



HOLMES CHAPEL PARISH COUNCIL

MINUTES OF THE ANNUAL MEETING

Thursday 25th May 2017 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 J Clowes Cllr K O'Regan Cllr M Ranger Cllr S Ranger Cllr D Savage Cllr M Street	Mrs NL Clarke – Clerk Mrs S Mckay - Assistant
2. Manchester Bombing	The Council held a minute's silence, in respect of those affected in the recent terrorist attack in Manchester.	
3. Election of Chairman for the Year 2017/2018	Cllr D Savage opened the meeting, and thanked the Council for another tremendous year, one marked by recognition of past achievement, and another year of doing our best for the Community. He then asked for a proposal for a new Chairman. Cllr B Bath was proposed by Cllr Street, and seconded by Cllr Clowes	
4. Receive the Declaration of Office	The Council voted unanimously and RESOLVED (c17/18/01) to elect Cllr B Bath as Chairman for the year 2017/18. Cllr Bath signed the Declaration of Office, and took the Chair.	
5. Election of Vice-Chairman for the Year 2016/2017	Cllr Bath thanked Cllr Savage for his sterling work over the past year. He asked for proposals for a Vice-Chairman. Cllr Savage proposed Cllr Clowes, seconded by Cllr Blomeley.	
6. Receive the Declaration of Office	The Council voted unanimously and RESOLVED (c17/18/02) to elect Cllr Clowes as Vice-Chairman for the year 2017/18. Cllr Clowes signed the Declaration of Office.	
7. Public Forum	None	
8. Apologies	RESOLVED (c17/18/03) to accept apologies from Cllr S Hamilton (work) and Cllr R Parry (holiday)	
9. Declaration of interests	Cllr M Ranger and Cllr S Ranger declared an interest in item 21, the grant application for "The Great Get Together". Cllr M Street declared an interest in item 21, the grant for the "Friends of the Railway Station"	
10. General Power of Competence	The Council RESOLVED (c17/18/04) to confirm that the Council continues to meet the requirements to exercise the General Power of Competence.	
11. Chairman's Allowance	The Council RESOLVED (c17/18/05) to approve the Chairman's allowance at £250 for 2017/18	

12. Approval of Management Plan	The Council RESOLVED (c17/18/06) to approve the revised management plan and the function of each committee as detailed in Appendix 1.
13. Calendar of Meetings 2017/18	The Council RESOLVED (c17/18/07) to approve the amended calendar of meetings for the Civic Year 2017/18.
14. Appointment of Committees	The Council reviewed membership of each Committee, and RESOLVED (c17/18/08) to approve the organisation detailed in Appendix 2. The Chairperson for each Committee will be decided at the inaugural meeting of each Committee.
15. Internal Appointments and Representatives to Outside Bodies	The Council reviewed the appointments, and RESOLVED (c17/18/09) to approve the organisation detailed in Appendix 2.
16. Appointment of Outside Support	The Council RESOLVED (c17/18/10) 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. This appointment of webmaster will be reviewed in 6 months, as a working party is currently reviewing the website.
17. Council Minutes	RESOLVED (c17/18/11) to approve the minutes Part I and II of the Council meeting held on 20 April 2017.
18. Committee Minutes	RESOLVED (c17/18/12) <ol style="list-style-type: none"> I. To approve the actions and the recommendations of the Strategy & Partnerships Committee held on 27 April 2017 (draft minutes circulated) II. To approve the actions and the recommendations of the Amenities Committee held on 4 May 2017 (draft minutes circulated) III. To approve the actions and the recommendations of the Technical Services Committee held on 11 May 2017 (draft minutes circulated)
19. Matters Arising	The Clerk reported the following: <ul style="list-style-type: none"> • Skate park opening took place on 6 May 2017 and received plenty of press coverage; • Civic Service invitations have been sent for 25 June 2017; • Confirmation that the Council will share a stall with Holmes Chapel Partnership at the Village Fair at the Vic Club on 16 July 2017. • Prizes have been awarded for the Poster Competition with local Primary schools, highlighting the problems with dog fouling.
20. ChALC Training Schedule	The Council noted the training schedule. It was commented that the frequency of training for some courses was scanty.
21. Grants	The Council reviewed the grant applications submitted and RESOLVED (c17/18/13) <ol style="list-style-type: none"> I. To donate £200 to the Friends of Holmes Chapel Station, for plants and a bench for the Station. II. To donate £200 to The Great Get Together, for publicity and decorations for the event on the 17/18th June 2017.
22. Remembrance Service	The Council RESOLVED (c17/18/14) to contribute £350 towards the band for the Remembrance Service in 2017.

