



HOLMES CHAPEL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING

Thursday 24 May 2018 at 7.00 p.m.

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



Part I – Public and Press present

1. Attendance	Cllr A Armitt Cllr B Bath Cllr M Blomeley Cllr P Cotton Cllr K O'Regan Cllr R Parry Cllr M Ranger Cllr S Ranger Cllr D Savage Cllr M Street	Mrs S Davies – Clerk Mrs S McKay - Assistant 1 member of the Public
2. Election of Chairman for the Year 2018/2019	Cllr B Bath opened the meeting, and then asked for a proposal for a new Chairman. The Clerk informed the Council that one nomination had been received. There were no further nominations. Cllr Bath was proposed by Cllr Blomeley, and seconded by Cllr Armitt.	
3. Receive the Declaration of Office	The Council voted and RESOLVED (C18/19/01) to elect Cllr Bath as Chairman for the year 2018/19. Cllr Bath signed the Declaration of Office, and took the Chair.	
4. Election of Vice-Chairman for the Year 2018/2019	Cllr Bath asked for proposals for a Vice-Chairman. The Clerk informed the Council that one nomination had been received. There were no further nominations Cllr Clowes was proposed by Cllr Bath and seconded by Cllr Blomeley	
5. Receive the Declaration of Office	The Council voted and RESOLVED (C18/19/02) to elect Cllr Clowes as Vice-Chairman for the year 2018/19. Cllr Clowes will sign the Declaration of Office on his return from holiday.	
6. Apologies	RESOLVED (C18/19/03) to accept apologies from Cllr J Clowes (holiday) and Cllr S Hamilton (work)	
7. Declaration of interests	None	
8. Public Speaking	None	
9. Chairman's Allowance	The Council RESOLVED (C18/19/04) to approve the Chairman's allowance at £250 for 2018/19	
10. Appointment of Committees	The Council reviewed membership of each Committee, and RESOLVED (C18/19/05) to approve the organisation detailed in Appendix 1. The Chairman for each committee will be elected at the inaugural meeting of the committee. The management plan will be amended to reflect this procedure.	
11. Internal Appointments and Representatives to Outside Bodies	The Council reviewed the appointments, and RESOLVED (C18/19/06) to approve the organisation detailed in Appendix 1.	

12. Appointment of Outside Support	The Council RESOLVED (C18/19/07) to appoint McEllin Kelly as internal auditors, PKF Littlejohn as external auditors, Dixon Rigby Keogh as solicitors, Shires for payroll services and CBJ as webmasters.		
13. Calendar of Meetings 2017/18	The Council RESOLVED (C18/19/08) to note the calendar of meetings for the Civic Year 2018/19. It was noted that the Council elections take place in May 2019.		
14. Council Minutes	RESOLVED (C18/19/09) to approve the minutes Part I and II of the Council meeting held on 19 April 2018.		
15. Committee Minutes	RESOLVED (C18/19/10) to note the minutes, actions and recommendations of <ol style="list-style-type: none"> 1. Village and Infrastructure Committee held on the 26 April 2018 2. Amenities Committee held on the 3 May 2018 3. Strategy and Finance Committee held on the 17 May 2018 		
16. Matters Arising	<ol style="list-style-type: none"> 1. Traffic and Highways Document Consultation – In order to consult with, and obtain residents views, the Traffic & Transport working party are currently producing a questionnaire. The distribution and publicity for this will commence at the Village Fair. It is envisaged that the majority of surveys will be completed on-line, with paper copies available to those residents who need them. 2. A50 speed limit review report– A review of the limits on the A50 through Cheshire East is currently underway, having been instigated by the ward member for Brereton Rural. The Clerk will continue to chase Cheshire East Council (CEC) for an update on this review. There has been no response from Brereton Parish Council relating to the draft report sent following the joint meeting on this subject. It was agreed that the Clerk will write to CEC, requesting a speed limit review at the Holmes Chapel / Brereton boundary, copied to Brereton Parish Council. 3. Public Consultations; A letter has been sent to CEC regarding consultation period timings being too short. No response has been received as yet. 		
17. Planning Issues	<p>1. The Council considered the following planning application listed below, and RESOLVED (C18/19/11) to comment as follows:</p> <table border="1" data-bbox="491 1417 1522 1552"> <tr> <td data-bbox="499 1429 930 1552"> 18/2116C 22 Bromley Drive CW4 7AX </td> <td data-bbox="938 1429 1514 1552"> Detached garden storage building NO COMMENT </td> </tr> </table> <p>2. Outstanding applications: The Council heard an update on Planning Applications which have passed through the Council and are without decision or have been determined since the last Council Meeting.</p> <p>3. The Council noted the planning applications that have passed through the Council in the 2017/2018 Civic Year.</p> <p>4. The Council were updated on the Community Governance Boundary Review, where a lack of response from CEC has prevented any progress.</p> <p>RESOLVED (C18/19/12)</p> <ol style="list-style-type: none"> I. To accept the reports II. To approve that the working group be the SPTG task group and to report back to the next Full Council meeting with a proposed plan for the consultation process. 	18/2116C 22 Bromley Drive CW4 7AX	Detached garden storage building NO COMMENT
18/2116C 22 Bromley Drive CW4 7AX	Detached garden storage building NO COMMENT		
18. Footpath Survey	The Council noted the survey compiled by the Traffic & Transport group and RESOLVED (C18/19/13) to submit the report to CEC.		

