

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 14 December 2017** 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 9th November 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 16th November 2017 (draft minutes circulated)
 - Village Infrastructure Committee held on 23rd November 2017 (draft minutes circulated)
 - Amenities Committee held on 30th November 2017 (draft minutes circulated)
 - Strategy & Finance Committee held on 7th December 2017 (draft minutes circulated)
6. **Matters arising** – To receive a verbal report of matters arising from the Council minutes of the 9th November 2017.
 - To receive an update on the supported bus review in relation to the 319 service.
7. **Planning applications** –
 - **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. **Meeting dates** - To review and approve the circulated list of meeting dates up until May 2019 including the revised date for the Annual Parish Meeting (See Appendix 1).

9. Adjustment to the Committee Structures: To review and approve the revised committee structures to be effective from May 2018 (See Appendix 2).

10. Community Centre:

10.1. Sanofi – To note receipt of a verbal report.

10.2. Removal of Poplar Trees – To resolve to agree to the removal of the poplar trees subject to receipt of all the necessary documents from the contractors.

11. Holmes Chapel Community Cinema - To note the receipt of a report (See Appendix 3).

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

13. Parish Council Projects

To review and resolve to approve the master list of possible projects .(Circulated separately)

14. Finance:

14.1. Bank reconciliation – to note the reconciliation and balance at 30 November 2017 is £119,485.

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

14.3. Draft Budget and five-year plan – to note and review the draft budget and 5 year plan prepared by Finance Committee with a final decision to be taken at the next Full Council on 11th January 2017. See separate attachments.

14.4. 2017/2018 External Audit - To note receipt of the notification of external auditor appointments for the 2017/18 financial year. See separate attachment.

14.5. Donation to Everybody Sport and Leisure - To note the donation of £250 to Everybody Sport and Leisure for junior awards sponsorship authorised by the Strategy and Finance Committee on the 1^{6th} November 2017.

14.6. To consider a request by St Luke's Church - Request for a donation towards development of a new cemetery, and support for on-going maintenance (see appendix 5).

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

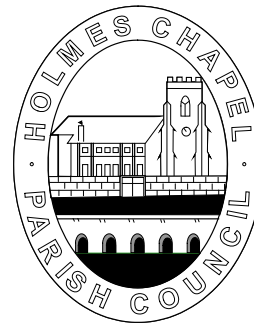
16. Future Agenda items.

Local Vulnerable People Watch

17. Public Speaking.

Sue Davies
Clerk of the Council
8th December 2017

Appendix 1



Holmes Chapel Parish Council Calendar for 2018

2018			
Jan 4	Strategy & Finance Committee	July 5	Village Infrastructure
11	FULL COUNCIL (budget / precept)	12	Amenities
18	Village Infrastructure Committee	19	Strategy and Finance
25	Amenities Committee	26	
Feb 1		Aug 2	
8		9	Strategy and Finance
15	Strategy & Finance Committee	16	FULL COUNCIL
22	FULL COUNCIL	23	
March 1	Village Infrastructure Committee	30	
8	Amenities Committee	Sept 6	Village Infrastructure
15	Strategy & Finance Committee	13	Amenities
20	ANNUAL PARISH MEETING	20	Strategy and Finance
29		27	FULL COUNCIL
April 5		Oct 4	
12	Strategy & Finance Committee	11	Village Infrastructure
19	FULL COUNCIL (Year end accounts)	18	Amenities
26	Village Infrastructure Committee	25	Strategy and Finance
May 3	Amenities Committee	Nov 1	
10		8	FULL COUNCIL
17	Strategy & Finance Committee	15	Strategy and Finance Committee
24	FULL COUNCIL – Annual meeting	22	Village Infrastructure
31		29	Amenities Committee
June 7	Village Infrastructure	Dec 6	Strategy and Finance Committee (budget)
14	Amenities Committee	13	FULL COUNCIL
21	Strategy and Finance Committee	20	
28	FULL COUNCIL	27	

Unless advertised otherwise:

All meetings will commence at 7.00 p.m.

All Council Meetings will be held in the Academy Suite, Holmes Chapel Community Centre, CW4 8AA.

