



**The Next Meeting of the Parish Council will be held in the Village Hall on Monday the 27<sup>th</sup> of January 2014 at 7.30pm**

**AGENDA**

- 14.01.01 APOLOGIES FOR ABSENCE.
- 14.01.02 DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA.
- 14.01.03 TO RECEIVE THE RESIGNATION OF A MEMBER.  
Clerk to receive completed required declaration forms
- 14.01.04 ELECTION OF NEW COUNCIL MEMBER.  
Declaration of interests and Acceptance of office forms to be completed.
- 14.01.05 PUBLIC PARTICIPATION.
- 14.01.06 BOROUGH COUNCILLOR'S REPORT.
- 14.01.07 MINUTES OF THE LAST MEETING- NOVEMBER 2013.
- 14.01.08 MATTERS ARISING FROM THE MINUTES AND ACTION POINTS.  
Litter picking/ Best Kept Village
- 14.01.09 REPORTS FROM MEETINGS:
  - a. Police Cluster meeting- Cllr Charlesworth.
  - b. Canals and Rivers Trust- Update.
- 14.01.10 COMMUNITY SPEED WATCH SCHEME.
  - a. Visibility of signage.
  - b. Report from scheme watch
- 14.01.11 PROGRESS ON A STRATEGIC VISION FOR THE COMMUNITY:
  - a. Community Plan.
  - b. Progress on naming walk.
- 14.01.12 WEBSITE
  - a. Draft Policy Statement- publicity on website for charity events.
  - b. Further developments
- 14.01.13 PARISH PRECEPT UPDATE.
- 14.01.14 ACCOUNTS FOR PAYMENT.
- 14.01.15 BUDGET CALCULATION 2014-2015
- 14.01.16 CORRESPONDENCE
- 14.01.17 ANY OTHER BUSINESS  
(Note that whilst this Agenda item may be used to raise issues, substantive decisions can only be taken where business has been specified on the Agenda)

**Church Minshull Parish Council:**

Cllrs D Wallis – Chairman, L Bannon Vice – Chairman, B Charlesworth, K Bannon, C Challoner, M Carss, K Cronin.

**Clerk:** Lucy Hassall, 57 Osborne Grove, Shavington, CW2 5BX. Email: [parishcouncil@villagearena.org](mailto:parishcouncil@villagearena.org)

November 2013



**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON THE 27<sup>th</sup> of  
JANUARY 2014.**

**Present:** Cllrs D Wallis, K Bannon, L Bannon, C Challoner, M Carss, J Stockdale, B. Charlesworth and L Hassall- Clerk.

**14.01.01 Apologies for absence – None.**

**14.01.02 Declaration of interest in items on the agenda – None.**

**14.01.03 To receive the resignation of a member.**

Received by Chair and accepted by the Parish Council. Clerk will email the former councillor K Cronin to complete and return required declaration forms.

**14.01.04 Election of new council member.**

The clerk advised councillors that there has been no further applications for the position received by the clerk or by Cheshire East.

**RESOLVED**

That J Stockdale be co-opted as parish councillor. J Stockdale was given paperwork to be completed.

**14.01.05 Public participation- None present.**

**14.01.06 Borough councillor's report – Not present.**

**14.01.07 Minutes of the last meeting- November 2013**

**RESOLVED**

a) That the minutes of the meetings held on the 18<sup>th</sup> of November be approved as a true record and be signed by the Chairman.

b) Clerk to continue using the Action points.

**14.01.08 Matters arising from the minutes and action points.**

Litter picking/ best kept village.

KB advised that the steering group had discussed the issue and concluded that the issue should be passed back to the Parish council for consideration. The matter was further discussed, including funding, events, raising awareness via the website, emailing lists and Insight magazine- copy date for submission 20<sup>th</sup> of February.

**RESOLVED**

a) That DW and KB will develop the idea further, and find out dates for best kept village competition for next year.

b) That the clerk will make enquiries regarding the Parish compact for 2014.

c) MC will email mailing list and on website to organise a date for litter picking.

**14.01.09 Reports from meetings:**

Police cluster meeting- Cllr Charlesworth.

BC had not been to meeting, as he unfortunately missed the last one. BC advised that the next meeting is in April. BC asked for other councillors to inform him of any issue so that he can take them to the next meeting. KB suggested using the 'Share and Chat' feature on the website, where residents are in conversation about issues affecting them. CC advised that at the meeting he attended on the 9<sup>th</sup> of January, he exchanged contact details. BC advised that at the meeting methods of communication was discussed. CC stated that the organisers had little knowledge of the parish's communication tools, and that he would like the Police Cluster to contribute a half page information message in the Insight magazine.

Canals and rivers trust- update.

