



HOLMES CHAPEL PARISH COUNCIL
MINUTES OF MEETING on Thursday 11 January 2018



at the Academy Suite, Holmes Chapel Community Centre, CW4 8AA

Part I – Public and Press present

1. Attendance	Cllr B Bath Cllr A Armitt Cllr M Blomeley Cllr P Cotton Cllr J Clowes Cllr K O'Regan Cllr S Hamilton Cllr S Ranger Cllr M Ranger Cllr M Street	Mrs S Davies – Clerk to the Council Mrs S McKay – assistant				
2. Apologies	RESOLVED (C17/18/77) to accept apologies from Cllr R Parry (awaiting surgery) and Cllr D Savage (work). Ward Councillor L Gilbert also sent apologies.					
3. Declaration of interests	Cllr K O'Regan declared an interest in Item 8; planning application 17/6117 and 17/6118C. Cllr Street declared an interest in item15; support for St Lukes Church Cemetery.					
4. Public Speaking	None					
5. Council Minutes	RESOLVED (C17/18/78) to approve the minutes of the Council meeting held on 14 December 2017					
6. Committee Minutes	RESOLVED (C17/18/79) to note the minutes, actions and recommendations of the Strategy and Finance Committee held on 4 th January 2018 (draft minutes circulated). Two errors were noted and rectified.					
7. Matters Arising	No further news has been heard from the contractor re the poplar trees at the Community centre.					
8. Planning Applications	The Council considered the following planning applications listed below, and RESOLVED (C17/18/80) to comment as follows: <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td data-bbox="405 1637 847 2011"> 17/6117C & 17/6118C Brereton Hall Brereton </td> <td data-bbox="852 1637 1452 2011"> Listed building consent for change of use of a single residence to a hotel and construction of a new access and bridge. Comment “Holmes Chapel Parish Council support this application, although we anticipate seeing further information regarding the landscaping proposal for the driveway” </td> </tr> <tr> <td data-bbox="405 2018 847 2128"> 17/6123C Land off London Road, Holmes Chapel </td> <td data-bbox="852 2018 1452 2128"> Reserved matters application for appearance, landscaping and scale for the first phase of development (76 dwellings and open space) following outline approval </td> </tr> </table>		17/6117C & 17/6118C Brereton Hall Brereton	Listed building consent for change of use of a single residence to a hotel and construction of a new access and bridge. Comment “Holmes Chapel Parish Council support this application, although we anticipate seeing further information regarding the landscaping proposal for the driveway”	17/6123C Land off London Road, Holmes Chapel	Reserved matters application for appearance, landscaping and scale for the first phase of development (76 dwellings and open space) following outline approval
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17/6123C Land off London Road, Holmes Chapel	Reserved matters application for appearance, landscaping and scale for the first phase of development (76 dwellings and open space) following outline approval					

		14/521C Comments to be submitted – See Appendix 1 for draft submission.
	17/6426C The Hayloft Mill Lane Holmes Chapel	Restoration of hay barn and construction of dwelling. No Objection
9. Ward Members Report	The Council noted the updated planning document, and commented on the usefulness of the document.	
9. Ward Members Report	Cllr Les Gilbert, having apologised for not attending the meeting, submitted a report relating to the 5 Year Housing Supply, which was noted by the Council.	
10. Working Hours of Mrs S McKay	The Council considered the terms of employment for Mrs Sue McKay and RESOLVED (C17/18/81) that her working hours be altered to working 20 hours a week over Monday to Friday, from the current 20 hours a week over Tuesday to Friday, with immediate effect.	
11. Finance	<p>The Council reviewed the financial position of the Council at the end of the 3rd Quarter.</p> <ol style="list-style-type: none"> I. Bank reconciliation – The Council RESOLVED (C17/18/82) to approve the balance at 31 December 2017 of £107,714. See Appendix 2. The majority of these funds are allocated to revenue and capital projects, with £20,000 allocated for the capital reserve fund. II. 3rd Quarter reports – The Council RESOLVED (C17/18/83) to approve the report from the Responsible Financial Officer on the 3rd Quarter. III. Accounts for payment – The Council RESOLVED (C17/18/84) to approve the payments as per the schedule attached in Appendix 3. IV. Budget and 5 year plan – The Council reviewed the proposed budget and after discussion RESOLVED (C17/18/85) to approve the recommended budget, including the donation to develop St Luke’s cemetery from requested precept. See Appendix 4 V. Precept – The Council RESOLVED (C17/18/86) that the 2018/19 precept amount to be requested is £209,406.00. This equates to £79.69 per band D property, a 2.8% increase on 2017-18. 	
12. Chairman and Clerks Reports	<p>The Clerk reported:</p> <ol style="list-style-type: none"> 1. To remind members of the meeting with the Sandbach Constabulary and Dane Valley and Brereton Rural parishes on Monday 15th January 2018 at the Holmes Chapel Community Centre at 7.30pm 2. On a meeting held between Cllr Margaret Ranger and the Police and Crime Commissioner David Keene, in the capacity as managing the social media group “Holmes Chapel Concerns”. 3. To inform members of the Town and Parish conference on the 20th February 2018. <p>The Chairman commented on concerns expressed by residents regarding the highway safety and inconvenience of the installation of the pedestrian crossing on Middlewich Road. Cheshire East Highways have addressed the safety aspects of the temporary pathways.</p>	

