



**The Next Annual Meeting of the Parish Council will be held in the Village Hall on
Monday the 19th of May 2014 at 7.30pm**

AGENDA

- 14.05.01 ELECTION OF CHAIRMAN & VICE-CHAIRMAN.
- 14.05.02 APOLOGIES FOR ABSENCE.
- 14.05.03 DECLARATION OF INTERESTS IN ITEMS ON THE AGENDA.
- 14.05.04 PUBLIC PARTICIPATION.
- 14.05.05 ANNUAL BUSINESS:
 - Review of standing orders
 - Risk assessment
- 14.05.06 ANNUAL STATEMENTS OF ACCOUNTS & GOVERNANCE 2013-2014
- 14.05.07 BOROUGH COUNCILLOR'S REPORT.
- 14.05.08 MINUTES OF THE LAST MEETING- MARCH 2014.
- 14.05.09 MATTERS ARISING FROM THE MINUTES AND ACTION POINTS.
- 14.05.10 REPORTS FROM MEETINGS:
 - Police cluster meeting
 - Canal & rivers trust- update.
 - Highways
 - Community speed watch scheme
- 14.05.11 TO CONSIDER PLANNING APPLICATIONS:
 - 14/1750N
 - 14/1755N
- 14.05.12 PROGRESS ON A STRATEGIC VISION FOR THE COMMUNITY:
 - Community plan.
- 14.05.13 ACCOUNTS FOR PAYMENT.
- 14.05.14 BUDGET 2014-2015- AMENDED.
- 14.05.15 CORRESPONDENCE
- 14.05.16 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)



MINUTES OF THE ANNUAL MEETING HELD ON THE 19TH OF MAY 2014.

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

Members of the public- consent expressed to be recorded as Gerry, Linda, Lesley and 1 other in the minutes.

14.05.01 Election of Chairman and Vice-Chairman.

Cllr D Wallis opened the meeting.

RESOLVED

That Cllr D Wallis be re-elected for Chairman and Cllr L Bannon be re-elected for Vice-Chairman for 2014-15. Proposed by CC, seconded by KB. Positions accepted- No vote.

14.05.02 Apologies for absence.

Apologies received from J Stockdale.

RESOLVED.

That apologies received are acceptable as a valid reason for absence under s.85 of the Local Government Act 1972.

Four member of the public joined the meeting at this point.

14.05.03 Declaration of interests in items on the agenda- None.

14.05.04 Public participation.

Four members recognised, no issues raised at this stage of the meeting.

14.05.05 Annual business:

Review of standing orders

Clerk discussed the review the procedural standing orders and policy statements. Clerk gave an example of how these have been dealt with in the last year, charitable donations. LB discussed the dates of review and circulation of the documents. Cllr Jones suggested a review of standards in line with CE policy.

RESOLVED.

That standing orders and policy statements be reviewed at meetings during the year and not once a year.

Clerk will circulate policy statements on Public sector duties under equalities legislation and Notification/ Disclosure relating to Complaints to Standards Committee for review at next meeting.

Risk assessment

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

Physical

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

Financial

Clerk advised that this risk area includes financial impropriety and fraud of the members and clerk. Clerk advised that the council have measures in place to reduce this risk; double signing of cheques, with support of an invoice, or resolution of the council. Clerk advised that this is covered by fiduciary insurance.

Policy

Clerk advised as discussed that this risk is policy related, in that policies can affect the public, the best protection was to for council and clerk to challenge one another's decisions on policy issues, to review and update policies at regular intervals.



RESOLVED

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

14.05.06 Annual statements of accounts & governance 2013-2014

Annual statements of Accounts & Governance

Clerk provided members with the accounts books for review, the use of this method for keeping records was discussed. Clerk read out the BDO individual statements and asked for members' approval. Clerk advised members that the internal audit has been completed with no issues highlighted.

RESOLVED

- a) that the Annual Accounting and Governance Statements be agreed and approved, and be signed by the Chairman and Clerk;
- b) that the clerk be permitted to create and maintain computerised accounts.

14.05.07 Borough councillor's report.

Cllr Jones reported on the following issues.

Budget surplus- Cllr set to announce budget surplus of 0.9 million to be put back into the community, method to be decided.

Council tax- No increase planned for next year.

A533- Feasibility report has been completed into the possibility of straightening the bend by Leighton Hospital from Bentley. The proposal was discussed.

Local plan- DW asked about the local plan. This has been signed off and sent to the government inspector. It is expected that plan will be approved by the government inspector next year.

Broadband- LB asked about broadband roll out, been advised July to September, LB has been asked by local community about this issue and wants to be able to provide progress information to the public. Cllr Jones agreed that he will look into this issue further. LB will email Cllr Jones regarding the issue

The badger Public house – Cllr Jones advised that Environmental Health have been out to assess the issue, and they are now processing with an Enforcement Order.

DW asked about the email response.

Road changes- MC asked if plans are available for proposed road changes on the A533, Cllr Jones advised that these will be made available at draft stage for consultation with members.

Lights on the bridge-LB asked about the lights on the bridge. Cllr Jones advised the issue here was power to the lights. DW stated that the council would like to see the lights stay on the bridge. Members of the public felt that the lights have made the problem worse.

Traffic calming- members of public present, commented on the problems they have experienced since the road changes were completed. These were as follows:

- a) The priority arrow on the bridge causes motorbikes opposite not be seen by cars until on the bridge.
- b) Priority arrows on the hill, the public present felt that this should have been positioned further up the hill.
- c) The buses have pulled out in front of vehicles thinking they have priority.

