

MINUTES OF THE ANNUAL MEETING OF THE PARISH COUNCIL

Thursday 19th May 2016 at 7.00 p.m.

at the Bradshaw Room, Holmes Chapel Methodist Church, Holmes Chapel

Part I – Public and Press present

1. Attendance	Cllr A Armitt Cllr B Bath Cllr M Blomeley Cllr P Cotton Cllr J Clowes Cllr D Grice Cllr R Parry Cllr M Ranger Cllr S Ranger Cllr D Savage Cllr M Street	Mrs NL Clarke – Clerk Mrs S Mckay - Assistant Ms L Meakin – Sandbach Chronicle
2. Election of Chairman for the Year 2016/2017	<p>Cllr S Ranger opened the meeting, and thanked the Council for the hard work they have undertaken over the last three years. He then asked for a proposal for a new Chairman.</p> <p>Cllr D Savage was proposed by Cllr P Cotton, and seconded by Cllr J Clowes.</p> <p>Cllr Parry objected to the proposal, stating that the system for election of Chair was becoming undemocratic and suggested a review of the procedure, to perhaps be of a rotational nature. This will be discussed at the next Strategy meeting.</p>	
3. Receive the Declaration of Office	The Council voted in favour, (Cllr Parry AGAINST) and RESOLVED (c16/17/01) to elect Cllr D Savage as Chairman for the year 2016/17. Cllr Savage signed the Declaration of Office, and took the Chair.	
4. Election of Vice-Chairman for the Year 2016/2017	<p>Cllr Savage welcomed the Council to the new year, again thanking the Council for dedicated work, with especial thanks to the Clerk, Mrs N Clarke, for excellence in achieving the Quality Gold award. He asked for proposals for a Vice-Chairman.</p> <p>Cllr Ranger proposed Cllr M Blomeley, seconded by Cllr M Ranger.</p> <p>Cllr Clowes proposed Cllr B Bath, seconded by Cllr R Parry.</p>	
5. Receive the Declaration of Office	Cllr Blomeley declined to stand. The Council voted in favour and RESOLVED (c16/17/02) to elect Cllr Bath as Vice-Chairman for the year 2016/17. Cllr Bath signed the Declaration of Office, and expressed his thanks to the Council.	
6. Public Forum	None	
7. Apologies	RESOLVED (c16/17/03) to accept apologies from Cllr P Medford and Ward Cllr L Gilbert	
8. Declaration of interests	None.	
9. General Power of Competence	The Council RESOLVED (c16/17/04) to confirm that the Council continues to meet the requirements to exercise the General Power of Competence.	
10. Chairman's Allowance	The Council RESOLVED (c16/17/05) to approve the Chairman's allowance at £250 for his year in office.	

11. Approval of Committee Responsibilities	The Council RESOLVED (c16/17/06) to approve the responsibilities of each Committee, as detailed in Appendix 2, and to recommend changes to the management plan, as recommended by Strategy Committee, to take into account new acquisitions and responsibilities.
12. Appointment of Committees and Working Groups	The Council reviewed each Committee, and RESOLVED (c16/17/07) to have the organisation detailed in Appendix 3. The Chairperson for each Committee will be decided at the inaugural meeting of each Committee.
13. Internal Appointments and Representatives to Outside Bodies	The Council reviewed the appointments, and RESOLVED (c16/17/08) to have the organisation detailed in Appendix 3 with final representations made at the relevant committee.
14. Appointment of Auditor and Solicitors	The Council considered the positions, and RESOLVED (c16/17/09) to appoint JDH Business Services Ltd as internal auditors, BDO as external auditors and Dixon Rigby Keogh as solicitors.
15. Council Minutes	RESOLVED (c16/17/10) to approve the minutes of the Council meeting held on 14 April 2016.
16. Committee Minutes	RESOLVED (c16/17/11) <ul style="list-style-type: none"> • To approve the actions and the recommendations of the Finance Committee held on 14 April 2016 (draft minutes circulated) • To approve the actions and the recommendations of the Strategy Committee held on 21 April 2016 (draft minutes circulated) • To approve the actions and the recommendations of the Amenities Committee held on 28 April 2016 (draft minutes circulated) • To approve the actions and the recommendations of the Technical Services Committee held on 5 May 2016 (draft minutes circulated)
17. Matters Arising	The Clerk reported the following: <ul style="list-style-type: none"> • Boundary signs - these have been ordered and will hopefully be installed by the summer. • Village Fair - has been postponed until 3 July. The Parish Council will take a stall to highlight the Neighbourhood Plan, the Quality Gold status and other issues. • PCSO contract - this has still not been received. The Council noted the continuing service from the PCSO. • Planning inquiries - representation has been made for the inquiries for the Dane Bank bungalows, Manor Lane and Dunkirk Farm, Brereton. • Council and Committee meetings - due to delayed work at the HCCC Full Council meetings have been arranged at the library and Committee meetings at the Parish Council office. • Refurbishment of community rooms at HCCC – The Council received the update on asbestos removal and revised timetable for completion of the work, with an opening event tentatively planned for a weekend in September. The external changing rooms will also be completed in time for the new rugby season. The Council were also informed that the JLMC should be in a position to present ideas for the outside space after the next meeting.
18. Quality Gold Status	The Council noted the suggestion that the award will be presented at the next Cheshire East Council meeting, and will be attended by the Chair, the Clerk and the former Chair.