<p>19. Governance Policies</p>	<p>1. Standing Orders – The Council considered and reviewed the revised Standing Orders and RESOLVED (C18/19/14) to approve the revised version, which is based on a newly issued NALC model, subject to the amendments agreed in the meeting. The Clerk thanked Cllr Savage for his input</p> <p>2. Financial Regulations – The Council RESOLVED (C18/19/15) to approve the recommendation from Strategy and Finance to approve the revised Financial Regulations.</p> <p>3. Management Plan – The Council RESOLVED (C18/19/16) to approve the Management Plan, noting the revised function of each committee. See Appendix 2.</p> <p>4. Governance Document: The Council noted that the complete Governance Document will be brought to the Full Council meeting on the 28th June for approval</p>
<p>20. Ward Members Report</p>	<p>RESOLVED (c18/19/17) to suspend standing orders to receive a report from Ward Cllr Gilbert. He reported</p> <p>1. On the CEC AGM on 23 May 2018. Cllr Lesley Smetham (Gawsworth) has been appointed mayor for the coming Civic Year.</p> <p>2. The regional manager of the library home delivery service has indicated that the service is set to continue, despite the reported uncertainty over its future.</p> <p>3. The recent extensive patching works on Balmoral Drive do not rule out the full resurfacing work which has been lobbied for extensively. A decision will be made when the highways investment budget is published in July. It was noted that patching work would need to take place prior to full resurfacing; this phase has effectively been completed in advance due to the poor surface condition.</p> <p>4. Cllr Gilbert noted that the upcoming Transport consultations give the parish Council opportunity to press for an East – West relief road.</p> <p>5. Cllr Savage asked for an update on the removal of three poplar trees on Chester Road, which are causing damage to driveways in their vicinity.</p> <p>6. Cllrs Ranger and Armitth commented that better communication within the departments of CEC Highways is needed. The recent case of resurfacing the pavements in Balmoral Drive prior to digging them up to install new lampposts was highlighted as being inefficient.</p> <p>7. Cllr Street asked if the lamppost removed following the road traffic collision on London Road will be replaced.</p> <p>The Council thanked Ward Cllr Gilbert for the update. Cllr Gilbert then left the meeting.</p>
<p>21. Transport Consultations</p>	<p>1. The Council noted the Cheshire East Local Transport Plan Consultation including the public exhibitions and RESOLVED (C18/19/18) to approve the delegation of a response to the Village Infrastructure Committee. The consultation closes on 25th June 2018</p> <p>2. The Council noted the Cheshire and Warrington draft transport strategy consultation. Cllr Blomeley will attend the event on the 28 June, and a representative for the Parish Council is being sought for the event on 12 June.</p>
<p>22. General Data Protection Regulations</p>	<p>The council received the report and RESOLVED (C18/19/19) to approve the recommendations from the Strategy and Finance Committee to allow the Council to move towards compliance.</p>
<p>23. Civic Service for the Community</p>	<p>The council received a verbal report and noted that all invitations have been issued for the Civic service and other practical arrangements are progressing for the event on Sunday 24 June 2018. The help of Mrs Barbara Street for the event was noted.</p>
<p>24. Holmes Chapel Community Centre</p>	<p>The Clerk reported the following:</p> <p>1. Jade Stone, general manager, is leaving for maternity leave from July.</p>

