Ratings) money market fund with the priorities of security liquidity and yield;

The Fund boasts strong governance with an Advisory Board made up of representatives of the LGA, CIPFA and treasury specialists from the sector including representatives of the LB of Waltham Forest and the GLA;

Transparency is key with everything published on a dedicated website - [www.psdf.co.uk](http://www.psdf.co.uk). You will find the latest yield (0.2899% at close of business on 25/11/16), yield history, counterparty exposure, fund size, outstanding transactions by maturity date, etc - all updated at close of business each day;

The Fund is managed on a very conservative basis (beyond the requirements of AAA-rating), only using plain cash products with well rated (minimum F1 short term) banks: call; notice; term and certificates of deposit - the kind of products that Councils themselves feel comfortable using. There is no exposure to the stock market, derivatives, other funds, asset backed securities - nothing exotic;

The minimum initial investment is just £25,000 so there are a number of parish and town councils making use of the Fund, besides principal authorities;

Access is same day for withdrawals. We have an 11:30 cut-off time for receipt of instructions;

The Fund recently exceeded £250m under management with almost 300 clients (including 10 County Councils, 180+ Parish, Town and Community Councils and 70+ District/Borough Councils, Police, Fire plus the LGA, NALC, 6 County Associations, SLCC and NILGA), a trigger point for the activation of additional share classes. However, the minimum requirement for share class 4 investors (£15m) has been waived for the time being to allow all investors to take advantage of the lowest fee and most favourable yield, highlighted above.

The yield we quote on-line is net of all fees;

Finally, as the Fund grows and a dividend payment would be due to LAMIT, it has been agreed to reduce fees in the true spirit of mutuality. As a share class 4 investor the fee is currently 0.08%, reduced from 0.10% in November 2015.

## **Appendix 4** **3<sup>rd</sup> quarter report**

### **Clerk's Report to Finance Committee – 06 January 2017**

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

#### **Salaries**

This is over budget and will continue to be so with a projected overspend of around £7k. Pension contributions form part of the overspend. A more accurate figure has been budgeted for next year's budget.

#### **Premises**

Within budget. The PC is still in credit with Scottish Power by £40 so payments will be made for the remainder of the year and a more accurate figure can be put into next year's budget.

#### **Office services**

Overspend on cost centre 4058 as the new PC has gone against this code. Otherwise in line with budget

#### **Village Maintenance**

Money still to be spent on plant/basket maintenance and recreation services maintenance (Dane Meadow repairs). SIDs from Highways England against this department but the money has been received and allocated to grants received.

#### **Capital**

Capital not spent but allocated for this year is:

Skatepark – we are holding the Veolia grant money: £23,960 and have also £21,000 allocated in capital (£15,000 build and £6,000 for temporary pathway).

Croco path - £15,000 allocated, unsure if this will be completed by the year end.

Dane Meadow retention - £5,000 – this should be paid before the year end.

Neighbourhood Plan - £4,000 remains in the PC. Unlikely to spend this

**Action required:** to receive the report and to approve the accounts for signature by the RFO

**Nicola Clarke**  
**Clerk of the Council**  
**6 January 2017**

## Appendix 5

### **2017 – 2018 Budget and Precept**

Each committee considered budget requirements during November and December 2016 which was submitted to the Finance Committee.

Finance committee has produced a proposed budget based on these recommendations and the precept calculation is as follows:

Total budget requirement	Band D	% increase on 2016
194,030.30	76.31	3.9%

Year	Precept	Average cost per Band D household	% increase
2011/12	£73,455	£30-17	27%
2012/13	£100,930	£48-44	60.55
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%

## Appendix 6

### **Schedule of Payments: December 9<sup>th</sup> 2016 – January 6<sup>th</sup> 2017**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
12/12/2016	Cheshire East Council	16170	97.50	Planning App Fee Skatepark
21/12/2016	Weaver Business Machines	16166	184.41	Office Copier 3rd quarter
21/12/2016	HM Revenues & Customs	16167	1,282.58	Tax & NI 3rd Quarter 16/17
30/12/2016	R S Cussons	16168	937.50	Rent for 1 Church Walk 3 <sup>rd</sup> Q
30/12/2016	Salaries Dec 2016	16169	2,003.75	Salaries Dec 2016
31/12/2016	Unity Trust Bank	16171	18.00	Service Charge 3rd Quarter
06/01/2017	BT Payment Services	16172	130.95	Phone&Internet December16
06/01/2017	Scottish Power	16173	36.73	Church Lights Oct - Dec2016
06/01/2017	G P Green	16174	64.80	PAT testing of office
06/01/2017	Standard Life	16175	125.00	AVC Pension Dec 2016
<b>Total Payments</b>			<b>4,881.22</b>	

### **Receipts: December 9<sup>th</sup> 2016 – January 6<sup>th</sup> 2017**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/12/2016	Carillion Kier SMP	R1619	Repayment for 2 SIDs	5,188.80
<b>Total Receipts</b>			<b>5,188.80</b>	