



# THE HOLMES CHAPEL PARISH COUNCIL

## Minutes of Meeting on 15 December 2016



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

### Part I – Public and Press present

<b>1. Attendance</b>	Cllr A Armitt Cllr B Bath (acting Chairman) Cllr M Blomeley Cllr J Clowes Cllr P Cotton Cllr K O'Regan Cllr R Parry Cllr M Ranger Cllr S Ranger Cllr MJ Street	Mrs NL Clarke – Clerk Mrs S McKay - Assistant Mr L Gilbert – Ward Councillor
<b>2 Apologies</b>	<b>RESOLVED (c16/17/62)</b> to accept apologies from Cllr D Savage (post operation)	
<b>3. Declarations of Interest</b>	Item 8 Planning Apps: 16/5842C – 51 Sandiford Road. Cllrs Bath and Parry declared an interest. 16/5976C – 12 Balmoral Drive. Cllrs S & M Ranger declared an interest Item 9 Neighbourhood Planning: Cllr O'Regan declared an interest.	
<b>4. Public Speaking</b>	None	
<b>5. Council Minutes</b>	<b>RESOLVED (c16/17/63)</b> to approve the minutes of the Council meeting held on 10 November 2016	
<b>6. Committee Minutes</b>	<b>RESOLVED (c16/17/64)</b> <ul style="list-style-type: none"> <li>• To note the minutes and approve the actions and recommendations of the Strategy and Partnerships Committee held on 17 November 2016 (draft minutes circulated)</li> <li>• To note the minutes and approve the actions and recommendation of the Amenities Committee held on 24 November 2016 (draft minutes circulated)</li> <li>• To note the minutes and approve the actions and recommendations of the Technical Services Committee held on 1 December 2016 (draft minutes circulated)</li> <li>• To note the minutes and approve the actions and recommendations of the Finance Committee held on 8 December 2016 (draft minutes circulated)</li> </ul>	
<b>7. Matters arising</b>	The Clerk reported on the following:  <b>Outstanding planning applications:</b> <b>16/5202C</b> Dane Bank Bungalow – now a delegated decision, due to be made by 21 December 2016 <b>16/3208C</b> 45 Middlewich Road – due to be heard at SPC on 1 February 2017 <b>16/3724C</b> Victoria Mills – due to be heard at SPC on 1 February 2017	

