



# Holmes Chapel Parish Council

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

## STRATEGY AND PARTNERSHIPS COMMITTEE

**TO ALL MEMBERS OF THE COMMITTEE** - Mr B Bath, Mr J Clowes, Mr R Parry, Mr S Ranger, Mrs M Ranger, Mr D Savage and Mr M Street

You are summoned to attend a meeting of the Strategy Committee on **Thursday 2 June 2016** at 1 Church Walk, Holmes Chapel 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:

#### Part 1 Public and press present

1. **To elect a chairman** - To elect a chairman for the committee for the year 2016/17.
2. **Apologies** - to approve any apologies for absence.
3. **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.**
4. **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 meeting.
5. **Minutes** -To approve the minutes of the Committee meeting held on 21 April 2016 – copies circulated
6. **Matters arising** – To receive verbal reports on any matters arising from the above minutes
7. **Planning applications** – To consider any applications on lists recently circulated by CEC and any others which appear on the Cheshire East Council web site.
  - 16/2434C - 102 Macclesfield Road, CW4 8AL - Construction of one new dwelling (resubmission of planning application reference 15/4927C)
  - 16/2566C - 8 Hawthorne Villas, CW4 7AR - garage conversion to habitable room. Re-roof conservatory with insulated roof.

**8. Partnership -**

- to discuss working with the Holmes Chapel Partnership and identify projects to work towards arising from the emerging Neighbourhood Plan. The chairman of the Holmes Chapel Partnership, Stuart Gammon and Project Officer Glyn Chambers will be attending the meeting.
- **Tour of Britain** - 6 September 2016. To discuss working with the HCP and J18 group to promote the tour. See report at Appendix 1.
- **Skate park site at HCCC** - to receive a brief verbal report on meetings with providers and potential sites.

**9. Holmes Chapel Community Centre** - to receive a verbal update on activities from the Chairman and Clerk.

**10. Quality Council status** - to identify areas to keep under review in order to retain the Quality Gold Status (which will last for four years - see appendix 2) including:

- **Training for staff and members** - the clerk is required to complete 12 CPD points per year and councillors are expected to attend training
- **Website** - this could be reviewed at any time.
- **Quality control** - to determine how this will be reviewed.

**11. NALC Star Council** - to approve the representations to be made for the awards and instruct the clerk to submit the applications.

**12. Community Resilience** - to receive a report from Cllr Parry on progress with the document.

**13. Newsletter** - to consider means of communicating with the parish and determine if the current methods are sufficient.

**14. Office equipment -**

- to recommend the purchase of a second pc for the clerk to use in the office from Ironbridge Computers. See Appendix 3.
- to approve the purchase of an old laptop from Cllr Clowes to be used solely for SID data removal. The laptop is compatible with the SID software. Suggested price of £25. If agreed this will be added to the council asset register.

**15. Governance Document and council policies -**

- to identify the list of policies to be reviewed over the year.
- to review the Governance Document and determine areas to be reviewed.

**16. Chairman's and Clerk's reports –** To receive reports

- The external audit - the clerk will give a verbal report on changes to the reporting system and the necessity of changing the Rialtas software package at short notice to income and expenditure.

**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.

**17. Protocol on pre-application meetings for major developments** - to recommend approval of the circulated document to Full Council in light of potential developments in Holmes Chapel

**18. Staff Matters -**

- To note the pay award as recommended by NALC of 1% for 16-17 and recommend approval backdated to 1 April 2016. (See attached information)
- To review staff salaries and working hours for the clerk and assistant.

**Nicola Clarke**  
**Clerk of the Council**  
**27 May 2016**

**Appendix 1 - Tour of Britain**

**Tour of Britain - Tuesday 6 September 2016**

**[www.cheshiretourofbritain.co.uk](http://www.cheshiretourofbritain.co.uk)**

The clerk attended a Cheshire East Council briefing on 25 May 2016. CEC is keen to encourage town and parish councils on the route of the tour to promote their town or village.

