

Holmes Chapel Parish Council

Clerk of the Council: Nicola L Clarke

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1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend an extraordinary meeting of the Parish Council on **Thursday 23 June 2016** at 1 Church Walk, Holmes Chapel at **9.30 a.m.**

AGENDA

- 1. Apologies** – To approve any apologies for absence.
- 2. Declarations of interest** – To receive any declarations of interest.
- 3. Part II - Private and Confidential**

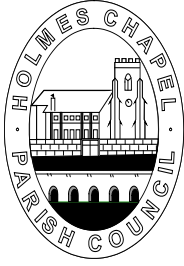
That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

- 4. Holmes Chapel Community Centre**

To approve delegated authority to the Chairman and Clerk to award contracts for the removal of asbestos and associated works at Holmes Chapel Community Centre up to a maximum cost of £30,000.

To award the contract to the preferred contractor.

David Savage
Chairman of the Council
17 June 2016



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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 30 June 2016** at the Community Room, Holmes Chapel Library at **7.00 p.m.**

AGENDA

5. **Apologies** – To approve any apologies for absence.
6. **Declarations of interest** – To receive any declarations of interest.
7. **PUBLIC FORUM** - 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.
8. **Council Minutes** - To approve the minutes of the meeting held on 19 May and 23 June 2016 (draft minutes circulated)
9. **To note the minutes of the committees which have met since the previous meeting and to approve any resolutions arising** (see appendix 1)
 - Strategy and Partnerships Committee held on 2 June 2016 (draft minutes circulated)
 - Amenities Committee held on 9 June 2016 (draft minutes circulated)
 - Technical Services Committee held on 16 June 2016 (draft minutes circulated)
10. **Matters arising** – To receive a verbal report of matters arising from the above minutes
 - The tree planting ceremony took place on 10 June 2016;
 - The public consultation has ended for Reg 14 of the Neighbourhood Plan and the Steering Group is currently analysing comments received;
 - PCSO contract has not been received;
 - Boundary signs are with CEC for installation;
 - Village Competition advertising has gone out;
 - Star council submission has been made:
 - Fine Arts - due to be heard on 29 June 2016 at Southern Planning Committee
 - Street names have been submitted to Cheshire East Council for the Manor Lane site - Reed, Rush, Thatch and Field.
11. **Holmes Chapel Community Centre** - to receive a verbal update on progress with refurbishment work.

- 12. Holmes Chapel Community Centre - Skate park** - to make a recommendation to the Joint Management Liaison Committee to approve the location for a skate park at Holmes Chapel Community Centre and begin the tender process. A full written report is attached. The project manager for the scheme, Glyn Chambers, will be in attendance at the meeting.
- 13. Tour of Britain** - to receive a written report on the event and to determine whether to allocate some Parish Council money to the event from the donations budget - see appendix 2 and budget attached.
- 14. ChALC Annual Meeting 2016 Motions** - to determine if the council wishes to put forward a motion to the AGM. The deadline is 1 September 2016. Suggestions include CEC housing supply, CIL policy, benefit of being a Quality Council and a requirement for CEC to consult more with town and parish councils.
- 15. Ward Members report** - to suspend standing orders to receive a report from any Ward Members present.
- 16. Finance:**
- 12.1 Bank reconciliation** – to note the reconciliation and balance at 30 June 2016.
- 12.2 2015-16 Audit** - to note the clerk, in conjunction with the Chairman, authorised Rialtas to attend on 3 June 2016 to move the accounts package from Receipts and Payments to Income and Expenditure at a cost of £350.00. This was due to a requirement from the BDO to change our accounting system as the council moved into a higher tier of accounting. The Annual Return has been changed and sent to BDO with associated documents.
- 12.3 Accounts for payment** - to approve the following payments as detailed in the schedule attached at Appendix 3.
- 12.4 Fixed Term Bond** - to note that a bond will not be applied for whilst uncertainty about the contract on refurbishment at HCCC has not been let.
- 17. Chairman and Clerk's reports** – To receive reports:
- A reminder that the Village Fair is being held on 3 July 2016 and the council have a stall.
 - The Chairman and past Chairman, Steve Ranger, will be presented with the Quality Gold award at the Cheshire East Council meeting on 28 July 2016.

