



# Holmes Chapel Parish Council

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**01477 533934**

**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 15 December 2016** 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. **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 10 November 2016 (draft minutes circulated)
5. **To note the minutes of the committees which have met since the previous meeting and to approve any resolutions arising**
  - Strategy and Partnerships Committee held on 17 November 2016 (draft minutes circulated)
  - Amenities Committee held on 24 November 2016 (draft minutes circulated)
  - Technical Services Committee held on 1 December 2016 (draft minutes circulated)
  - Finance Committee held on 8 December 2016 (draft minutes circulated)
6. **Matters arising** – To receive a verbal report of matters arising from the above minutes
  - **Planning applications:**
    - 16/5202C Dane Bank Bungalow – now a delegated decision.
    - 16/3208C 45 Middlewich Road – due to be heard at SPC on 21 December 2016
    - 16/3724C Victoria Mills – due to be heard at SPC 1 February 2017
7. **Planning applications and inquiries** - to consider any applications on lists recently circulated and **resolve** to make representations to Cheshire East Council on planning applications and **resolve** to submit a representation to the Planning Inspector on 16/3514C
  - **16/5842C 51 Sandiford Road, CW4 7BL** – single storey extension
  - **16/5820C Holmes Chapel Community Centre, CW4 8AA** – proposed skatepark in the grounds of existing community centre.

- **Aus Bore** – the appeal has been withdrawn
  - **Gladman** – Brereton PC have accepted the CEC decision not to proceed with challenging the decision
  - **16/3514C 114 dwellings on Manor Lane** – applicant has appealed and comments to be made by 13 January 2017 to go to the public inquiry.
8. **Neighbourhood Plan** - to receive a brief update from the Steering Group on the expected date for Referendum and associated publicity.
  9. **Civic Service** - to receive the report from Cllr Savage and to **recommend** removal of the Civic Service from the Council calendar and institute a reformed Annual Parish Meeting. See Appendix 1.
  10. **Memorials policy** – to **recommend** the adoption of the policy. See Appendix 2.
  11. **Police – Lead Cllr Savage** – to **recommend** non payment of the PCSO invoice for 2016-17 and to remove the payment of a PCSO for future years. See Appendix 3.
  12. **Holmes Chapel Community Centre** – to receive a report on activities and usage from Cllr Bath. To **resolve** to make any representations to the JMLC meeting in January 2017. Report to follow.
  13. **Consultation on Household Waste Recycling Centre provision** – to note the consultation and communications in the local press and websites to encourage comments from the community. See consultation at <http://surveys.cheshireeast.gov.uk/s/HWRCConsultation>
  14. **Ward Members report** - to **resolve** to suspend standing orders to receive a report from any Ward Members present.
  15. **Finance:**
    - 15.1 **Bank reconciliation** – to note the reconciliation and balance at 30 November 2016 is £166,177.
    - 15.2 **Accounts for payment** – To approve the following payments as detailed in the schedule attached at Appendix 4
    - 15.3 **Draft Budget** – to note the draft budget and 5 year plan prepared by Finance Committee with a final decision to be taken at the next Full Council on 12 January 2017.
  16. **Chairman and Clerk's reports** – To receive reports:
  17. **Future Agenda items**
  18. **Public Speaking**

#### **Part II – Private and Confidential**

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.

1. **Salaries** – to discuss staff salaries.

**Nicola Clarke**  
**Clerk of the Council**  
**9 December 2016**

## Appendix 1

### The Civic Service

It is a fact that, over many years', attendance at the Civic Service by Councillors has been reducing to such a level that has become embarrassing to both the Council and the incumbent Chairman.

Some of the reasons for this are well known but whatever they are the fact is that the Civic Service is no longer considered to be an important consideration or event on the Parish Council calendar.

The question then arises whether to persist with the event, cancel it altogether or replace it with some alternative.

The Annual Parish Meeting is an event that the Parish Council is required to hold by law and one which allows the community to interface directly with Councillors.

However, apart from the odd occasion, it has been difficult to attract any significant numbers of the community to attend.

Whilst I am neither for or against the holding of a Civic Service I believe the original reasons for having such a service are lost in time. To me the main reasons for holding the service seem to be to receive thanks for work which the Parish Council has done for the community, to receive a blessing for the continuation of that work and to show to the public who their representatives are.

Another aspect of the Civic Service with which I have always disagreed was that it was limited. By that I mean when I held it at the Methodist Church others thought that it should be in the Parish Church even though there was no historical link that could support that belief. This meant that it limited the attendees and sent the wrong sort of message to holders of other faiths which I was not, personally, prepared to accept and went against the tenet of inclusion for all.

