

**MINUTES OF A MEETING OF MINSHULL VERNON & DISTRICT PARISH COUNCIL  
HELD AT ST PETER'S COMMUNITY HALL, MINSHULL VERNON, CREWE  
ON 27 JULY 2015**

|                       |                      |                                     |
|-----------------------|----------------------|-------------------------------------|
| <b>PRESENT:</b>       | Councillor Les Horne | Chairman                            |
|                       | Councillor M McGlone | Vice-Chairman                       |
|                       | Councillor W T Beard | Councillor Linda Horne              |
|                       | Councillor R Lee     | Councillor B Palin                  |
| <b>IN ATTENDANCE:</b> | PCSO Lawrence Price  |                                     |
|                       | Mrs D Kay            | Candidate for co-option             |
|                       | Mr S Kay             | Royal British Legion representative |

**40 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.

**41 MINUTES – 22 JUNE 2015**

**RESOLVED:** That the Minutes of the Meeting held on 22 June 2015 be approved as a correct record and signed by the Chairman.

**42 PUBLIC QUESTION TIME**

There were no questions from members of the public.

**43 CO-OPTION**

**43.1 Ian Baxter**

It was reported that former parish councillor Ian Baxter had now withdrawn his expression of interest and, owing to business commitments, did not want to be considered for co-option at this time.

**43.2 Dawn Kay**

Dawn Kay, a candidate for co-option, was in attendance and briefly outlined her reasons for wishing to enter public life. She was a former Borough and town councillor and was, therefore, familiar with local government procedures.

**RESOLVED:** That Dawn Kay be co-opted onto the Parish Council to represent the Woolstanwood ward.

(Note: Councillor Kay signed her Declaration of Acceptance of Office, following which she was able to participate in the meeting.)

**44 POLICE MATTERS**

PCSO Lawrence Price was in attendance and reported that there had been little criminal activity in the parish in the last 60 days. PCSO Price took the opportunity to outline the new policing arrangements in the Borough. Boundaries had been re-configured by Cheshire Constabulary to ensure that as far as possible they were coterminous with the local authority boundaries.

The Clerk reported that PC Nicky Berry and PCSO Sharon Jones had expressed a willingness to attend Parish Council meetings, if required, to report on Nantwich-related matters. This would be in addition to PCSO Lawrence Price.

#### 45 WAR MEMORIAL DEDICATION CEREMONY – 4 JUNE 2016

At this point in the proceedings, the meeting was suspended to allow Mr Stuart Kay (Royal British Legion) to offer advice to Members in respect of the arrangements for the dedication ceremony on 4 June 2016.

The meeting then reconvened.

The Clerk had downloaded guidance from the War Memorials Trust which indicated that as this was not a Royal British Legion event, it was for the Parish Council to decide on the format of the proceedings.

The Clerk had also prepared a task list for the Working Group, a copy of which had been submitted with the agenda. The list had been updated, as follows:

- (a) The Clerk had accepted the quotation from JEF Scaffolding for the provision of barriers.
- (b) Letters had been issued as follows:
  - (i) MoD asking for an RAF Chaplain to perform the ceremony.

The Reverend Monsignor (Squadron Leader) John Walsh RAuxAF (a Roman Catholic Chaplain) had been asked to conduct the ceremony. His contact details had been passed to the Clerk, but direct contact with him had not yet been made.

- (ii) RAF Fly-past

It had been confirmed that a request by the public for a fly-past could be made and must be submitted before 20 September 2015.

The BBMF (Battle of Britain Memorial Flight) completed many fly-pasts each summer as they transited from display to display. The display season generally began in May and finished in September each year. The Team was unable to perform fly-pasts outside this period. Fly-pasts, with very rare exceptions, were permitted only when the BBMF was already in transit close to where the fly-past was required. They were not programmed to do fly-pasts which involved a considerable deviation from the planned route because this would incur extra fuel and aircraft operating costs.

The Team was not permitted to carry out fly-pasts for weddings, funerals or birthdays. Fly-pasts were always subject to cancellation at short notice for operational reasons such as weather conditions and Air Traffic Control restrictions.

- (iii) Letter to Derek Griffiths (Events Manager) Cheshire Constabulary. The Clerk had already written to the Chief Constable in February 2015 to advise him of the date of the event and the arrangements.

Mr Griffiths had responded to the effect that he would require more details about the ceremony, the guests and total expected numbers.

- (iv) Crewe and Nantwich branches of the Air Cadets (1) invitation to attend and (2) asking for use of the RAF flag.
- (v) Bentley Motors had been asked to provide executive coaches. At the same time, the company had been reminded of the Clerk's letter sent in February 2015 asking if the company would be willing to provide cars to collect dignitaries from Crewe Station.