<p><b>8. Planning Applications</b></p>	<p>The Council considered the planning applications detailed below and <b>RESOLVED (c16/17/65)</b> to comment as follows:</p> <table border="1" data-bbox="475 264 1516 875"> <tr> <td data-bbox="475 264 997 398"> <p><b>16/5842C</b> 51 Sandiford Road. CW4 7BL</p> </td> <td data-bbox="997 264 1516 398"> <p>Single storey extension  <b>NO OBJECTION</b></p> </td> </tr> <tr> <td data-bbox="475 398 997 607"> <p><b>16/5820C</b> Holmes Chapel Community Centre, CW4 8AA</p> </td> <td data-bbox="997 398 1516 607"> <p>Proposed skatepark in the grounds of existing community centre.  <b>SHOWN FOR INFORMATION ONLY – NO COMMENT.</b></p> </td> </tr> <tr> <td data-bbox="475 607 997 875"> <p><b>16/5976C</b> 12 Balmoral Drive, CW4 7HY</p> </td> <td data-bbox="997 607 1516 875"> <p>Proposed side facing single storey extension to form garage, rear single storey extension and formation of pitched roof over existing garage converted to utility room.  <b>NO OBJECTION</b></p> </td> </tr> </table> <p><b>Aus Bore Appeal</b> The Council noted a submission from Jodrell Bank and Cheshire East Council to challenge the appeal. The applicant has since withdrawn their appeal.</p> <p><b>Gladman Appeal</b> Brereton PC have reluctantly accepted the CEC decision not to proceed with challenging the decision. In the light of the recent ministerial statement re. Neighbourhood Planning, the Ward Councillor asked if this stance would be reconsidered, but was given a negative response.</p> <p><b>16/5314C 114 dwellings on Manor Lane:</b> The Council noted that the applicant has appealed. The Council discussed the forthcoming Public Inquiry and the comments to be submitted by the 13 January 2017.</p>	<p><b>16/5842C</b> 51 Sandiford Road. CW4 7BL</p>	<p>Single storey extension  <b>NO OBJECTION</b></p>	<p><b>16/5820C</b> Holmes Chapel Community Centre, CW4 8AA</p>	<p>Proposed skatepark in the grounds of existing community centre.  <b>SHOWN FOR INFORMATION ONLY – NO COMMENT.</b></p>	<p><b>16/5976C</b> 12 Balmoral Drive, CW4 7HY</p>	<p>Proposed side facing single storey extension to form garage, rear single storey extension and formation of pitched roof over existing garage converted to utility room.  <b>NO OBJECTION</b></p>
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<p><b>9. Neighbourhood Planning</b></p>	<p>Cllr Bath gave a brief update on the status of the Neighbourhood Plan from the Steering Group. The likely date for the referendum is now 9 March 2017, to be confirmed mid-January. Publicity for the referendum, being organised by the publicity group, including banners, a website with video link, leaflet distribution and social media, has commenced.</p> <p>The Council debated their position in promoting a YES vote. <b>RESOLVED (c16/17/66)</b></p> <ol style="list-style-type: none"> <li>I. To receive the report.</li> <li>II. To issue clarification during January on how Councillors can promote the Neighbourhood Plan, both officially and informally.</li> </ol>						
<p><b>10. Civic Service</b></p>	<p>The Council considered the report from Cllr Savage, which recommended removal of the Civic Service from the Council calendar, instituting a reformed Annual Parish Meeting instead. This met with mixed views from the Council; it was generally felt that the traditions and heritage of the community should be upheld, in continuing with a service, although this view was not shared by all. <b>RESOLVED (c16/17/67)</b> to feed the comments back to the Chairman, which will be discussed further at the next Council meeting.</p>						

<b>11. Memorials Policy</b>	The Council <b>RESOLVED (c16/17/68)</b> to adopt the Policy, with a minor amendment to the wording around ownership of plaques. See Appendix 1 for final policy.
<b>12. Police</b>	The Council considered the recommendation to cease payment for the PCSO and <b>RESOLVED (16/17/69)</b> to <ol style="list-style-type: none"> <li>I. Not pay the invoice for the PCSO for 2016/2017</li> <li>II. Remove the payment for the PCSO for future years.</li> </ol>
<b>13. Holmes Chapel Community Centre</b>	The Council received a verbal report from Cllr Bath. The Community Centre: <ul style="list-style-type: none"> <li>• now has 1,130 gym members;</li> <li>• are finalising usage arrangements with the HC Rugby Club for this year's season;</li> <li>• have arranged a meeting with the Technical Director for Bellway Homes, to resolve issues with parking, site access and possible links to aid the skate park construction;</li> <li>• met with the U3A organisation, following negative comments regarding hiring the social facilities, which were made public. The negativity arose from misunderstandings, which have been resolved as a result of this meeting.</li> </ul> <b>RESOLVED (c16/17/70)</b> <ol style="list-style-type: none"> <li>I. To receive the report.</li> <li>II. To ensure clarification when communicating the terms of hiring the centre, both for local and other groups. This will be raised at the JMLC in January 2017.</li> </ol>
<b>14. Consultation on Household Waste Recycling Centre Provision</b>	The Council noted the consultation from Cheshire East, and the latest press reports relating to Sandbach Town Council taking over the management of the site. The Council agreed that it was a useful facility for the residents of Holmes Chapel and <b>RESOLVED (c16/17/71)</b> to make a formal objection to the closure of the site.
<b>15. Ward Members report</b>	<b>RESOLVED (c16/17/72)</b> to suspend standing orders to receive a report from Cllr Gilbert. He reported: <ul style="list-style-type: none"> <li>• A recent meeting was held between Senior Planners at CE, Council leaders, Highways Engineers and Ward Councillors where the future development of Holmes Chapel was discussed. While no far-reaching decisions were made, Holmes Chapel is now firmly on the planning agenda, with concerns on infrastructure featuring strongly.</li> <li>• At the recent request of the Council, Cllr Gilbert had been enquiring as to the possibility of Parish Councillors being involved in pre-planning meetings with developers. There was a commitment in principle with the Portfolio Holder for Planning that if the developer has no confidentiality issues, then Parish Council presence would be allowed.</li> <li>• The CE Local Plan is progressing, with the examiner having accepted virtually all the prominent Policies of the Plan. It is now waiting to be signed off so that the final consultation on the Inspectors modifications can commence.</li> </ul>
<b>16. Finance</b>	<b>RESOLVED (c16/17/73)</b> to approve <ol style="list-style-type: none"> <li>I. <b>Bank reconciliation</b> – balance at 30 November 2016 is £166,177.</li> <li>II. <b>Accounts for payment</b> – as per the schedule attached in Appendix 2.</li> <li>III. <b>Draft Budget</b> - The Council noted the draft budget and 5 year plan prepared by Finance Committee. The final decision will be taken at the next Full Council on 12 January 2017.</li> </ol>