Where then does that leave us? Personally, I believe the Council should remove the Civic Service from the calendar and replace it with a new form of Annual Parish meeting. This new meeting would be expected to perform its statutory duties but could also be a vehicle to connect with the wider, and hopefully the whole, community.

It could be an opportunity to thank those that have assisted the Parish Council in the preceding 12 months, awarding a Civic prize, awarding the winners of competitions, having speakers not only about community issues but about more interesting subjects (a guest speaker from Jodrell Bank for example or someone from another organisation not related to Council activities but important within the area).

This is not an exhaustive list.

I feel that using the APM in this way meets and exceeds the tenets of the Civic Service and addresses 21<sup>st</sup> Century attitudes.

Therefore, I would recommend that the Civic Service be replaced by a reformed and updated Annual Parish Meeting designed to show the Parish Council at its best and include greater proportions of the community.

Councillor D Savage  
4<sup>th</sup> December 2016

## **Appendix 2**

### **Introduction**

Some members of the public are keen to remember loved ones by providing a permanent reminder in the surrounding which they were familiar. This can also be to the benefit of the community if the memorial is either useful or attractive. The aim of this policy is to ensure:

- a) That any memorial is appropriate for the location in which it is placed
- b) That the costs of supply and installation are carried by the donor of the memorial
- c) That the responsibility for the maintenance of any memorial is clearly defined.
- d) That permanent features such as planters, benches or trees will enhance the street scene and maintain the character of the area
- e) That any wording associated with a memorial is of a suitable size, colour and type face.

### **Policy**

1. The location on public land of any memorials to private individuals will be agreed with the Parish Council and Cheshire East Council or other public body where appropriate according to the plan created by the Parish Council.
2. Memorials should have some community benefit either as street furniture or by enhancing the appearance of the village.
3. Benches or trees must be of the type specified by the council in order to co-ordinate with any other benches or trees already situated in the intended area.
4. The cost of supply and installation of any memorial will be covered by the donor and must be paid for by the applicant prior to purchase and installation by the council.
5. The parish council will only consider memorials to individuals who have a direct connection with Holmes Chapel. Applications for deceased pets will not be considered.
6. Once installed the memorial can only be repositioned with the agreement of the Parish Council.
7. Any plaques or wording must be agreed with the parish council in advance.
8. Once supplied the item will become the property of the parish council and any routine maintenance costs covered by the parish council.
9. In the event of serious damage by accident, vandalism or becomes unsafe and beyond economical repair the parish council reserve the right to remove and not replace the item.
10. Any plaques will remain the property of the donor and must be maintained in good condition if damaged, removed.
11. This policy will be reviewed every two years.

#### Additional information

The parish council will keep a record of any memorials supplied including the donor's name and contact details.

The parish council will maintain a plan, which can be supplied to the public, showing all potential locations for additional seats or trees around the village.

Adopted 15 December 2016.

### **Application Form**

Name of Donor	
Name on Memorial	
Address, Email and phone	
Description of memorial Information to allow purchase. State clearly the nature of the memorial i.e. bench / tree	
Proposed text on plaque	
Preferred Location	1. 2.
Cost of supply and installation including plaque	
Signatories	
Parish Council	
Donor	
Date	

Please return the completed form to:

Clerk of the Council  
Holmes Chapel Parish Council  
1 Church Walk  
Holmes Chapel  
Cheshire  
CW4 7AZ

01477 533934

[clerk@holmeschapelparishcouncil.gov.uk](mailto:clerk@holmeschapelparishcouncil.gov.uk)

### **Appendix 3**

#### **PCSO Funding**

It has been of some concern to the Council for a while that it has suffered a great deal of uncertainty over the role and costs of our PCSO.

A number of issues related to the existing contract have been raised not least over the issue of feedback on activities, the area to which the PCSO is assigned and contractual omission related to termination and failure to comply with obligations.

At recent meetings with the Police and Crime Commissioner, Assistant Chief Constable Sarah Boycott and Sergeant Penny Jones it was made clear that whilst there was still a Force commitment to continue to utilise PCSO's as a valuable Community asset there was a need to review the role in order to clarify the required responsibilities assigned to a PCSO, the areas in which they will operate and future funding options. Whilst there are some ideas on these topics being formulated today it is not sensible to discuss these matters until further information is known.

An offer was made at the end of 2015 to continue to honour the existing agreements for a further 2 years – that is until end of March 2018 when the deliberations should be complete and a new offer in place. The offer was made on the same terms and costs as for the previous year.

