



HOLMES CHAPEL PARISH COUNCIL

Minutes of Meeting on 20 April 2017



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

Part I – Public and Press present

1. Attendance	Cllr A Armitt Cllr B Bath Cllr M Blomeley Cllr J Clowes Cllr K O'Regan Cllr S Hamilton Cllr M Ranger Cllr S Ranger Cllr MJ Street Cllr D Savage (chair) Ward Cllr L Gilbert	Mrs NL Clarke – Clerk Mrs S McKay - Assistant Mr. H Soden Sandbach Chronicle
2 Apologies	RESOLVED (c16/17/94) to accept apologies from Cllr R Parry (holiday) and Cllr P Cotton (unwell)	
3. Declarations of Interest	None	
4. Public Speaking	None	
5. Council Minutes	RESOLVED (c16/17/95) to approve the minutes of the meeting held on 23 February 2017	
6. Committee Minutes	RESOLVED (c16/17/96) <ul style="list-style-type: none"> • To note the minutes and the actions and recommendations of the Strategy Committee held on 2 and 23 March 2017 (draft minutes circulated) • To note the minutes and the actions and recommendation of the Amenities Committee held on 9 March 2017 (draft minutes circulated) • To note the minutes and the actions and recommendations of the Technical Services Committee held on 16 March 2017 (draft minutes circulated) • To note the minutes from the Annual Parish Meeting held on 30 March 2017. 	
7. Matters arising	The Clerk reported on the following: <ul style="list-style-type: none"> • CCTV visit – arranged for the 26 April 2017 at 10am with another morning date to be confirmed. • Planning Appeal APP/R0660/W/16/3162132 – Land to east of Manor Lane. The appeal is due to be heard on 25 July 2017. A submission has been made, with a further update on the N-Plan status to be submitted. • Planning Appeal APP/R0660/W/16/3164508 – Moss Nook, Brereton. The appeal has been withdrawn. • CEC Local Plan, s.106 and CIL documents – Submissions have been made to Cheshire East Council. • Planning Application 16/3724C Victoria Mills – is now due to be heard at Southern Planning Committee on 31 May 2017, after further deferment. • Neighbourhood Plan – The Holmes Chapel N-Plan was formally made on 18th April 2017 and adopted by CEC, for inclusion in the Local Plan. 	

<p>8. Skate Park Construction</p>	<p>The Council heard a short summary of the report on the successful completion of the skate park, which was signed off on 5th April 2017, and subsequently opened to the public. The official opening is on 6th May 2017 at 12.00, at the Skatepark. A short ceremony will be followed by boarding demonstrations, with refreshments available inside the Community Centre.</p> <p>RESOLVED (c16/17/97) to accept the report.</p>
<p>9. Council and Committee Structure</p>	<p>The Council heard a proposal from Cllr Bath on suggestions to revise the Committee Structure for the Council, to be adopted for the start of the 2017-18 Civic Year. Following a debate, the proposal and an amendment were forwarded. It was noted that the structure had to allow lay members to contribute at ease, so as the valuable contribution they make is not lost. No new devolvement of responsibility from the Council to Committees is resultant from these changes.</p> <p>RESOLVED (c16/17/98) to accept the report, with the amendment removing sub-committee structure. This re-organises the structure of the Council Committees as follows:</p> <ul style="list-style-type: none"> • Strategy and Finance Committee to meet monthly. • Amenities Committee, to meet monthly. • Office and Village Infrastructure, to meet monthly. • Each Committee has the authority to set-up sub-committees as required.
<p>10. Sanofi Aventis</p>	<p>The Council heard a report from Cllrs Ranger and Bath on the future plans for the Sanofi site on London Road. Due to expertise gained in production, the plant is now tendering to produce pharmaceutical products for other companies. This will double the activity of the plant and sympathetic expansion is planned into the two fields to the south of Holmes Chapel. This commercial development is approved by local Neighbourhood Plans, and results in the benefit of fulfilling the site allocation requirement for the area.</p> <p>RESOLVED (c16/17/99) to accept the report.</p>
<p>11. Holmes Chapel Community Centre</p>	<p>A verbal summary of the JLMC held on 19th April 2017 was given to the Council by Cllr Bath. The following points were noted:</p> <ul style="list-style-type: none"> • The targets for membership and attendance are being exceeded. Membership currently stands at 1165 members. • The centre has an excellent customer satisfaction score, from a recent survey • Investigation by local rugby / football clubs is being undertaken, with the aim to convert the rugby pitch to 4G. • A pedestrian gate has been fitted on Station Road and is now operational during normal opening hours. • Landscaping, seating and the possibility of fencing and rubber matting were discussed for the Skate Park. • Quotations for upgrades to the car park have been received. Further work to be undertaken, and it was noted that repairs to the car park and access are required urgently. • Various terms of hire are being reviewed, in order to encourage and promote the community aspect of the centre, which at present is not maximising its potential. • It was noted that the Council need to put money aside into a sinking fund for future renovations and repairs. <p>RESOLVED (c16/17/100) to accept the report.</p>

