

**MINUTES OF A MEETING OF THE ANNUAL MEETING OF MINSHULL VERNON & DISTRICT PARISH COUNCIL
HELD IN ST PETER'S COMMUNITY HALL, MINSHULL VERNON
ON MONDAY, 19 MAY 2014**

PRESENT: Councillor Les Horne Chairman
Councillor M McGlone Vice-Chairman

Councillor W T Beard Councillor N Bradley
Councillor M Bromhead Councillor Linda Horne
Councillor R Lee Councillor B Palin
Councillor M Wilson Councillor P Wright

APOLOGIES: Councillor D N Bebbington

ABSENT: Councillors I Baxter and I Chenery

1 ELECTION OF CHAIRMAN

RESOLVED: That Councillor Les Horne be elected Chairman of the Parish Council to serve until the next Annual Meeting.

2 ELECTION OF VICE-CHAIRMAN

RESOLVED: That Councillor M McGlone be elected Vice-Chairman of the Parish Council to serve until the next Annual Meeting.

3 DECLARATION OF INTERESTS

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

No declarations were made.

4 MINUTES

RESOLVED: That the Minutes of the Meeting held on 28 April 2014 be approved as a correct record.

RESOLVED: That the Minutes of the Annual Meeting held on 30 May 2013 be received.

5 REVIEW OF DELEGATION ARRANGEMENTS

The Parish Council was invited to appoint Members to the following Committees:

- **Staffing Committee** (Comprised three substantive Members and two substitutes)

RESOLVED: (a) That Councillors W T Beard, M Bromhead and M McGlone be appointed to the Staffing Committee;

(b) That, subject to his agreement, Councillor I Chenery also be appointed to the Staffing Committee; and

(c) That the two substitute positions remain vacant.

- **Appeals Committee** (Comprised no fewer than three Members)

At the Annual Meeting held on 30 May 2013, it was agreed that Members be appointed to this Committee as and when required.

RESOLVED: That Members be appointed to the Appeals Committee as and when required.

- **Complaints Committee** (Comprised five Members)

RESOLVED: (a) That Councillors W T Beard, N Bradley, Linda Horne and M McGlone be appointed to the Complaints Committee; and

(b) That, subject to his agreement, Councillor I Chenery also be appointed to the Complaints Committee.

6 RISK ASSESSMENT/MANAGEMENT

The Parish Council was reminded that a review of its risk assessment/management arrangements required to be undertaken annually. It was proposed that this be carried out in June or July, subject to Councillor McGlone's own commitments as he carried out the majority of the work. The Clerk would prepare the schedules in respect of financial and other appropriate matters.

RESOLVED: (a) That the Parish Council's risk assessment/management arrangements be reviewed in June or July 2014; and

(b) That the wooden bench at Walley's Green be included in the schedule¹.

7 FINANCIAL MATTERS

7.1 End of Year Accounts (1 April 2013 – 31 March 2014)

The audit had been called by BDO LLP for 30 June 2014. All accounts paperwork was currently being audited by Mr C M Moulton, the Internal Auditor.

The Parish Council was asked to approve the accounts for signature by the Chairman, and submission to BDO LLP by the due date of 30 June 2014.

The following documents were submitted:

- Annual Return (Sections 1 and 2)
- Balance Sheet (1 April 2013 – 31 March 2014)
- Explanation of variances between 2012-2013 and 2013-2014
- Assets Register

RESOLVED: (a) That the accounts for the year 2013-2014 be approved; and

(b) That the Chairman be authorised to sign the Annual Return following receipt of the accounts from the Internal Auditor.

7.2 Grant Application – Leighton Academy

The Parish Council considered a grant application from Leighton Academy for a grant to plant poppy seeds to commemorate WWI.

RESOLVED: That a grant of £65 be made to Leighton Academy to enable it to purchase poppy seeds to commemorate WWI.

8 APPOINTMENT OF INTERNAL AUDITOR – 2014-2015

The Parish Council was required to appoint its Internal Auditor on an annual basis. Christopher Moulton had been the "continuing auditor" for several years without formal approval on an annual basis.

RESOLVED: That Christopher Moulton be appointed Internal Auditor for 2014-2015.

¹ Although the wooden bench was discussed as part of the end-of-year accounts, it has been included here for convenience.

