



THE HOLMES CHAPEL PARISH COUNCIL

Minutes of Meeting on 12 January 2017



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

Part I – Public and Press present

1. Attendance	Cllr B Bath Cllr M Blomeley Cllr J Clowes Cllr P Cotton Cllr K O'Regan Cllr R Parry Cllr S Ranger Cllr D Savage Cllr MJ Street	Mrs NL Clarke – Clerk Mrs S McKay - Assistant Mr L Gilbert – Ward Councillor Mr Stewart Hamilton
2 Apologies	RESOLVED (c16/17/75) to accept apologies from Cllr A Armitt (family issue) and Cllr M Ranger (family issue)	
3. Declarations of Interest	None.	
4. Co-option	Mr Stewart Hamilton stood to fill a vacancy on the Council, having already circulated a short introduction about himself, and his relevant experience for the Council. He was proposed by Cllr Bath, and seconded by Cllr Clowes. The council voted unanimously and RESOLVED (c16/17/76) that Mr Stewart Hamilton is elected onto the Council. Mr Hamilton signed the Declaration of Office and joined the meeting.	
5. Public Speaking	None	
6. Council Minutes	RESOLVED (c16/17/77) to approve the minutes of Part I and Part II of the meeting held on 15 December 2016 (draft minutes circulated)	
7. Finance Committee Minutes	RESOLVED (c16/17/78) to approve the minutes of Part I and Part II of the meeting of the Finance Committee held on 8 th December 2016 (draft minutes circulated)	
8. Matters arising	The Clerk reported on the following: <ul style="list-style-type: none"> • Neighbourhood Plan – confirmed date for Referendum is still awaited but expected to be 9 March 2017 • Application 16/5202 Dane Bank Bungalow – decision is due shortly. • Planning Inquiry – 49 houses in Brereton Green – a submission has been made, objecting to the proposal. • Planning Inquiry – 114 houses on Manor Lane – a submission has been made, objecting to the proposal. 	
9. Investment Strategy	Cllr Clowes recommended a future investment with the CCLA, an investment firm who specialise in organisations such as local Councils, churches and charities. The Council discussed this proposal and due to reserves held, RESOLVED (c16/17/79) to approve the recommendation to invest £25,000 with the CCLA immediately with further investment to be decided at the next Finance	

	Committee meeting.
10. Ward Members report	<p>RESOLVED (c16/17/80) to suspend standing orders to receive a report from Ward Cllr Gilbert. He reported:</p> <ul style="list-style-type: none"> • Saltersford Corner - the Developers are due to pay £97,000 at the commencement of construction, for the provision of healthcare within the Holmes Chapel Health Centre. Further to recent discussions, the Health Centre has no immediate plans for the money. Cllr Cotton will raise this at the next patient panel meeting, and Cllr Gilbert urged the members to consider other options, to ensure the money is spent as intended. • Cheshire East Council are continuing to work on their budget but is expected to rise due to the predicted reduction in Government grants of £13 million to local councils. • The Government is set to give more power to local Councils to fine drivers for littering. While this is not yet in force, it could be useful to investigate on volunteer litter picking sessions, the quantity of litter not originating in the village. The scheme is due to be administered by external companies, and is predicted to be self-funded. • There is no news on the progress of the Local Plan. • There is no news on the status of the Design Guide.
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 (c16/17/81) to approve the balance at 31 December 2016 of £155,879. (end of 3rd Quarter) See Appendix 1. The majority of these funds are allocated to revenue and capital projects with a small carry forward figure to 2017-18. II. 3rd Quarter Report – The Council RESOLVED (c16/17/82) to approve the report from the Responsible Finance Officer on the 3rd quarter. See Appendix 2. III. Budget and Precept – The Council reviewed the proposed budget, and after discussion RESOLVED (c16/17/83) to approve the recommended budget, and the precept amount to be requested of £197,030.00. This equates to £77.49 per band D property, a 3.57% increase (per band D) on 2016-17. See Appendix 3. The Council all voted in favour, with the exception of Cllr Parry and Cllr S Ranger, who voted AGAINST the proposal. IV. Accounts for payment – The Council RESOLVED (c16/17/84) to approve the payments as per the schedule attached in Appendix 4.
12. Cllr O'Regan	Cllr O'Regan left the meeting at 8 pm.
13. Chairman and Clerk's report	<p>The Clerk:</p> <ul style="list-style-type: none"> • Reminded members about nominations to attend a Royal Garden Party through ChALC. • Reminded members to forward any comments about the Cheshire East Highways survey, to be collated and the survey completed at the next Technical Services Committee meeting on 2 February 2017. • Informed members of the recent award for the Holmes Chapel Railway Station – which won “best-staffed station” for Cheshire in 2016. • Informed members of the death of former member Humphrey Palethorp, who passed away in Kent during December 2016. There is a memorial service at St. Luke's Church, Holmes Chapel on 27 January 2017 at 1.30pm. • Informed members of a reduction in cost to the BT office contract. The

