



Holmes Chapel Parish Council

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1 Church Walk, Holmes Chapel Cheshire, CW4 7AZ

STRATEGY AND FINANCE COMMITTEE

TO ALL MEMBERS OF THE COMMITTEE -

You are summoned to attend a meeting of the Strategy and Finance Committee on **Thursday 15th November 2018** at the Academy Suite, Holmes Chapel Community Centre, commencing at 7.00 p.m.

If members of the public are present there will be a period of question time at the beginning and end of the meeting.

AGENDA:

1. **Apologies** – to receive any apologies for absence.
2. **Declarations of interest** – To receive any declarations of interest:
 - a) **disclosable pecuniary interests or**
 - b) **other disclosable interests****as required under Chapter 7 of the Localism Act 2011.**
3. **Public Speaking**-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 meeting.
4. **Committee minutes** – to approve the minutes of the meeting held on 25th October 2018 - copy circulated.
5. **Matters arising not covered elsewhere on the agenda:**
6. **Finance**
 - 6.1. To note the bank reconciliation for 31 October 2018 is £177,954.
 - 6.2. To receive financial reports including the cash flow forecast to 31 October 2018
(See Appendix 1)
7. **2019/2020 Budget** –To receive and comment on the first draft of the budget and recommend for circulation to the Village Infrastructure and Amenities Committee for comment. Information circulated separately.
8. **Environmental Strategy**- To consider a report from Cllr M Ranger and to agree any actions required. (Circulated separately)
9. **Planning Applications** – To receive and consider any planning applications:
 - 18/5479C – 19, Rydal Close, Holmes Chapel, CW4 7JR** Certificate of lawful proposed development of single store rear extension. *Comments deadline 28th November 2018*
 - 18/5432C – 88, London Road, Holmes Chapel, CW4 7BD** Dropped kerb application to front of dwelling house for domestic vehicles. *Comments deadline 23rd November 2018*

18/5458C – 58, Alumbrook Avenue, Holmes Chapel, CW4 7BX Demolition of side conservatory and proposed side single storey extension with minor material alterations including new windows to front elevation. *Comments deadline 22nd November 2018*

18/5356C – 35, Station Road, Holmes Chapel, CW4 8AA Change of use from residential C3 to commercial office B1. *Comments deadline 19th November 2018*

18/5306C – 14, Sycamore Close, Holmes Chapel, CW4 7BT Proposed loft conversion. *Comments deadline 15th November 2018*

10. Other Planning matters:

10.1. SPTG Meeting – To receive the minutes of the SPTG Meeting held on the 6th November 2018 and to approve any actions therein. (See appendix 2)

11. ChALC Update: To receive a verbal update on the recently attended AGM.

12. Policies –

12.1. Safeguarding Policy – To receive and comment on the first draft of the revised policy. (Circulated separately)

12.2. Subject Access Request Policies – To receive and comment on the first draft of the policy. (Circulated separately)

12.3. Information and Data Protection Policy – To receive and comment on the first draft of the policy. (Circulated separately)

13. Christmas Light Proposal – To consider a proposal from P Green (See appendix 3)

14. Project List – To note and update (if required) the project list, noting any potential projects that could be S106. (To be Circulated separately)

15. Public Speaking

16. Future Agenda Items – To consider future agenda items

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



Sue Davies - Clerk of the Council

9th November 2018.

Appendix 1

Holmes Chapel Parish Council 2018/2019

Balance Sheet as at 31 October 2018

31 March 2018

31 October 2018

31 March 2018		31 October 2018	
Current Assets			
1,004	Debtors	0	
1,309	VAT control	2,809	
4,107	Prepayments	0	
8,353	Current A/c	20,417	
24,629	Business Saver	89,727	
55,000	CCLA Deposit Fund - 0117530001	65,000	
94,402			177,954
94,402	Total Assets		177,954
Current Liabilities			
294	Creditors	0	
1,200	Accruals	0	
1,494			0
92,908	Total Assets Less Current Liabilities		177,954
Represented By			
10,928	Revenue Expenditure		48,978
25,000	Revenue Reserves		25,000
36,980	Capital Fund		63,976
20,000	Capital Reserves		40,000
92,908			177,954