9 APPOINTMENT OF MEMBERS TO OUTSIDE BODIES

RESOLVED: That Members be appointed to outside bodies as indicated:

- Hill Top and Hole House Farms Local Liaison Committee
Councillor M McGlone
- Police Cluster Meetings
Councillors Les Horne and P Wright
- Nantwich LAP (or its replacement group if appropriate)
Councillors Les Horne and P Wright
- Crewe LAP
Councillor W T Beard
- Cheshire Association of Local Councils
Councillor Les Horne

10 MEETINGS OF THE PARISH COUNCIL

10.1 Calendar of Meetings – 2014-2015

The Parish Council was invited to approve the calendar of meetings for 2014-2015. This was based on the current practice of the fourth Monday in the month although there were several changes made owing to the unavailability of the community hall on some dates. In addition, the draft calendar had included 18 May 2015 for the Annual Meeting but the hall was unavailable on that date and the Community Hall had offered alternatives. Members agreed Tuesday, 26 May 2015 as the date of the next Annual Meeting.

The dates were noted as follows:

30 June 2014 (fifth Monday)	22 December
28 July	26 January 2015
18 August (third Monday)	23 February
22 September	23 March
22 October	27 April
24 November	Tuesday, 26 May 2015

RESOLVED: (a) That the calendar of meetings for 2014-2015 as detailed above be approved;

(b) That meetings commence at **7.15 pm** to avoid overlap with the earlier user of the hall who did not vacate the premises until 7.00 pm; and

(c) That the Community Hall Committee be thanked for agreeing to the dates requested.

10.2 Meetings in St Peter's Community Hall

Members received a report which had been submitted to the Secretary of the Community Hall Management Committee for consideration at its meeting held on 12 May 2014. Councillor W T Beard, who was a member of the Management Committee reported on the meeting.

11 POLICE MATTERS

PCSO Lawrence Price was unavailable but had sent an e-mail reporting on various activities. The Chairman read the e-mail to the meeting and also referred to a Police meeting which he himself was due to attend later in the week at Crewe Police Station. He would report back to the next meeting.

12 PUBLIC QUESTION TIME

There were no members of the public in attendance.

13 AUTHORISATION OF PAYMENTS

RESOLVED: That the following payments be authorised:

£84.10	HMRC – Tax on Clerk’s salary
£250.00	Councillor Les Horne – Chairman’s allowance
£48.00	CVS Cheshire East – half-year fee for payroll service

£39.44 Mrs C M Jones

Contribution towards the cost of stationery items, the total bill for which amounted to £157.96. The proportion had been calculated as follows:

Minshull Vernon & District PC	7.5 hours a week (one-third of the cost)
Other PCs	22.5 hours a week (two-thirds of the cost)

The Clerk would seek reimbursement for the remaining £118.52 from her other employers. A copy of an extract from the signed Minutes from other Parish Councils would be included in the accounts for Minshull Vernon & District Parish Council in the interests of transparency to indicate the number of claims made in respect of the one invoice, thereby providing a satisfactory audit trail.

14 PLANNING MATTERS

The Parish Council was invited to comment on the following matters.

14.1 Planning application

14/2131N – Red Hall Farm, Middlewich Road – reserved matters application for appearance, landscaping, layout and scale following outline permission granted under 13/4261N – single-storey log cabin timber agricultural workers’ dwelling with access.

RESOLVED: That no objections be raised to planning application No 14/2131N.

14.2 Street naming proposal

11/1879N – Land off Parkers Road – Street Naming proposal

The following names had been suggested for this development, based on field names from historic tithe maps of the area.

- Barn Field Close
- Higher Croft Drive
- Wades Field Place
- Broom Croft Gardens

RESOLVED: That no objection be raised to the names proposed in respect of the development on land off Parkers Road under application No. 11/1879N.

15 WAR MEMORIAL GRANT

An application for a grant of £2,500 had been submitted to Cheshire East Council (CEC) under its War Memorial Grants Scheme to enable additional plaques to be added to the war memorial at Bradfield Green. This had been issued on 28 March 2014 by e-mail.

The Clerk had followed up the matter during the previous week when it transpired that none of the documentation had arrived with CEC; Officers had made an exhaustive search of the electronic system but could not trace it. It appeared that the error could have been owing to

the Clerk transposing letters in the e-mail sent to Cheshire East Council. It was too late for this to be considered in the present round of applications, but could be considered by the appropriate Portfolio Holder when grants were considered in July.

Borough Councillor Michael Jones had suggested that the Parish Council make a resolution to the effect that *"in July 2014, the appropriate Cheshire East Council Portfolio Holder considers the Parish Council's application for a grant of £2,500 (under the War Memorial Grants Scheme) to fund the addition of two plaques on the war memorial"*.

