



**HOLMES CHAPEL PARISH COUNCIL**  
**MINUTES OF MEETING on Thursday 16 August 2018**



at the Academy Suite, Holmes Chapel Community Centre, CW4 7AZ

**Part I – Public and Press present**

<p><b>1. Attendance</b></p>	<p>Cllr B Bath  Cllr M Blomeley  Cllr P Cotton  Cllr J Clowes  Cllr R Parry (arrived 7:08pm)  Cllr M Ranger  Cllr S Ranger  Cllr M Street  Cllr S Hamilton</p> <p>Ward Cllr L Gilbert</p>	<p>Mrs S Davies – Clerk</p>
<p><b>2. Apologies</b></p>	<p><b>RESOLVED (C18/19/47)</b> to accept apologies from Cllr K O'Regan (holiday), Cllr A Armitt (family) and Cllr D Savage (holiday).</p>	
<p><b>3. Declaration of interests</b></p>	<p>Cllr Street and Cllr Cotton declared an interest in item 14 – St Lukes cemetery. Cllr M Street declared an interest in item 15 - Royal British legion.</p>	
<p><b>4. Public Speaking</b></p>	<p>None</p>	
<p><b>5. Council Minutes</b></p>	<p><b>RESOLVED (C18/19/48)</b> to approve the minutes of the Council meeting held on 28 June 2018.</p>	
<p><b>6. Committee Minutes</b></p>	<p><b>RESOLVED (C18/19/49)</b> to note the minutes, actions and recommendations of</p> <ol style="list-style-type: none"> <li>1. Village Infrastructure held on the 5<sup>th</sup> July 2018</li> <li>2. Amenities held on the 12<sup>th</sup> July 2018</li> <li>3. Strategy and Finance Committee held on the 19<sup>th</sup> July 2018</li> <li>4. Strategy and Finance Committee held on the 9<sup>th</sup> August 2018</li> </ol>	
<p><b>7. Matters Arising</b></p>	<ol style="list-style-type: none"> <li>I. <b>Bank Farm House 18/0925C</b>–It was noted that, following approval by the Strategy and Finance Committee, a further letter has been sent to the Planning Department requesting a meeting to discuss the issues this has raised. The clerk noted that no response has been received to date.</li> <li>II. <b>A50 Speed Limit Review</b> –It was noted that the Council are still awaiting the Cheshire East Council speed limit report on the A50.</li> </ol>	
<p><b>8. Planning Issues</b></p>	<ol style="list-style-type: none"> <li>I. <b>Summary of Planning Applications:</b> The Council received an update on Planning Applications which have passed through the Council in the current Civic Year, noting those that have been determined since the last Council Meeting including the approval of 18/3005C, the Parish Council's application to redesign the entranceway to the Community Centre and the refusal of 18/2116C (Bromley Drive) and 18/2478C (Chester Rd).</li> </ol> <p><b>RESOLVED (C18/19/50)</b> to accept the report</p> <ol style="list-style-type: none"> <li>II. <b>Community Governance Review:</b> The Council received the report on the Community Governance Review and resolved to approve the</li> </ol>	