13. Future Agenda Items	1. Local vulnerable people watch
14. Public Speaking	None
The meeting closed at 8.08 p.m.	

These minutes will be submitted for approval at the next meeting scheduled for 22 February 2018. Until then they are draft minutes.

Signed as Chairman of the Council as a true and accurate record:

.....Date.....

17/6123C – Land of London Road Holmes Chapel Bloor Homes

Reserved Matters application for appearance, landscaping, layout and scale for the first phase of development (76 dwellings and open space) following outline approval 14/5921C - A mixed use development including residential and commercial.

Holmes Chapel Parish Council comments

1. There is a concern about the proximity of children's play area to the proposed pond. This is a potential safety hazard and we would like to see more details about fencing.
2. The proposed pond is for taking surface water drainage from across the site. What are the implications for possible flooding due to heavy/persistent rain?
3. Unimaginative house designs. They seem to be the same as what are being built in many other locations and do not reflect the house designs seen in Holmes Chapel at present. Examples would be more use of concrete lintels.
4. Pepper potting principle for affordable housing has not been followed.
5. Housing split:

TOTAL	PRIVATE	AFFORDABLE	AFFORDABLE
		Social Rent	Intermediate
190	133	37	20

6. No bungalows for private sale (2 included in intermediate affordable)
7. Density = 30/Ha average: approx. 333 sq.mt per plot. The density on phase 1 is higher than the other phases. Why?
8. Services: includes Superfast broadband. Is this fibre optic for future proofing?
9. Solar generation provision?
10. Plot boundary treatments – rear gardens?
11. Caravan parking provision?
12. Will the circular footpath network be suitable for cycling?
13. Trees – ensure some substantial native trees are planted within the site as well as on the boundary. Planting should have one objective of developing a mature tree distribution throughout the development. All trees need to be under a management plan, whether on private land or public road side locations. This will allow for growth to their maximum size. Any size reduction should be a consequence of disease and not for cosmetic reasons.

Appendix 2

Holmes Chapel Parish Council 17/18

Income and Expenditure Account for Year Ended 31 December 2017

31st March 2017

31 December 2017

	Operating Income	
188,436	Council Income	197,376
5,389	Grants & Donations	2,060
0	Village Maintenance	1,328
485	Dane Meadow Project	0
129,955	HC Community Centre Project	0
23,960	Youth Facilities Project	12,059
3,200	Neighbourhood Plan Project	0
0	Holmes Chapel Partnership	100
	Total Income	212,923

351,423

212,923

	Running Costs	
37,071	Employees	25,086
4,479	Premises	3,521
3,749	Office Services	1,723
1,652	Communications	1,524
825	Members	292
9,244	Professional Services	13,026
1,563	Subscriptions	1,563
2,850	Grants & Donations	1,650
11,366	Village Services	14,066
8,423	Village Maintenance	3,774
0	HC Community Centre Revenue	74,196
8,925	Dane Meadow Project	0
232,467	HC Community Centre Project	9,960
31,306	Youth Facilities Project	25,203
4,124	Neighbourhood Plan Project	0
0	River Croco Path Project	20,245
5,148	Boundary Signs Project	0
840	Village Centre Improvements	1,307
1,059	Play Area Elm Drive Project	0
	Total Expenditure	197,135

365,090

197,135

	General Fund Analysis	
105,593	Opening Balance	66,927
351,423	Plus : Income for Year	212,923
457,017		279,850
365,090	Less : Expenditure for Year	197,135
91,927		82,714
0	Transfers TO / FROM Reserves	(25,000)
91,927	Closing Balance	107,714

