

**MINUTES OF THE ANNUAL MEETING OF MINSHULL VERNON & DISTRICT PARISH COUNCIL  
HELD ON 26 June 2017 AT ST PETER'S COMMUNITY HALL, MINSHULL VERNON, CREWE**

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

Councillor Linda Horne Councillor S Kay  
Councillor R Lee Councillor B Palin  
Councillor D Ridings Councillor D Street  
Councillor K Stringer Councillor P Wright

**IN ATTENDANCE:** Mrs C Jones; One Member of the Public

**APOLOGIES:** Councillor M Stanley; Councillor C Stringer

The Chairman welcomed Members, Mrs Carol Jones and the member of the public to the meeting.

**1 MEMBERS and OFFICERS**

**1.1 Resignation of a Member**

To record that James Cunningham had resigned his membership of the Parish Council.

**1.2 Clerk to the Parish Council**

The arrangements to recruit the position of Clerk/RFO to the Parish Council were discussed. It was stated that a job description, weekly hours, and applicable pay scale would be considered.

**RESOLVED:** An advertisement would be placed with ChALC to offering the position of Clerk/RFO.

**2 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.

**3 MINUTES – 22 May 2017 and 9th June 2017**

In order to fully appraise Members of the items summarised in the 9 June 2017 minutes, the Chairman requested that the two non-Members leave the meeting (with re-admittance following the discussion).

**RESOLVED:** That the minutes of the annual meeting held on 22 May 2017, and of the extraordinary meeting of 9 June 2017 be approved as a correct record.

**4 PUBLIC QUESTION TIME**

There were no questions from members of the public.

## 5 FINANCIAL MATTERS

### 5.1 Responsible Financial Officer (RFO)

In the absence of a Clerk/ RFO, the Council nominated Cllr. Kathryn Stringer to assist in the capacity of interim RFO.

**RESOLVED:** That Cllr Kathryn Stringer be appointed as Responsible Financial Officer to the Parish Council.

### 5.2 Finance Committee

To ensure appropriate management of the Councils financial interests, it was suggested that a Finance Committee be established.

**RESOLVED:** A Finance Committee shall be established, comprising the following Members: Cllrs. Les Horne; McGlone; Stringer; Wright.

### 5.3 CHALC Membership

Membership of CHALC for the year 2017/ 18 was discussed.

**RESOLVED:** That membership of ChALC be applied for. (One abstains ion was noted under the vote)

### 5.4 Authorisation of Payments

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

£1,491.31	CHALC – annual membership
£10.00	Barbridge Chapel Trust – contribution to hall hire – police cluster meeting
£47.98	Les Horne - (Amazon) - chains & padlocks – SID unit
£30.00	Cardiac Science Holdings - replacement pads for defibrillator
£300.00	Les Horne - Chairmans allowance 2017/ 18
£84.00	AD Bennion - topping/ cutting of parish field
£47.94	M McGlone – (123 Reg) - website domain hosting fee (5 years)
£40.91	M McGlone – (123 Reg) - website format software fee (1 year)
£10.80	M McGlone – mileage for delivery/ collection of SID unit to TWM Winsford
£20.99	M McGlone – (Tyre Suppliers) – new tyre for mower (damaged on PC verge)
£24.50	Shires (Clerk payroll services)
£366.62	M Houston – Clerks salary – June 2017
£91.60	HMRC – Tax on Clerks salary (M Houston) – June 2017

## **5.5 Annual Accounts (2016/ 17) Reconciliation**

### **5.5a Reconciliation**

Mrs C Jones was in attendance and was asked to provide a summary of the assistance she had provided to the PC in the reconciliation of the financial accounts following the internal audit, and in preparation toward the external audit.

**RESOLVED:** That the reconciled accounts and supporting documentation be accepted and that the 'Section 2' of the Annual Return be signed by the Chairman, for submission to BDO LLP, the external auditor.

### **5.5b Inspection of Accounts**

Mrs Jones had prepared for the PC an 'Electors Right to View' notice, detailing the opportunity for the accounts to be viewed by interested parties, during the dates 3 July 2017 – 11 August 2017.

The Notice was to be displayed in PC noticeboards, and upon the PC website.