	<p>Clerk has replaced the separate out of hours telephone with a more economical mobile phone. The new contact number is 07484 904899.</p> <ul style="list-style-type: none"> • Informed members that Cranage Parish Council will be asking neighbouring parishes to contribute towards an independent Highways Survey, to be used in opposition to the Sibelco sand extraction application at Rudheath Lodge. • Informed members of the forthcoming JLMC meeting on 18 January 2017 and to forward any agenda items to the Clerk. • Cllr Cotton reported on changes at the Health Centre regarding repeat prescriptions. Patients will receive a letter explaining the changes shortly. <p>The Chairman:</p> <ul style="list-style-type: none"> • Thanked members for the gift given following recent surgery. • Offered warm congratulation to Cllr J Clowes on his being awarded the British Empire Medal. <p>Cllr Clowes expressed his thanks for the many good wishes he has received, and emphasised how the many aspects of his volunteering work have been as part of a strong team, and how enjoyable it has been. He expressed his pride in being part of such a successful Parish Council.</p>
14. Future Agenda Items	I. Civic Service II. Remembrance Service.
15. Public Speaking	None.
The meeting closed at 8.22 p.m.	

These minutes will be submitted for approval at the next meeting scheduled for 23rd February 2017. Until then they are draft minutes

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

.....Date.....

Appendix 1

Holmes Chapel Parish Council 16/17		
Income and Expenditure Account for Year Ended 31st December 2016		
31st March 2015		31st December 2016
	Operating Income	
148,587	Council Income	188,421
1,640	Grants & Donations	5,189
855,483	Capital Projects	0
0	Dane Meadow Project	485
0	HC Community Centre Project	129,955
0	Youth Facilities Project	23,960
0	Neighbourhood Plan Project	3,200
<u>1,005,710</u>	Total Income	<u>351,208</u>
	Running Costs	
29,291	Employees	27,564
6,402	Premises	3,069
2,828	Office Services	3,150
1,065	Communications	1,492
1,077	Members	338
10,371	Professional Services	10,944
11,800	PCSO	0
1,380	Subscriptions	1,563
2,600	Grants & Donations	2,150
10,825	Village Services	11,135
2,901	Village Maintenance	6,273
897,713	Capital Projects	0
297	Dane Meadow Project	425
53,605	HC Community Centre Project	222,280
0	Youth Facilities Project	98
493	Neighbourhood Plan Project	3,386
0	Boundary Signs Project	5,148
357	Village Volunteers	0
0	Village Centre Improvements Pr	840
0	Play Area Elm Drive Project	1,059
<u>1,032,805</u>	Total Expenditure	<u>300,922</u>
	General Fund Analysis	
132,688	Opening Balance	105,593
<u>1,005,710</u>	Plus : Income for Year	<u>351,208</u>
1,138,398		456,802
<u>1,032,805</u>	Less : Expenditure for Year	<u>300,922</u>
105,593		155,879
<u>0</u>	Transfers TO / FROM Reserves	<u>25,000</u>
<u>105,593</u>	Closing Balance	<u>130,879</u>

DG

Printed on : 05/01/2017

Holmes Chapel Parish Council 16/17

At : 10:24

Balance Sheet as at 31st December 2016

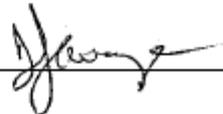
31st March 2015

31st December 2016

31st March 2015		31st December 2016	
Current Assets			
132	Debtors	0	
9,639	VAT control	32,716	
865	Prepayments	0	
2,864	Current A/c - 00491993	14,015	
104,457	Business Saver - 30492078	94,576	
14,571	Coop - 65527366	14,571	
<u>132,528</u>			<u>155,879</u>
132,528	Total Assets		155,879
Current Liabilities			
26,935	Creditors	0	
<u>26,935</u>			<u>0</u>
105,593	Total Assets Less Current Liabilities		155,879
Represented By			
105,593	General Reserves		130,879
0	Earmarked Reserves		25,000
<u>105,593</u>			<u>155,879</u>

The above statement represents fairly the financial position of the authority as at 31st December 2016 and reflects its Income and Expenditure during the year.

