



HOLMES CHAPEL PARISH COUNCIL

MINUTES OF MEETING on Thursday 22 February 2018



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

Part I – Public and Press present

1. Attendance	Cllr B Bath Cllr A Armitt Cllr M Blomeley Cllr P Cotton Cllr J Clowes Cllr S Hamilton Cllr R Parry Cllr S Ranger Cllr M Street	Mrs S Davies – Clerk to the Council Mrs S McKay – assistant
2. Apologies	RESOLVED (C17/18/89) to accept apologies from Cllr K O'Regan (work), Cllr M Ranger (unwell) and Cllr D Savage (work)	
3. Declaration of interests	None	
4. Public Speaking	None	
5. Council Minutes	RESOLVED (C17/18/90) to approve the minutes of the Council meetings held on 11 January 2018 and 18 January 2018.	
6. Committee Minutes	RESOLVED (C17/18/91) to note the minutes, actions and recommendations of <ol style="list-style-type: none"> Village Infrastructure Committee held on 18th January 2018 (draft minutes circulated) Amenities Committee held on 25th January 2018 (draft minutes circulated) Strategy & Finance Committee held on 15th February 2018 (draft minutes circulated) 	
7. Matters Arising	None	
8. Planning Applications	The Council noted the updated planning document	
9. Ward Members Report	Cllr Les Gilbert sent apologies for the meeting. The Clerk passed on the following information supplied: <ul style="list-style-type: none"> The Muller challenge to the local plan has been rejected as there is no arguable case The budget was approved by CEC on 22 February 2018 – a 5.99% increase. The 319 bus service has been saved with a new timetable now available. A consultation on safer modes of transport to school has started on 15 February 2018. 	
10. Annual Parish Meeting	The Council considered the draft agenda for the annual parish meeting on 20 March 2018 and RESOLVED (C17/18/92) to approve the content of the agenda and to publicise the event.	
11. Civic Service	The Council noted that a meeting to co-ordinate the proposed arrangements is	

and Remembrance Day Events	being arranged. Cllrs Bath, Cotton, Clowes and Street stated a wish to attend. The possible date for the Civic service of 24 th June 2018 was noted.
12. Community Centre	<p>Cllr Bath updated the committee; A draft RFQ has been prepared for the entranceway improvements for the community centre, to be circulated to Council as soon as possible. Once quotations have been received, Council approval will be sought. It was noted that the Holmes Chapel Show is fixed for the 16 September 2018, and any work should avoid that date. A meeting to discuss pitch options is set for 7 March 2018.</p> <p>RESOLVED (C17/18/93) to receive the report.</p>
13. s106 agreements summary	<p>The Council noted that the SPTG has recommended and Strategy and Finance Committee have approved that two allocations of s106 monies be taken forward by the Amenities Committee. These are for playpark facilities at the Elm Drive estate and for ecological development within Holmes Chapel. It was noted that CEC indicated, at the recent Town & Parish Conference, that future pre-planning application meetings will involve town and parish councils to provide input on the allocation of s106 agreements.</p> <p>RESOLVED (C17/18/94) to approve the recommendation to delegate to the Amenities committee to progress the projects.</p>
14. Connected Communities	<p>Cllr Ranger provided a verbal report on the Connected Communities initiative, including the first meeting held 1st February 2018 at Holmes Chapel library. The initiative seeks to base services locally to provide better outreach, and to bring voluntary groups together. Limited funding is available to enable community hubs to be set-up to deliver these services. The next meeting is on the 1st March 2018.</p> <p>The Council RESOLVED (C17/18/95) to</p> <ol style="list-style-type: none"> I. Support the initiative II. Nominate Cllr S Ranger and Cllr Cotton as representatives for the council. Meetings will also be attended by the Clerk, or assistant when necessary.
15. Conservation Area	<p>The Council heard a verbal update on the work of the Conservation Area working group and noted the contents of the letter to be circulated to shops and businesses in the conservation area next week. This coincides with an exhibition of the proposed display panels in the library for two weeks. The proposed sites of the panels were noted. A report of all the shop fronts in the conservation area has also been prepared and was noted.</p> <p>RESOLVED (C17/18/96)</p> <ol style="list-style-type: none"> I. to receive the report II. to endeavour to hear from businesses who are prepared to make changes as part of the Annual Parish meeting content.
16. Communications and media Policy	<p>To note the Strategy and Finance Committee recommendations to agree the Terms of Reference for the establishment of a task group to review this policy and make recommendations for amendments including the introduction and use of social media by the Parish Council and for the use of email distribution lists for the dissemination of information to village residents.</p> <p>RESOLVED (C17/18/97) To approve the terms of reference for the group. Cllr Armitt, Cllr Bath and Cllr S Ranger volunteered to join the group. It was agreed Cllr M Ranger will also be invited to join.</p>