If this resolution was passed, Councillor Jones would be able to process it.

RESOLVED: That the appropriate Cheshire East Council Portfolio Holder be asked to consider in July 2014, the Parish Council's application for a grant of £2,500 (under the War Memorial Grants Scheme) to fund the addition of two plaques on the war memorial.

16 FOOTPATH DIVERSION – Highways Act 1980 S119 (Footpath No. 9 (part) in the parish of Minshull Vernon)

The Parish Council was invited to comment on an application for the diversion of Footpath No. 9 (part) in the parish of Minshull Vernon as identified on the plan submitted.

The section of Minshull Vernon FP9 proposed for diversion started at its junction with Middlewich Road (point A) from where it ran in a generally easterly direction along the drive of 'The Old Vicarage' to terminate immediately before a stile into a pasture field (point B). The length of this path section was approximately 57 metres.

Diverting the path would enable the applicant to manage the property better by taking path users away from the access drive along a fenced path aligned approximately 6 metres to the south of this drive.

RESOLVED: That no objections be raised to the diversion of Footpath 9 (part) in the parish of Minshull Vernon.

17 REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Members were able to report on attendance at any recent meetings of outside bodies.

Councillors Les Horne and Derek Bebbington had attended the Town and Parish Councils' Conference on 1 May 2014. The Clerk was asked to request copies of the slides used at the presentation.

18 SPEED WATCH SCHEME

Councillors Les Horne and P Wright updated the Parish Council on speed watch matters. Councillor Neil Bradley had been trained by Tony Hall (Police Civilian Instructor) and was now able to assist with the scheme.

It was reported that the speed sign had now been repaired.

19 PARISH COUNCIL MINUTES – MINUTE NOS.

The style of Minute numbers had continued for several years, with no change. As a consequence, the minute numbers had now reached four-digits. From a style and typing perspective, the four-digit number was proving unwieldy and was reducing the size of the default margin.

The Clerk recommended that for each new Municipal Year, the minutes should commence at No. 1 and continue in this manner up to and including the April meeting of the following year. The page numbers would remain sequential and would not change from year-to-year.

The practice amongst town and parish councils varied, but generally, the above was the accepted practice. The Parish Council was asked to approve this change.

RESOLVED: That Minute numbers commence at '1' at the beginning of each new Municipal Year.

20 CORRESPONDENCE

The Clerk reported the following items of correspondence.

Cheshire Association of Local Councils

- Rural Women's Day - 8 October at Cheshire Fire and Rescue HQ in Winsford. Nominations were invited. The only criterion was that it must be a woman from the Parish Council. There were no criteria which set out the level of achievement, nor the nature of that achievement.
- Repeal of S.150(5) of the LGA 1972. This covered the rule that two signatures were required on cheques for payment authorised by parish councils. The National Association of Local Councils had drafted new model Financial Regulations which, together with the Council's Standing Orders, contained procedures appropriate to comply with the requirements where town or parish councils wished to make electronic payments if they wished.

Cheshire East Council

- Nantwich Highways Meeting to be held on 4 June at 7.00 pm at Reaseheath College. Minutes of the previous meeting, held on 26 February 2014 had been provided.

21 DATE OF NEXT MEETING

30 June 2014 (fifth Monday)

22 SHARED INFORMATION

Members shared information in respect of the following matters:

- Solar panel farm
- Local Area Partnership (LAP) boundaries were due to change.
- CE Highways had been granted a 10-week licence to carry out work in June on Parkers Road to allow new drains to be installed.
- Moss Lane was to be closed for a three week period to allow Scottish Power to carry out work.
- The Flood Alleviation Manager would attend the Parish Council meeting on 28 July at which time he would make a one-hour presentation.
- Brookhouse Lane junction with Nantwich Road. Councillor Horne had requested the possibility of reflective markers and this was to be considered at a future Nantwich LAP Highways meeting.
- Mablins Lane PTA wished to borrow the Parish Council's gazebo.
- Leighton Academy and Mablins Lane Primary School were holding annual fairs in the summer. The Clerk was asked to place an item on the next agenda to enable Members to consider holding an "un-staffed" stall at each of the events.

23 DATE OF NEXT MEETING

Monday, 30 June 2014 – 7.15 pm

.....Chairman

The meeting commenced at 7.05 pm and concluded at 8.25 pm