	<p>recommendations therein:</p> <ol style="list-style-type: none"> <li>1. That the SPTG produce a draft consultation plan to be put to the Full Council on the 27<sup>th</sup> September for consideration and approval. That the report includes the processes for consultation with Holmes Chapel residents.</li> <li>2. That the Clerk continues to try and get a response from Knutsford, Nantwich and Macclesfield town Councils.</li> </ol> <p>The Council <b>RESOLVED (C18/19/51)</b> to accept the report and approve the recommendations.</p>
<p><b>9. Ward Members Report</b></p>	<p><b>RESOLVED (c18/19/52)</b> to suspend standing orders to receive a report from Ward Cllr Gilbert. He reported:</p> <ul style="list-style-type: none"> <li>• The Highways Investment Program has now been published. It provides for micro asphaltting of Balmoral Drive and Dunbar Close and full resurfacing of the mini-roundabouts in The Square and the approaches.</li> <li>• John Tickle, the senior highways officer for the Congleton Area Highways Group, is moving on to another section of CEC Highways and will be replaced by Gill Kidd.</li> <li>• A planning decision in Cranage for a house in a garden of a property has been refused on reasons including interfering with Jodrell Bank. This highlights the protection given to Jodrell Bank in the CEC Local Plan.</li> <li>• The CEC SADPD (Stage 2 of CEC Local Plan) should be published as a first draft in September with a second draft in the second quarter of 2019. It is expected to be adopted in 2020 after consultations and inspection. The Clerk was asked to circulate the information as soon as it is available.</li> <li>• Cllr Gilbert related that he, too, has concerns raised by some residents regarding the new puffin crossing in the centre of the village.</li> </ul> <p>Cllr Gilbert left the meeting at this point (7:15 p.m.). Standing orders were resumed.</p>
<p><b>10. Policies</b></p>	<p>The Council <b>RESOLVED (C18/19/53)</b></p> <ol style="list-style-type: none"> <li>I. To approve the Risk Assessment Document dated August 2018 and to note the recommendation from Strategy and Finance that a redesign of the format of the Council's Risk Assessment is made prior to the next review in line with current guidance.</li> <li>II. To approve a revised version of the protocol on pre-application meetings for major developments – Guidance for Councillors and Developers - subject to any agreed changes</li> <li>III. To approve the Council's Privacy Notice required for GDPR compliance. It was noted that the short privacy notice will be produced by the clerk for each purpose and will refer to the principle privacy policy which will also be embedded in the website.</li> <li>IV. That the Clerk investigates the GDPR implications concerning the use of councillor email and the need for a privacy notice and to draft a suitable notice if required.</li> </ol>

<b>11. Youth Council</b>	<p>Cllr Steve Ranger provided a verbal update. The school, scouts and guides have all shown support to the idea. Cllr Ranger proposed a small working party consisting of some councillors, the Clerk and representatives of the organisations who would be involved to further progress the proposals. Some representation from the youth would also be desirable.</p> <p>The Council <b>RESOLVED (C18/19/54)</b> to set up a small working party consisting of the Clerk, Cllr S Ranger, Cllr M Ranger, Cllr Street, Cllr Parry and Cllr Hamilton. The working group to produce a terms of reference for approval at the meeting on the 27<sup>th</sup> September. The Clerk to arrange the meeting of the nominated councillors.</p>
<b>12. Well managed Highways Infrastructure</b>	<p>The Council <b>RESOLVED (C18/19/55)</b> to receive the report and approve the recommendations. The Clerk and Cllr Blomeley were actioned to complete the online questionnaire on behalf of the Council.</p>
<b>13. Conservation Area - Licenses</b>	<p>The Council <b>RESOLVED (C18/19/56)</b></p> <ol style="list-style-type: none"> <li>I. To receive the report and reconsider the resolution made 28 June 2018 at the request in writing to the Clerk by four councillors.</li> <li>II. To approve the license proposed by CBRE presented to Council on the 28<sup>th</sup> June 2018.</li> <li>III. To sign the licence agreement with CBRE Ltd.</li> </ol>
<b>14. Grant Applications</b>	<p>The council considered the following requests for grants.</p> <ol style="list-style-type: none"> <li>1. St Luke's Church cemetery: Further to the request for support in December 2018, and the allocation of funds in the 2018/19 budget, the Council <b>RESOLVED (C18/19/57)</b> to donate £2,500 to St Luke's Church Cemetery. It was confirmed that the church yard is to remain open to all denominations.</li> <li>2. Cranage Village Hall Building Fund: The Council <b>RESOLVED (C18/19/58)</b> to donate £200 towards the Bank Holiday Beer Festival noting that the money is to be used towards providing a shuttle bus to aid Holmes Chapel residents to attend the event.</li> <li>3. Cranage Playing Fields: The Council <b>RESOLVED (C18/19/59)</b> to refuse the grant application for money towards the Cranage pitch improvements. It was noted that Holmes Chapel Parish Council supports the Holmes Chapel Community Centre which is also used by Cranage residents. The Clerk to write a letter to the Hurricanes to state: Holmes Chapel Parish Council will continue to work with and support the Hurricanes in the development of pitches within Holmes Chapel. The Clerk to write a letter to Cllr Andrew Kolker supporting his efforts to challenge Cheshire East Council in their decision not to fund the work themselves,</li> <li>4. Everybody Junior Awards 2018 – <b>RESOLVED (C18/19/60)</b> to donate £250 towards the Everybody Junior Awards.</li> </ol>
<b>15. Donation for large Red poppies</b>	<p>The Council <b>RESOLVED (C18/19/61)</b> to amend the recommendation in the report and to donate from capital reserves, £300 to the British Legion for the receipt of 40 large red poppies which will be stored and used in future years.</p> <p>It was noted that the Council needs to consider the potential costs of installing and storing the poppies.</p>