<p>12. Civic Service</p>	<p>It was confirmed that the Civic Service will be held on the 25th June 2017 at 10a.m. The vicar, Mr P Mason, has approved the format of the service. Invitations will be issued shortly.</p> <p>RESOLVED (c16/17/101) to receive the update on the Civic Service.</p>
<p>13. Village Fair, Victoria Club</p>	<p>The Council debated the merits of the Parish Council attending the village fair, to be held on Sunday 16th July 2017, and RESOLVED (c16/17/102) to share a stall with the Holmes Chapel Partnership to promote the Neighbourhood Plan and ongoing projects the Parish Council is proposing. It was noted that responsibility for the event will be shared amongst the Councillors.</p>
<p>14. Ward Members report</p>	<p>RESOLVED (c16/17/103) to suspend standing orders to receive a report from Ward Cllr Gilbert. He reported:</p> <ul style="list-style-type: none"> • The Chief Executive of Cheshire East has been suspended. Kath O’Dwyer is acting CE meanwhile. • Following the recent fatal accident on London Road, the street lighting in that area has been noted as a concern. Upgrades are scheduled over the next two years to bring the lighting up to standard, from the traffic lights at Chester Road to the Village centre. There will be consultation with the Parish Council before any changes are made. • An engineer has attended the traffic lights on London Road and is happy they are working correctly. Cllr Gilbert agreed to meet with Cllr M Street to demonstrate their faults. • The resident-only parking scheme on Sutton Oaks has been abandoned as only a small minority of the residents were prepared to pay for the facility. • HGV’s are constantly speeding on Chester Road, particularly at night. Talks are being held on whether the road would qualify for a speed camera. • Cheshire East are still delaying repairs to the light in the London Road bus shelter. Cllr Gilbert will pursue this to escalate repairs. • A sink hole was promptly repaired in Elmore Close. • Cllr Gilbert made the suggestion to remove the double yellow lines on London Road, allowing more space for parking and hindering the passage of HGVs through the restricted area.
<p>15. Cllr Gilbert</p>	<p>Ward Cllr Gilbert left the meeting at 8.15p.m.</p>
<p>16. Finance 2016/17 Year End Accounts</p>	<p>The Council reviewed the Financial position of the Council at the end of the 2016/17 Financial Year.</p> <ol style="list-style-type: none"> I. Accounts for payment – The Council RESOLVED (c16/17/104) to approve the payments as per the schedule attached in Appendix 1. II. Bank reconciliation – The Council RESOLVED (c16/17/105) to approve the balance at 31 March 2017 of £91,927. III. Annual Governance Statement – The Council agreed the points of the Annual Governance Statement for 2016/17 and RESOLVED (c16/17/106) to approve and sign the Governance Statement. IV. Year End Accounts – The Council RESOLVED (c16/17/107) to approve and sign the Annual Return for 2016/17, and to submit to the auditor. V. Asset Register – The Council RESOLVED (c16/17/108) to approve the updated Asset Register, to take into account the Skate park and memorial benches. VI. Capital Funds – The Council RESOLVED (c16/17/109) to accept the sum of £73,492 allocated. The Committees will decide how these funds will be allocated to projects, according to the 5 Year Plan. VII. CCLA Deposit Fund – The Council RESOLVED (c16/17/110) to approve further investment of £30,000 with the Deposit Fund.