Stage 3 of the tour is based in Cheshire East starting at Congleton around 11 a.m. finishing at Tatton park mid afternoon. It will be coming from Sandbach to Holmes Chapel along the A50. The tour will be shown live on ITV4 and British Eurosport with a highlights programme in the evening and streamed to over 138 countries. CEC has been informed that around 80% of spectators on the route will come from outside the area.

CEC is promoting this heavily and will be producing a bi-weekly newsletter with around 700 subscriptions so far. They are asking town and parish councils to advertise the dedicated website and send in articles to include in the newsletters based on local events the area, where to park, eat etc. CEC would like 10 volunteers from each area to act as marshals. An initial training session will start in July so they are eager for people to sign up.

CEC is very keen for each area to publicise the event as much as possible and create some interesting and exclusive advertising e.g. yarn bombing, cycling sculptures, themed displays. school events, walking trails etc. Orange is the official colour of the event. As helicopters will be following the race there are opportunities for large 'advertising/publicity events' en route which can be seen from the air. School, community and business packs will be uploaded onto the website by 27 July 2016. Free bikes are available on request for decorating and the clerk has requested four bikes. (These are bikes which have been taken to the tip over the past few months). Schools have been invited to attend and take part in competitions to design the trophy, vest and flag for this stage.

On the day there will be rolling road closures with a cavalcade of police motorbikes arriving around 20 minutes prior to the race. They will close the roads whilst the cycles go through followed by the support vehicles. The whole process will take around 40 minutes in total. CEC are hoping that businesses will offer events to try to raise the profile of the area and retain visitors e.g. live TV feeds in pubs, cafes for the remainder of the race.

Questions were raised about the state of the roads and problems if the M6 has an accident. CEC informed us that the route director has driven the route 3 times and any potholes or repairs have been identified and will be addressed. All work needs to be completed at least 6 weeks prior to the event to allow loose chippings to disperse. The road surface doesn't need to be perfect (good job!). They have 3 different plans should the M6 congest or close including stopping the race and restarting elsewhere. The route has been designed to avoid cycling too close to the motorway junctions.

I think that this is an ideal opportunity to work with the HCP for this event and suggest that a meeting with J18, the pubs, HCCC, PCSO Jill Cope should be held to identify how to promote Holmes Chapel before and during the event.

Nicola Clarke  
26 May 2016

## **Appendix 2 - Quality Gold Status**

Accreditation lasts for four years.

### **Re-accreditation**

- The council may seek re-accreditation at the same level after four years. If it does not achieve a new accreditation or re-accreditation before the four-year end-date, it loses its award.

### **Removal of accreditation**

- The council is expected to maintain its reputation by meeting the criteria throughout the four years.
- Although some circumstances may change, the council will not lose its award unless a significant event such as an audit, employment tribunal, court case or police investigation demonstrates the council's poor performance. In this case, a panel co-ordinator asks the IDB to appoint two representatives to review the situation. The IDB assesses the severity of the case before deciding whether to impose a sanction which may include the removal of all awards or returning the council to a lower award.

## **Evaluation and Improvement**

The aim of the evaluation and improvement process is to allow councils to feel ownership of the scheme, and to see the scheme changing to meet the feedback and needs expressed by the sector. It should also allow the scheme to be dynamic and able to respond over time to changes in the sector, national policy and other relevant issues.

### **Quality assurance**

Twice a year, representatives of the IDB will check at random a small sample of awards by carrying out spot checks of documents and information posted on a council's website. The findings will not affect a council's award but will be used to improve the training for accreditation panels and to inform regular reviews of the scheme.

### **Evaluation**

At the end of each accreditation process the council and the panel will be sent a short evaluation questionnaire. This will aim to gather feedback on the process, the criteria, the resources provided by NALC and how they could be improved.