Councillors are aware that these terms are not those agreed in 2013 when the last contract was signed and that now our PCSO is assigned to the Dane Valley Ward and not to Holmes Chapel exclusively as per the contract. This change was made without consultation or subject to prior notice with the Council. My understanding of contract law is that a change cannot be made without the consent of both parties and hence the existing contract can be considered voided.

It was also confirmed that during the 2-year decision period the PCSO would remain in place to cover the Dane Valley Ward and that by paying the annual charge Holmes Chapel would still not get the dedicated PCSO it contracted for. As no other Parishes within the ward are willing to make a contribution to our costs Holmes Chapel would bear the brunt of funding the PCSO for the entire ward.

In light of the fact that the service will remain the same whether or not the Council makes a payment I am minded to agree with the CHALC recommendation that we do not pay the charges for 2016-17 or 2017-2018 and await the offer of a new contract for 2018 and beyond.

**I therefore ask the Council to agree to waive the charge for the PCSO and vire the money to earmarked reserves for this financial year and make no allocation toward the PCSO for 2017-2018.**

Councillor D Savage  
4<sup>th</sup> December 2016

## Appendix 4

### **Schedule of Payments: November 1<sup>st</sup> – December 8<sup>th</sup> 2016**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02/11/2016	Office Depot	16134	66.82	Stationery
02/11/2016	P Capps Village Mag	16135	75.00	Villages Mag - November 16
02/11/2016	Scottish Power	16136	133.91	Church Floodlights July-Oct16
02/11/2016	P Capps Village Mag	16137	100.00	Christmas Market Front Page
02/11/2016	Cheshire Pension Fund	16138	480.88	Pension October 2016
02/11/2016	P Capps Village Mag	16139	150.00	N-Plan Publicity
02/11/2016	CHALC	16140	120.00	Training Session
07/11/2016	BT Payment Services	16141	119.19	Phone & Internet October16
09/11/2016	Standard Life	16142	125.00	Pension AVC Oct 2016
09/11/2016	Williams Design & Print	16143	510.00	Dane Hydroplant Sign
11/11/2016	Everybody Sport&Recreation	16144	172,800.00	HCCC Phase 4 works
16/11/2016	BBS Brick and Stone	16145	1,008.00	Stone Paving (reserves)
16/11/2016	Pear Tech. Services Ltd	16146	150.00	Pear Tech. Services Ltd
23/11/2016	Mrs S McKay	16147	37.06	Expenses Oct/Nov 2016
23/11/2016	Standard Life	16148	125.00	Pension AVC Nov16
23/11/2016	Cheshire Pension Fund	16149	480.88	Pension Nov16
23/11/2016	Alan Bethell	16150	360.00	Hedge Trimming Jubilee Walk
23/11/2016	Scottish Power	16151	103.31	Electricity 1 Church Walk
30/11/2016	Salaries	16152	2,003.95	Salaries Nov 2016
10/11/2016	ICO	16153	35.00	Data Protection
05/12/2016	T Derek Thursfield	16154	375.00	Christmas Tree 2016
05/12/2016	CBJ Digital	16155	446.40	Annual Host&Licence Fee
05/12/2016	Groundwork UK	16156	344.66	Repayment of unspent grant
07/12/2016	BT Payment Services	16157	131.89	Phone&Internet November16
07/12/2016	GP Green	16158	5,654.40	Christmas Lights 2016
07/12/2016	Society of Local Council Clerks	16159	177.00	Membership of SLCC
07/12/2016	Office Depot	16160	24.86	Ink & Stationery
07/12/2016	Mrs N Clarke	16161	102.35	Expenses Oct-Dec16
07/12/2016	United Utility	16162	43.08	Water Aug-Nov2016
07/12/2016	Morreys HC	16163	13.84	Broom:deck Cleaning Dane M
07/12/2016	Mr J Clowes	16164	14.00	Reimburse for X.mas bulbs
07/12/2016	TWM Traffic Control	16165	5,788.80	2 SIDs for Highways England

**Total Payments: 192,100.28**

### **Receipts: November 1<sup>st</sup> – December 8<sup>th</sup> 2016**

<u>Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount £</u>
R1615	HM Revenue & Customs	Vat reclaimed 2nd quarter16-17	4,256.08
R1616	Public Works Loan Board	For Phase 4 works at HCCC	129,954.50
R1617	Spaans Babcock	Donation for Hydro Plant Sign	242.50

**Total Receipts: 134,453.08**