17. Chairman and Clerk's report	<p>The Clerk informed the Council:</p> <ul style="list-style-type: none"> • Of a new competition "Village of the Year", which Holmes Chapel could enter. • The NALC Star Council awards are open again for this year. • Ms E Little is leaving the office next week, having undertaken weekly work experience sessions for the past seven months. • The Police are holding a drop in session in Costa Coffee during the morning of Saturday 29th April 2017. • To be aware of "Purdah" starting on May 4th 2017, as a result of the upcoming General Election. • Of a meeting with the owner of the former "Williams" building. He has plans to block off the alley-way, linking London Road with Sainsbury's car park. A planning application will be submitted. <p>The Chairman reminded members of the voting procedure for the Chairman and Vice-Chairman for the next Civic Year, encouraging members to submit forms in time to be on the meeting agenda.</p> <p>Cllr M Ranger informed the Council of a Jo Cox memorial day, a community event to be held on Saturday 16th June 2017. Events are being planned in the centre of the village.</p>
18. Future Agenda Items	I. Allocation of funds for the 5 Year Plan
19. Public Speaking	None.
Part II	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
1. Swimming Pool Feasibility Study	The Council received a report from Cllrs S and M Ranger on the feasibility study commissioned by the Friends of Holmes Chapel Community Centre
2. Neighbourhood Plan	The Council approved the recommendations from the Neighbourhood Plan Steering Group to work on issues arising from the plan.
The meeting closed at 9.14p.m.	

These minutes will be submitted for approval at the next meeting scheduled for 25th May 2017. Until then they are draft minutes

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

.....Date.....