One year after accreditation the council will be contacted again. The council will be encouraged to apply for the next level of award, to make use of the fee discount. The council will also be asked to describe the benefits they have felt from being accredited by the scheme and their feedback on the scheme as a whole.

### **Improvement**

The feedback collected will be used to inform improvements to the scheme. The whole scheme, including the content and accreditation process, will be reviewed every year. These reviews will alternate between.

- A light touch approach only making urgent required changes where these are considered critical to the scheme.
- A wider ranging review aiming to best address collected feedback from all parties.

The Improvement and Development Board will oversee all changes to the scheme

## **Appendix 3 - Computers**

A review of the PC and laptop took place on 5 May 2016 by Ironbridge computers. Virus software was renewed and a new external hard drive has been purchased due to the failure of the original one. It has been recommended that a second PC is purchased for the office for the clerk to use which will be 'solid state' (as the current office PC is) in order to be more stable and hard wearing. The laptop is now over 3 years old and is still functioning but as it is constantly moved around it could potentially be liable to breakage. It is suggested that the laptop is retained for work at home and will be linked to the new PC to access emails.

If the council approves the purchase of the PC, Ironbridge Computers will install and update to Windows 10 for all three machines.

## IRONBRIDGE COMPUTERS

05/05/16

For the attention Holmes chapel parish council

New amd apu pc

full 256 ssd drive

8 gig 1600 mhz ram

dvd rw

fully wireless

52 in one card reader

22 inch full hd monitor

wireless keyboard mouse windows 10

all data transfered and set up.

1 year full parts and labour most pc parts come with 3 years manufacture warranty

Total £820

### Quote 2 - E-buyer

- MD A10-7800
- 12GB RAM + 2TB SSHD
- DVD Writer + WIFI
- NVIDIA GeForce GT 710
- Windows 10 64bit

### Asus M32BF TWR Desktop reviews

£509.31 inc. vat

[View product](#)

QuickFind: 723562 | Mfr part code: M32BF-UK002T

- 21.5" LED
- 1920 x 1080 FHD
- 5ms Response Time
- DVI HDMI VGA
- 200 cd/m2 Brightness

## Acer K222HQLbid 21.5" LED DVI HDMI Full HD Monitor reviews

£77.99 inc. vat

£87.99 **save £10.00**

### Quote 3 - PC part picker

[View product](#)

QuickFind: 664225 | Mfr part code: UM.WW3EE.005

The screenshot shows a web browser window displaying a PC part picker interface. The URL is <https://uk.pcpartpicker.com/parts/partlist/>. The interface lists various PC components in a shopping cart:

- Power Supply:** EVGA 500W 80+ Bronze Certified ATX Power Supply, £44.50 (Prime), £44.50, Amazon UK, Buy.
- Optical Drive:** Choose An Optical Drive.
- Operating System:** Microsoft Windows 10 Home OEM (64-bit).
- Software:** Choose Software.
- Wireless Network Adapter:** TP-Link TL-WDN4800 802.11a/b/g/n PCI-Express x1 Wi-Fi Adapter, £24.99 (Prime), £24.99, Amazon UK, Buy.
- Monitor:** Asus VX238H 23.0" Monitor, £142.44, £142.44, Amazon UK, Buy.
- External Storage:** Choose External Storage.
- Expansion Cards / Networking:** Add Expansion Cards / Networking... (Sound Cards, Wired Network Adapters, Wireless Network Adapters).
- Peripherals:** Add Peripherals... (Headphones, Keyboards, Mice, Speakers).
- Accessories / Other:** Add Accessories / Other... (Case Fans, Fan Controllers, Thermal Compound, UPS Systems).
- Custom:** Add Custom Part.

**Total: £718.50**

\* Using your selected merchants and only including nearby in-store pickup prices  
\* Some physical dimension restrictions cannot (yet) be automatically checked, such as cpu cooler / RAM clearance with modules using tall heat spreaders.