

CHURCH MINSHULL PARISH COUNCIL

**The Next Meeting of Church Minshull Parish Council will be held
in the Village Hall on Monday 20th May 2013 at 7.30pm**

AGENDA

1. ELECTION OF CHAIRMAN & VICE-CHAIRMAN
2. APOLOGIES FOR ABSENCE
3. TO RECEIVE THE RESIGNATION OF A MEMBER
4. DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA
5. PUBLIC PARTICIPATION
6. ANNUAL BUSINESS
Appointment of Responsible Financial Officer; Review of Standing Orders; Risk Assessment
7. ANNUAL STATEMENTS OF ACCOUNTS & GOVERNANCE 2012-2013
8. MINUTES OF THE LAST MEETING
9. MATTERS ARISING FROM THE MINUTES
10. BOROUGH COUNCILLOR'S REPORT
11. REPORTS FROM MEETINGS:
Local Area Partnership meetings - Police Cluster Meeting
12. CANAL & RIVERS TRUST possible initiatives re Canal
13. TO CONSIDER ANY PLANNING APPLICATIONS
14. COMMUNITY SPEED WATCH SCHEME
15. TO CONSIDER PROGRESS ON A STRATEGIC VISION FOR
THE FUTURE OF THE COMMUNITY
16. ACCOUNTS FOR PAYMENT & AUDIT TRAIL
17. CORRESPONDENCE
18. ANY OTHER BUSINESS
(Members are asked to note that whilst this Agenda item may be used to raise issues of concern,
substantive decisions can only be taken where business has been specified on the Agenda)

**At the conclusion of the Parish Council meeting the Annual Electors Meeting will
take place. You are warmly invited to attend both meetings.**

Clerk: Gwyn Griffiths
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Basford CREWE CW2 5AZ
Tel. 01270 663832 griffiths725@btinternet.com

May 2013



Minutes of the Annual Meeting held on the 20th of May 2013.

Present

Cllrs D Wallis (Chair), K Bannon, L Bannon (Vice-Chair), C Challoner,
B Charlesworth, M Carss.
One member of the public- P Harper (retiring Councillor)
Gwyn Griffiths (Clerk).
Lucy Hassall (New Clerk)

1. Election of Chairman & Vice-Chairman.

Cllr D Wallis opened the meeting.

RESOLVED

That Cllr D Wallis be re-elected for Chairman 2013-14. Proposed by Cllr L Bannon, seconded by Cllr K Bannon. Position accepted- No vote.

That Cllr L Bannon be re-elected for Vice-Chairman 2013-14. Proposed by Cllr C Challoner, seconded by Cllr D Wallis. Position accepted- No vote.

2. Apologies for absence

Apologies for absence received from Borough Cllr Jones.

An apology for likely late arrival had been received from Cllr Carss.

3. Resignation of a member.

Letter received by Cllr Wallis from Cllr P Harper stating resignation.

Chair accepted resignation, and on behalf of the council and parish thanked Cllr Harper for his contribution and long service, and presented award in recognition to his service. P Harper thanked the council for the award.

4. Declaration of interest in items on the agenda

Cllr Challoner declared an interest in an item to be included into any other business- The Church roof replacement in his position as church Warden.
No other interests declared by members.

5. Public participation.

Former Cllr Harper recognised as a member of public due to date of receipt of resignation 30th of April 2013.

6. Annual Business:

Appointment of Responsible Financial Officer.

RESOLVED

Re- Appointment of Gwyn Griffiths (Retiring Clerk) due the end of year audit, with a review at the next meeting.



Review of Standing Orders

Retiring Clerk advised of the need to consider if a review the procedural standing order of the council was necessary.

RESOLVED

Council agreed that these standing orders should not be changed.

M Carss joined the meeting.

Risk Assessment

Retiring Clerk advised of the need to complete a review of the risk assessment for the council. The risk is divided into three elements.

Physical

Retiring Clerk advised that as the council hold no property they have no physical risk, however the council have third party and public liability insurance to cover this risk.

Financial

Retiring Clerk advised that this risk area includes financial impropriety and fraud of the officers and clerk.

Retiring Clerk advised that the council currently have some procedures in place, such as double signing of cheques, cheques only signed with support of an invoice or a resolution of the council. Clerk advised that this area is covered by fiduciary insurance.