## 46 DISTRIBUTION OF THE ANNUAL REPORT

The invoice had been received from The Leaflet Team in the sum of £570.00 as follows:

|   |         |
|---|---------|
| Printing                                      | £285.00 |
| Distribution @ £95.00 per thousand properties | £285.00 |

Payment was required before the newsletter could be printed and distributed.

Members' attention was drawn to the Minutes of 22 June 2015 [Minute No. 31.7 (b)] which indicated that the total sum for the printing and distribution was £285.00. As the other company whose quotation was also considered, quoted £276.00 for 3,000 copies, Members were asked to accept that this was an error in calculation at the meeting and approve the invoice for £570.00.

**RESOLVED:** That payment to The Leaflet Team in the sum of £570 be authorised in respect of printing and distribution of the Annual Report.

## 47 FINANCIAL MATTERS

### 47.1 Authorisation of Payments

**RESOLVED:** That the following payments be authorised:

|         |  |
|---------|--|
| £88.80  | HM Revenue & Customs – tax on Clerk's salary               |
| £48.00  | CVS Cheshire East – payroll service : April – October 2015 |
| £50.00  | Mr C M Moulton – audit services – 2014-2015                |
| £43.06  | Mr M McGlone – website support (£35.88 plus £7.18 vat)     |
| £7.38   | Mr M McGlone – reimbursement for grass seed                |
| £144.25 | M Bird Electrics – fitting of AED to Bright Stars Nursery  |
| £89.40  | Suddenstrike – pest control service.                       |

### 47.2 Receipts and Payments Statement – 1 April 2015 – 30 June 2015

**RESOLVED:** That the Receipts and Payments statement for the first quarter of the year be received and noted.

### 47.3 Internal Audit Report (2014-2015)

The Internal Auditor's report was submitted and noted. The only action point was as follows:

*Payments should always be agreed on the basis of an invoice received as specified in the Council's Financial Regulations. Paragraph 5.4 clearly states that by signing, the signatories on any cheque are agreeing that the amount and payee are as detailed on the invoice.*

*This is not the case in respect of the payment made on 22 September 2014 to TWM Traffic Control systems (£600) since the cheque appears to have been issued without an invoice from the company. This is confirmed on further reading of the Minutes. It appears that once the invoice was received, it contained an unexpected element of VAT (£120) which then needed to be paid separately at a later date.*

### 47.4 Variance Schedule to Accompany Accounts for 2014-2015 External audit by BDO LLP

A variances schedule was submitted, showing the difference in spend between 2013-2014 and 2014-2015. This had been forwarded to BDO LLP with the Annual Return for the external audit.

#### 47.5 Internal Audit Arrangements – 2015-2016

Mr Moulton who had been appointed as Internal Auditor for the audit to be carried out in 2015-2016 had now been appointed to a post of Town Clerk and no longer had the capacity to undertake the internal audit function.

The Parish Council was invited to consider a quotation by JDH Business Services, Mold, which carried out a significant number of internal audits for parish councils in Cheshire East and had quoted £97.50 plus VAT.

**RESOLVED:** That JDH Business Services, Mold, be authorised to carry out the internal audit for 2015-2016 at a fee of £97.50 plus VAT.

#### 47.6 New Audit Regulations

The Local Audit and Accountability Act 2014 brought in a new regime for the accounts and audit procedures for local authorities in England. The details were contained in *The Local Audit (Smaller Authorities) Regulations 2015* and the *Accounts and Audit Regulations 2015*. The regulations applied to accounts for the financial year 2015-2016 and onwards.

The Smaller Authorities (Transparency Requirements) (England) Regulations 2015 came into force from 1 April 2015 and provided that town and parish councils in England, whose turnover did not exceed £25,000 *must publish the information specified in the Code in the manner and form and on the occasions specified in the Code.*

The Clerk's report summarised the key issues in respect of both sets of regulations. It was noted that this Parish Council's turnover was in excess of £25,000 and the regulations would, therefore, apply.

### 48 PLANNING MATTERS

#### 48.1 Planning Applications

The Parish Council considered the following planning applications:

**15/2910N** The Gables, Bradfield Road, Leighton, CW1 4QW  
Extension and refurbishment to an existing former nursing care-home and conversion into key worker accommodation.

**RESOLVED:** That the following observations be submitted to Cheshire East Council in respect of planning application No. 15/2910N –

- (i) The plans contain insufficient detail;
- (ii) The application form differs from the plans in that the plans show 51 dwellings but the application form indicates that the application is for housing for 11 key-workers;
- (iii) Car parking is inadequate; and
- (iv) This represents over-development of the site.