91,927

107,714

Holmes Chapel Parish Council 17/18
Balance Sheet as at 31st December 2017

31st March 2017

31 December 2017

	Current Assets	
10,511	VAT control	4,218
4,953	Prepayments	0
9,861	Current A/c	13,883
44,587	Business Saver	34,613
25,000	CCLA Deposit Fund - 0117530001	55,000
94,911		107,714
	94,911 Total Assets	107,714
	Current Liabilities	
2,985	Creditors	0
2,985		0
	91,927 Total Assets Less Current Liabilities	107,714
	Represented By	
66,927	Revenue Expenditure	25,734
25,000	Revenue Reserves	25,000
0	Capital Fund	56,980
91,927		107,714

The above statement represents fairly the financial position of the authority as at 31st December 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman

B Bath

10.01.2018

Date : _____

Signed :
Responsible
Financial

S McKay

10.01.2018

Date : _____

Appendix 3

Schedule of Payments: December 8th 2017 – January 1st 2018 (including VAT)

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
11/12/2017	Scottish Power	17154	38.11	Church Floodlighting Dec 2017
11/12/2017	G P Green Ltd	17155	6,132.00	Christmas Lighting scheme 2017
20/12/2017	Office Depot	17156	82.91	Stationery for office
20/12/2017	Weaver Business Machines	17157	190.14	Photocopier 3rd Quarter 17/18
20/12/2017	HM Revenues & Customs	17158	978.13	Tax & NI 3rd Qtr 2017/18
20/12/2017	R Cussons	17159	166.42	1 Church Walk insure/maintain 2017
20/12/2017	Cheshire Pension Fund	17160	244.77	December 2017 contribution
20/12/2017	Congleton Town Council	17161	699.19	Lengthsman Services Nov/Dec 2017
20/12/2017	Congleton Town Council	17162	466.13	Lengthsman Services Oct 2017
29/12/2017	Staff Salaries	17163	1,794.27	Staff Salaries Dec2017
29/12/2017	R Cussons	17164	937.50	Rent 1 Church Walk 3rd Qtr 2017
31/12/2017	Unity Trust Bank	17165	22.95	Service Charge 3rd Qtr 2017

Total Payments £11,752.52

Receipts: December 8th 2017 – January 1st 2018

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
04/12/2017	Unity Trust bank	R1731	Interest 3rd Qtr 2017/18	12.91
31/12/2017	Unity Trust Bank	R1730	Interest 3rd Qtr 2017/18	5.64