	The Council also discussed various ways in which to advertise the award further.
19. Neighbourhood Plan	The Council received the report on progress with the Neighbourhood Plan, noting the planned progression through the regulatory stages, culminating in a referendum hoped to take place during November, when the Plan will be officially adopted. Further consultation events are taking place in the library during w/c 30 May 2016. RESOLVED (c16/17/12) to receive the report.
20. Tree Planting	The Council were informed of the final arrangements for the Tree Planting Ceremony on Friday 10 th June 2016 at 11am.
21. Village Competition	The Council noted the arrangements for the revised Village competition, and RESOLVED (c16/17/13) to approve these arrangements. It was noted with approval that the competition continues to focus on Holmes Chapel, instilling a sense of pride in the community.
22. NALC Star Councils 2016	The Council discussed the categories and RESOLVED (c16/17/14) <ol style="list-style-type: none"> i. To enter the Parish Council for Outstanding Project of the Year (HCCC) ii. To enter Cllr Bath for Councillor of the Year, proposed by Cllr Blomeley in recognition of immense dedication in both the HCCC and the N-Plan.
23. Finance	The Council RESOLVED (c16/17/15) <ul style="list-style-type: none"> • Bank reconciliation – To note the balance at 30 April is £166,276.57 • Audits – to accept the internal audit report, and completion of recommendations from the auditor. The Council also noted the preparation of papers for the external audit by BDO, which have been submitted. • Accounts for Payment – To approve payments as outlined in the schedule attached. • Fixed term Bond - to approve placing £50,000 into a 12 month bond with the Co-op bank, following appraisal of the financial forecast, which showed sufficient funds will be left in the account.
24. Borough Council Report	In the absence of Cllr Gilbert, the Council reviewed a submitted report relating to the forthcoming Persimmon development on Middlewich Road, and the arrangements for drainage on the site.
25. Chairman and Clerks Reports	The Chairman requested that any comments relating to the confidential approaches made by developers, subsequent to the release of the Neighbourhood Plan, be submitted to the Clerk. The Clerk informed the Council of an invitation to the opening of the Good Companions Bowling Club in Cranage, following refurbishment. The event is to be opened by Cllr R Parry. Cllr M Street will attend on behalf of the Parish Council.
The meeting closed at 8.10p.m.	

These minutes will be submitted for approval at the next meeting scheduled for 30th June 2016. Until then they are draft minutes.

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

.....Date.....

Appendix 1 - Schedule of payments

Schedule of Payments: April 1st – May 12th 2016

Number	Payee	Description	Amount £
16001	BT Payment Services	Phone and Internet March 2016	116.77
16002	Cheshire Community Action	Annual Membership Fee	100.00
16003	CHALC	Annual Subscription Fee	1463.31
16004	SLCC	LC Administration - Office Copy	72.30
16005	Everbody S&R	HCCC Phase 4 contribution	24450.00
16006	BAM Nuttall Ltd	Repair to Streetlight Feb16	287.77
16007	Groundwork UK	Repayment of unspent NP Grant	16.00
16008	Scottish Power	Street-lighting Jan-Mar 2016	186.35
16009	License Compliance Services	Use of Photo on Dane Website	68.40
16010	Royal British Legion HC	s137 Donation for memorial svc	350.00
16011	All4U Cheshire	s137 Donation	200.00
16012	Public Works Loan Board	2nd Scheduled Payment of PWLoan	28911.90
16013	H C Methodist Church	Room Hire Council Meeting	27.00
16014	H C Methodist Church	Room Hire Council Meeting	30.00
16015	Groundwork UK	Repayment of unspent NP Grant	476.88
16016	PCC of Church Hulme	s137 Donation	200.00
16017	Bomfords Office Products	N Plan Printing supplies	73.80
16018	Cheshire Pension Fund	Pension Contribution April 2016	458.35
16019	Scottish Power	Church Floodlights Jan-Apr 2016	155.02
16020	Salaries	Salaries April 2016	2081.18
16021	BT Payment Services	Phone and Internet April 2016	117.25
16022	JDH Business Services	Internal Audit 2016	510.00
16023	S McKay	Repayment of Expenses	31.23
16024	N L Clarke	Repayment of Expenses	132.86
16025	Villages Mag	May Edition 2016	75.00
16026	Bomford Office Products	N Plan Stationery	13.84
16027	Cheshire East Council	Room Hire (library)	41.25
16028	South Cheshire Print	N Plan Printing (display boards)	115.20