*Annual Parish Meeting will be held in the Brooklands Suite, CW4 8AA

Appendix 1

2019			
Jan		July 4	
3	Strategy and Finance Committee	11	
10	FULL COUNCIL (budget/precept)	18	
17	Village Infrastructure Committee	25	
24	Amenities Committee	Aug 1	
31		8	
Feb 7		15	
14	Strategy and Finance Committee	22	
21	FULL COUNCIL	29	
28	Village infrastructure Committee	Sept 5	
March 7	Amenities Committee	12	
14	Strategy and Finance Committee	19	
21	ANNUAL PARISH MEETING	26	
28		Oct 3	
April 4	Strategy and Finance Committee	10	
11	FULL COUNCIL (Year end accounts)	17	
18		24	
25	Village Infrastructure Committee	Oct 31	
May 2	Amenities Committee	7	
9		14	
16	Strategy and Finance Committee	21	
23	FULL COUNCIL – Annual Meeting	28	
30		Dec 5	
June 6		12	
13		19	
20		26	
27			

Appendix 2

Functions of each committee – December 2017

<p>Strategy and Finance committee</p> <p>Strategic Village Planning and Neighbourhood Plan monitoring CEC Local Plan and other policy documents s.106/CIL monitoring Governance and Policies Risk Management Quality Council issues Planning applications Staffing matters Councillor training Community Resilience HC Partnership Strategy Leisure Centre (HCCS) ChALC Website and Social Media Finance: Budget setting and monitoring Grants and Donations Banking Accounts package 5 year plan and capital projects</p>	<p>Amenities committee</p> <p>Community Centre Monitoring and liaison of JMLC Planning applications Public transport Leisure Centre (HCCS) Play areas Youth facilities including the Skate park Dane Meadow including Friends of the Dane Meadow Green and open spaces Rural Footpaths (soft surface) Benches Conservation area Defibrillator and Phone Box housing BT phone boxes Health and Social Services Library Education Liaison Sandbach Almshouses HC Partnership Topics</p>
<p>Village Infrastructure Committee</p> <p>Planning applications Office maintenance Website and Social Media Health and Social services Education Liaison Police Public Transport CCTV Benches Christmas lights and tree Garden and photography competition HC Partnership topics General maintenance including: <ul style="list-style-type: none"> • Planted areas • Lengthsman • Village Volunteers • Street signage Highways including: <ul style="list-style-type: none"> • Road safety • Street lighting • SIDs • Speedwatch • Car parks • Traffic issues • Urban (hard) footpaths </p>	

Appendix 3

Holmes Chapel Community Cinema (HC3) **Report to the Parish Council November 2017**

The Community Cinema was formed in 2014 when the Parish Council arranged a meeting with a few volunteers and asked them to start a community cinema. This was in response to a survey which had highlighted the need.

The group, then chaired by Peter Clinton, surveyed the various venues available in the village, identified a company (Reels-on-Wheels) which could provide and screen the films, arranged tickets and advertising, set up a website etc. This was facilitated by grants from the Parish Council and Cheshire East.

The Victoria Club was chosen as the most suitable venue although the Committee had to put the chairs out, clear away and lift the projector up onto the stage. Kim Bennet (of Bennett Design) undertook the poster and website design and has continued to do so for subsequent films at no cost.

The first film was shown in September 2014 to an audience of 96. Films were shown every month, until June '15. Fortunately, there were many good films that season and the average audience was 114.

The next season started in September '15. Only 2 films attracted an audience of over 100 and the average was 78.5. At the end of the season, Peter Clinton wished to stand down as Chairman so Bill Bowers took over.

The 3rd season started in September '16 with relatively poor audiences. However, the Community Centre became available and it was decided to move there as it had a number of advantages ie. a hall with more useable space (the pillars in the Vic Club hall limited the audience to a maximum of 140), more parking, a spacious bar more readily accessible and staff who were willing to put the chairs out. The move was planned for January but was brought forward to November because Bridget Jones Baby was expected to attract a big audience. The Committee decided to boost the publicity by delivering a flier to every house in the village. The resulting audience was 160, the maximum that the hall could accommodate. Since moving to the Community Centre, the audience has averaged 114. It has been decided to limit future audiences to 150 to avoid over-crowding.

The fourth season has started well with large audiences, Dunkirk 135 and Victoria and Abdul 140.

The Community Centre has been very helpful in allowing the first few films to be screened at the rate charged by the Vic Club. They have subsequently agreed a funding formula whereby they charge the hall at £75 and HC3 pays a bonus of £1/ticket for the number by which the audience exceeds 100.

The current committee is Chairman Bill Bowers, Secretary Judith Nichols, Treasurer Jean Ferrie, Andy Ferrie, Martin Thompson, Helen Jones and Peter Clinton. More committee members would be welcome but attempts to recruit have, so far, been unsuccessful

Appendix 4

Schedule of Payments: November 1st – December 8th 2017 (including VAT)