Total Receipts £18.55

Appendix 4 See following pages

Budget Preparation 2018-19

11-Jan-17

EXPENDITURE Headings	Code	16-17	17-18	Projected	2018-19	Code	EXPENDITURE Headings
	Cats	Expenditure	Budget	Outturn	Budget	Cats	2018-2019
EMPLOYEES							EMPLOYEES
Salaries & on costs	4000	36,437.00	38,000.00	34,500.00	38,000.00	4000	Salaries and pension costs
Staff Training	4010	485.00	500.00	400.00	500.00	4010	Staff Training
Staff Expenses and subscript	4015	169.00	400.00	300.00	400.00	4015	Staff Expenses and subscript
TOTAL EMPLOYEES		37,071.00	38,900.00	35,200.00	38,900.00		TOTAL EMPLOYEES
PREMISES							PREMISES
Rent	4030	3,750.00	3,750.00	3,750.00	3,750.00	4030	Rent
Business Rates	4031	0.00	0.00	0.00	0.00	4031	Business Rates
Electricity	4035	355.00	1,200.00	700.00	1,000.00	4035	Electricity
Water	4036	175.00	200.00	200.00	200.00	4036	Water
Premises Insurance	4037	159.00	150.00	160.00	170.00	4037	Premises Insurance
Repairs and Miantenance	4039	40.00	500.00	250.00	500.00	4039	Repairs and Maintenance
TOTAL PREMISES		4,479.00	5,800.00	5,060.00	5,620.00		TOTAL PREMISES
OFFICE SERVICES							OFFICE SERVICES
Telephone office + clerk	4050/	1,238.00	1,400.00	1,080.00	1,200.00	4050	Telephone/Internet Services
Office Consumables	4053	136.00	200.00	150.00	200.00	4053	Office consumables
Printing Misc	4054	0.00	100.00	100.00	100.00	4054	Printing Misc
Postage	4055	42.00	50.00	50.00	50.00	4055	Postage
Photocopier/printers	4056	599.00	600.00	600.00	600.00	4056	Photocopier/printer
Stationery	4057	143.00	300.00	250.00	300.00	4057	Stationery & newspapers
Office Equipment purchases	4058	1,027.00	100.00	0.00	600.00	4058	Office Equipment purchases
Office Equipment maint	4059	78.00	100.00	40.00	100.00	4059	Office Equipment Maintenance
Software support - Finance RE	4060	486.00	250.00	250.00	250.00	4060	Software support
TOTAL OFFICE SERVICES		3,749.00	3,100.00	2,520.00	3,400.00		TOTAL OFFICE SERVICES
COMMUNICATIONS							COMMUNICATIONS
Newsletter printing	4070	450.00	600.00	895.00	1,200.00	4070	Newsletter Publication
Newsletter delivery	4071	0.00	75.00	75.00	0.00	4071	Newsletter delivery
Web site - host/licence/support	4075	1,202.00	600.00	800.00	800.00	4075	Web site - host/licence
Web Site - additional work	4076	0.00	200.00	0.00	1,000.00	4076	Web Site - additional work
TOTAL COMMUNICATIONS		1,652.00	1,475.00	1,770.00	3,000.00		TOTAL COMMUNICATIONS
MEMBERS							MEMBERS
Expenses	4080	109.00	100.00	50.00	100.00	4080	Expenses and Entertainments
Room Hire	4081	68.00	100.00	100.00	200.00	4081	Room Hire
Training	4082	250.00	300.00	250.00	300.00	4082	Training
Chairman's allowance	4085	398.00	250.00	150.00	250.00	4085	Chairman's allowance
TOTAL MEMBERS		825.00	750.00	550.00	850.00		TOTAL MEMBERS
PROFESSIONAL SERVICES							PROFESSIONAL SERVICES
Legal and other Fees	4090	205.00	200.00	1,600.00	200.00	4090	Legal and other Fees
Audit Fees	4091	3,795.00	2,800.00	1,170.00	1,250.00	4091	Audit Fees
Insurance	4095	9,996.00	9,750.00	7,780.00	8,000.00	4095	Insurance
Bank Charges	4096	54.00	72.00	72.00	250.00	4096	Bank Charges
Payroll Services	4097	192.00	200.00	240.00	240.00	4097	Payroll Services
Consultancy Services	4098	0.00	0.00	0.00	500.00	4098	Project Consultancy Services General Data Protection Regs
TOTAL PROF SERVICES		14,242.00	12,822.00	10,862.00	10,440.00		TOTAL PROFESSIONAL SERVICES
SUBSCRIPTIONS							SUBSCRIPTIONS
Chalc	4110	1,463.00	1,500.00	1,500.00	1,550.00	4110	Chalc
Subscriptions other	4111	100.00	100.00	100.00	200.00	4111	Subscriptions other
TOTAL SUBSCRIPTIONS		1,563.00	1,600.00	1,600.00	1,750.00		TOTAL SUBSCRIPTIONS
GRANTS AND DONATIONS							GRANTS AND DONATIONS
grants s.137 donations	4120	2150.00	2,000.00	2,000.00	2,000.00	4120	grants s.137 donations
grants other (RBL band)	4121	0.00	350.00	350.00			
grant HCP	4125	700.00	700.00	700.00	700.00	4125	grant HCP / Christmas market development of new cemetery
TOTAL GRANTS / DONATIONS		2,850.00	3,050.00	3,050.00	2,500.00		TOTAL GRANTS AND DONATIONS
VILLAGE SERVICES							VILLAGE SERVICES
Garden Competition	4200	130.00	150.00	155.00	150.00	4200	Village Competitions
Church Floodlights	4201	485.00	600.00	550.00	600.00	4201	Church Floodlights
Christmas Activities	4202	475.00	500.00	450.00	500.00	4202	Christmas Activities
Christmas lights maint	4203	4,726.00	5,000.00	5,100.00	5,200.00	4203	Christmas lights maintenance
CCTV	4204	5,550.00	5,550.00	5,550.00	5,700.00	4204	CCTV
lengthsman		0.00	5,000.00	5,000.00	7,500.00	4205	Lengthsman
					400.00	4121	Remembrance day
TOTAL VILLAGE SERVICES		11,366.00	16,800.00	16,805.00	20,050.00		TOTAL VILLAGE SERVICES