Appendix 1

Schedule of Payments: February 17th – March 31st 2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
09/03/2017	Scottish Power	16195	38.11	Church Lighting Feb 2017
09/03/2017	Scottish Power	16196	53.07	Electricity Office Feb 2017
22/02/2017	George Cox & Sons	16197	7,492.54	Dane Meadow Retention
22/02/2017	Alan Bethell	16198	180.00	Tree Work HCCC
22/02/2017	Office Depot	16199	60.52	Stationery for N-Plan
22/02/2017	Standard Life	16200	125.00	Pension AVC Feb2017
22/02/2017	Mr D Savage	16201	230.00	Repayment of Expenses
22/02/2017	Tozer Gallagher LLP	16202	2,707.43	Dane Meadow Completion
28/02/2017	Salaries Feb2017	16203	2,003.95	Salaries Feb2017
09/03/2017	Scottish Power	16204	38.11	Church Lighting March 2017
09/03/2017	Scottish Power	16205	53.07	Electricity Office March17
09/03/2017	BT Payment Services	16206	156.96	Phone & Internet Feb2017
10/03/2017	CHALC	16207	100.00	Training Session
10/03/2017	Fountainhead Horticultural	16208	722.10	Plants Watering 2016
10/03/2017	Mr B Bath	16209	65.15	Refund for expenses
10/03/2017	R S Cussons	16210	159.39	Insurance 1 Church Walk16/17
10/03/2017	South Cheshire Print	16211	278.40	N Plan printing
10/03/2017	CBJ Digital	16212	60.48	E.mail annual fee
10/03/2017	Cheshire Pension Fund	16213	480.88	Pension contribution Feb2017
10/03/2017	Cheshire East Council	16214	47.58	Sign for Dane Meadow
10/03/2017	United Utility	16215	45.90	Water 1ChurchWalk Nov-feb17
13/03/2017	Cheshire East Council	16216	97.50	Discharge of Planning Conds
15/03/2017	Mrs S McKay	16217	27.65	Expenses Feb/March '17
15/03/2017	P Capps Village Mag	16218	75.00	March Issue N-Plan
15/03/2017	P Capps Village Mag	16219	75.00	March Newsletter
22/03/2017	Broxap Ltd	16220	203.94	Litter Bin for Skatepark
22/03/2017	Cheshire Pension	16221	480.88	Pension March 2017
22/03/2017	Standard Life	16222	125.00	Pension AVC March 2017
22/03/2017	Autotrack Portable Roadway	16223	5,137.20	Hire of Roadway Panels
22/03/2017	Flowercraft	16224	20.00	N-Plan Volunteer Gifts
22/03/2017	Mrs N L Clarke	16225	93.10	Expenses March 2017
22/03/2017	CHALC	16226	45.00	Audit Training S McKay
22/03/2017	Mr D Monks	16227	30.00	Winter Bedding Plants
22/03/2017	Canvas Spaces Ltd	16228	31,575.66	Construction of Skatepark
22/03/2017	HM Revenues & Customs	16229	1,282.38	Tax & NI 4th Quarter 2016/17
28/03/2017	Everybody S&R	16230	165.00	Refreshments for Meeting
28/03/2017	Weaver Business Machines	16231	91.56	Photocopier for 4th quarter
28/03/2017	Williams Design & Print	16232	90.00	Defibrillator signs
28/03/2017	Williams Design & Print	16233	71.64	Speedwatch Hi-Viz vests
28/03/2017	H Cooper Glass Engravers	16234	69.50	H Cooper Glass Engravers
30/03/2017	R S Cussons	16235	937.50	Rent 1 Church Walk 4th Qtr
31/03/2017	Salaries	16236	2,003.95	Staff salaries March 2017
31/03/2017	Unity Trust Bank	16237	18.00	Service Charge 4th Qtr

Total Payments 58,175.54

Payments (not previously minuted)

24/08/2016	British Telecom	16073	120.57	Phone&Internet for July 2016
24/08/2016	CBJ Digital	16074	30.00	Website update
24/08/2016	John Robertson	16075	420.72	Memorial Bench (parkway)
24/08/2016	CVS Cheshire East	16076	192.00	Payroll Services 2016/17
24/08/2016	Morreys	16077	6.66	Bird Seed Dane Meadow

Receipts: February 17th – March 31st 2017

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/03/2017	Public Sector Deposit Fund	R1623	Interest for Feb2017	4.66
31/03/2017	Unity Trust Bank	R1624	Interest 4th Quarter 16/17	10.38

Total Receipts 15.04

Receipts (not previously minuted)

21/12/2016	Holmes Chapel Partnership	R1618	Planning App, Skatepark	97.50
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Printed on : 11/04/2017

Holmes Chapel Parish Council 16/17

At : 09:54

Balance Sheet as at 31st March 2017

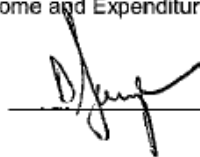
31st March 2016

31st March 2017

31st March 2016		31st March 2017	
Current Assets			
132	Debtors	0	
9,639	VAT control	10,511	
865	Prepayments	4,953	
2,864	Current A/c	9,861	
104,457	Business Saver	44,587	
0	CCLA Deposit Fund - 0117530001	25,000	
14,571	Coop - 65527366	0	
132,528		94,911	
132,528	Total Assets		94,911
Current Liabilities			
26,935	Creditors	2,985	
26,935		2,985	
105,593	Total Assets Less Current Liabilities		91,927
Represented By			
105,593	General Reserves	66,927	
0	Revenue Reserves	25,000	
105,593		91,927	

The above statement represents fairly the financial position of the authority as at 31st March 2017 and reflects its Income and Expenditure during the year.

Signed :
Chairman



Date : 20/4/2017

Signed :
Responsible
Financial
Officer



Date : 20/4/2017