	<p>2. The annual legionnaire's disease survey has been completed.</p> <p>3. The ROSPA report for the skatepark has been received and is in order.</p> <p>4. Discussions are ongoing re the 3G / 4G pitch.</p> <p>5. Canvas (Skatepark contractor) is attending in the next few weeks to make their final inspection of the Skatepark, and any remedial works necessary.</p> <p>RESOLVED (C18/19/20) to receive the report and recommendations.</p>
25. Cheshire East Voluntary Services	<p>The Council noted the report on the meeting of the 24th April 2018, outlining the services and benefits offered, including free training sessions for Councillors and officers. RESOLVED (C18/19/21)</p> <ol style="list-style-type: none"> I. To accept the report II. For each committee to evaluate the supplied list of grants available relating to projects that the committee might consider.
26. Redesign of Adult and Older People's Specialist Mental Health Services	<p>Cllr Ranger informed the Council of the content of the meeting attended on 21 May 2018. Whilst the consultation is aimed at individuals, comments from organisations such as Parish Councils are also welcomed.</p> <p>RESOLVED (C18/19/22)</p> <ol style="list-style-type: none"> I. To submit a response indicating concern at the distance of proposed Care Centres from Holmes Chapel, and the impact of this on visiting relatives. The paucity of public transport in the area is a contributing factor to this impact. II. To encourage councillors and residents to complete the survey.
27. NALC / SLCC	<p>The Council RESOLVED (C18/19/23) to approve awarding the NALC recommended 2% pay increase for council officers as from 1st April 2018. The proposed grade restructure in April 2019 was also noted.</p>
28. Finance	<ol style="list-style-type: none"> 1. The Council RESOLVED (C18/19/24) to approve the Year End balance of £92,908 at 31 March 2018. See Appendix 3 2. The Council RESOLVED (C18/19/25) to note the completed Annual Internal Audit Report 2017/18 and the report from the internal Auditor. There are no actions from this report 3. The Council agreed the points on the Annual Governance Statement and RESOLVED (C18/19/26) to approve and sign the Governance Statement for 2017/2018. 4. The Council RESOLVED (C18/19/27) to approve and sign the 2017/2018 Accounting Statement of the Annual Return. 5. The Council RESOLVED (C18/19/28) to note the reconciliation and balance at 30 April 2018 is £161,495 6. The Council RESOLVED (C18/19/29) to approve the payments as detailed in the schedule attached at Appendix 4
29. Chairman and Clerks Reports	<p>The Clerk informed members of:</p> <ol style="list-style-type: none"> 1. The training record for councillors is to be updated in the coming week, and requested members to inform the office of training undertaken the past year. 2. The need for members to keep register of interest forms up to date. 3. The meeting with PCCC David Keane on 5 June 2018 is to be attended by Cllr O'Regan 4. Mr Coates is holding a garden party on Armed Forces day - 30 June 2018, and has invited the Parish Council. <p>Cllr Bath passed on a comment from a resident relating to the poplar trees at the boundary of the community centre, which drop sap onto her garden. This will be pursued by the clerk.</p>

	Cllr Street informed the Council of a recent meeting with Northern Rail. The company are at present not keeping proposed timescales for promised improvements. As a result, the CCTV is delayed further, as is the installation of automated ticket machines. It was noted that volunteers working at the station are covered by insurance from Northern Rail. Season tickets are being introduced at the station car park.
30. Future agenda items	<ol style="list-style-type: none"> 1. Budget Item for refreshments at public events – Strategy& Finance 2. Refurbishment of the train station – Amenities Committee 3. Practice manager of Health centre to attend future meeting – Amenities committee 4. Schools: intake and conversion to academies– Amenities committee 5. Standing Order amendment relating to inspections – S&F committee
31. 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. Entrance to Community Centre	The Council received a written update on the request for quotations for work at the entrance to the Community Centre, and resolved to appoint the contractor subject to contract.
2. Conservation Area Project	The Council received the quotes received for four interpretation panels and resolved to approve the recommendation received from the Conservation Area Working Party.
The meeting closed at 9.29 p.m.	

