



**STRATEGY & FINANCE COMMITTEE**  
**Minutes of meeting on 15 February 2018**  
 at The Academy Suite, Holmes Chapel Community Centre, CW4 8AA



**Part I – Public and Press present**

<b>1. Attendance</b>	Cllr S Ranger Cllr B Bath Cllr J Clowes Cllr R Parry Cllr M Ranger Cllr D Savage Cllr M Street	Mrs S Davies - Clerk to the Council								
<b>2. Apologies</b>	<b>RESOLVED (SF17/18/71)</b> to accept apologies from Cllr S Hamilton (work).									
<b>3. Declarations of Interest</b>	None .									
<b>4. Public Speaking</b>	None									
<b>5. Committee Minutes</b>	<b>RESOLVED (SF17/18/72)</b> to approve the minutes of the meeting held on 4 January 2018.									
<b>6. Matters Arising</b>	A meeting is being arranged to enable co-ordination of events for the Remembrance events in 2018. Arrangements for the Civic service in 2018 will also be discussed at this meeting.									
<b>7. Planning Applications</b>	The Committee considered the following planning applications listed below, and <b>RESOLVED (SF17/18/73)</b> to comment as follows: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td data-bbox="424 1200 858 1536"> <b>18/0479C</b>            Bellfields Farm            Marsh Lane            CW4 8QB         </td> <td data-bbox="865 1200 1452 1536">           Change of use of section of existing agricultural storage building to allow temporary storage of classic vehicles.   <b>NO OBJECTION with comments:</b>            1. Clarification on the “temporary” aspect of the storage            2. Confirmation that all vehicles will be stored inside the building.         </td> </tr> <tr> <td data-bbox="424 1545 858 1671"> <b>18/0661C</b>            36 Macclesfield Road            CW4 7NQ         </td> <td data-bbox="865 1545 1452 1671">           Two storey rear extension   <b>NO OBJECTION</b> </td> </tr> <tr> <td data-bbox="424 1680 858 1917"> <b>18/0522C</b>            53 Coniston Drive            CW4 7LB         </td> <td data-bbox="865 1680 1452 1917">           Proposed single storey living room extension and pitched roof over and including replacing the existing flat roof garage.   <b>NO OBJECTION</b> </td> </tr> <tr> <td data-bbox="424 1926 858 2063"> <b>18/0290T</b> – Bernard Court,            Chester Road, Holmes Chapel         </td> <td data-bbox="865 1926 1452 2063">           Works to birch, multi stemmed maple, sycamore and oak trees.   <b>NO OBJECTION</b> </td> </tr> </table>		<b>18/0479C</b> Bellfields Farm Marsh Lane CW4 8QB	Change of use of section of existing agricultural storage building to allow temporary storage of classic vehicles.  <b>NO OBJECTION with comments:</b> 1. Clarification on the “temporary” aspect of the storage 2. Confirmation that all vehicles will be stored inside the building.	<b>18/0661C</b> 36 Macclesfield Road CW4 7NQ	Two storey rear extension  <b>NO OBJECTION</b>	<b>18/0522C</b> 53 Coniston Drive CW4 7LB	Proposed single storey living room extension and pitched roof over and including replacing the existing flat roof garage.  <b>NO OBJECTION</b>	<b>18/0290T</b> – Bernard Court, Chester Road, Holmes Chapel	Works to birch, multi stemmed maple, sycamore and oak trees.  <b>NO OBJECTION</b>
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	<p><b>17/4926C –</b> 19B London Road Holmes Chapel</p>	<p>To note the updated plans submitted and consider if any further response is required.</p> <p><b>Submit further comments if possible:</b></p> <ol style="list-style-type: none"> <li>1. Shortage of parking</li> <li>2. Has access been agreed with the fire authority</li> <li>3. We expect the conservation officer to take a careful look before determination.</li> </ol>
	<p><b>16/3724C - Victoria Mills</b></p>	<p>The committee received a verbal update stating that the outline planning permission is still outstanding, with further information awaited from Cheshire East.</p>
<p><b>8. Strategic Planning Task Group</b></p>	<p>The committee noted the minutes and actions from the meeting of the Task Group on 6 February 2018.</p> <p><b>RESOLVED (SF17/18/74)</b></p> <ol style="list-style-type: none"> <li>I. To accept the report.</li> <li>II. To transfer responsibility for the following actions to the Amenities committee: <ol style="list-style-type: none"> <li>a. To arrange a meeting with Mr J Baggeley (CE Council) regarding use of the money listed in Ref 407b, Cotton Hall Farm with consideration to use in the Dane Valley.</li> <li>b. To arrange a meeting with “Greenspaces” to further proposals re the S106 money for land adjacent to Marsh Hall, Manor Lane (Ref 514A and 514B) and use at Elm Drive.</li> </ol> </li> </ol>	
<p><b>9. Job Description RFO and assistant to the Clerk</b></p>	<p>The committee noted the revised job description for the role of RFO and assistant to the clerk, which is performed by Mrs Sue Mckay.</p> <p><b>RESOLVED (SF17/18/75)</b> to recommend the job description for approval by Full Council.</p>	
<p><b>10. Policies</b></p>	<p>The Committee reviewed the revised financial regulations, which separate the role of the Clerk from the RFO, in line with the revised job description for the assistant. <b>RESOLVED (SF17/18/76)</b> to make further changes to sections 5 &amp; 6, relating to the method of authorising and making payments, and bring the policy back to the next Strategy &amp; Finance meeting for review and approval.</p>	
<p><b>11. Social Media</b></p>	<p>The committee debated the use and validity of Social media for the parish Council.</p> <p><b>RESOLVED (SF17/18/77)</b></p> <ol style="list-style-type: none"> <li>I. To revise the social media and communications policy.</li> <li>II. The Clerk to initiate the setup a working group to make further progress with this project, with a report to be brought back to the Strategy &amp; Finance committee.</li> </ol>	
<p><b>12. General Data Protection</b></p>	<p>The committee were updated on the current situation of the General Data Protection legislative changes, further to the attendance by Cllr Ranger at the recent ChALC meeting. The legislation will be gradually phased in, with relevant documentation and training for officers and councillors to be provided by ChALC as and when required. It is not necessary at this stage to appoint a data</p>	

