



Holmes Chapel Parish Council

Clerk of the Council: Nicola L Clarke

Email: clerk@holmeschapelparishcouncil.gov.uk

01477 533934

Assistant: Sue McKay

Email: admin@holmeschapelparishcouncil.gov.uk

01477 533934

1 Church Walk, Holmes Chapel, Cheshire, CW4 7AZ

TO ALL MEMBERS OF THE PARISH COUNCIL

You are summoned to attend a meeting of the Parish Council on **Thursday 14 April 2016** at the Community Room, Holmes Chapel Library at **7.30 p.m.** or as soon after Finance Committee preceding Full Council.

AGENDA

1. **Apologies** – To approve any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest.
3. **PUBLIC FORUM** - The Chairman will adjourn the meeting to allow questions from members of the public to last no longer than 15 minutes. After questions the Chairman will reconvene the Parish Council meeting.
4. **Council Minutes** - To approve the minutes of the meeting held on 18 February 2016 (draft minutes circulated)
5. **Committee Minutes** -
 - To approve the actions and the recommendations of the Strategy and Partnerships Committee held on 25 February 2016 (draft minutes circulated)
 - To approve the actions and the recommendations of the Amenities Committee held on 3 March 2016 (draft minutes circulated)
 - To approve the actions and recommendations of Technical Services Committee held on 10 March 2016 (draft minutes circulated)
 - to note the minutes from the Annual Parish Meeting held on 17 March 2016 (draft notes circulated)
6. **Matters arising** – To receive a verbal report of matters arising from the above minutes
 - An s.137 donation has been made to The Christie for £25 on behalf of the council relating to Mrs Mason (the vicars wife);
 - The contract will be let for the next phase of work at the HCCC shortly and the Public Works Loan applied for;
 - The commemorative tree has been planted near the bungalows on Macclesfield Road and arrangements will be made for a formal ceremony;
 - The draft SLA for the PCSO has not been received;
 - A defibrillator has been installed in the phone box by Barclays and training has been offered by First Responders

7. Planning applications -

a) to consider any planning applications sent by CEC council

- **16/1385C** 6 Bowness Close. CW4 7JX. Demolition of existing garage and erection of single storey rear extension and two storey side extension to the dwelling.
- **16/1473C** 2 Strathmore Close, CW4 7PP. Single storey front extension.

b) to receive a verbal report on the Gladman planning inquiry held between 5 April and 7 April 2016.

c) to consider a submission from the parish council to the 15/1975 Dane Bank Bungalow planning inquiry for 3 houses off Knutsford Road.

8. Neighbourhood Planning - to consider the draft plan (version 9.3) and receive a brief verbal report on progress and revised timetable from Cllr Bath with a view that the Steering Group submission to Regulation 14 status with Cheshire East Council by 20 April 2016.

9. Cheshire East Design Guide - to review the supplementary Holmes Chapel Design Guide produced by Cllr Clowes and **recommend** to Cheshire East Council inclusion in the Cheshire East Design Guide currently out to consultation. (See attached)

10. Cheshire East Local Plan - to determine a response to the Cheshire East Local Plan consultation which closes on 19 April 2016.

11. Street Lighting contract - to review the quotations received and appoint a contractor. See Appendix 1 and attached documents.

12. Boundary signs - to approve the use of Cheshire East Council to install the boundary signs at a reduced quotation. See Appendix 2.

13. Village Competition 2016 - to review the comments made by Technical Services and make a decision on the competition. See Appendix 3.

14. Ward Members report - to suspend standing orders to receive a report from any Ward Members present.

15. Donations - to approve the following requests for donations as s.137 donations as recommended by the Finance Committee:

- **All4U Cheshire** - supporting adults with special needs - £200
- **PCC** - to provide assistance with relining their car park spaces in the Co-op car park - £200
- **Royal British Legion** - to fund the band at the remembrance service - £350
- **Holmes Chapel Singers** - £200 to assist with the cost of facilities hire

16. Finance:

16.1 Accounts for payment – To approve the following payments as detailed in the schedule attached at Appendix

16.2 Bank reconciliation - to note the year end reconciliation and balance.

16.3 Year end accounts - to approve the recommendation from Finance Committee to sign the Governance Statement followed by the Annual return for the 2015-16 accounts and submit to the auditor.

