



HOLMES CHAPEL PARISH COUNCIL
MINUTES OF MEETING on Thursday 14 December 2017



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

Part I – Public and Press present

1. Attendance	Cllr B Bath Cllr M Blomeley Cllr P Cotton Cllr J Clowes Cllr K O'Regan Cllr S Ranger Cllr M Street	Mrs S Davies – Clerk to the Council Mrs S McKay – assistant
2. Apologies	RESOLVED (C17/18/66) to accept apologies from Cllr A Armitt (unwell), Cllr S Hamilton (work) Cllr R Parry (awaiting surgery) Cllr M Ranger (other commitments) and Cllr D Savage (work) Ward Councillor L Gilbert also sent apologies due to other commitments at Cheshire East Council.	
3. Declaration of interests	Cllrs Cotton and Street declared an interest in item 16, St Luke's Church.	
4. Public Speaking	None	
5. Council Minutes	RESOLVED (C17/18/67) to approve the minutes of the Council meeting held on 9 November 2017	
6. Committee Minutes	RESOLVED (C17/18/68) to note the minutes, actions and recommendations of I. the Strategy and Finance Committee held on 16 th November 2017 (draft minutes circulated) II. Village Infrastructure Committee held on 23 rd November 2017 (draft minutes circulated) III. Amenities Committee held on 30 th November 2017 (draft minutes circulated) IV. Strategy & Finance Committee held on 7 th December 2017 (draft minutes circulated)	
7. Matters Arising	Supported Bus Review - A meeting with surrounding parishes, attended by Cllr Blomeley and the Clerk, was held on 29 November 2017. Further developments to the replaced 319 service were considered. Ward members Kolker and Gilbert have a proposal to put to CEC, with a view to enhancing the current service beyond original proposals, running at times to allow it to become more economically viable. Liaison is ongoing with schools, the health centre and businesses to determine the needs of their users, pupils and staff. This matter was delegated to Amenities committee to monitor.	
8. Planning Applications	The Council noted the list of outstanding planning applications, recently created by the Clerk. This will be updated and presented at each Full Council meeting. RESOLVED (C17/18/69) to receive the report.	

<p>9. Meeting Dates</p>	<p>The proposed meeting dates for the 2018/19 civic year were reviewed, noting the change to the date of the Annual Parish meeting – now on Tuesday 20th March.</p> <p>RESOLVED (C17/18/70) to receive the dates and publish.</p>
<p>10. Adjustment to Committee Structures</p>	<p>Proposed changes to the committee structure were debated.</p> <p>The Council RESOLVED (C17/18/71) to approve the changes subject to minor amendments, to be adopted in the 2018/19 civic year. See Appendix 1</p>
<p>11. Community Centre</p>	<p>Community Centre:</p> <p>1. Sanofi – Cllr Bath updated the Council on the proposed change in the lease for SP Energy/Sanofi’s substation building sited at the HCCC. The change would permit Sanofi access to the substation building. Work is ongoing with the solicitors involved.</p> <p>2. Removal of Poplar Trees – A response from the contractor is still awaited regarding the removal of the trees, to improve telecommunications signals in the area.</p> <p>RESOLVED (C17/18/72) to receive the report</p>
<p>12. Holmes Chapel Community Cinema</p>	<p>The Council noted the receipt of a report from the HC Cinema group. Films are being shown on a regular basis, and since relocating to the HC Community Centre, have good attendance.</p> <p>RESOLVED (C17/18/73)</p> <ol style="list-style-type: none"> I. To note the receipt of the report II. To thank the Cinema group for submission of the report, and to commend the group for their ongoing service to the community of Holmes Chapel.
<p>13. Ward Members Report</p>	<p>Cllr Les Gilbert apologised for not attending the meeting, due to other commitments at CE Council. He submitted that Cheshire East had resolved to adopt a new constitution and of changes within the officer structure at Cheshire East.</p> <p>The Council RESOLVED (C17/18/74) to</p> <ol style="list-style-type: none"> I. Request further information from Cllr Gilbert re the 5 year housing supply, further to comments made in the recent refusal of Bank Farm, Middlewich Road. (17/4804C) II. Note the comments submitted re the Holmes Chapel Library and publicise within the community. III. Ask for Cllr Gilberts assistance with maintenance of the grit bins in the village
<p>14. Parish Council projects</p>	<p>The master list of possible projects, which has been circulated to and updated by all committees, was noted by the Council.</p> <p>RESOLVED (C17/18/75) to</p> <ol style="list-style-type: none"> I. Adopt the document as Parish Council policy, noting that this does not approve any expenditure. II. Continue to update the document using Cloud services III. Publish sections A, B and E of the document on the website, subject to quarterly reviews