The matter was discussed. Cllr Jones asked if members of the public need some clear signage giving them priority where they pull out, and offered to look at what is going on in the specific area. LB advised that accidents in the area have been reduced since changes have been made. That a full professional risk assessment was completed and public consultation before the plans were agreed by the parish council.



The following issues were discussed. The gate positions, pinch points, the narrow features of the bridge, pedestrian on the bridge, access from the public house to weaver view with vehicles mounting the curb, extension of 30mph limit passed Weaver view, and the ambulances getting stuck. KB asked about feedback from Leighton on this issue. Cllr Jones there had been none and there was going to be a review, taking into consideration weight restrictions for heavy vehicles. DW asked residents to report issues to the parish council, such as vehicles mounting the curb so that they can be contacted regarding the issue. CC thanked resident for their comments.

14.05.08 Minutes of the last meeting- March 2014.

RESOLVED

That the minutes of the meeting held on the 18th of March 2014 be approved as a true record and be signed by the Chairman.

14.05.09 Matters arising from the minutes and action points.

Action points.

The following matters have been dealt with: Fly tipping, update on website, cheque for insurance, Collection of register, VAT return.

The following matters need action: DW to deal with heavy vehicles, CC to contact speed watch trainer.

14.05.10 Reports from meetings:

Police cluster meeting

BC reported three sections to the meeting. Anti social behaviour-17 incidents, Road Traffic collision data - 2 incidents with injury, 10 with damage, no fatalities, and crime 38 incidents, 18 were theft, within the cluster for the last three months which have been reported or police have been required to attend. Scrap metal theft has reduced. MC reported that a burglary has occurred today on Minshull Lane, and another recently reported on the website. Next meeting 15th of July.

Canal & rivers trust

DW reported that since the last meeting the access at bridge 11 has been completed by the volunteers who have done an excellent job. The council are still proceeding with the idea of adopting the canal from bridge 11 to 15, the group of people have expressed their interest in supporting the adoption at the meeting held last Saturday. The activities required were discussed and this list has been circulated for comment. The next stage is to contact CRT to advise of the activities that volunteers want to do. Cllr Jones highlighted that a risk assessment for items that could brake will be needed, i.e. benches, dog fouling bins. DW advised that these items are not in place at the moment. DW advised members that a references has been provided for the volunteers who have been put forward for an award.

Highways

MC- No report, next meeting on the 19th of June.

Community speed watch scheme

CC- No report, except that Speed watch is being maintained, with the regular group of volunteers. PCSO will be assisting CC at the next watch on Wednesday. CC explained to the member of the public what the speed watch involves. Member of the public asked if CC could keep a list of heavy vehicles so that they can be written too. CC agreed. DW explained previous results of using this method to stop heavy vehicles in the village. MC asked CC to mention to PCSO the behaviour at the gateways, CC agreed. Cllr Jones suggested a police vehicle camera.

14.05.11 To consider planning applications:

14/1750N – No issue



14/1755N – No issue

14/2287N Sandicroft House- No issues.

Wades Green farm- No issues

14.05.12 Progress on a Strategic Vision for the Community:

Community plan.

KB advised that the plan is now complete and signed off by the steering committee. KB advised that the draft plan will be shown first to J. Hazelwood of Community Action, with the hope that the plan will be launched on the 12th of July at the Minshull Madness event.

Cllr Jones asked members to consider allocation of new housing areas in the community plan. DW asked for this issue to be look at under the correspondence agenda item.

14.05.13 Accounts for payment.

RESOLVED

a) That the following accounts be authorised for payment.

<u>To</u>	<u>Item</u>	<u>Amount</u>	<u>Cheque no.</u>
Community Consultation Ltd	Insurance	£144.59	573
Village Hall committee VHC	Hall Hire	£25.09	574
L. Hassall	Salary and expenses.	£253.98	575
Cheshire Assoc. of local councils	Affiliation fee	£111.60	576

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

14.05.14 Budget 2014-2015 Amended.

RESOLVED

That the amended budget be accepted.

14.05.15 Correspondence

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

- i. ChALC newsletter.
- ii. Letter received from NB, scanned, and sent to members- DW read out the letter to members.

DW outlined the history regarding this land. A response was discussed.

Cllr Jones stated that Church Minshull has no need for houses in the parish from the local plan process. He asked where housing needs ranked in the plan. KB advised that from the four key themes, housing need was fifth/sixth. Cllr Jones suggested a housing needs assessment to be completed. KB advised that this consultation planned. Cllr Jones asked members to consider affordable housing, shared ownership, and rented. DW asked the public on their views on the issue and the matter was discussed. KB advised that Cheshire Community Action have standard questionnaires that could be used. Cllr Jones advised that and Cheshire East have one too. LB asked Cllr Jones for a map, Cllr Jones will provide a map. The members discussed the best ways to engage the public regarding this issue. DW suggested a three-step approach. First to respond to letter, secondly, for members to look at the land and needs assessment in conjunction with the community plan, and thirdly to invite the owners to outline their plans.

LB discussed a letter sent out via email by clerk regarding funding initiatives from the police commissioner. LB suggested drafting a letter to bid for signage funding. LB will draft a bid and circulate.

RESOLVED.



That clerk will draft a letter and send out on approval of members.

14.05.16 Any other business

KB advised that LB has applied for the 'Best New Initiative' and 'Community Spirit' best kept awards, and that people may want to come and speak to people in the village, if so this will be put on the website.

MC discussed the burglaries in parish the incident will be put on the community website. Cllr Jones asked the meeting if they would be interested in electricity from Cheshire East. The issue was discussed.

Dates for the next meetings.

RESOLVED

Schedule of meeting dates for the next 12 months are 21st of July, 22nd of September, 17th of November 2014, 19th of January 2015, 16th of March, 18th of May.

End of meeting.