17. Chairman and Clerk's reports – To receive reports:

Nicola Clarke
Clerk of the Council
8 April 2016

Appendix 1 - street lighting

Since BAM Nutall informed the Council of their withdrawal from their agreement quotations have been sought for repairs and maintenance of the Parish Council street lights.

3 quotations were requested from Integral, GR Bayley and Cheshire East Highways and 2 received (See attachments)

Recommendation - to approve the appointment of GR Bayley as contractors for the Parish Council street lights

Appendix 2 - boundary signs

Quotations have been sought for purchase and installation of boundary signs. Discussions have taken place at Technical Services Committee on various prices. Cheshire East Highways has indicated that they would prefer to install the signs themselves as they will be responsible for the maintenance of the signs thereafter. A request for a reduction in the installation cost was sought and the response is shown below:

"As discussed with Les I would be happy to absorb some of the staff cost and can offer a new quote of £1,578.70 plus VAT from 1826.00

I am seeking further advise on this matter, in principal we shouldn't have a problem with the Parish undertaking the work. As a goodwill gesture I have reviewed the quote and will be prepared to reduce some of the staff time allocated and also the maintenance fee as long as the Parish Council take on the maintenance responsibility of the signs if they were to be damaged.

If the Parish wish to undertake the work we do have to make the Parish aware of their duties and responsibilities under the Construction Design and Management Regulations and Health and Safety at Work Act as they will be taking on the role of Client and Designer which comes with it important responsibilities. If something did go wrong the Health and Safety Executive would come down hard on those responsible which could result in a case of corporate manslaughter in the worst case scenario. To give you and the Parish a feel for their responsibilities the following would be required at the very least so Cheshire East could satisfy itself that the works are undertaken safely.

- Sign post and foundation design and drawings
- Pre-construction Information Pack
- Construction Phase Plan
- Risk Assessments and Hazard Elimination
- Method Statements
- Statutory Undertaker records
- Traffic Management Plans – as the works are on A roads this is vitally important and will need sign off by Street Works team

- Street Works Permit to work – £65 per street
- Public Liability Insurance - £5m
- Contractor will need Street Works Accreditation
- Ongoing Maintenance and Liability

As the Parish would be the Client and Designer they have a duty to ensure all of the above is in place and that they employ a competent Principal Contractor who also has duties under CDM regs.

I hope you can appreciate we have to undertake extensive safety responsibilities to ensure our works and those working on our sites and the passing public are safe, the Council are protected from prosecution and reputational damage from the actions we undertake when carryout works on the highway.

Gary Mallin
Contract Manager
Network Management and Enhancement
Cheshire East Highways

Appendix 3 - Garden competition

Garden Competition alternative

An alternative competition for 2016 was considered by the Technical Services committee, with the conclusion of the following ideas:

- 1 Garden Winner
- 1 Photography Prize
- A school environmental competition.

Appendix 4 - schedule of payments

Receipts and Payments up to 31st March 2016			
Payments			
Number	Payee	Description	Amount £
15221	DixonKeoghRigby	Legal Fees HC Community Centre	129.60
15222	Namesco	HCPC Names renewal for 2yrs	179.99
15223	McColls Newsagents	Weekly Local Newspapers	10.85
15224	"The Christie"	Memorial donation to charity	25.00
15225	CBJ Digital	Website Maintenance/Support	420.00
15226	The Print Room	Various Printing for N Plan	200.00
15227	South Cheshire Print	Display Boards N Plan	79.20
15228	P Capps Village Mag	FEB 2016 Issue	75.00
15229	Cheshire Pension Fund	Pension February 2016	449.47
15230	Dane Sound Radio	Grant from HCPC	200.00
15231	COFELY Workplace Ltd	Heating Installation HCCC	8,299.74
15232	Junction 18 Business Group	Grant from HCPC	100.00
15233	Salaries	Salaries for February 2016	1,919.33
15234	United Utility	Water Charges Nov - Feb2016	45.14
15235	CBJ Digital	e.mailboxes Apr2016-Mar2017	60.48
15236	Bomfords Office Products	Stationery for Nbhod Plan	118.87
15327	Andrea Berry	Nbhod Plan Drawings	150.00
15328	Holmes Chapel Partnership	Stall at Village Fair	30.00
15239	BT Payment Services	Phone & Internet Feb2016	129.80