	<p>IV. Delegate to Strategy & Finance to continue to monitor.</p>
<p>15. Finance</p>	<p>The Council RESOLVED (C17/18/76) to approve the following:</p> <ul style="list-style-type: none"> I. Bank reconciliation – balance at 30 November 2017 is £119,485.00. II. Accounts for payment – as per the schedule attached in Appendix 2 III. Draft Budget and 5 year plan – The Council noted the draft budget, and suggestions to increase the spend on Village services are to be considered at Strategy & Finance committee on 4 January 2018. IV. 2017/18 External Audit – The Council noted the appointment of PKF Littlejohn as external auditors for the financial year 2017/18. V. Donation to Everybody Sport & leisure – The Council noted the donation of £250 to Everybody Sport & Recreation, for sponsorship of junior awards for 2017/18. VI. St Lukes Church – A request to contribute to the maintenance the cemetery from St Luke’s Church was noted, as well as a request for a donation towards development of the new cemetery. The Council requested that more financial information be requested, along with attendance by the Church Wardens at a convenient Strategy & Finance committee meeting.
<p>16. Chairman and Clerks Reports</p>	<p>The Clerk reported:</p> <ul style="list-style-type: none"> 1. The Clerk and assistant are scheduled to attend an audit training session in February 2018. There is availability for councillors to attend planning training. 2. The office is to be closed from Thursday 21st December – Wednesday 3rd January 2018 for the Christmas/New Year break. 3. A further visit to the CCTV centre for members is to be scheduled early in 2018. 4. To remind members of the upcoming JLMC meeting with Everybody S&R on the 23rd January 2018, and to request any agenda items. 5. Cllr Street is attending the Cheshire best kept stations award evening on the 23 January 2018. <p>The Chairman reported:</p> <ul style="list-style-type: none"> 1. To note that Knutsford town council have now also objected to the Sibelco application for sand extraction. It was noted that no change can be made to the submission by HC parish for 6 months from the date of the resolution not to object. 2. A private & confidential meeting is scheduled for 2pm on 19 December 2017 to discuss planning matters. 3. To note the application by Bloor Homes for the discharge of conditions on planning application 17/6113D and to request an extension to the date for comments to allow discussion at a council meeting. 4. A meeting to discuss planning matters has been requested by Bloor Homes. 5. The follow-up meeting of Dane Valley and Brereton Rural parishes with Cheshire Constabulary is set for 15 January 2018 at 7.30pm in the HC Community Centre. 6. Cllr Cotton is to attend the Health & Wellbeing workshop on 5 January 2018 7. To note the request for commemorative project funding 8. To note that Community assets can now be registered.

	<p>9. To note that the play area on the new "Cotton Fields" persimmon development is now open.</p> <p>Cllr Clowes informed the Council of the Great British Spring Clean initiative, taking place from the 2-4 March 2018.</p>
17. Future Agenda Items	1. Local vulnerable people watch
18. Public Speaking	None
The meeting closed at 8.45p.m.	

These minutes will be submitted for approval at the next meeting scheduled for 11 January 2018. Until then they are draft minutes.