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

Holmes Chapel Parish Council 2018/2019

Income and Expenditure Account for Year Ended 31 October 2018

31 March 2018

31 October 2018

	Operating Income	
198,447	Council Income	209,718
2,060	Grants & Donations	0
1,328	Village Maintenance	840
12,059	Youth Facilities Project	0
100	Holmes Chapel Partnership	4,949
	Total Income	215,508
213,994		

	Running Costs	
35,078	Employees	24,642
4,876	Premises	2,354
2,215	Office Services	1,721
1,810	Communications	1,401
540	Members	79
12,096	Professional Services	10,117
1,588	Subscriptions	1,704
2,350	Grants & Donations	3,400
14,519	Village Services	9,551
5,332	Village Maintenance	8,245
75,893	HC Community Centre Revenue	61,926
9,960	HC Community Centre Project	253
25,203	Youth Facilities Project	1,321
20,245	River Croco Path Project	0
1,307	Village Centre Improvements	3,479
0	Highways & Infrastructure	271
	Total Expenditure	130,462
213,013		

	General Fund Analysis	
66,927	Opening Balance	10,928
213,994	Plus : Income for Year	215,508
280,921		226,436
213,013	Less : Expenditure for Year	130,462
67,908		95,974
20,000	Transfers TO / FROM Reserves	(16,980)
47,908	Closing Balance	112,954

Detailed Income & Expenditure by Budget Heading 31 October 2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>100 Council Income</u>						
1176 Precept	209,406	209,406	0			100.0%
1180 Bank Interest	319	120	(199)			266.0%
1999 Miscellaneous Income	(7)	0	7			0.0%
<u>101 Employees</u>						
4000 Salaries & Related Costs	(24,477)	(38,000)	13,523		13,523	64.4%
4010 Staff Training	(165)	(500)	335		335	33.0%
4015 Staff Expenses & Subscriptions	0	(400)	400		400	0.0%
<u>102 Premises</u>						
4030 Rent	(1,875)	(3,750)	1,875		1,875	50.0%
4035 Electricity	(352)	(1,000)	648		648	35.2%
4036 Water	(87)	(200)	113		113	43.4%
4037 Premises Insurance	0	(170)	170		170	0.0%
4039 Property Repairs & Maintenance	(40)	(500)	460		460	8.0%
<u>103 Office Services</u>						
4050 Telephones/Internet Office	(767)	(1,200)	433		433	63.9%
4053 Office Consumables	(15)	(200)	185		185	7.5%
4054 Printing Misc	(21)	(100)	79		79	21.1%
4055 Postage	(15)	(50)	35		35	30.9%
4056 Photocopier/Printers	(366)	(600)	234		234	61.0%
4057 Stationery and Newspapers	(219)	(300)	81		81	73.0%
4058 Office Equipment Purchases	0	(600)	600		600	0.0%
4059 Office Equipment Maintenance	0	(100)	100		100	0.0%
4060 Software Support	(317)	(250)	(67)		(67)	126.8%
<u>104 Communications</u>						
4070 Newsletter/ Publicity Printing	(675)	(1,200)	525		525	56.3%
4075 Web Site - host/licen/support	(626)	(800)	174		174	78.3%
4076 Web site - Additional Work	0	(1,000)	1,000		1,000	0.0%
4078 Annual PC Public Events	(100)	(300)	200		200	33.2%
<u>105 Members</u>						
4080 Members Expenses	0	(100)	100		100	0.0%
4081 Room Hire	(79)	(200)	121		121	39.4%
4082 Members' Training	0	(300)	300		300	0.0%
4085 Chairman's Allowance	0	(250)	250		250	0.0%
<u>106 Professional Services</u>						
4090 Legal & Professional Fees	0	(200)	200		200	0.0%
4091 Audit Fees	5	(1,250)	1,255		1,255	(0.4%)
4095 Insurance	(9,883)	(8,000)	(1,883)		(1,883)	123.5%
4096 Bank Charges	(119)	(250)	131		131	47.4%