**15/2756N** Land North of Parkers Road, Leighton  
Variation of Condition 34 on approved application 11/1879N

**RESOLVED:** That no observations be made in respect of planning application No. 15/2756N.

#### 48.2 Local Plan Strategy – Wider Engagement Event

A letter from Adrian Fisher (Head of Planning Strategy) had been issued to town and parish councils, explaining the current situation in respect of the Local Plan.

Inspector Stephen Pratt had suspended the Examination into the Local Plan Strategy to enable the Council to carry out additional work to address the concerns expressed in his Interim Views. This work had now been completed and Cheshire East Cabinet considered this

at its meeting on 21 July 2015 at which time, it approved the Portfolio Holder's report and would be submitting additional evidence and revisions to the Inspector by the end of July 2015. The additional evidence and suggested revisions were released on Monday 13 July and were available at

<http://cheshireeast-consult.limehouse.co.uk/portal/planning/cs/hs/cabinet>

As part of the on-going engagement process CEC was holding a meeting for town and parish councils and other community groups at 6pm on Monday 3 August at Macclesfield Town Hall.

Councillors Les Horne, R Lee and D Kay indicated that they would attend the event. The Clerk would notify Cheshire East Council.

#### **49 STAFFING COMMITTEE**

The Parish Council was invited to consider appointing a fifth Member to the Staffing Committee. Councillors W T Beard, R Lee, M McGlone and D Ridings had been appointed to the Committee at the May meeting.

**RESOLVED:** That Councillor Kay be appointed as the fifth Member of the Staffing Committee.

#### **50 CLERK'S REPORT**

The following items had been included in the Clerk's Report for July.

1 Notice-board

The repair had been effected and the notice-board would be re-located to Woolstanwood.

2 Reduction in Parish Council Seats

This matter would be considered by the CEC Constitution Committee in September.

3 Consultation – Engine of the North (held on 23 July 2015)

Councillors Horne and Ridings reported on this event, following which, the Clerk was asked to write to the appropriate Officer at CEC to express disappointment –

- (a) there had been a lack of information about the proposed development for new housing, community outdoor sports and recreation facilities, and employment uses on land between Minshull New Road and Middlewich Road, Crewe
- (b) The evaluation form for completion by visitors was too small. It was an A5 sheet printed in small font.

4 Police Cluster Meeting

Data from a recent Police Cluster meeting had been provided with the agenda.

5 St Peter's Community Hal

Booking arrangements had now changed. Mr Williams was no longer the bookings clerk; all bookings were to be made through the Rev Philip Goggin.

6 Lay-by, Minshull New Road

Following some problems in respect of workmanship by the contractors installing the lay-by on Minshull New Road, Chris Shield of Cheshire East Highways, has confirmed that the work will be carried out to specification.

7 Flood Alleviation, Bradfield Green

It was expected that Paul Reeves (CE Highways Flood Alleviation Manager) would be in attendance at the August meeting.

**51 COUNCILLORS' REPORTS/SHARED INFORMATION**

Members were invited to share information which had not been available at the time of publication of the agenda or to report on attendance at recent meetings of outside bodies.

This was also an opportunity for any Borough Councillors in attendance to inform Members about any Cheshire East Council matters of interest. There were no Borough Councillors in attendance.

- Eardswick Lane – Chapel Corner

A Member reported that there was a high hedge on Eardswick Lane which was restricting vision for motorists. He was advised to report this direct to Cheshire East Highways which would be able to arrange for hedge-cutting and then invoice the landowner.

- Cheshire Association of Local Councils (ChALC)

The Minutes of a recent meeting of ChALC had been received and would be e-mailed to Members.

- Withdrawal of Route 3 Bus Service

A Member reported that the Route 3 bus service had been withdrawn and would cause problems for residents who used that service. The Member was asked to make enquiries of Philip Jackson (ChALC) who would be able to provide further information.

The Clerk was asked to include this as an item for the August agenda.

**52 REQUEST FOR ADVERTISING ON NOTICE-BOARDS**

A Dance School Manager who had recently located to Bradfield House, Middlewich Road, had asked about the possibility of advertising her business on the Parish Council notice-boards.

**RESOLVED:** That the Parish Council reaffirm its policy of declining to permit advertising of commercial activities on its notice-boards.

**53 SPEED WATCH**

There were no recent speed watch activities to report.

**54 DATE OF NEXT MEETING**

**24 August 2015**

.....Chairman

The meeting commenced at 7.20 pm and concluded at 9.05 pm