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

.....Date.....

Appendix 1

Functions of each committee – December 2017

<p>Strategy and Finance committee</p> <p>Planning applications Strategic Village Planning and Neighbourhood Plan monitoring CEC Local Plan and other policy documents s.106/CIL monitoring Governance and Policies Risk Management Quality Council issues Staffing matters Councillor training Community Resilience HC Partnership Strategy Leisure Centre (HCCS) ChALC Website and Social Media Finance: Budget setting and monitoring Grants and Donations Banking Accounts package 5 year plan and capital projects</p>	<p>Amenities committee</p> <p>Planning applications Community Centre Monitoring and liaison of JMLC Play areas Youth facilities including the Skate park Dane Meadow including Friends of the Dane Meadow Green and open spaces Trees Rural Footpaths (soft surface) Conservation area Defibrillator and Phone Box housing Health and Social Services Library Education Liaison Sandbach Almshouses HC Partnership projects</p>
<p>Village Infrastructure Committee</p> <p>Planning applications Office maintenance</p> <p>Police Public Transport CCTV Benches Christmas lights and tree Garden and photography competition HC Partnership projects General maintenance including:</p> <ul style="list-style-type: none">• Planted areas• Lengthsman• Village Volunteers• Street signage <p>Highways including:</p> <ul style="list-style-type: none">• Road safety• Street lighting• SIDs• Speedwatch• Car parks• Traffic issues• Urban (hard) footpaths	

Appendix 2

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

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2017	Royal British Legion HC	17132	50.00		Donation incl wreath 2017
06/11/2017	BT Payment Services	17133	107.06		Phone & Internet Oct 2017
08/11/2017	Public Works Loan Board	17134	4,669.60		PWL#2 2nd Installmnt2017
09/11/2017	Scottish Power	17135	38.11		Church Floodlights Nov2017
09/11/2017	Stocks Lane Nurseries	17136	101.40		Crocus Bulbs Brookfield Drive
09/11/2017	Mrs S McKay	17137	88.83		Expenses Oct/Nov
09/11/2017	Willis Brothers	17138	4,080.00		Willis Brothers
09/11/2017	Pear Technology Ltd	17139	150.00		Pear Technology Ltd
10/11/2017	ICO	17140	35.00		Data Protection Annual Fee
21/11/2017	Lanes Group plc	17141	660.00		Remedial drainage works HCCC
21/11/2017	Shires Pay Services	17142	50.00		Payroll service 3rd Qtr 17/18
21/11/2017	HMM Mechanical Services	17143	7,949.76		Hot Water Boiler HCCC
21/11/2017	CHALC	17144	2.50		Training Session (part refund)
30/11/2017	Staff Salaries	17145	1,588.33		Salaries November 2017
07/12/2017	BT Payment Services	17146	111.54		Phone & Internet Nov2017
07/12/2017	CBJ Digital	17147	136.08		Host Fee 4th Qtr 2017/18
07/12/2017	The Villages Mag	17148	140.00		Newsletter Dec issue
07/12/2017	NW Fire Extinguishers	17149	24.00		PA Testing 1 Church Walk
07/12/2017	Cheshire pension Fund	17150	244.77		Pension November 2017
07/12/2017	Everybody S&R	17151	300.00		Junior Awards Sponsorship
07/12/2017	T D Thursfield	17152	350.00		Christmas Tree 2017
07/12/2017	Everybody S&R	17153	128.00		Community Resilience event
Total Payments			21,004.98		

Receipts: November 1st – December 8th 2017

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
09/11/2017	Scottish Power	R1726	Refund of credit in account (office supply)	135.44
02/11/2017	CCLA Deposit Fund	R1727	Interest October2017	8.95
04/12/2017	CCLA Public Sector Deposit Fun	R1728	Interest November 2017	13.08
04/12/2017	Scottish Power	R1729	Refund of credit in account (office supply)	4.38
Total Receipts			161.85	