Policy

Retiring Clerk advised that the third area of risk is policy. For example, where the council has a policy that could affect the public. Clerk advised the council that the best protection in this area was for the council and clerk to challenge one another's decisions on policy issues. Agreed that the risk assessment would be recorded onto the Parish Council website for the public.

RESOLVED

The council agreed they have adequate protection against the risks considered and that a risk assessment of the relevant issues is complete.

7. Annual statements of Accounts & Governance 2012-2013

Annual statements of Accounts & Governance

Clerk provided the council members with an overview of the Annual audit accounting statement and annual governance statement. Members were made aware of the individual statements by the Clerk.

RESOLVED

- a) that the Annual Accounting and Governance Statements be approved, and be signed by the Chairman and Clerk;
- b) that Clerk will ask present internal auditor Mrs Bratherton to continue as internal auditor for another year under the same terms.



8. Minutes of the last meeting

RESOLVED

That the minutes of the meeting held on the 18th of March 2013 be approved as a true record and be signed by the Chairman.

9. Matters arising from the minutes

Traffic calming.

Chair reported on a meeting with Iain Whitehead (IW), Project manager for Ringway Jacobs, Highways for Cheshire East Council. IW has been asked to look at the cost re-surfacing the whole village, the widening the pavements and the positioning of gateways.

Access gateway points- IW suggested that these should be placed;

- a) at the entrance to village farm;
- b) toward Winsford before the bridge over Eel brook south side;
- c) at the East side of the river bridge on Cross lane;

Target start date is July 2013. IW has agreed to send revised plans after Cllr Jones and Mr Melling (Highways) have seen the plans. It is understood that Cllr Jones has now reviewed plans, and has suggested a meeting to discuss these plans with members.

RESOLVED

- a) that the council follow Cllr Challoner proposal to inform residents of works beforehand.
- b) Cllr L Bannon & Chair to arrange and attend a meeting with Cllr Jones.

Website.

Cllr L Bannon reported progress on some issues with formatting, and to complete the website should take 4 to 6 weeks. Cllr Bannon reported that the website will need presenting before launch & confirmed a log of site visit hits will be used.

Cllr Carss has received confirmation of two PC's for the parish, but these will require new mouse and keyboards and will be ready in July. The council and the vision group will decide the positioning of these.

Note -That, in view of Cllr Challoner's potential interest, the matter of the Church Roof be treated as a matter arising later in the meeting.

10. Borough Councillor's report.

No report, not present.

11. Reports from meeting:

Police Cluster Meeting

Chair attended the Police Cluster meeting and reported low crime in the parish except for Leighton Hospital.

Traffic- Operation Elderflower has been in operation to check; speeds; use of mobile phones and not wearing seat belts. Chair reported that only one out of fifteen checked was in the parish.



Chair & Cllr Challoner attended Open Police commissioners – Chair reported that the setting of speed limits is the responsibility of the borough council. Chair suggested that this could be reviewed in the future.

Highways

Cllr Carss- No report, next meeting is on Wednesday.

LAP Rural transport

Cllr Challoner- No report, next meeting is in approximately October.

12. Canal & Rivers Trust

Cllrs Wallis and K Bannon attended a meeting with Canal & Rivers Trust (formally British Waterways) volunteer Paul Corner -Volunteer Coordinator. Construction of steps at Old Hoolgrave farm to improve access was discussed. Nicola (CRT Operations) agreed to put together a plan with costs. The council are awaiting this information.

Cllr K Bannon reported that between bridges 10 to 11 the banks are eroded and unsafe. Repair could cost around £500,000 and defined in their medium term plan. Concluded that Canal & Rivers Trust are responsible for the maintenance.

Chair has emailed Jenny Butler at Cheshire East, reply was that there are a number of areas to look at to gain for potential funding, but a costing is required first.

Cllr K Bannon discussed the seasonal availability of volunteers and the adoption of parts of the canal.

Members considered the issue of adoption. Cllr L Bannon read out an email on the details of adoption. CRT towpath adoption is binding in honour only, for 12 months, and can be revoked at any time. The adopters set the level of adoption. Chair suggested that adoption should be limited to something similar to litter picking and re-painting.

Cllr Challoner suggested using media (i.e. website) to engage the public. Cllr K Bannon suggested that the Village vision group could assist in this project.

RESOLVED

That the chair would be authorised to contact Paul Corner at CRT to progress the matter further.