Signed :
Chairman



Date : 12 Jan 2017

Signed :
Responsible
Financial
Officer



Date : 12 Jan 2017

Appendix 2

3rd quarter report

Clerk's Report to Finance Committee – 06 January 2017

Accounts have been prepared to the 3rd quarter of the financial year. They have balanced and the Bank accounts have been reconciled.

Salaries

This is over budget and will continue to be so with a projected overspend of around £7k. Pension contributions form part of the overspend. A more accurate figure has been budgeted for next year's budget.

Premises

Within budget. The PC is still in credit with Scottish Power by £40 so payments will be made for the remainder of the year and a more accurate figure can be put into next year's budget.

Office services

Overspend on cost centre 4058 as the new PC has gone against this code. Otherwise in line with budget

Village Maintenance

Money still to be spent on plant/basket maintenance and recreation services maintenance (Dane Meadow repairs). SIDs from Highways England against this department but the money has been received and allocated to grants received.

Capital

Capital not spent but allocated for this year is:

Skatepark – we are holding the Veolia grant money: £23,960 and have also £21,000 allocated in capital (£15,000 build and £6,000 for temporary pathway).

Croco path - £15,000 allocated, unsure if this will be completed by the year end.

Dane Meadow retention - £5,000 – this should be paid before the year end.

Neighbourhood Plan - £4,000 remains in the PC. Unlikely to spend this

Nicola Clarke

Clerk of the Council

6 January 2017

Appendix 3

Budget Preparation 2017-18

09-Jan-17

EXPENDITURE HEAD	Code Cats	Budget 16-17	Projected Outturn	17-18 Budget	Code Cats 2015	EXPENDITURE HEAD 2013-2014
EMPLOYEES						EMPLOYEES
Salaries & on costs	4000	30,000.00	36,000.00	38,000.00	4000	Clerk and on costs
Staff Training	4010	500.00	400.00	500.00	4010	Staff Training
Staff Expenses and subscriptions	4015	300.00	302.00	400.00	4015	Staff Expenses and subscriptions
Property Repairs and Maint	4039	0.00	0.00	0.00	4039	
TOTAL EMPLOYEES		30,800.00	36,702.00	38,900.00		TOTAL EMPLOYEES
PREMISES						PREMISES
Rent	4030	3,750.00	3,750.00	3,750.00	4030	Rent
Business Rates	4031	0.00	0.00	0.00	4031	Business Rates
Electricity	4035	1,200.00	1,000.00	1,200.00	4035	Electricity
Water	4036	200.00	180.00	200.00	4036	Water
Premises Insurance	4037	150.00	150.00	150.00	4037	Premises Insurance
Repairs and Maintenance	4039	500.00	32.00	500.00	4039	Repairs and Maintenance
TOTAL PREMISES		5,800.00	5,112.00	5,800.00		TOTAL PREMISES
OFFICE SERVICES						OFFICE SERVICES
Telephone (Office)	4050	650.00	690.00	700.00	4050	Telephone/Internet Services (Office)
Telephone (Clerk)	4051	650.00	690.00	700.00	4051	Telephone (Clerk)
		100.00	200.00	200.00	4053	Office consumables
Printing Misc	4054	100.00	0.00	100.00	4054	Printing Misc
Postage	4055	50.00	50.00	50.00	4055	Postage