### **5.5c Payment for Services Tendered**

Although previously discussed and agreed, Mrs Jones refused payment for her aforementioned services, and confirmed that she had provided the service freely to help the PC.

### **5.5d Statement of Gratitude**

The Chairman and Members expressed their sincere gratitude and appreciation for the assistance provided by Mrs Jones in reconciliation of the accounts. (Mrs Jones then left the meeting).

Following the departure of Mrs Jones, Members suggested that a bouquet of flowers should be sent to Mrs Jones as a token of gratitude for her services.

**RESOLVED:** That the Chairman arrange for a bouquet of flowers, to the maximum value of £50, be procured and sent to Mrs Jones.

### **5.6 Appointment of Internal Auditor**

**RESOLVED:** That JDH Business Services Ltd be appointed as internal auditors for the period 2017/18.

## **6 ANNUAL REPORT**

**RESOLVED:** That in the absence of a permanent Clerk, the publication of the Annual Report for 2016/17 would be deferred until September 2017.

## **7 VICTORIA DIAMOND JUBILEE MEMORIAL CROSS**

Cllr. Kay provided an update relating to the engagement stonemason services. Initial contact had been made, however a date for an appraisal visit had not been confirmed. Cllr. Kay agreed to pursue. Alternative stonemason services

**8 CASUAL VACANCIES**

**RESOLVED:** That a notice of Casual Vacancies shall be prepared and issued to Cheshire East Council.

**9 MABLINS LANE COMMUNITY PROJECT**

The Chairman confirmed that a report was awaited from CEC Parks Department to the CEC Asset Department in relation to the application.

A concern from the CEC Parks Dept. was in relation to the grounds maintenance upkeep between the asset transfer date, and any future development. The Chairman had made assurances that the £5000 of ring-fenced funding for the project could be used to pay for such work.

The Chairman stated that he had attempted to contact former Cllr James Cunningham Mr Cunningham to discuss his continued interest in the project, and that a number of associated documents were still in the care of Mr Cunningham. Cllrs Lee and Street agreed to contact Mr Cunningham to discuss.

Cllrs D Ridings; K Stringer; and C Stringer would remain as subcommittee members for the project.

Cllr Lee commented on potential drainage issues in the proposed development area.

**10 GRANT REQUEST**

A grant application from Mablins Lane PTA toward purchase of a gazebo (£300) and for a summer fair attraction (£300) was discussed.

**RESOLVED:** That a grant of £300 be made for the purchase of a gazebo, on the condition that documented and photographic evidence of the purchase was provided to the PC.

**11 PLANNING MATTERS**

**11.1 Applications for Consultation**

The Parish Council reviewed and commented on the following planning applications:

**17/2991C EAST VIEW, Middlewich Road, Walleys Green**

– Prior approval of a single storey extension

NO COMMENTS OR CONCERNS

**17/2346N LAND AT MOAT HOUSE FARM, Middlewich Road, Walleys Green**

– proposed siting of a temporary residential caravan

NO CONCERNS IN PRINCIPLE

However, concerns were raised again relating to the number of planning applications that had been made relating to Moat House Farm.

**RESOLVED:** That the Chairman would contact the CEC Planning Officer to discuss the concerns.

**17/3136N Spring Meadow, Moss Lane, Bradfield Green/ Leighton**  
- demolition and replacement of a stable and store building  
NO COMMENTS OR CONCERNS

**17/2949N 1 Penbrook Close, Woolstanwood**  
- Side and rear extension and garage  
NO COMMENTS OR CONCERNS

## **11.2 Planning Update**

Details were provided of a ChALC/ CEC event on the 25 July 2017 in Holmes Chapel relating to National Planning Update, Cheshire East Local Plan Update, Neighbourhood Planning Update. Cllr Wright expressed an interest in attending. Cllr C Stringer may also be interested. The Cllrs were requested to register their attendance interest directly with ChALC.

## **11.3 Adoption of Borough Design Guide as a Supplementary Planning Document**

It was reported that CEC had formally adopted the Borough Design Guide as a Supplementary Planning Document. The document has been made available from 1 June 2017.

## **12 POLICE MATTERS**

### **12.1 Cheshire Police**

No reports had been provided by Cheshire Police.