13. To consider any planning applications

No planning applications for consideration.

14. Community Speed Watch Scheme

Cllr Challoner has contacted Sharon Jones (PCSO) to arrange a meeting to discuss the speeding and support for the Speed watch scheme. Cllr reported that speed watch volunteers are continuing to carry out this important work. Councillors discussed the positioning of the Community Speedwatch scheme signs.

RESOLVED

That Cllrs Challoner & Wallis will physically survey the parish and consider proposals for sign locations.



Cllr Wallis asked if the dropping of litter is a criminal offence. Clerk advised that littering is a criminal summary offence. Clerk advised that there is provision for clearing if the highway is severely littered, and the highways fail to act the council can take the highways to the magistrate's court for enforcement.

15. To consider Progress on a Strategic Vision for the future of the Community.

Cllr K Bannon reported that the community plan group are meeting next week. The Steering group will meet this week and are currently working on writing sections of the plan.

The group are hoping to launch the plan at the Minshull Madness event on the 6th of July, held behind the Badger public house.

The group are now promoters of Cheshire Rural Touring Arts Company. The company will perform and plan the events. The group can access two events half subsidised by Cheshire East, from the Spring and Autumn calendar. The remaining half from will have be from fundraising or ticket sales. Actors will need to be accommodated in the parish during their visit.

16. Accounts for payment & Audit Trail.

RESOLVED

- a) that the following accounts be authorised for payment.

<u>To</u>	<u>Item</u>	<u>Amount</u>	<u>Cheque no.</u>
Cheshire Community Action	Subscription	£20.00	552
Village Hall committee VHC	Hall Hire	£54.36	553
Cheshire Assoc. of local councils	Affiliation fee	£112.20	554
Community Consultation Ltd	Insurance	£144.59	555
Cllr Wallis	Expenses	£27.00	556

- b) that Cllr Challoner will become a new authorised signatory for cheques replacing former Cllr Harper, and that Lucy Hassall will replace Gwyn Griffiths as a signatory.
- c) that Clerk be given permission and authority to contact the bank to make these arrangements
- d) that the Clerk be authorised to counter sign of a cheque number 556, for the chairman's expenses

Bank statements for the current and deposit accounts were examined by members and signed by the Chairman.

17. Correspondence

The Clerk presented two items of correspondence receive since the last meeting.

- i. LAP- revised document after consultation. Clerk discussed the document, showing a low impact on the parish. Cllrs Wallis and Challoner will review this document.



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- ii. St. Luke's request for financial support and drawing attention to 25th anniversary.

18. Any other Business

Former Cllr Harper asked for his thanks recorded for his leaving award from the council.

Cllr K Bannon asked for support for the Minshull Madness event, and agreed to put requirement in writing for the next meeting, pending grants.

Clerk noted that this request for funding will have to be considered at a public meeting due to the use of public funds and to give the opportunity for the public to hear the request.

Cllr Challoner advised members of the current position regarding works to the Church roof.

Cllr Challoner explained that the replacement would be turned stainless steel. A quote for replacement of the roof north of the church has been received for £21,000, for the full roof lead to be replaced to prevent it being stolen in the future will cost approximately £35,000. The Church currently has £22,000 towards the cost and is currently looking for grants and continued fundraising to help with the shortfall of £9,000. Cllr Challoner explained that the local community have been working very hard to fundraise. Cllr Challoner provided a copy of the quote to the council.

The Clerk advised members of the Council's legal position regarding funding toward the Church, its buildings and activities, and the limitations on what could be funded. Direct funding toward roof restoration would be difficult, but the Council could, for example, provide funding toward the maintenance of the Churchyard, which might allow the Parochial Church Council to release some of its own funding.

Members were invited to consider what assistance they felt the Council should provide in view of the previous decision in principle to provide support.

RESOLVED

That the council will make a payment of £1,000 towards the cost of Churchyard maintenance under the statutory powers given to the Parish council under s.214 (6) of the Local Government Act 1972.

[Cllr Challoner remained in the meeting during discussion of the above matter without objection, but took no part in the decision making process and did not vote on the matter]

Date of next meeting.

RESOLVED

Schedule of meeting dates for the next 12 months are 15th of July, 16th of September, 18th November 2013, 20th of January, 17th of March & the 19th of May 2014.

End of meeting.