



# 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 6 October 2016** at the Academy Suite, Holmes Chapel Community Centre at **6.30 p.m.** for the presentation of Village Competition prizes prior to the meeting

### AGENDA

1. **Apologies** – To resolve to approve any apologies for absence and reasons.
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 11 August 2016 (draft minutes circulated)
5. **Committee Minutes** –  
**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 Community Partnerships Committee held on 8 September 2016 (draft minutes circulated)
  - Amenities Committee held on 15 September 2016 (draft minutes circulated)
  - Technical Services Committee held on 22 September 2016 (draft minutes circulated)
6. **Matters arising** – To receive a verbal report from the clerk on matters arising from previous minutes for information only:
  - NALC Star Councils project of the year – notification that this did not progress to the short list. Cllr Bath has been shortlisted for the Councillor of the Year and will attend the presentation evening on 19 October 2016.
  - Cheshire Community Pride Competition Awards evening – Thursday 13 October. Cllr David Savage to attend as the Parish Council entered the 'Best Community Initiative Project'
  - Neighbourhood Plan – this has now moved to Regulation 17. An examiner will be chosen from the shortlist provided by Cheshire East Council.
  - Skate Park – planning permission is being sought from Cheshire East Council following the award of the tender.

7. **Planning applications:** to resolve to make a submission on the application to Cheshire East Council:
  - **16/4721C** 24-26 London Road, CW4 7AL. Proposed change of use from former Natwest Bank A2 use into “The Bottle Bank” use class A4 drinking establishment, and new illuminated sign.
  - **Sibelco.** Sand extraction at Rudheath Lodge, Cranage. Details to follow.
  - **16/4667C** Land at Manor Lane Application to vary condition 18 (deliveries) of planning permission 15/5844C.
8. **Cheshire Tour of Britain** – to receive a report on the event held on 6 September 2016. See Appendix 2 and attached finance report.
9. **Friends of Holmes Chapel Community Centre (a Charitable Incorporated Organisation): lead Cllr S Ranger** - to resolve to appoint a trustee to the charity on behalf of Holmes Chapel Parish Council. See constitution on attached document.
10. **Holmes Chapel Community Centre** – to receive a report on refurbishment and to note the opening weekend will be 12 and 13 November 2016. Report to follow.
11. **The 2017/18 Local Government Finance Settlement: lead Cllr D Savage** – to resolve to make a comment on the consultation paper suggesting referendum principles will be rolled out to all town and parish councils. See document in full at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/553819/Post\\_Publication\\_-\\_Draft\\_Settlement\\_Summer\\_Consultation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/553819/Post_Publication_-_Draft_Settlement_Summer_Consultation.pdf)  
**RECOMMENDATION** – To resolve to object to any future capping for Town and Parish Councils.
12. **Community Resilience: lead Cllr R Parry** - to resolve to approve the document. See document attached.
13. **Planning protocol: lead Cllr S Ranger** - to recommend approval of the document. See attached document.
14. **Village Vandalism: lead Cllr D Savage** – to obtain the view of the Council on the current situation.
15. **Ward Members report** - to suspend standing orders to receive a report from any Ward Members present.
16. **Audit** – to approve the Annual Return from the external auditor (BDO) and note the clean audit. The invoice is greater than expected and will continue to be as the council has moved into the next tier due to a higher income / expenditure. See Annual Return attached.
17. **Finance:**
  - 17.1 **Bank reconciliation** – to receive a report on reconciliation and balance at 30 September 2016
  - 17.2 **Accounts for payment** – To approve the following payments as detailed in the schedule attached at Appendix 3
18. **Chairman and Clerk’s reports** – To receive reports:
  - To note the Strategy and Community Partnerships Committee meeting is being moved to 27 October 2016 (with Finance Committee) as the proposed meeting on 13 October 2016 will not be quorate.

- A reminder that the Remembrance service will take place on 13 November 2016.
- To note the intention of the Chairman to lead a Chairmanship review and training session for councillors.

**19. Future agenda items** – councillors to request any agenda items for Council or Committee meetings.

**20. 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.

**Nicola Clarke**  
**Clerk of the Council**  
**30 September 2016**

### Appendix 1

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### Appendix 2

#### Cheshire Tour of Britain – Final Report

In terms of the Parish Council, the Cheshire Tour of Britain achieved the Cheshire East Council goals in engaging with the event on the day. The event created publicity for Holmes Chapel; brought various community groups together; raised money for charities by the churches and scouts offering refreshments; businesses used the opportunity to offer discounts or freebies for the day. The Knitwits created a talking point with the yarn bombing and have recruited new members through the publicity.

J18 prepared the following report:

#### **Pre-Event Positives:**

- Your willingness to engage in a site meeting to discuss plans for Holmes Chapel was appreciated and helpful
- Your directive on having one consistent colour for the Stage galvanised the communities creating a strong look and feel along the whole route
- The ability to submit updates for inclusion in the CEC e-newsletter was helpful
- The pack that went out to schools was good
- In terms of Sweetspot we were delighted that they picked up on our Facebook page and posted some of our information on their website and Twitter feeds
- The road closure signage was up in good time and clear

#### **Pre-Event Negatives/Areas for Improvement:**

- The mis-information regarding live TV coverage at the outset caused issues so closer attention to detail in the future would prevent this
- A small amount of funding would have been very gratefully received

#### **On-the-day Positives/Negatives:**

- As far as I am aware there was no engagement from CEC on the day therefore we have no feedback regarding this

- In terms of the event the police escort were great, engaging with the school children
- The race was a fantastic spectacle as we knew it would be