### **12.2 ASB – The Merlin Public House**

It was understood that there had been a number of Police concerns relating to anti-social behaviour at the (closed) Merlin Public House site.

### **12.3 ASB - Beaconshall Drive**

Cllr Ridings reported the Cheshire Safety Partnership has issued a questionnaire to the residents of the Beaconshall Drive area relating to anti-social behaviours.

### **12.4 Police & Crime Commissioner**

Cllrs Wright and C Stringer had attended a Police & Crime Commissioner event, and provided a summary of the discussions including a review of PCSO training and powers.

## 13 SPEEDWATCH

### 13.1 Speed Policing

It was understood that Cheshire Police had been restricted in speedwatch activities due to priorities relating to recent terrorist events.

### 13.2 'TruCam' – Cheshire Police

The Chairman reported on the operational implementation of the 'TruCam' by Cheshire Police, and that PCSOs would be trained in their use. It was stated that there was only a small number of TruCams available, that would be shared across Cheshire/

Cllr Lee questioned whether the PC could purchase a TruCam for use in the parish. The Chairman stated that they were not at present being made available for use by non-police personnel.

### 13.3 SID – Parkers Road (westbound, opp CoOp)

To report that the SID unit had been repaired following a fault. The cost of the repair would be approximately £450.

The Chairman reported that the post for the SID was to be relocated by CEC.

### 13.4 SID (Mobile Device) (Woolstanwood)

This was operating effectively, however there was a minor issue relating to the download of data.

## 14 GENERAL ELECTION RESULTS – 8 JUNE 2017

To note that Laura Smith was elected as MP for the Crewe & Nantwich constituency, replacing Edward Timpson. To note that Antoinette Sandbach was re-elected as MP for the Eddisbury constituency.

## 15 REPORTS and SHARED INFORMATION

Members were invited to share information or to report on attendance at meetings of outside bodies.

### 15.1 PC Facebook Page

Cllr. K Stringer informed the PC that the Facebook page for MVDPC was now live (@minshullvernonanddistrictparishcouncil or mvdpc).

### 15.2 Dog Walking Facilities

Cllr. K Stringer had been asked by a member of the public whether there were PC facilities for dog walking. The PC stated that there were no facilities under its control or remit. It was requested that this subject be discussed further at a future meeting.

### 15.3 Walleys Green Bus-stop – Hedge Cutting

Cllr Palin commented that an overgrown hedge was obstructing the view of oncoming buses for those waiting at the Wallets Green bus-stop. The Chairman stated he had contacted CEC relating to other hedge issues, and would inform them of this concern.

**15.4** Fly-tipping (Tyres) – Moss Lane, Bradfield Green

Cllr Kay had noted that tyres had been fly-tipped in Moss Lane. The Cllr was requested to inform CEC ANSA of the issue.

**15.5** Parking near Bus-Stop, Parkers Road

Cllr Ridings enquired on the lawfulness of a vehicle parked at the edge of a defined bus stop area. It was stated that there was no offence unless the vehicle was physically parked upon the demarcated area.

**15.6** Leighton West Project/ Minshull Link Road/ Bentley Master Plan

The Chairman summarised a meeting that he had attended with Ward Councillor Derek Bebbington, CEC Council Leader Rachel Bailey, and CEC Strategic Highways & Infrastructure Manager, Andrew Ross, where the general proposals of the highways scheme were discussed. It was stated that a follow-up meeting was planned for July.

**15.7** CEC Recycling Facility – Leighton Grange Farm (ex Goodwins)

The Chairman provided an overview of the CEC proposals for Leighton Grange Farm, relating to a composting management facility.

**15.8** Members Assistance

The Chairman requested a minute be recorded to thank Members for their provided assistance during the previous month, following the departure of the former Clerk.

**16 FUTURE MEETING DATES**

**16.1 November 2017**

The Church Hall is unavailable on the 27 November 2017. Members accepted the alternative meeting date of Monday 20 November 2017. Cllr Ridings offered her pre-apologies for non-attendance.

**16.2 Date of Next Meeting**

24 July 2017

Signed as an accepted record (subject to minuted amendments) .....Chairman

.....Date