<p>17. Finance</p>	<p>The Council RESOLVED (C17/18/98) to approve the following:</p> <ol style="list-style-type: none"> I. Bank reconciliation – the balance at 31st January 2018 is £102,548 II. Accounts for payment – as per the schedule attached in Appendix 2 III. Corporate Multipay card – the recommendation by the Strategy and Finance Committee to introduce a Corporate multipay card from Unity Trust Bank for use by the clerk and assistant for minor incidental expenditure with a limit of £150. The limit is to be reviewed at least 6 monthly. IV. Year End Procedure - the recommendation by the Strategy and Finance Committee for the adoption of a revised procedure for the end of year accounts V. Electricity supply to Office and St Luke’s flood lights - the recommendation by the Strategy and Finance Committee to a revised 2 year contract with a new supplier for the provision of electricity from the end of February 2018. The church warden will be informed. VI. HCCC Thermal Imaging report - the recommendation of the Strategy and Finance Committee to pay £500 to ESAR towards the Thermal Imaging survey and report. VII. HCCC Valuation - to note that Strategy and Finance Committee resolved for the Clerk to contact the District Valuer (DVS) to discuss the proposed payments. The clerk to report back to the next Strategy and Finance Committee.
<p>18. Chairman and Clerks Reports</p>	<p>The Clerk reported:</p> <ul style="list-style-type: none"> • CCTV – signage at the CCTV cameras is being replaced and CEC have asked if we would like the parish council contribution to the system acknowledged by including our logo. This was agreed. • A request for volunteering work at HCPC was acknowledged. Whilst no suitable work in the office is available, the Clerk will contact the requester to ensure that the various suggestions from the community are passed on, and also to mention the connected communities initiative. • SLCC in Cheshire are to host meetings targeting larger councils. The Clerk has been invited and will attend. <p>The Chairman</p> <ul style="list-style-type: none"> • Provided a short summary of the content of the Town and Parish conference hosted by CEC on 20 February 2018. This event covered budgetary decisions, legal action against CEC, New Homes bonus community fund and rural transport issues amongst other topics. • Informed members of an online petition, instigated by the HC Partnership, regarding pedestrian safety at the proposed new roundabout on Chester Road/ London Road. At the request of the Partnership, a copy of the petition will be kept in the parish office for signing by residents and it will be made clear that the parish council has taken the matter of pedestrian safety forward on a number of occasions with CEC over the past 2 years. • Reporter Lisa Meakin is leaving the Sandbach Chronicle, and passed on her thanks to the council for past support. <p>Cllr S Ranger passed on from ChALC that it is “The Great British Spring Clean” weekend on the 2/3 March 2018.</p>
<p>19. Future Agenda Items</p>	<ol style="list-style-type: none"> 1. Review of management plan 2. Youth involvement at the Annual Parish meeting
<p>20. Public Speaking</p>	<p>None</p>

Part II	RESOLVED (C17/18/99) to move to 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
21. Staffing matters	The Council discussed staff matters.
The meeting closed at 8.41p.m.	

These minutes will be submitted for approval at the next meeting scheduled for 19 April 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: January 1st 2018 – February 14th 2018 (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>
08/01/2018	BT Payment Services	17166	112.93		Phone&Internet December17
09/01/2018	Scottish Power	17167	53.07		Office electricity Jan18
09/01/2018	Scottish Power	17168	38.11		Church lighting Jan 2018
10/01/2018	Water Plus Ltd	17169	59.67		Water 3rd Qtr 2017/18
24/01/2018	Scottish Power	17170	188.87		Electricity parish lights
24/01/2018	CVS Cheshire East	17171	25.00		CVS Membership 17/18
24/01/2018	PME Maintenance	17172	840.00		Christmas market Lighting
24/01/2018	TWM Traffic Control Systems	17173	268.20		TWM Traffic Control Systems
24/01/2018	Office Depot	17174	26.27		Stationery items
24/01/2018	Office Depot	17174-1	3.24		Stationery for office
24/01/2018	Fountainhead Horticultural Ser	17175	1,314.00		Plants/baskets watering 2017
24/01/2018	HMM mechanical services	17176	188.63		Plumbing repair HCCC
24/01/2018	Cheshire Pension Fund	17177	646.49		Pension January 2018
31/01/2018	Staff salaries	17178	1,889.64		Staff salaries January 2018
01/02/2018	Namesco	17179	179.99		2 year renewal HCPC web name
01/02/2018	Mrs Susan Mckay	17180	43.52		Purchases for Parish Council
01/02/2018	BT Payment Services	17181	117.99		Phone&Internet office Jan18
06/02/2018	Scottish Power	17182	53.07		office electricity Feb2018
09/02/2018	Scottish Power	17183	38.11		Church lighting Feb 2018
14/02/2018	Shires Pay Services	17184	60.00		Payroll service 4th Qtr 17/18
14/02/2018	Alan Bethell	17185	492.00		hedge maintenance at HCCC

Total Payments 6,638.80

Payments to be paid:

02/2018	The Villages Mag	140.00		News for February edition
02/2018	HMM Mechanical Services	£1356.00		Pipework repair HCCC
02/2018	ChALC	115.00		Training for Clerk and assistant

Receipts: January 1st 2018 – February 14th 2018

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
03/01/2018	CCLA PS Deposit Fund	R1732	Interest December 2017	15.23
31/01/2018	HM Revenues & Customs	R1733	VAT refund 3rd Qtr 2017/18	4,217.76
02/02/2018	CCLA PS Deposit Fund	R1734	Interest Jan 2018	19.25

Total Receipts 4,252.24

Invoices will be available for members to view in the parish council office. Electronic copies are available on request.