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Detailed Income & Expenditure by Budget Heading 31 October 2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4097 Payroll Services	(120)	(240)	120		120	50.0%
4099 General Data Protection Regs	0	(500)	500		500	0.0%
<u>108 Subscriptions</u>						
4110 Chalc Subscriptions	(1,504)	(1,550)	46		46	97.0%
4111 Subscriptions Other	(200)	(200)	0		0	100.0%
<u>109 Grants & Donations</u>						
4120 Grants S137	(900)	(2,000)	1,100		1,100	45.0%
4125 Grant Partnership (Christmas M	0	(500)	500		500	0.0%
4126 Grant Cemetery Development	(2,500)	(2,500)	0		0	100.0%
<u>121 Village Services</u>						
4200 Village Competition	(66)	(150)	84		84	44.1%
4201 Church Floodlights	(253)	(600)	347		347	42.2%
4202 Christmas Activities	0	(400)	400		400	0.0%
4203 Christmas Lights Maintenance	(650)	(5,700)	5,050		5,050	11.4%
4204 CCTV	(5,700)	(5,700)	0		0	100.0%
4205 Lengthsman	(2,531)	(7,500)	4,969		4,969	33.8%
4210 Remembrance Day Activities	(350)	(400)	50		50	87.5%
<u>122 Village Maintenance</u>						
1027 Memorial Donations	840	0	(840)			0.0%
4249 Street Lighting - repairs	0	(500)	500		500	0.0%
4250 Street Lighting-electricity	(534)	(550)	16		16	97.1%
4251 Highways & Road Safety	(306)	(500)	194		194	61.1%
4253 Plants/Baskets Purchases	(477)	(750)	273		273	63.6%
4254 Plants/Baskets Maintenance	(995)	(1,200)	205		205	82.9%
4255 Dane Meadow Maintenance	(144)	(1,500)	1,356		1,356	9.6%
4256 Recreation Services/Maint	0	(250)	250		250	0.0%
4258 Street Furniture Maintenance	0	(500)	500		500	0.0%
4260 Donated Memorials	(640)	0	(640)		(640)	0.0%
4261 Grant Funded Improvements	(5,149)	0	(5,149)		(5,149)	0.0%
<u>125 HC Community Centre Revenue</u>						
4270 HCCC Roofing Maintenance	(435)	(4,000)	3,565		3,565	10.9%
4271 HCCC Boundary & Hedge Maint	(1,155)	(1,600)	445		445	72.2%
4272 HCCC Maintenance/Other Work	(67)	(2,400)	2,334		2,334	2.8%
4275 Public Works Loan 1 Repayment	(55,636)	(55,636)	0		0	100.0%
4276 Public Works Loan 2 Repayment	(4,633)	(9,230)	4,597		4,597	50.2%
<u>134 HC Community Centre Project</u>						
4581 HCCC Car Park	(253)	(30,000)	29,747		29,747	0.8%
4583 HCCC Conservatory Work	0	(8,000)	8,000		8,000	0.0%

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Detailed Income & Expenditure by Budget Heading 31 October 2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>135 Youth Facilities Project</u>						
4601 Skate Park Retention	(1,321)	(1,321)	0		0	100.0%
<u>141 Holmes Chapel Partnership</u>						
1020 Partnership Income	4,949	0	(4,949)			0.0%
<u>150 Village Centre Improvements</u>						
4500 Conservation Area Signage	0	(3,000)	3,000		3,000	0.0%
4507 Village Centre Paths	0	(3,000)	3,000		3,000	0.0%
4510 Christmas Lights	(3,179)	(3,000)	(179)		(179)	106.0%
4515 Village Centre Fixtures	(300)	0	(300)		(300)	0.0%
<u>153 Highways & Infrastructure</u>						
4520 Bus Stop Seating	0	(1,000)	1,000		1,000	0.0%
4525 SID Post & Solar Panel	(271)	(4,000)	3,729		3,729	6.8%
Grand Totals:- Income	215,508	209,526	(5,982)			102.9%
Expenditure	130,462	221,647	91,185	0	91,185	58.9%
Net Income over Expenditure	85,046	(12,121)	(97,167)			
plus Transfers from EMR	5,324					
Movement to/(from) Gen Reserve	90,370					