<b>17. Vice-Chairman and Clerk's report</b>	<p>The Clerk reported:</p> <ul style="list-style-type: none"> <li>• Some archive information relating to the May fete in 1954, has come to light, and is available for interest.</li> <li>• 2 candidates are proposing to stand for co-option at the next meeting on 12 January 2016 – the clerk has sent application forms.</li> <li>• There has been a request made to CE to swap the proposed Zebra crossing on Middlewich Road by the school with the crossing due to be installed further down by the Persimmon development, which is a signalized crossing. The proposed zebra crossing has been positively received in general.</li> <li>• Members were informed of staff working hours over the Christmas period.</li> </ul>
<b>18. Future Agenda Items</b>	<p>Further to some debate during the Ward Members report, it was suggested to propose a pilot scheme between Holmes Chapel Parish and CE Planning, whereby due to the proactive and ambitious nature of the Parish Council, a partnership could be formed allowing more involvement in pre-planning applications.</p>
<b>19. Public Speaking</b>	None
<b>Part II</b>	<p>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.</p>
<b>Staff Matters</b>	The Council discussed Staff matters.
<b>The meeting closed at 8.58 p.m.</b>	

These minutes will be submitted for approval at the next meeting scheduled for 12<sup>th</sup> January 2017. Until then they are draft minutes

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

.....Date.....

## **Appendix 1:**

### **Memorials Policy**

#### Introduction

Some members of the public are keen to remember loved ones by providing a permanent reminder in the surrounding which they were familiar. This can also be to the benefit of the community if the memorial is either useful or attractive. The aim of this policy is to ensure:

- a) That any memorial is appropriate for the location in which it is placed
- b) That the costs of supply and installation are carried by the donor of the memorial
- c) That the responsibility for the maintenance of any memorial is clearly defined.
- d) That permanent features such as planters, benches or trees will enhance the street scene and maintain the character of the area
- e) That any wording associated with a memorial is of a suitable size, colour and type face.

#### **Policy**

1. The location on public land of any memorials to private individuals will be agreed with the Parish Council and Cheshire East Council or other public body where appropriate according to the plan created by the Parish Council.
2. Memorials should have some community benefit either as street furniture or by enhancing the appearance of the village.
3. Benches or trees must be of the type specified by the council in order to co-ordinate with any other benches or trees already situated in the intended area.
4. The cost of supply and installation of any memorial will be covered by the donor and must be paid for by the applicant prior to purchase and installation by the council.
5. The parish council will only consider memorials to individuals who have a direct connection with Holmes Chapel. Applications for deceased pets will not be considered.
6. Once installed the memorial can only be repositioned with the agreement of the Parish Council.
7. Any plaques or wording must be agreed with the parish council in advance.
8. Once supplied the item (excluding plaques) will become the property of the parish council and any routine maintenance costs covered by the parish council.
9. In the event of serious damage by accident, vandalism or becomes unsafe and beyond economical repair the parish council reserve the right to remove and not replace the item.
10. Any plaques will remain the property of the donor and must be maintained in good condition and if damaged, removed.
11. This policy will be reviewed every two years.