Photocopier/printers	4056	300.00	600.00	600.00	4056	Photocopier/printer
Stationery	4057	300.00	200.00	300.00	4057	Stationery & newspapers
Office Equipment purchases	4058	200.00	1,027.00	100.00	4058	Office Equipment purchases
Office Equipment Maintenance	4059	100.00	24.00	100.00	4059	Office Equipment Maintenance
Software support - Finance RBS	4060	300.00	486.00	250.00	4060	Software support - Finance RBS
TOTAL OFFICE SERVICES		2,750.00	3,967.00	3,100.00		TOTAL OFFICE SERVICES
COMMUNICATIONS						COMMUNICATIONS
Newsletter printing	4070	1,000.00	525.00	600.00	4070	Newsletter printing
Newsletter delivery	4071	150.00	0.00	75.00	4071	Newsletter delivery
Web site - host/licence/support	4075	1,000.00	1,117.00	600.00	4075	Web site - host/licence/support
Web Site - additional work	4076	600.00	0.00	200.00	4076	Web Site - additional work
TOTAL COMMUNICATIONS		2,750.00	1,642.00	1,475.00		TOTAL COMMUNICATIONS
MEMBERS						MEMBERS
Expenses	4080	100.00	44.00	100.00	4080	Expenses and Entertainments
Room Hire	4081	200.00	118.00	100.00	4081	Room Hire
Training	4082	300.00	150.00	300.00	4082	Training
Chairman's allowance	4085	250.00	250.00	250.00	4085	Chairman's allowance
TOTAL MEMBERS		850.00	562.00	750.00		TOTAL MEMBERS
PROFESSIONAL SERVICES						PROFESSIONAL SERVICES
Legal and other Fees	4090	500.00	170.00	200.00	4090	Legal and other Fees
Audit Fees	4091	900.00	2,600.00	2,800.00	4091	Audit Fees
Insurance	4095	9,500.00	9,750.00	9,750.00	4095	Insurance
Bank Charges	4096	0.00	72.00	72.00	4096	Bank Charges
Payroll Services	4097	200.00	200.00	200.00	4097	Payroll Services
Consultancy Services	4098	500.00	0.00	0.00	4098	Project Consultancy Services
TOTAL PROFESSIONAL SERVICES		11,600.00	12,792.00	12,822.00		TOTAL PROFESSIONAL SERVICES
PCSO						PCSO
Fees	4100	11,800.00	0.00	0.00	4100	Fees
TOTAL PCSO		11,800.00	0.00	0.00		TOTAL PCSO
SUBSCRIPTIONS						SUBSCRIPTIONS
Chalc	4110	1,500.00	1,463.00	1,500.00	4110	Chalc
Subscriptions other	4111	100.00	100.00	100.00	4111	Subscriptions other
TOTAL SUBSCRIPTIONS		1,600.00	1,563.00	1,600.00		TOTAL SUBSCRIPTIONS
GRANTS AND DONATIONS						GRANTS AND DONATIONS
grants s.137 donations	4120	2,000.00	2150.00	2,000.00	4120	grants s.137 donations
grants other	4121	0.00	0.00	350.00	4121	grants other (inc RBL band)
grant HCP	4125	500.00	700.00	700.00	4125	grant HCP / Christmas market
TOTAL GRANTS AND DONATIONS		2,500.00	2,850.00	3,050.00		TOTAL GRANTS AND DONATIONS
VILLAGE SERVICES						VILLAGE SERVICES
Garden Competition	4200	150.00	130.00	150.00	4200	Garden Competition
Church Floodlights	4201	1,000.00	1,000.00	600.00	4201	Church Floodlights
Christmas Activities	4202	500.00	475.00	500.00	4202	Christmas Activities
Christmas lights maintenance	4203	6,000.00	4,712.00	5,000.00	4203	Christmas lights maintenance
HCCC Loan (PWL)			0.00	5,000.00		Lengthsman
CCTV	4204	5,550.00	5,500.00	5,550.00	4204	CCTV
TOTAL VILLAGE SERVICES		13,200.00	11,817.00	16,800.00		TOTAL VILLAGE SERVICES
VILLAGE MAINTENANCE						VILLAGE MAINTENANCE