<b>16. Christmas Lights Extension</b>	<p>The Council considered the improvement to the Christmas lighting scheme and <b>RESOLVED (C18/19/62)</b></p> <ol style="list-style-type: none"> <li>I. To approve the extension to the scheme to include Barclays Bank and Mandevilles, and to place the order with GP Green.</li> <li>II. To approve the virements recommended in the report, totalling £500 with the residual taken from capital funds.</li> <li>III. To approve the ongoing costs for inclusion in future budgets.</li> <li>IV. To note that further quotations for the lighting scheme have been sought, but with no response.</li> </ol>
<b>17. Finance</b>	<p>The Council <b>RESOLVED (C18/19/63)</b></p> <ol style="list-style-type: none"> <li>I. Bank Reconciliation – to note the balance on 9 August 2018 is £139,577.</li> <li>II. To approve the following accounts for payment as detailed in the schedule attached at Appendix 1.</li> </ol>
<b>18. Chairman and Clerks Reports</b>	<p>The Clerk informed members that Sue McKay is now on holiday until the 5<sup>th</sup> September.</p> <p>The Chairman informed members that:</p> <ol style="list-style-type: none"> <li>1. The newly fitted puffin crossing has elicited many complaints from residents. A resident with experience in such crossings has come forward who is also interested in joining the Traffic and Transport Group. Comments range from the positioning and the timing although there is also some feeling that the situation should be allowed to settle. The Clerk was asked to request the safety report.</li> <li>2. A Neighbourhood Plan Survey has been received from Cambridge University which has almost the same questions as that recently completed for Cheshire Community Action. It was agreed that Cllr Bath and the Clerk complete this survey.</li> <li>3. Cllr Bath updated further on the Council’s planning application at the Community Centre. We are awaiting the signed contract and need to satisfy the conditions of the approval. It is thought work will now take place after the Holmes Chapel Show.</li> </ol> <p>Cllr Clowes, the vice-chair, updated on the Sensory Garden project that is due to start imminently.</p> <p>Cllr Parry asked for it to be raised that a letter or card of congratulations be sent to Sue McKay’s daughter to congratulate her on her being awarded a place at Edinburgh University following her recent A-level results.</p>
<b>19. Future agenda items</b>	<p>None</p>
<b>20. Public Speaking</b>	<p>None</p>
<b>Part II</b>	<p><b>RESOLVED (SF17/18/64)</b> to move to Part II</p> <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</p>

	the business to be transacted
<b>21. Community Centre Issues</b>	The Council heard the detail of a proposal from Everybody Sport & Recreation regarding the Community Centre.
<b>22. Bloor Homes Development</b>	The Council were updated on recent meetings with Bloor Homes and Brereton Parish Council regarding Phase 2 of the Bloor development in Brereton.
<b>23. NHS Dentist Service</b>	The Council heard an update on the NHS dental service in Holmes Chapel.
<b>The meeting closed at 9:20 p.m.</b>	

These minutes will be submitted for approval at the next meeting of the Council scheduled for 27 September 2018. Until then they are draft minutes.