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/11/2017	Royal British Legion HC	17132	50.00		Donation incl wreath 2017
06/11/2017	BT Payment Services	17133	107.06		Phone & Internet Oct 2017
08/11/2017	Public Works Loan Board	17134	4,669.60		PWL#2 2nd Installmnt2017
09/11/2017	Scottish Power	17135	38.11		Church Floodlights Nov2017
09/11/2017	Stocks Lane Nurseries	17136	101.40		Crocus Bulbs Brookfield Drive
09/11/2017	Mrs S McKay	17137	88.83		Expenses Oct/Nov
09/11/2017	Willis Brothers	17138	4,080.00		Willis Brothers
09/11/2017	Pear Technology Ltd	17139	150.00		Pear Technology Ltd
10/11/2017	ICO	17140	35.00		Data Protection Annual Fee
21/11/2017	Lanes Group plc	17141	660.00		Remedial drainage works HCCC
21/11/2017	Shires Pay Services	17142	50.00		Payroll service 3rd Qtr 17/18
21/11/2017	HMM Mechanical Services	17143	7,949.76		Hot Water Boiler HCCC
21/11/2017	CHALC	17144	2.50		Training Session (part refund)
30/11/2017	Staff Salaries	17145	1,588.33		Salaries November 2017
07/12/2017	BT Payment Services	17146	111.54		Phone & Internet Nov2017
07/12/2017	CBJ Digital	17147	136.08		Host Fee 4th Qtr 2017/18
07/12/2017	The Villages Mag	17148	140.00		Newsletter Dec issue
07/12/2017	NW Fire Extinguishers	17149	24.00		PA Testing 1 Church Walk
07/12/2017	Cheshire pension Fund	17150	244.77		Pension November 2017
07/12/2017	Everybody S&R	17151	300.00		Junior Awards Sponsorship
07/12/2017	T D Thursfield	17152	350.00		Christmas Tree 2017
07/12/2017	Everybody S&R	17153	128.00		Community Resilience event
Total Payments			21,004.98		

Receipts: November 1st – December 8th 2017

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
09/11/2017	Scottish Power	R1726	Refund of credit in account (office supply)	135.44
02/11/2017	CCLA Deposit Fund	R1727	Interest October2017	8.95
04/12/2017	CCLA Public Sector Deposit Fun	R1728	Interest November 2017	13.08
04/12/2017	Scottish Power	R1729	Refund of credit in account (office supply)	4.38
Total Receipts			161.85	

Appendix 5



St Luke's Parish Church – Holmes Chapel

Church Hulme Parochial Church Council – registered Charity no. 1132587

Mr Brian Bath
Chairman
Holmes Chapel Parish Council
1 Church Walk
Holmes Chapel
Cheshire
CW4 7AZ

New Farm
Chelford Road
Twemlow Green
Holmes Chapel
Cheshire
CW4 8BS
tel. 01477 571872

8 Dec 2017

Dear Brian

Re St Luke's Churchyards – Maintenance and Development of Knutsford Road Extension Land

I am writing on behalf of St Luke's Parochial Church Council to seek financial assistance from the Parish Council towards the cost of maintaining the churchyards adjacent to St Luke's Church and in Knutsford Road and towards the cost of developing the new extension land ready for use as a graveyard.

St Luke's and its Church Council take very seriously their responsibility as stewards of the historic church building, the adjoining churchyard in the village centre and that in Knutsford Road. The latter is used as a graveyard by all those who wish to be buried locally and not just by church members and their families. We try to maintain and, where possible improve, the appearance and condition of these churchyards for the benefit of both churchgoers and all the village community. In that respect, we are grateful for the continuing financial support given by the Parish Council in paying for the cost of floodlighting St Luke's and enhancing its appearance.

All maintenance of the churchyards and the Church Hall border, apart from occasional volunteer work-parties tidying the memorials area in the Knutsford Road churchyard, is contracted to Clive Nash Landscapes, who have done this work for us very satisfactorily for many years. The cost of the regular maintenance work in 2016 was £3,347 (including reconstitution needed after the roof and tower works) and so far in 2017 was £2,404 (excluding tree maintenance work).

In 2016, the Church Council was pleased to receive the gift of a parcel of agricultural land to extend the existing Knutsford Road churchyard although significant legal costs were involved in the transfer of title. Planning approval and consecration of the new extension land is now complete. A new boundary hedge has been planted and the land regularly mown at a total cost so far of £2,448. The remaining space for burials and interment of ashes in the existing churchyard is now almost exhausted. We are now urgently seeking to complete the work needed to bring the extension land into use as a graveyard. This will include providing an all-weather path from the Knutsford Road gate towards the river end of the site, work on the boundary with the existing churchyard, preparing an area for interment of ashes and some limited levelling to the site. The final specification is being prepared and will be put out to tender. The cost is expected to be in the region of £5,000 to £9,000.

Given the benefit to the whole Holmes Chapel community from the churchyard areas, the Church Council is seeking a contribution from the Parish Council towards the cost of their regular maintenance and of completing development of the new Knutsford Road extension as a graveyard. If you need, further information, please let me know.

Yours sincerely

Dr Stephen C Smith
Hon. Secretary, Church Hulme Parochial Church Council