Cash Flow Forecast 2018/19	to 31 October 2018												
	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS
Carried Forward	92,908.00	116,495.00	106,394.00	99,786.00	95,198.00	92,082.00	160,937.00	112,954.00					
Precept Income	104,703.00					104,703.00							209,406.00
Grant Income													0.00
VAT Reclaimed													0.00
Bank Interest		24.00	61.00	28.00	31.00	134.00	41.00	30.00	30.00	30.00	30.00	30.00	469.00
Other Income	-7.00		640.00			200.00	4,949.00						5,782.00
17/18 Year End Adujsts												-3,617.00	-3,617.00
Total Income for month	197,604.00	24.00	701.00	28.00	31.00	105,037.00	4,990.00	30.00	30.00	30.00	30.00	-3,587.00	304,948.00
													0.00
Revenue Spend	36,109.00	10,125.00	7,192.00	4,267.00	3,147.00	12,645.00	51,652.00	9,300.00	12,500.00	9,300.00	9,300.00	8,578.00	174,115.00
Capital Projects													
Conservation Area signs								3,000.00					3,000.00
HCCC - Conservatory Roof										8,000.00			8,000.00
HCCC - Grounds/Car park			117.00	78.00		58.00			29,800.00				30,053.00
Library path upgrade										3,000.00			3,000.00
Christmas Lights						3,179.00							3,179.00
SID posts				271.00						3,700.00			3,971.00
Bus stop seats								1,000.00					1,000.00
Village Centre Fixtures						300.00							
Skatepark Retention							1321.00						
Total Spend for month	36,109.00	10,125.00	7,309.00	4,616.00	3,147.00	16,182.00	52,973.00	13,300.00	42,300.00	13,000.00	20,300.00	8,578.00	227,939.00
Actual Balance c/f	161,495.00	151,394.00	144,786.00	140,198.00	137,082.00	225,937.00	177,954.00	164,684.00	122,414.00	109,444.00	89,174.00	77,009.00	
Reserves													
Revenue	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	25000	
Capital	20000	20000	20000	20000	20000	40000	40000	40000	40000	40000	40000	40000	
Available Balance c/f	116,495.00	106,394.00	99,786.00	95,198.00	92,082.00	160,937.00	112,954.00	99,684.00	57,414.00	44,444.00	24,174.00	12,009.00	12,009.00
Notes:													
Revenue spends:	April and October include PWL 1 repayment; May and November include PWL 2 repayment												
	October includes Insurance, CCTV contribution												
	December includes Christmas lights (6K) and quarterly rent												
	March includes quarterly rent and revenue balance												
	Total revenue spend increased from £168,026 to:												
	1. Include new budget line £300 (meeting costs)												
	2. £640 for donated memorial bench												
	3. £5149 for sensory garden works												



Appendix 2



Strategic Planning Task Group

Minutes of meeting on the
6 November 2018, 2:00pm
HCPC Office, 1 Church Walk, Holmes Chapel

Present: Cllr B Bath, Cllr J Clowes, Cllr M Blomeley, Dr Ron Cooper, Mr A Watkinson, Mr Peter Whiers, Mr Tom Evans, Cheshire East Planning, S McKay (Administrator, HC Parish Council)

1. Apologies

Cllr S Ranger, Cllr M Ranger, Cllr D Savage, Ward Cllr L Gilbert

2. Declarations of Interest

None

3. Minutes from the Meeting of the 2 October 2018

The minutes from the meeting on 2 October 2018 were agreed as correct by those present.