Receipts: April 1st – May 12th 2016

Number	Payee	Description	Amount £
R1601	Cheshire East Council	Precept 1st Installment	95039.50
R1602	HM Revenues & Customs	Vat repayment - up to Feb2016	8937.99
R1603	Stackhouse Poland	Refund from Insurance (Came&Co)	131.27
R1604	Barclays Bank	Interest Payment	0.29

Appendix 2

Functions of each committee - May 2016

<p><u>Strategy and Partnerships committee</u> General Management – Monitor and update management plan & progress/systems Office and staff including computers Website and social media Training: staff and members Planning applications Neighbourhood Plan Community Resilience Holmes Chapel Partnership liaison Forward Planning – Policy documents. Regional Planning & Development. Planning Control. Holmes Chapel Community Centre Major applications and appeals (liaison with Full Council) Quality Communications ‘umbrella’ between Council and other committees. External communications including newsletters Liaison with relevant task group(s) Sweeping-up of outstanding issues</p>	<p><u>Amenities committee</u> Planning applications Liaison with relevant Task or Project Group(s) Public Services Schools Police/PCSO – Monitoring CCTV Fire Health Centre Library Public transport Rail Buses Station Leisure & Recreation and Open Space Leisure Centre Play Areas Cranage Playing Fields Dane Valley Youth Facilities Joint Use Arrangements Green Spaces</p>
<p><u>Technical Services Committee</u> Planning applications Liaison with relevant task group(s) Village Infrastructure Shops and businesses Churches Car Parking including HCCC site Pedestrian issues Public buildings – e.g. toilets, library Highways Road Safety including police matters and CCTV Street lighting; Improvements; Footpaths Traffic problems;</p>	<p><u>Finance Committee</u> Accounting package Risk Management Budget and financial control. Grant Sourcing Grants and donations Liaison with Full Council (ongoing) Liaison with relevant task group(s)</p>

Technical Services Committee (cont)

Complaints and repairs;

Highway programmes;

M6

Street Cleaning

Street Naming

Street signage

General Maintenance

Village volunteers

Christmas lights

Annual planting and maintenance

Grass cutting

Litter and cleanliness

Recycling

Drainage

Waterways and Rivers

Public Rights of Way

Appendix 3 - Committee and appointments

Chairman – David Savage
Vice Chairman – Brian Bath
Clerk – Nicola Clarke
Admin – Sue McKay

Committees

Strategy & Partnerships	Amenities
(Chairman to be confirmed)	(Chairman to be confirmed)
Brian Bath John Clowes Rab Parry Steve Ranger Margaret Ranger David Savage Mike Street	Anita Armit Brian Bath Mike Blomeley Patricia Cotton John Clowes Davis Savage Mike Street
Technical Services	Finance
(Chairman to be confirmed)	(Chairman to be confirmed)
Anita Armit Mike Blomeley David Grice Rab Parry Margaret Ranger David Savage Mike Street	Finance Member: John Clowes Strategy: Amenities: Tech services:

Appointments 2016-2017

Finance Member	John Clowes
Internal Auditor	JDH Business Services Ltd
Newsletter Editor	n/a
Web Site Officers	Clerk and Admin
Press and Publicity	Clerk and Admin
Webmaster	CBJ Digital
HCCS/CEC Leisure Centre Rep	Mike Blomeley and David Savage
ChALC Area Meetings	Patricia Cotton and Mike Street
Public Transport and Community Rail Partnership	Mike Street
Public Service Liaison and Police Forum and Meetings	Patricia Cotton and Margaret Ranger
Almshouses Charity	Patricia Cotton
Village Volunteers	TS Committee
Best Kept Garden Judges Village Competition judges	Mike Street Patricia Cotton
HC Partnership	Tbd
Community Resilience	Rab Parry
HCCC JMLC Representative x 2	Brian Bath Mike Street
HC Comprehensive Liaison x 2	Mike Blomeley Margaret Ranger
Dane Meadow 'Friends group'	David Savage
CEC Highways	Margaret Ranger and one other from TS