VILLAGE MAINTENANCE						VILLAGE MAINTENANCE					
Street Lighting - repairs	4249	114.00	500.00	0.00	500.00	4249	Street Lighting - repairs				
Street lighting - electricity	4250	537.00	750.00	750.00	750.00	4250	Street Lighting - electricity				
Highways and Road Safety	4251	1,149.00	500.00	200.00	500.00	4251	Highways and Road safety				
Plants/Basket purchase	4253	100.00	500.00	300.00	750.00	4253	Plants/Basket purchase				
Plants/Basket maintenance	4254	602.00	1,000.00	800.00	1,200.00	4254	Plants/Basket maintenance				
Village Volunteers	4410	451.00	1500.00	500.00	1500.00	4255	Dane Meadow maintenance				
Recreation Services Maint	4256	156.00	500.00	10.00	250.00	4256	Recreation Services Maintenance				
General Highways	4257	0.00	0.00	0.00	0.00	4257	General Highways				
Street furniture maintenance	4258	23.00	500.00	200.00	500.00	4258	Street Furniture maintenance				
TOTAL MAINTENANCE		3,132.00	5,750.00	2,760.00	5,950.00		TOTAL VILLAGE MAINTENANCE				
HCCC						HCCC					
HCCC Roofing	4565	4970.00	4000.00	4000.00	4000.00	4565	HCCC Roofing				
Boundary and hedge work	4570	350.00	1000.00	700.00	1000.00	4570	Boundary and Hedge work				
Maintenance work	4572	74.00	3000.00	8000.00	3000.00	4572	Maintenance work				
PWL #1	4575	57,581.00	56,608.00	56,608.00	55,636.00	4575	Public works loan #1				
PWL#2			9,375.00	9,375.00	9,230.00	4576	Public works loan #2				
		62,975.00	73,983.00	78,683.00	72,866.00		TOTAL HCCC MAINTENANCE				
TOTAL REVENUE SPEND		143,904.00	164,030.00	158,860.00	168,026.00		TOTAL REVENUE EXPENDITURE				
PLUS CAPITAL FUNDS		30,000.00	33,000.00	33,000.00	41,500.00		PLUS EARMARKED CAPITAL FUNDS				
TOTAL BUDGET REQUIREMNT		173,904.00	197,030.00	191,860.00	209,526.00		TOTAL BUDGET REQUIREMENT				

CAPITAL PROJECTS						CAPITAL PROJECTS					
Croco path (total £20k)	4650		5,245.00	20,245.00	30,000.00		HCCC Grounds/car park				
HCCC car park	0		30,000.00	0.00	3,000.00		Conservation Area Signage				
HCCC boiler work (&fence)	0		10,000.00	9,960.00	3,000.00		Extend Christmas Lights				
HCCC conservatory work	0		0.00	0.00	8,000.00		HCCC Conservatory Roof				
HCCC Contingency Fund	0		0.00	0.00	3,000.00		Upgrade path by library				
Youth Facilities (£15k bf)	4600		0.00	18,754.00	1,000.00		Bus stop seats				
skate park path and track			5,000.00	5,000.00	4,000.00		SID posts (2)				
Addition to capital reserves	4660		20,000.00	0.00	20,000.00		Addition to capital reserves				
Christmas lights	4540		2,000.00	1,307.00							
Upgrade path near library	4345		0.00	0.00							
TOTAL CAPITAL SPEND		251,186.00	72,245.00	55,266.00	72,000.00		TOTAL CAPITAL EXPENDITURE				

INCOME this year						INCOME this year					
Precept	Inc1	186,489.00	197,030.00	197,030.00	209,406.00	Inc1	Precept				
Bank Interest Received	Inc2	50.00	0.00	120.00	120.00	Inc2	Bank Interest Received				
Grants + HCCC Loan	Inc3	164,399.00	0.00			Inc3	Grants CEC				
VAT	Inc4		0.00			Inc4	VAT				
Miscellaneous	Inc5	486.00	0.00	15,446.00		Inc5	Miscellaneous				
TOTAL INCOME		351,424.00	197,030.00	212,596.00	209,526.00		TOTAL INCOME				

RESERVES at start of year						RESERVES at start of year					
Earmarked capital funds added this year		30,000.00	33,000.00	33,000.00	41,500.00		Earmarked capital funds added this year				
Capital Funds brought forward				20,492.00	37,610.00		Capital Fund brought forward				
Capital Reserves Brought Forward		80,593.00	43,605.00	20,000.00	40,000.00		Capital Reserves at end of 18/19				
Revenue Reserve Brought Forward		25,000.00	25,000.00	25,000.00	25,000.00		Revenue Reserve Brought Forward				
TOTAL RESERVES		135,593.00	101,605.00	98,492.00	144,110.00		TOTAL RESERVES				
Funds Carried Forward to next year		91,927.00	29,360.00	63,962.00	72,110.00		Funds Carried Forward to next year				