These minutes will be submitted for approval at the next meeting scheduled for 28 June 2018. Until then they are draft minutes.

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

.....Date.....

Appendix 1 Committee and appointments

Chairman – Brian Bath Vice Chairman – John Clowes Clerk – Sue Davies Admin – Sue McKay Committees	
Strategy & Finance	Amenities
(Chairman to be confirmed) Brian Bath John Clowes Stewart Hamilton Rab Parry Steve Ranger David Savage Mike Street	(Chairman to be confirmed) Brian Bath Anita Armit Mike Blomeley John Clowes Patricia Cotton Steve Ranger Mike Street
Village Infrastructure	
(Chairman to be confirmed) Brian Bath Anita Armit Mike Blomeley Katy O'Regan Rab Parry Margaret Ranger David Savage Mike Street	
Finance Member	David Savage
Internal Auditor	McEllin Kelly
Webmaster	CBJ Digital
Solicitor	Dixon Rigby Keogh
HCCS/CEC Leisure Centre Rep	Steve Ranger
ChALC Area Meetings	Vacant, as no meetings at present
Public Transport and Community Rail Partnership	Mike Street
Health	Patricia Cotton
Public Service Liaison and Police Forum and Meetings	Katy O'Regan, Margaret Ranger
Fire Service	Katy O'Regan
Sandbach Almshouses Charity	Patricia Cotton
Village Volunteers	To be confirmed
Best Kept Garden Judges Village Competition judges	Mike Street Patricia Cotton
HC Partnership x 2	Mike Blomeley, Anita Armit
Community Resilience	Rab Parry, Anita Armit, Mike Street
HCCC JMLC Representative x 2	Steve Ranger, David Savage
School Liaison	Margaret Ranger, Rab Parry, Mike Street
Dane Meadow 'Friends group'	Vacant, as no meetings at present
CEC Highways	Mike Blomeley, A Armit
Strategic Planning Task Group	S Ranger, J Clowes, B Bath, M Ranger, D Savage, Ward Cllr Gilbert
Conservation Area Task Group	John Clowes, Steve Ranger
Communications & Media	A Armit, B Bath, M Ranger, S Ranger
HC Singers	Chairman
British Legion	Mike Street
Churches	Patricia Cotton, Rab Parry

Appendix 2

Functions of each committee - May 2018

<p>Strategy and Finance committee</p> <p>Planning applications Strategic Village Planning and Neighbourhood Plan monitoring CEC Local Plan and other policy documents s.106/CIL monitoring Governance and Policies Risk Management Quality Council issues Staffing matters Councillor training Community Resilience HC Partnership Strategy Leisure Centre (HCCS) ChALC Website and Social Media Finance: Budget setting and monitoring Grants and Donations Banking Accounts package 5 year plan and capital projects</p>	<p>Amenities committee</p> <p>Planning applications Community Centre Monitoring and liaison of JMLC Conservation area Dane Meadow inc "Friends of the Dane Mdw" Play areas Youth facilities including the Skate park Green and open spaces Trees Rural Footpaths (soft surface) Defibrillator and Phone Box housing Health and Social Services Library Education Liaison Sandbach Almshouses HC Partnership projects Connected Communities Best Kept Village</p>
<p>Village Infrastructure Committee</p> <p>Planning applications Office maintenance Police Public Transport CCTV Benches Christmas lights and tree Garden and photography competition HC Partnership projects Best Kept Village General maintenance including:</p> <ul style="list-style-type: none">• Planted areas• Lengthsman• Village Volunteers• Street signage <p>Highways including:</p> <ul style="list-style-type: none">• Road safety• Street lighting• SIDs• Speedwatch• Car parks• Traffic issues• Urban (hard) footpaths	