HCCC Loan (PWL)			0.00	5,000.00		Lengthsman
CCTV	4204	5,550.00	5,550.00	5,550.00	4204	CCTV
TOTAL VILLAGE SERVICES		13,200.00	11,817.00	16,800.00		TOTAL VILLAGE SERVICES
VILLAGE MAINTENANCE						VILLAGE MAINTENANCE
Street Lighting - repairs	4249	500.00	114.00	500.00	4249	Street Lighting - repairs
Street lighting - electricity	4250	750.00	700.00	750.00	4250	Street Lighting - electricity
Highways and Road Safety	4251	500.00	100.00	500.00	4251	Highways and Road safety
Plants/Basket purchase	4253	500.00	200.00	500.00	4253	Plants/Basket purchase
Plants/Basket maintenance	4254	1,000.00	1,000.00	1,000.00	4254	Plants/Basket maintenance
Village Volunteers	4410	1,500.00	391.00	1,500.00	4255	Dane Meadow maintenance
Recreation Services Maint	4256	500.00	156.00	500.00	4256	Recreation Services Maintenance
General Highways	4257	0.00	0.00	0.00	4257	General Highways
Street furniture maintenance	4258	500.00	23.00	500.00	4258	Street Furniture maintenance
TOTAL VILLAGE MAINTENANCE		5,750.00	2,505.00	5,750.00		TOTAL VILLAGE MAINTENANCE
PROJECT TEAM EXPENSES						HCCC
Roofing	4565	6,700.00	4970.00	4000.00	4565	Roofing
Boundary and hedge work	4570	1,000.00	200.00	1000.00	4570	Boundary and Hedge work
Maintenance work	4572	3,000.00	74.00	3000.00	4572	Maintenance work
PWL #1	4575	57,581.00	57,581.00	56,608.00	4575	Public works loan #1
Phase 4			0.00	9,375.00	4576	Public works loan #2
Further development	4580	54,000.00	0.00	0		0
TOTAL REVENUE EXPENDITURE		211,681.00	142,337.00	164,030.30		TOTAL REVENUE EXPENDITURE
PLUS EARMARKED CAPITAL FUNDS		30,000.00	30,000.00	33,000.00		PLUS EARMARKED CAPITAL FUNDS
TOTAL BUDGET REQUIREMENT		241,681.00	172,337.00	197,030.30		TOTAL BUDGET REQUIREMENT
CAPITAL PROJECTS						CAPITAL PROJECTS
Dane Meadow retention	4330	5,000.00	5,000.00	0.00	4340	Completed
Croco path	4320	15,000.00	15,000.00	5,245.00	4650	Croco path (total £20k)
Phase4	0	0.00	164,436.00	50,000.00	0	HCCC car park (+£20k bf)
SID costs	4326	1,000.00	15,189.00	10,000.00	0	HCCC boiler work
Hydro Sign	4331	0.00	486.00	0.00	0	HCCC conservatory work
				0.00	0	HCCC Contingency Fund
Youth Facilities	4600	15,000.00	38,862.00	0.00	4600	Youth Facilities (£15k bf)
			6,000.00	5,000.00		skate park path and track
boundary signs	4660	5,000.00	5,148.00	2,000.00	4660	Bus stops
Elm Drive goal posts	4540	1,000.00	1,059.00	5,000.00	4540	Christmas lights
NP costs (5k + grants)	4345	5,000.00	3,886.00	5,000.00	4345	Upgrade path near library
Paving	4340	1,000.00	840.00	0.00	4340	Completed
TOTAL CAPITAL EXPENDITURE		48,000.00	255,906.00	82,245.00		TOTAL CAPITAL EXPENDITURE
INCOME this year						INCOME this year
Precept	Inc1	144,890.00	186,489.50	197,030.30	Inc1	Precept
Bank Interest Received	Inc2	50.00	50.00	0.00	Inc2	Bank Interest Received
loan for HCCC			130,000.00			
Grants	Inc3	3,590.00	34,046.00	0.00	Inc3	Grants CEC
VAT	Inc4	3,000.00	10,000.00	0.00	Inc4	VAT
Miscellaneous	Inc5	0.00	669.50	0.00	Inc5	Miscellaneous
Village Volunteers	Inc6	0.00	0.00	0.00	Inc6	
TOTAL INCOME		151,530.00	361,255.00	197,030.30		TOTAL INCOME
RESERVES at start of year						RESERVES at start of year
Earmarked capital funds added this year		30,000.00	30,000.00	33,000.00		Earmarked capital funds added this year
Capital Reserves Brought Forward		76,730.51	80,593.00	43,605.00		Capital Reserves Brought Forward
Revenue Reserve Brought Forward		25,000.00	25,000.00	25,000.00		Revenue Reserve Brought Forward
TOTAL RESERVES		131,730.51	135,593.00	101,605.00		TOTAL RESERVES
Funds Carried Forward to next year		-6,420.49	68,605.00	19,360.00		Funds Carried Forward to next year

Appendix 4

Schedule of Payments: December 9th 2016 – January 6th 2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
12/12/2016	Cheshire East Council	16170	97.50	Planning App Fee Skatepark
21/12/2016	Weaver Business Machines	16166	184.41	Office Copier 3rd quarter
21/12/2016	HM Revenues & Customs	16167	1,282.58	Tax & NI 3rd Quarter 16/17
30/12/2016	R S Cussons	16168	937.50	Rent for 1 Church Walk 3 rd Q
30/12/2016	Salaries Dec 2016	16169	2,003.75	Salaries Dec 2016
31/12/2016	Unity Trust Bank	16171	18.00	Service Charge 3rd Quarter
06/01/2017	BT Payment Services	16172	130.95	Phone&Internet December16
06/01/2017	Scottish Power	16173	36.73	Church Lights Oct - Dec2016
06/01/2017	G P Green	16174	64.80	PAT inspection in office
06/01/2017	Standard Life	16175	125.00	AVC Pension Dec 2016
Total Payments			4,881.22	

Receipts: December 9th 2016 – January 6th 2017

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
13/12/2016	Carillion Kier SMP	R1619	Repayment for 2 SIDs	5,188.80
Total Receipts			5,188.80	