4. General Update on Planning matters from Parish Council meetings and decisions received/awaited

- a. Planning update - The group noted an updated 2018/2019 civic year planning summary (version 9). It was highlighted that Network Rail and Cheshire Pet have submitted comments on the application 18/4283C, Manor Point Business Park, commenting on the details plans.
- b. The submissions of the Parish Council for the applications 18/4921C (land off London Road (Bloor)) and 18/5228C (Apartments Bramhall Drive) were noted as part of the summary in a. above.
- c. An update on the Bank Farm development was included as part of the summary at a. Above. The committee noted that work on the site had halted and that the streetlights affected by the initial demolition work have not yet been repaired.
- d. Persimmon Site – potential footpath link - The task group heard a verbal summary of a meeting with Persimmon's land director and health & safety representative, held earlier that day. The proposed plan presented by Cllrs Bath, Hamilton and Clowes had received a moderately positive response, with health & safety issues arising, along with legal constraints relating to covenants held on the track to the equestrian centre. There was no commitment regarding funding for the scheme, but such support was not ruled out.
Actions: PC to contact PROW officer Genni Butler, to gain her approval for the scheme.
PC to contact the Police, to ascertain safety implications for dwellings close to the proposed link.
PC to establish the covenants on the path to the equestrian centre.
- e. Land to East of Manor Lane – Cllr Bath updated the committee on a meeting with Adams Planning relating to long term views on this land, including their submission to the SADPD consultation. It was confirmed that there are no plans to relocate the Health Centre at present.

Action: Clerk to circulate the papers provided by Adams Planning

5. Matters Arising from the Previous Minutes not covered elsewhere.

- a. Further to the issue of a garden extension onto FADs land, the PC are awaiting feedback from the owners of the Fads site as to the ownership and use of the land in question.
- b. There is an issue on the housing estate at the South end of Manor Lane, 24 houses, where it appears some dropped kerbs indicated in the plans have not been completed.

Action: The Clerk to pursue these matters.

6. Review of the Holmes Chapel Neighbourhood Plan

Tom Evans informed the group of the benefits of updating the Neighbourhood Plan, which would chiefly be to align it with the 'made' CE Local Plan, and the draft SADPD, ensuring that there is no conflict between the policies in the Local plan and those in the Neighbourhood Plan. He also explained the benefits arising from the allocation of sites for development within the plan, as well as having a comprehensive local design guide. The inclusion of these principles can offer planning protection against speculative development. He then updated the group with the processes involved in updating a neighbourhood plan, key points below:

- I. A basic modification – textual or picture alterations can be done at any time and can be agreed by CEC Planning without the need for independent examination.
- II. Changes to policies or other strategic matters require a recommencement from Regulation 14, including a consultation process/report, a revised Basic Conditions statement and submission of the documents to the examiner, who will then determine if the proposed plan requires a referendum or not. The modified plan will then be adopted by the local authority.
- III. Any fundamental change to the plan is likely to result in the need for a referendum. This would include, as examples, introduction of new policies or allocation of development sites if this not done in the original plan.
- IV. Funding is available to update the plan –a grant of up to £9000 can be allocated to help with a general update. Further funding is available to help with the inclusion of Site allocations. Technical support is also available for any update.
- V. The inclusion of a Masterplan, which would sit as an appendix to the neighbourhood plan, was recommended. Funding is also available for this to bring in expert planning resource to assist. The timeframe for the updated neighbourhood plan would still be up to 2030, to correspond with the CE Local Plan.
- VI. The Community Governance Review that will consider parish boundary changes is likely to take up to 2 years and to change the designated area within the neighbourhood plan will involve liaison and agreement with neighbouring parishes – two neighbourhood plans cannot cover the same area.
- VII. As Education is a responsibility for CEC, Tom advised that we should not spend too much time on considering land use issues related to schools. Information on pupil numbers and projections are useful but policies on schools beyond what is in the NP already should not be required. Cllr Bath supplied some information on school places figures, which will be passed to Alan Watkinson for inclusion in the education report.