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

.....Date.....

## Appendix 1

### Schedule of Payments: June 14th 2018 - August 9th 2018 (including VAT)

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
14/06/2018	Holmes Chapel Partnership	18042	40.00	BAB SR	Village Fair Stall 2018
21/06/2018	Alan Bethell	18043	576.00	JAC DES	Hedge / Grass maintenance
21/06/2018	Everybody S&R	18044	42.00	JAC DES	Costs for Police Area Meeting
21/06/2018	B A Bath	18045	117.00	JAC DES	Costs: HCCC Plan App submission
21/06/2018	Weaver Business Machines	18046	184.57	JAC DES	Copier charges Qtr 1 2018/19
25/06/2018	R S Cussons	18047	937.50	SO	Rent 1 Church Walk Qtr1 18/19
27/06/2018	W Mandeville Ltd	18048	73.80	BAB MJS	Cake at Civic Service
27/06/2018	HM Revenues & Customs	18049	1,644.01	BAB MJS	Tax & NI Qtr1 2018/19
27/06/2018	Cheshire Pension Fund	18050	714.61	BAB MJS	Contribution June 2018
27/06/2018	Cheshire Community Action	18051	100.00	BAB MJS	Membership 2018/19
30/06/2018	Staff Salaries	18052	2,146.47	SO	Salaries June 2018
30/06/2018	Unity Trust Bank	18053	28.20	DD	Bank Charges Qtr1 2018/19
30/06/2018	Royal British Legion	18054	50.00	BAB JAC	Donation for Armed Forces Day
09/07/2018	BT Payment Services	18055	132.12	DD	Phone&Internet July2018
09/07/2018	Southern Electric	18056	38.00	DD	Church Lighting - July2018
09/07/2018	Southern Electric	18057	55.00	DD	Electric 1 Church Walk July18
10/07/2018	Lloyds Multipay card	18058	107.12	DD	Costs June2018
		3.00	Monthly Fee		
				25.94	Refreshments Civic Service
				35.10	Plans for Community Centre
43.08	Contract for Community Centre				
18/07/2018	Busy PCs	18059	325.00	ARA JAC	Laptop for SID downloads
18/07/2018	Alan Bethell	18060	294.00	ARA JAC	maintenance work
18/07/2018	Everybody S&R	18061	21.00	ARA JAC	Refreshment costs
18/07/2018	Alan Bethell	18062	312.00	ARA JAC	maintenance at HCCC
25/07/2018	Scottish Power	18063	186.86	MEB SR	Parish Streetlights
25/07/2018	SLCC Cheshire Branch	18064	60.00	MEB SR	Branch Conference Sept18
25/07/2018	Alan Bethell	18065	660.00	MEB SR	Removal of dead lime tree
25/07/2018	South Cheshire Print	18066	167.00	MEB SR	Promotional Material
25/07/2018	Holmes Chapel Chorus	18067	200.00	MEB SR	s137 Donation
25/07/2018	Alan Bethell	18068	360.00	MEB SR	Hedge maintenance
31/07/2018	Staff Salaries	18069	2,083.77	SO	Salaries July 2018

**Total Payments 11,656.03**

### Receipts: June 14th 2018 - August 9th 2018

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
03/07/2018	CCLA PS Deposit Fund	R1810	Interest June2018	27.90
31/07/2018	HM Revenues & Customs	R1811	VAT Refund 1st Qtr 2018/19	613.89
26/06/2018	Holmes Chapel Partnership	R1808	Donation for memorial bench	640.00

**Total Receipts 1281.79**

### Future Payments to be made:

Jobs R Us	£109.24	Repair of Hand Rail Dane Meadow viewing platform
Taste for Life (Everybody S&R)	£ 31.50	Cost of refreshments at Police Cluster meeting
Cheshire Pension Fund	£687.90	Pension July 2018
South Cheshire Print	£60.00	Banners promoting Traffic consultation