<p>23. Finance</p>	<p>The Council reviewed its financial position:</p> <p>1. Bank reconciliation – RESOLVED (c17/18/15) to note the balance at 30 April is £135,718.</p> <p>2. Audits – RESOLVED (c17/18/16)</p> <p>I. to accept the internal audit report, noting that points relating to the asset register have been met, with further detail of the report to be discussed at Strategy & Finance Committee.</p> <p>II. to note the submission of papers for the external audit to BDO</p> <p>3. Accounts for Payment – RESOLVED (c17/18/17) to note payments as outlined in the schedule attached at Appendix 3</p> <p>4. Asset Register – RESOLVED (c17/18/18) to approve the updated asset register to include the skate park and the boundary signs.</p> <p>5. 5 year plan – RESOLVED (c17/18/19) to approve the amended plan, detailing the capital budget spending for 2017/18.</p>
<p>24. Ward Members Report</p>	<p>RESOLVED (c17/18/20) to suspend standing orders to receive a report from Ward Cllr Gilbert. He reported</p> <ul style="list-style-type: none"> • Further information on the Bus Service Review. He reminded members that Cheshire East does not run bus services – it supports routes which are socially needed but not necessarily cost effective. The review is in place to examine the continuing effectivity of some services, with the proposal to withdraw the funding from the 319 service from Sandbach to Goostrey. • Cheshire East are investigating the introduction of a combined food and garden waste collection, with tenders for organic waste disposal out at the moment.
<p>25. CEC Playing Pitch Strategy and CEC Minerals and Waste Development Plan</p>	<p>The Council RESOLVED (c17/18/21)</p> <p>I. Playing Pitch Strategy: The Council voted to file a submission on the Playing Pitch Strategy, which focuses on Key Service Centres, due to Holmes Chapel being a significant settlement in Cheshire East. Authority to submit a response was delegated to the Clerk.</p> <p>II. To approve and submit the response to the Mineral and Waste Development Plan.</p>
<p>26. Planning Appeal</p>	<p>Planning Appeal APP/R0660/W/16/3162132 – Land to east of Manor Lane. The Council noted that the appellant has withdrawn the appeal.</p>
<p>27. Christmas Lights</p>	<p>The Council RESOLVED (c17/18/22) to approve the recommendation by Technical Services to replace the Church yard Christmas lights with white LED lights and add to the schedule with GP Green at a cost of £1,300.</p>
<p>28. CCTV</p>	<p>The Council RESOLVED (c17/18/23) to approve the recommendation by Technical Services to request a relocation of the CCTV camera on the precinct to the crossroads of London Road / Chester Road at no cost to the Parish.</p>
<p>29. Holmes Chapel Community Centre</p>	<p>The Council heard the following report:</p> <ul style="list-style-type: none"> • Replacement boilers – to approve the recommendation from ES&R to appoint HMM to install a new boiler at a cost of £6559.72 + VAT. • Land Registry – to note work by Dixon Rigby Keogh on amending Land Registry files at the request of Sanofi Aventis. • Fencing – to approve the appointment of Willis Bros for additional fencing

	<p>along the boundary of the Community Centre adjacent to Station Road for £3,400 + VAT</p> <p>RESOLVED (c17/18/24) to receive the report and recommendations.</p>
30. Supported Bus Service Review	<p>The Council noted the commencement of a 10 week consultation period on local bus services. The proposals affect local services in Holmes Chapel and surrounding Villages</p> <p>The Council RESOLVED (c17/18/25)</p> <ol style="list-style-type: none"> I. To publicise the consultation as much as possible, including the Partnership and Villages mag. II. For Cllr Blomeley to gather further information on the use of the services to bring to the next Amenities Committee meeting.
31. Arclid HWRC	<p>The Council RESOLVED (c17/18/26)</p> <ol style="list-style-type: none"> I. To contact Sandbach Town council offering support as requested in the letter sent in May 2017. II. To discuss the topic further at the next meeting of Strategy & Finance Committee, to determine a response.
32. Chairman and Clerks Reports	<p>The Clerk reminded members of</p> <ul style="list-style-type: none"> • Holmes Chapel Show – Sunday 17 September 2017 at Holmes Chapel Community Centre – to be organised by the Holmes Chapel Partnership taking place between 2.00 and 5.00 p.m. • ES&R will be providing their Annual Report on the Holmes Chapel Community Centre prior to the next Full Council meeting on 29 June 2017. • ChALC are holding a Planning Update meeting on 25 July 2017 at the Holmes Chapel Community Centre, in conjunction with CEC.
Part II	<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 the business to be transacted.</p>
1. Pre-App Planning Meeting	<p>Cllr Bath gave a summary of his recent attendance at a Pre-Application meeting.</p>
The meeting closed at 8.38 p.m.	

These minutes will be submitted for approval at the next meeting scheduled for 29th June 2017. Until then they are draft minutes.

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

.....Date.....