VIII.

Actions:

- a. **To discuss the review of policies at the next SPTG meeting, and the possible tasks and timeline and recommend these to council for the preparation of a draft update to the neighbourhood plan. It was agreed that this will include some publicity and perhaps open meetings with residents.**
- b. **T Evans to send an excel version of the Local Plan policies, for purposes of policy alignment**
- c. **Clerk to obtain information from CE relating to plans for possible school expansion.**

7. CEC Site Allocations and Development Policies Document (SADPD)

The group noted that the response from the Parish Council had been submitted.

8. S106 Research - Update on requests

- **11/1682C Former Fisons Site, Holmes Chapel, (RhodiaUk Ltd, Monde Developments and NM Rothschild and Sons Ltd):**

(S106 payment of £27,326 for 2 bus stops on A54 Marsh Lane) No further news

- **13/0041C Cotton Hall Farm, Middlewich Rd, Holmes Chapel (Laxey Point Limited, Netherley Limited and Persimmon Homes Ltd)**

£25,000 is available for two bus stops on Middlewich Road and £100,000 is available for a toucan pelican crossing in Middlewich Road.

No further news on bus stops. Work on the Dane meadow is ongoing. The pedestrian crossing by the Cottons development is being installed.

13/3294C Former Fisons Site

(S106 payment of £20,000 towards extension of 30mph limit on A50)

No further news

9. New Homes Bonus

Cllr Clowes updated the task group on the projects decided by the Council: Church Walk improvements and an extension to the Croco Path. Peter Whiers and Cllr Clowes to work on the submission, for approval at Full Council in December 2018.

10. T and T Group Meeting

Cllr Blomeley updated the group, presenting the results from the traffic survey (See attachment). The outcome of the survey was solid support for the points raised in the traffic report. A further report on pedestrian safety is to be compiled by Alan Watkinson. The complete report will then be submitted for approval at the next SPTG group, with the timetable of approval at January Full Council, and then to be submitted to Cheshire East at a meeting with the Council and Highways leaders

11. Project Plan – Review of tasks and dates – no further news

12. Beyond 2030 draft document - update

Cllr Clowes informed the group that more work has been done on the document, with a further draft version to be discussed at the next SPTG meeting. .

Action: Cllr Clowes to send out a draft copy.

13. Any other business

The group discussed the need to advertise the outcomes of the traffic and transport survey, and to thank the participants. The survey results will be published on the website and a press release will be prepared for approval at the next SPTG meeting.

14. Date of next meeting: Tuesday 4 December, 2:00pm, Parish Office, 1 Church Walk

Future Meeting Dates:

All meetings on a Tuesday unless otherwise stated.

8th January 2019, 5th February 2019, 5th March 2019, 2nd April 2019

Appendix 3

Hi Sue,

Hope you are well.

I just wanted to bring something to your attention for potential discussion and gain yours and the councils' viewpoint.

In the crazy world of G P Green, I meet people and companies from a broad spectrum of commercial areas, like my last telephone call!

They are a local company who provide temporary power and lighting etc to festivals and outdoor events. I had just hired a temporary generator from them and they wanted to return the goodwill by asking me if I could assist them in helping build up to 20 miles of cables. When I said I could help but only after I have installed the Christmas lights for this year, they became very interested in this activity.

Basically, they have the potential need for the same type of Festoon Lighting (multi coloured) for summer events, and I thought this may provide a potential revenue stream for the Parish Council to help fund the ongoing Christmas Lighting Scheme, fund ongoing maintenance, help fund potential expansion.

I would put a few clauses in that only we (GPG) install the festoon, this would reduce/avoid any abuse of the equipment, and add in a fee for repairs/damage.

But I thought it might be a good idea to help generate additional funds from equipment stored for 10-11 months of the years.

I genuinely don't know how Parish Councils work and if the above is something that is allowed, hence my initial enquiry.

Let me know your thoughts

Kind Regards

Paul Green