**Local businesses:**

- Junction 18 put a huge amount of effort into engaging local businesses pre-event to ensure that they decorated their shops, had on the day special offers, had activities going on etc
- Junction 18 created a strong brand for the 'fanzone', engaged sponsors, local charities and organisations to provide entertainment throughout the day and yarn bomb the village
- Junction 18 set up a Facebook page which was reaching 55,000 people at its peak.
- As such, the village was really busy and local businesses (especially pubs, restaurants, cafes and sandwich shops were very busy and lots of positive feedback has been received)

**Community Feeling:**

- There was nothing but positive comments on the day about how fantastic the village looked, what a great atmosphere there was and how residents had never seen the community come together in the same way before.
- The primary school head teachers were delighted with the experience that the school children had as Junction 18 had arranged specific viewing areas for them
- Our village decoration was admired and commented on by people from surrounding villages – The Print Room reported lots and lots of people coming into the shop saying how wonderful the village looks and how brilliant the day was.

Overall the event was a huge success and this was in large part due to the organisation and marketing of the 'fanzone' which was orchestrated by Junction 18.

See attached spreadsheet for the final financial report.

## Appendix 3

### List of Payments made between 12/08/2016 and 30/09/2016

| <u>Date Paid</u>      | <u>Payee Name</u>          | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|-----------------------|----------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 24/08/2016            | Cheshire East Council      | 16078            | 30.00              |                       | Hire of Library Room           |
| 24/08/2016            | South Cheshire Print       | 16079            | 284.17             |                       | Design & Print N-Plan          |
| 24/08/2016            | Office Depot               | 16080            | 31.07              |                       | Ink for N-Plan printing        |
| 24/08/2016            | Standard Life              | 16081            | 125.00             |                       | Pension AVC August 2016        |
| 24/08/2016            | Cheshire Pension Fund      | 16082            | 480.88             |                       | Pension August 2016            |
| 24/08/2016            | Cheshire East Council      | 16083            | 6,660.00           |                       | Contribution to CCTV           |
| 24/08/2016            | Came and Company Insurance | 16084            | 492.75             |                       | Cover for Phase 4 works        |
| 24/08/2016            | CHALC                      | 16085            | 30.00              |                       | Training Session               |
| 24/08/2016            | Burns Garage               | 16086            | 72.00              |                       | Bike painting for T.O.B.       |
| 31/08/2016            | Salaries                   | 16087            | 2,003.75           |                       | Salaries August 2016           |
| 06/09/2016            | BT Payment Services        | 16088            | 114.54             |                       | Phone & Internet August 2016   |
| 07/09/2016            | BDO LLP Audit              | 16089            | 2,436.00           |                       | Audit Fees 2015-2016           |
| 07/09/2016            | Morreys HC                 | 16090            | 14.04              |                       | Tour of Britain Bikes padlocks |
| 07/09/2016            | RG & ME Street & Son       | 16091            | 108.20             |                       | MOT for HCCC car park          |
| 07/09/2016            | United Utility             | 16092            | 46.39              |                       | Water @ office May-Aug 2016    |
| 07/09/2016            | CHALC                      | 16093            | 150.00             |                       | Admin of Gold Level            |
| 07/09/2016            | S McKay                    | 16094            | 21.73              |                       | Expenses August 2016           |
| 07/09/2016            | Nicola Clarke              | 16095            | 14.29              |                       | Bunting for T.O.B.             |
| 07/09/2016            | Business Saver - 20359870  | T1605            | 60,000.00          |                       | Internal transfer of funds     |
| 09/09/2016            | HC & District CFR          | 16096            | 25.00              |                       | Donation to First Responders   |
| 28/09/2016            | HM Revenues & Customs      | 16097            | 1,312.42           |                       | Tax & NI 2nd Quarter 16/17     |
| 28/09/2016            | Mr M Street                | 16098            | 130.40             |                       | Expenses for Village Comp      |
| 28/09/2016            | Nicola Clarke              | 16099            | 7.09               |                       | Expenses Sept. 2016            |
| 28/09/2016            | S McKay                    | 16100            | 18.95              |                       | Expenses Sept 2016             |
| 28/09/2016            | P Capps Village Mag        | 16101            | 75.00              |                       | September Issue                |
| 28/09/2016            | G R Bayley                 | 16102            | 137.30             |                       | Repair of Streetlight          |
| 28/09/2016            | Weaver Business Machines   | 16103            | 24.00              |                       | Installing new computer        |
| 28/09/2016            | CHALC                      | 16104            | 60.00              |                       | Training Sessions              |
| 28/09/2016            | P Capps Village Mag        | 16105            | 150.00             |                       | Neighbourhood Plan             |
| 28/09/2016            | South Cheshire Print       | 16106            | 60.00              |                       | Design of hydro sign           |
| 28/09/2016            | South Cheshire Print       | 16107            | 1,492.54           |                       | N Plan Printing/Publicity      |
| 28/09/2016            | Standard Life              | 16108            | 125.00             |                       | Pension AVC Sept 2016          |
| 28/09/2016            | Maple Leaf Designs         | 16109            | 1,270.32           |                       | Supply of Goal Posts & nets    |
| 28/09/2016            | D Savage                   | 16110            | 10.76              |                       | Dane Meadow Expenses           |
| 28/09/2016            | CPFA                       | 16111            | 480.88             |                       | Pension Sept 2016              |
| 30/09/2016            | Salaries                   | 16112            | 2,003.95           |                       | Salaries Sept 2016             |
| 30/09/2016            | R Cussons                  | 16113            | 937.50             |                       | Rent 1 Church Walk 2nd Q 16/17 |
| <b>Total Payments</b> |                            |                  | <b>81,435.92</b>   |                       |                                |