#### **Additional information**

The parish council will keep a record of any memorials supplied including the donor's name and contact details.

The parish council will maintain a plan, which can be supplied to the public, showing all potential locations for additional seats or trees around the village.

Adopted 15 December 2016.

## Appendix 2

### **Schedule of Payments: November 1<sup>st</sup> – December 8<sup>th</sup> 2016**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
02/11/2016	Office Depot	16134	66.82	Stationery
02/11/2016	P Capps Village Mag	16135	75.00	Villages Mag - November 16
02/11/2016	Scottish Power	16136	133.91	Church FloodlightsJuly-Oct16
02/11/2016	P Capps Village Mag	16137	100.00	Christmas Market Front Page
02/11/2016	Cheshire Pension Fund	16138	480.88	Pension October 2016
02/11/2016	P Capps Village Mag	16139	150.00	N-Plan Publicity
02/11/2016	CHALC	16140	120.00	Training Session
07/11/2016	BT Payment Services	16141	119.19	Phone & Internet October16
09/11/2016	Standard Life	16142	125.00	Pension AVC Oct 2016
09/11/2016	Williams Design & Print	16143	510.00	Dane Hydroplant Sign
11/11/2016	Everybody Sport&Recreation	16144	172,800.00	HCCC Phase 4 works
16/11/2016	BBS Brick and Stone	16145	1,008.00	Stone Paving (reserves)
16/11/2016	Pear Tech. Services Ltd	16146	150.00	Pear Tech. Services Ltd
23/11/2016	Mrs S McKay	16147	37.06	Expenses Oct/Nov 2016
23/11/2016	Standard Life	16148	125.00	Pension AVC Nov16
23/11/2016	Cheshire Pension Fund	16149	480.88	Pension Nov16
23/11/2016	Alan Bethell	16150	360.00	Hedge Trimming Jubilee Walk
23/11/2016	Scottish Power	16151	103.31	Electricity 1 Church Walk
30/11/2016	Salaries	16152	2,003.95	Salaries Nov 2016
10/11/2016	ICO	16153	35.00	Data Protection
05/12/2016	T Derek Thursfield	16154	375.00	Christmas Tree 2016
05/12/2016	CBJ Digital	16155	446.40	Annual Host&Licence Fee
05/12/2016	Groundwork UK	16156	344.66	Repayment of unspent grant
07/12/2016	BT Payment Services	16157	131.89	Phone&Internet November16
07/12/2016	GP Green	16158	5,654.40	Christmas Lights 2016
07/12/2016	Society of Local Council Clerks	16159	177.00	Membership of SLCC
07/12/2016	Office Depot	16160	24.86	Ink & Stationery
07/12/2016	Mrs N Clarke	16161	102.35	Expenses Oct-Dec16
07/12/2016	United Utility	16162	43.08	Water Aug-Nov2016
07/12/2016	Morreys HC	16163	13.84	Broom:deck Cleaning Dane M
07/12/2016	Mr J Clowes	16164	14.00	Reimburse for X.mas bulbs
07/12/2016	TWM Traffic Control	16165	5,788.80	2 SIDs for Highways England

**Total Payments: 192,100.28**

### **Receipts: November 1<sup>st</sup> – December 8<sup>th</sup> 2016**

<u>Number</u>	<u>Payee</u>	<u>Description</u>	<u>Amount £</u>
R1615	HM Revenue & Customs	Vat reclaimed 2nd quarter16-17	4,256.08
R1616	Public Works Loan Board	For Phase 4 works at HCCC	129,954.50
R1617	Spaans Babcock	Donation for Hydro Plant Sign	242.50

**Total Receipts: 134,453.08**