Appendix 1

Functions of each committee - May 2017

<p>Strategy and Finance committee</p> <p>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 Planning applications Staffing matters Councillor training Community Resilience HC Partnership ChALC Finance: Budget setting and monitoring Grants and Donations Banking Accounts package</p>	<p>Amenities committee</p> <p>Community Centre Monitoring and liaison of JMLC Planning applications Public transport Leisure Centre (HCCS) Play areas Youth facilities including the Skate park Dane Meadow including Friends of the Dane Meadow Green and open spaces Footpaths Benches Conservation area</p>
<p>Office and Infrastructure Committee</p> <p>Planning applications Office maintenance Website and Social Media Health and Social services Education Liaison Police CCTV Christmas lights and tree Garden competition 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	

Appendix 2 - Committee and appointments

Chairman – Brian Bath Vice Chairman – John Clowes Clerk – Nicola Clarke Admin – Sue McKay Committees	
Strategy & Finance	Amenities
(Chairman to be confirmed)	(Chairman to be confirmed)
B Bath J Clowes S Hamilton R Parry S Ranger M Ranger D Savage M Street	B Bath A Armitt M Blomeley J Clowes S Ranger D Savage M Street
Office and Infrastructure	
(Chairman to be confirmed)	
B Bath A Armitt M Blomeley P Cotton K O'Regan R Parry M Ranger M Street	
Finance Member	David Savage
Internal Auditor	McEllin Kelly
Webmaster	CBJ Digital
HCCS/CEC Leisure Centre Rep	Steve Ranger
ChALC Area Meetings	Patricia Cotton and Mike Street
Public Transport and Community Rail Partnership	Mike Street
Health	Patricia Cotton
Public Service Liaison and Police Forum and Meetings	Katy O'Regan
Sandbach Almshouses Charity	Patricia Cotton
Village Volunteers	Katy O'Regan
Best Kept Garden Judges Village Competition judges	Mike Street Patricia Cotton
HC Partnership x 2	Mike Blomeley, Anita Armitt
Community Resilience	Rab Parry
HCCC JMLC Representative x 2	Steve Ranger, David Savage
School Liaison	Margaret Ranger
Dane Meadow 'Friends group'	David Savage
CEC Highways	Mike Blomeley, A Armitt
Strategic Planning Task Group x3	Steve Ranger, John Clowes, Brian Bath
HC Singers	David Savage, Patricia Cotton

Appendix 3

Schedule of Payments: April 1st – May 17th 2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
06/04/2017	BT Payment Services	17001	97.52	Phone&Internet March2017
10/04/2017	Scottish Power	17002	53.07	Office Supply April2017
10/04/2017	Scottish Power	17003	38.11	Church Lighting April2017
13/04/2017	John Robertson	17004	350.40	Memorial bench PictonSquare
13/04/2017	CHALC	17005	1,463.31	Annual Fee 2017/18
13/04/2017	Came and Company Ins	17006	106.68	Insuranceto include Skatepark
13/04/2017	Canvas Spaces Ltd	17007	30,243.98	Completion of Skatepark
21/04/2017	CCLA Deposit Fund	T1701	30,000.00	Transfer of Capital Funds
24/04/2017	Public Works Loan Board	17008	28,425.70	4th Repayment April 2017
25/04/2017	Cheshire Pension Fund	17009	510.36	Pension April 2017
25/04/2017	Office Depot	17010	5.76	Office Stationery
25/04/2017	Standard Life	17011	125.00	Pension AVC April 2017
25/04/2017	Cheshire Community Action	17012	100.00	Membership Fee 2017/18
25/04/2017	P Capps Village Mag	17013	150.00	Newsletter April 2017
25/04/2017	Scottish Power	17014	184.84	Village Streetlighting Dec-Mar
25/04/2017	James Clark & Son	17015	444.00	Pedestrian Gate at HCCC
28/04/2017	Staff Salaries	17016	2,051.02	Salaries April 2017
08/05/2017	PWL Board	17017	4,706.00	Loan Repayment 1st payment
08/05/2017	BT Payment Services	17018	106.71	Phone & Internet Apr17
09/05/2017	Scottish Power	17019	53.07	Office Electricity May2017
09/05/2017	Scottish Power	17020	38.11	Church Floodlights May2017
10/05/2017	The Print Room	17021	25.00	Printing for N-Plan
10/05/2017	Morreys HC	17022	44.99	Fencing Tool HCCC
10/05/2017	Everybody S&R	17023	480.00	Draft plans for car park (50%)
17/05/2017	Shires Pay Services	17024	60.00	Salary services first qtr 17/18
17/05/2017	ANSA Environmental Serv	17025	20,245.00	Croco Path improvements
17/05/2017	Mcellin Kelly	17026	595.00	Fee for Internal Audit

Total Payments 120,703.63

Receipts: April 1st – May 17th 2017

04/04/2017	CCLA Deposit Fund	R1701	Interest from March 2017	5.31
03/05/2017	CCLA Deposit Fund	R1706	Interest May 2017	6.30
05/04/2017	Cheshire East Council	R1702	Precept 1st Installment	98,515.00
18/04/2017	HC Partnership	R1703	SkatePark Funds	6,093.62
02/05/2017	HM Revenues & Customs	R1705	Vat Reclaimed 4th Qtr 16-17	10,510.60
21/04/2017	Mr A Thomas	R1704	Memorial Bench Donation	292.00
16/05/2017	Veolia Env Trust	R1707	Final Skatepark Donation	5,965.00

Total Receipts 121,387.83