DW advised that there has been no further progress, but has been advised that there is no reason why the adoption could not go ahead. DW advised that he has received an email for Graham Russell, who is a volunteer for CRT. The email suggested that the work on bridge 11 would be done in April. DW discussed two boats on the canal. JS suggested that they could be moved on and the boat licence could be checked.



KB advised that the second arch at Weaver Bridge is now flowing, after unblocking works.

RESOLVED

- a) That DW will advise CRT of the name of the trail- the 'Minch trail', a magical meander.
- b) That DW will ask about the two boats on the canal.

**14.01.10 Community speed watch scheme.**

Visibility of signage and scheme watch.

CC advised that the speed watch scheme has not been and will not be in operation until all the measures have been put in place.

DW and CC advised of a meeting with Mr Whitehead and Price Evans, where the issues were discussed. These issues will have to be agreed with Price Evans for implementation, and issues highlighted in emails. The matter was discussed further following a safety audit, including use of pinch points/cushions, central white lines and monitoring.

RESOLVED

- a) That CC will speak to trainer regarding visibility on the hill.
- b) That DW will contact the heavy vehicles companies regarding the issues.
- c) The clerk will put this enforcement issue on the agenda for the May meeting.

**14.01.11 Progress on a strategic vision for the community.**

Community plan.

KB advised that Community plan group has met recently, and will again on the 18<sup>th</sup> February for review. MC advised the meeting that a number of the action points had already been completed, and he will be looking at the design.

Progress on naming walk- Completed.

**14.01.12 Website.**

Draft policy statement- publicity on website for charity events.

LB discussed the need for a policy in dealing with requests to advertise charity events on the community website. LB has drafted a policy statement on the issue.

RESOLVED

That the policy document be approved and be signed by the Chairman.

Further developments.

LB provided a copy of end of project report for the lottery funding letter for filing by the clerk to be retained for seven years.

LB discussed further development on the website, including map features, listing of events, ticket sales and interest items such as history of the parish.

**14.01.13 Parish precept update.**

Clerk advised that the precept request has been emailed and posted to Cheshire East Council and the requested amount. The issue of informing the residents of the reasons for the increase was discussed.

RESOLVED

That DW will formulate a statement and circulate amongst members before publication onto the website and into insight newsletter.

**14.01.14 Consideration of planning application no. 13/5212T**

Clerk advised that since the matter was put on the agenda, the application has been decided. Clerk provided decision letter.

**14.01.15 Accounts for payment.**

RESOLVED

That the following accounts be authorised for payment.

<u>To</u>	<u>Item</u>	<u>Amount</u>	<u>Cheque no.</u>
Village Hall committee	Hall hire (2 hires).	£42.77	567
L. Hassall	Salary and expenses -1/4 yr.	£338.77	568



The Chairman provided the clerk with a receipt for cheque number ending 562. Bank statement for the current account was examined by members and signed by the Chairman.

MC agreed to check the date of Social media course which he attended and email the clerk, who has not received an invoice or receipt for the course.

**14.01.16 Budget calculation 2014-2015.**

The draft budget was discussed.

RESOLVED

That the clerk will make some amendment and recirculate to members.

**14.01.17 Correspondence.**

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

- i. Chalc newsletter.
- ii. Cheshire Community action- neighbourhood plan support.
- iii. Old documents received from former clerk.

No action required on any items of correspondence, except filing by the clerk.

**14.01.18 Any other business.**

Clerk asked members to volunteer taking the minutes at the next meeting, so that the clerk can take some leave. The chairman asked the clerk to explain why there was not enough time to complete the tasks needed. The clerk explained that a VAT return is outstanding. The last refund was received May 2012, for the repayment period from 01.04 2009, unfortunately the end date is cut off the printed remittance slip, and entered into the accounts on the 25.05.2012. Therefore this needs to be looked at and a new refund request completed, time has been taken up dealing with old paperwork and organising this, PAYE returns need to be completed for HMRC, precept calculation is new the clerk and has taken some time to complete, drafting the budget for 2014\15 has meant going through accounts and compiling, and minutes have taken longer to produce, however the clerk has agreed to endeavour to shorten these in future. The chair asked for the clerk was logging time worked, the clerk confirmed that they were doing this, however it is common for all clerk to work more hours than they are paid for. The clerk was asked to leave the meeting whilst the matter was discussed by members. The clerk returned to the meeting.

RESOLVED

- a) That the clerk will be paid an additional one off payment of £300.00 to cover the additional work undertaken.
- b) That the clerk will investigate the VAT late refund date issue.
- c) That the clerk will complete the VAT refund request to HMRC
- d) That the clerk will endeavour to reduce the minutes.
- e) That the Clerk will arrange circulate new dates for the meeting and with agreement will book the village hall.

KB asked for members to note the upcoming events.

End of meeting.