Nicola Clarke
Clerk of the Council
24 June 2016

Appendix 1

HOLMES CHAPEL PARISH COUNCIL

COMMITTEE ACTIONS AND RECOMMENDATIONS LOG 2016 – 2017
Up to 30th June 2016

Resolution	Description	Date
Strategy Cttee (s16/17/07)	Skate Park Working Group The Committee RESOLVED (s16/17/07) that, should the grant be awarded, the Skatepark Working Group will produce a project plan to bring to the Council on 30 June 2016 for approval. This plan will then be taken to the HCCC JLMC on 6 July 2016.	2/06/2016
(s16/17/10)	Office Equipment The Committee RESOLVED (s16/17/10) to recommend to Full Council <ol style="list-style-type: none">I. to purchase a second PC for the clerk to use in the office from Ironbridge Computers.II. to purchase an old laptop from Cllr Clowes to be used solely for SID data removal, for £25. The laptop is compatible with the SID software. This will be added to the Council Asset Register.	2/06/2016
Amenities Cttee (a16/17/05)	Sign by Archimedes Screw The Committee RESOLVED (a16/17/05) to proceed with the updated quotation and the proposed layout, which will be approved by the plant owner before completion by the designers at Williams Design & Print	9/06/2016
(a16/17/06)	Skate Park Working Group The Committee received an update on the following progress: <ul style="list-style-type: none">• The grant for VEOLIA has been verbally approved. This will allow the project to be realised.• The Committee noted the proposal as to the change of location, and that the Working Group will appoint a member to produce detailed plans and submit a planning application on our behalf.• Quotes for the work are being sought, and the Working Group will provide a full written report to Full Council on 30th June 2016, which will then be taken to the JMLC on 6th July 2016• ES&R have been informed as to insurance, maintenance etc. The Committee RESOLVED (a16/17/06) to receive the report.	9/06/2016
Tech Services (ts16/17/01)	HGV Re-routing – The Committee RESOLVED (ts16/17/06) for the Clerk to ask CE Highways for a public review meeting on the re-routing scheme. This is suggested for September, on the anniversary of the start of the scheme.	17/06/2016

Appendix 2

Tour of Britain - 6 September 2016

The initial meeting with J18 and HCP on 8 June 2016 resulted in J18 offering to take responsibility for the event co-ordination. Meetings are being held every two weeks with a core group comprising J18, HCP and HCPC.

To date both primary schools are keen to be involved and a safe space will be allocated to them on the route. HCCS has yet to commit as the school will not be back but they may offer some car parking.

Molly Mumbles is advertising for knitters to create a yarn bombing event, the George and Dragon will be providing secure cycle storage and is looking at providing a big screen and producing a beer for the event.

Further information and updates will be posted on the HCP, HCPC and J18 website and sent to CEC to include in their newsletters.

Nicola Clarke 24 June 2016

Appendix 3

Schedule of Payments: May 13th – June 30th 2016

Number	Payee	Description	Amount £
16029	Salaries	Salaries May 2016	1873.64
16030	BT Payment Services	Phone and Internet May 2016	118.42
16031	Namesco	Starterhost for 1 year from 7 th July	65.88
16032	United Utilities	Water February – May 2016	38.84
16033	Cheshire Pension Fund	Pension May 2016	617.29
16034	Rialtas RBS	Software Maint/Support for 1 yr	135.60
16035	Garth Walker	Dane Meadow Maintenance	195.00
16036	SLCC	Training – NL Clarke	90.00
16037	Villages Mag	June 2016 N-Plan page	75.00
16038	Villages Mag	June 2016	75.00
16039	HMRC Cumbernauld	Tax and NI for 1 st quarter	1273.12
16040	Standard Life Pension Fund	Pension AVC May 2016	125.00
16041	RBS Rialtas	Conversion and Re-stating Accounts	358.10
16042	S Mckay	Expenses June 2016	62.70
16043	Cheshire Pension Fund	Pension June 2016	476.12
16044	R Cussons	Rent for 1 Church Walk	937.50
16045	Salaries	Salaries June 2016	1986.41
Forthcoming Payments:			
	Signs of the Times	Boundary Signs	3505.00
	Weaver Business machines	Printing costs from March - June	238.20

Receipts: : May 13th – June 30th 2016

Number	Payee	Description	Amount £
R1605	Groundwork UK	N Plan Grant	3,200.00
R1606	Unity Trust Bank	Interest Payment	17.45