Appendix 3

Printed on : 17/04/2018

Holmes Chapel Parish Council 17/18

At : 18:43

Balance Sheet as at 31 March 2018

31st March 2017

31 March 2018

31st March 2017		31 March 2018	
Current Assets			
0	Debtors	1,004	
10,511	VAT control	1,309	
4,953	Prepayments	4,107	
9,861	Current A/c	8,353	
44,587	Business Saver	24,629	
25,000	CCLA Deposit Fund - 0117530001	55,000	
94,911			94,402
	94,911 Total Assets		94,402
Current Liabilities			
2,985	Creditors	294	
0	Accruals	1,200	
2,985			1,494
	91,927 Total Assets Less Current Liabilities		92,908
Represented By			
66,927	Revenue Expenditure		10,928
25,000	Revenue Reserves		25,000
0	Capital Fund		36,980
0	Capital Reserves		20,000
91,927			92,908

The above statement represents fairly the financial position of the authority as at 31 March 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman



Date : 24/5/18

Signed :
Responsible
Financial



Date : 24-5-18

Appendix 4

Schedule of Payments: April 1st 2018 - May 18th 2018 (including VAT)

Date Paid	Payee Name	Reference	Amount Paid	Authorized	Ref	Transaction Detail
05/04/2018	The Villages Mag	18001	140.00	BAB, MJS		The Villages Mag
05/04/2018	CBJ Digital	18002	60.48	BAB MJS		Email rackspace 2018/19
05/04/2018	CBJ Digital	18003	446.40	BAB MJS		Website host & license 2018/19
05/04/2018	CVS	18004	100.00	BAB MJS		Annual membership fee
05/04/2018	CHALC	18005	35.00	BAB MJS		GDPR Training
05/04/2018	BT Payment Services	18006	128.88	DD		Phone & Internet April 2018
09/04/2018	Southern Electric	18007	38.00	DD		Church Lighting April 2018
09/04/2018	Southern Electric	18008	55.00	DD		Electricity Office April 2018
16/04/2018	Unity Bank	18009	50.00	DD		Set up fee Multipay card
16/04/2018	Everybody Taste for Life	18010	147.50	JAC SR		Catering for APM
16/04/2018	CHALC	18011	70.00	JAC SR		Code of Conduct training
16/04/2018	Royal British Legion	18012	350.00	ARA DES		Remembrance Day band
19/04/2018	The Villages Mag	18013	140.00	ARA DES		News May 2018 edition
19/04/2018	Scottish Power	18014	184.84	DD		Parish Streetlights
24/04/2018	Public Works Loan Board	18015	27,939.50	DD		Loan 1 Payment 1 2018/19
25/04/2018	CHALC	18016	1,504.04	ARA MJS		Affiliation Fee 2018/19
25/04/2018	Dane Sound Radio	18017	200.00	ARA MJS		Donation from HCPC
30/04/2018	Staff Salaries	18018	2,050.22	SO		Staff Salaries April 2018
02/05/2018	Scottish Power	18019	164.29	DD		Final Bill Office Supply
08/05/2018	PW Loan Board	18020	4,633.20	DD		PWL 2 1st Installment 18/19
08/05/2018	BT Payment Services	18021	130.60	DD		Phone & Internet May 2018
08/05/2018	Southern Electric	18022	38.00	DD		Church Lighting May 2018
08/05/2018	Southern Electric	18023	55.00	DD		Office Electricity May 2018
08/05/2018	CCLA Deposit Fund	T1802	10,000.00	MEB MJS		Transfer to CCLA
09/05/2018	McEllin Kelly	18024	714.00	JAC DES		Internal Audit Fee 17/18
09/05/2018	Office Depot	18025	136.77	JAC DES		Stationery and paper
09/05/2018	Shires Pay Services	18026	60.00	JAC DES		Payroll 1st Qtr 2018/19
09/05/2018	Cheshire Pension Fund	18027	674.55	JAC DES		Pension April 2018

Total Payments 50,246.27

Receipts: April 1st 2018 - May 18th 2018

Date	Cash Received from	Receipt No	Receipt Description	Receipt Total
04/04/2018	CCLA PS Deposit Fund	R1801	Interest March 2018	19.01
02/05/2018	CCLA PS Deposit Fund	R1805	Interest April 2018	23.52
05/04/2018	Cheshire East Council	R1802	Precept 2018/19 1st payment	104,703.00
13/04/2018	Everybody S&R	R1804	Contribution to valuation report	837.50
02/05/2018	HM Revenues & Customs	R1806	VAT Return 4th Qtr 2017/18	1,309.03
05/04/2018	Scottish Power	R1803	Refund of account balance	146.99

Total Receipts 107,039.05

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