	<p>protection officer as this is currently being reviewed by NALC and the SLCC.</p> <p><b>RESOLVED (SF17/18/78)</b> to accept the report.</p>
<b>13. Youth Councils</b>	<p>Cllr S Ranger gave a verbal progress report on the work to investigate the feasibility and benefit of Youth councils, further to visits to Congleton town council and Alderley Edge parish council by himself and the Clerk, where Youth Councils are already established. A report will be presented to a future Strategy &amp; Finance committee meeting.</p> <p><b>RESOLVED (SF17/18/79)</b> to accept the report.</p>
<b>14. Finance – Community Centre</b>	<p><b>Thermal Imaging Report</b> – The committee considered supporting the suggestion by ES&amp;R to have a thermal imaging report made on the community centre. This will show areas that can be improved for heat loss and will also help to identify potential leaks.</p> <p><b>RESOLVED (SF17/18/80)</b> to support the thermal investigation and to pay half of the costs, up to £500.</p> <p><b>Community Centre Valuation</b> – The committee considered the correspondence with the district valuer (DVS) relating to costs associated with the valuation of the Community Centre.</p> <p><b>RESOLVED (SF17/18/81)</b> for the Clerk to contact DVS to ask for a detailed breakdown of the work billed as justification of the proposed payment.</p>
<b>15. Finance</b>	<p><b>RESOLVED (SF17/18/82)</b></p> <ol style="list-style-type: none"> <li>I. To note that the bank reconciliation for 31 January 2018 is £102,548.</li> <li>II. To note and receive the financial reports to 31<sup>st</sup> January 2018.</li> <li>III. The committee considered the use of a pre-paid debit card or credit card for use by officers. Recommended use of the Unity bank corporate multipay card, with a limit of £150, for approval to Full Council.</li> <li>IV. To approve the recommended changes to the timings for the end of year accounts approval and audits, for further approval at Full Council</li> <li>V. To approve the recommendation regarding the change of electricity supplier for the office and church floodlights; a 2 year contract with SSE to be paid by direct debit. The Church warden will be informed.</li> </ol>
<b>16. Public Speaking</b>	None
<b>17. Future Agenda Items</b>	<p>Update to the Quality Council Action Plan</p> <p>Update to the website</p> <p>Consideration of formal request for boundary review</p> <p>Redesign of adult and older people’s specialist mental health services in Cheshire East</p> <p>Standing Order review</p>
<b>18. Chairman and Clerk’s reports</b>	<p>The Clerk reported</p> <ul style="list-style-type: none"> <li>• Mrs Williams has thanked the VI committee for the effort and success to relocate the memorial bench on Parkway to the precinct.</li> <li>• Confirmation of membership of CVS has been formally received</li> <li>• Cllr M Street is attending the funerals of Mr David Williams and Mr</li> </ul>

	<p>Geoffrey Wakefield on behalf of the council.</p> <p>The Chairman reported on</p> <ul style="list-style-type: none"> <li>• the connected communities meeting on 1 February 2018 attended with the Clerk. A representative from the parish council will be nominated.</li> <li>• ChALC have advised the NALC have arranged a deal with an insurance broker BHIB on behalf of Parish Councils.</li> </ul> <p>Cllr Parry informed the Council of a HS2 open meeting due to take place at the Victoria Club (u3A).</p>
<p><b>The meeting closed at 9.45p.m.</b></p>	

It was noted that meeting finished at 9:45, contrary to standing orders which stipulates at 9:30pm finish, but that two short breaks had been taken.

These minutes will be submitted for approval at the next Strategy & Finance Committee meeting scheduled for 15 March 2018.

Signed as Chairman of the Committee as a true and accurate record

.....Date.....