15240	Service Systems Ltd	Boiler Repair HCCC	1,687.24
15241	The Print Room	Leaflet Printing	15.00
15242	Flowercraft	Flowers for M Mackenzie	11.25
15243	Holmes Chapel Scout Grp	Room Hire fro NP Exhibition	50.00
15244	Nicola Clarke	repayment of expenses	146.67
15245	Susan Mckay	Reclaiming expenses	33.24
15260	Salaries	Salaries March2016	1,919.33
15246	Cheshire Community Action	Entry Fee for Community Pride	75.00
15247	Ladybrook Nursery	Commemorative Tree	325.44
15248	Cheshire Pension Fund	Pension March 2016	449.47
15249	HM Revenues & Customs	Tax & NI 4th Quarter 15/16	1,215.55
15250	South Cheshire Print	Design & Print of N Plan	1,140.00
15251	South Cheshire Print	Display Boards/Banner N Plan	381.60
15252	S Mckay	Extra Hours Worked	183.65
15253	N L Clarke	Tax Adjustment 15/16	0.20
15254	Williams Design & Print	Plaque for commemorative tree	181.44
15255	Weaver Business Machines	Printing for N Plan	149.42
15256	Scottish Power	Electricity for HCCC	74.80
15257	P Capps Village Mag	Spring 2016 edition	75.00
15258	P Capps Village Mag	Newsletter N Plan	75.00
15259	R Cussons	Rent 1 Church Walk 4th Qtr	937.50
Receipts (not previously minuted)			
Apr 15	Cheshire East Council	Precept 1 st Instalment	72,445.00
Apr 15	Cheshire East Council	Environment Improvements	1,440.00
Apr 15	Cheshire East Council	C tax Support Grant	3,590.00
Apr 15	DCLG	PWL HCCC	849,702.50
May 15	Groundwork UK	N Plan Grant	3,955.00
May 15	HM revenue&Customs	Vat Repayment	2,282.57
Sept15	Cheshire East Council	Precept 2 nd Instalment	72,445.00
Sept15	HM revenue&Customs	Vat Repayment	2,839.04
Dec15	Sanofi Aventis	Payment for Christmas Tree	260.00
	Barclays and Unity Trust	Interest accrued 15/16	104.98
FEB16	Groundwork UK	Neighbourhood Plan Grant	1,825.00
MAR16	HC Partnership	Donation for Commemorative Tree	200.00
Payments (not previously minuted)			
15027 1	DixonKeoghRigby	Payment for HCCC	750,000.00
15027 2	Sameday payments	Cost to Transfer Loan to Sols	25.00
15024 1	Nicola Clarke	May Salary	910.89
15024 2	Rose Raine	May Salary	320.18
15055	HAGS-SMP	Elm Drive Play Area Installation	40,432.65
15110	NL Clarke	Refund VV Plants	85.50
15127	BT Payment Services	Phone and Broadband	109.63
15128	Weaver Business machines	Copier printer Sept 15	78.82
15130	DixonKeoghRigby	Interest SDLT	145.00
15131	HC Methodist Church	Room Hire NP	36.00
15132	RS Cussons	Office rent	937.50
151333	NLClarke	Salary & back pay Sept 15	1345.01
15143	The print Room	NP Printing	250.00