

**MINUTES OF A MEETING OF MINSHULL VERNON & DISTRICT PARISH COUNCIL  
HELD IN ST PETER'S COMMUNITY HALL, MINSHULL VERNON  
ON 25 JUNE 2012**

**PARISH COUNCILLORS PRESENT:**

Mr Les Horne	Presiding
Mr W T Beard	Mr I Chenery
Mr D N Bebbington	Mr B Evans
Mr Les Horne	Mrs L Horne
Mr K Halford	Mr R Hollinshead
Mr M McGlone	Mr B Palin
Mr P Wright	

**IN ATTENDANCE:** Borough Councillor M E Jones [Cheshire East Council Cabinet Member)

[For Minute Nos. 614 – 616]

Carol Clarke	How Planning
Andrew Clarke	Taylor Young
Andrew Byrne	Linden Homes
Stephen Barlow	Bloor Homes
Tom Bentley	Croft Transport
Stephen Biart	Fairfield Partnership
Tim Waller	Fairfield Partnership

**614 RESIGNATION OF PARISH COUNCILLOR D C FORREST**

It was reported that parish councillor D C Forrest had resigned, with effect from 2 June 2012. Members expressed regret at his resignation and suggested that it might be appropriate for him to be admitted as a Freeman of the Parish. The Clerk was asked to include an item on the next agenda for the Parish Council to consider conferring Honorary Freeman status on Mr Forrest.

**RESOLVED:** That the Clerk write to Mr Forrest to thank him for his work over many years as a parish councillor and as Chairman of the Council.

**615 ELECTION OF CHAIRMAN**

The Parish Council was invited to elect a Chairman to serve until the Annual Meeting in 2013.

**RESOLVED:** That Councillor Les Horne be elected Chairman to serve until the Annual Meeting 2013.

*(Notes: (i) Councillor Horne signed his Declaration of Acceptance of Office;  
(ii) In view of the Vice-Chairmanship falling vacant, this would be added as an agenda item for the next meeting.)*

**616 PRESENTATION BY HOW PLANNING**

Carol Clarke, of How Planning, was in attendance, together with colleagues from Bloor Homes, Linden Homes and the Fairfield Partnership who were seeking a potential land allocation in the forthcoming Core Strategy. This was part of the SHLAA update which allowed anyone who owned land or had an interest in land could put forward proposals for consideration.

The parcel of land extended to approximately 96 hectares. Bloor Homes and Linden Homes had a legal agreement with the landowner to promote 59 hectares of the land; the Borough Council owned approx 13 hectares and the Fairfield Partnership owned approx 24 hectares.

Bloor Homes and Linden Homes had been in discussion with Borough Council Planning Officers who had requested that How Planning include the Council's land to the South and the Fairfield land to the North of Parkers Road in the proposed Master-Plan.

Bloor and Linden are seeking to promote 59 hectares for development and do not propose developing the other two parcels of land, which are for the landowners to promote.

Members were able to ask questions and these were responded to by the representatives, as appropriate. In response to a Member's question about the inadequacy of the current drainage system, the Parish Council was informed that the developers would be required to evidence that the drainage system would be capable of supporting the development.

Following the presentation, all withdrew from the meeting.

## **617 DECLARATIONS OF INTERESTS**

Members were invited to declare any personal or prejudicial interest which they had in any item of business on the agenda, the nature of that interest, and, if necessary, to leave the meeting prior to the discussion of that item.

No declarations were made.

Declarations are a personal matter for each Member to decide. Whilst the Clerk will advise on the Code of Conduct and its interpretation, the decision to declare, or not, is the responsibility of the Parish Councillor, based on the particular circumstances.

## **618 MINUTES**

### **618.1 28 May 2012 (Annual Parish Meeting)**

**RESOLVED:** That the Minutes of the Annual Parish Meeting held on 28 May 2012 be approved as a correct record.

### **618.2 28 May 2012 (Annual Meeting of the Parish Council)**

**RESOLVED:** That the Minutes of the Annual Meeting of the Parish Council held on 28 May 2012 be approved as a correct record.

### **618.3 Matters Arising (not detailed elsewhere on the agenda)**

- Re-claiming of VAT

At the previous meeting, Members raised the issue of claiming VAT on expenditure incurred by a parish councillor on behalf of the Parish Council .

CIPFA (Chartered Institute of Public Finance and Accountancy) had confirmed that in these circumstances, the parish councillor can be regarded as acting as an agent of the Parish Council in making the purchase and then seeking reimbursement. The VAT can, therefore, be re-claimed provided there was the supporting documentation.

## **619 PUBLIC QUESTION TIME (15 MINUTES)**

In accordance with the Parish Council's Standing Orders, a period of 10 minutes was allocated for members of the public to ask questions.

A member of the public made a statement to the Parish Council.

## **620 DIAMOND JUBILEE**

The Parish Council received a report of the various Diamond Jubilee activities.

**620.1 Event Held on Saturday 2 June 2012**

A sum of £10,000 had been allocated to fund the Diamond Jubilee. A total of £8,743.24 had been spent, or committed.

	£
Mugs	3,373.14
Alive Network	438.02
Walkie-talkies	71.60
Sideshow	125.00
Disco	550.00
Creepy-Crawlies	160.00
Stalls	1,250.00
D Leech	27.14
Sharon Burrows	90.00
Face painting	90.00
L Horne - various	568.00
Grants Butchers – hog roast	1,900.00
Johnsons Printers – posters	73.20
<b>TOTAL</b>	<b><u>8,743.24</u></b>

**620.2 “Creepy-Crawlies”**

It was reported that Mr C Crowton (Creepy-Crawlies) had not attended the event. The cheque had been presented for payment. The Clerk had telephoned Mr Crowton the day after the event and he assured her that the £160 would be repaid. To date, the cheque had not been received.

**620.3 Leighton Primary School**

It was reported that Head Teacher of Leighton Primary School had sent a letter of thanks expressing appreciation for the Parish Council’s work in organising the Jubilee celebrations on 2 June. The letter also thanked the Parish Council for the commemorative mugs presented to the school pupils.

**620.4** It was noted that a collection of £434.23 had been made on the day and had been donated to St Luke’s Hospice.

**621 POLICE PRESENTATION**

In the absence of PCSO V McKenna the Parish Council proceeded to its next business.

**622 NOTICES OF MOTION (Items requested by Parish Councillor Les Horne)**

- (1) Request to Crewe LAP for a 20 mph speed limit on Minshull New Road (Leighton Primary School) and Parkers Road (in the vicinity of Mablins Lane School).
- (2) Loan of “Walkie-Talkies” and gazebo to Leighton Primary School.

(1) 20 mph Speed Limit

Members were reminded of the background to this request. The issue had been raised on April 2008 at which time County Highways had been contacted about the feasibility of the proposal. The response at that time had been that there was no responsibility on the Highway Authority to introduce 20 mph zones around schools. 20 mph speed limits could only be introduced where the mean speed of vehicles was at, or around 20 mph, or traffic-calming was installed to bring the speeds of vehicles down to 20 mph by self-enforcement. Information from Cheshire East Highways supported the 2008 position. Notwithstanding this, Cheshire East Council was installing advisory 20 mph speed limits around schools and this was a measure which the Parish Council could suggest. Funding for traffic-calming schemes needed to be routed through the LAP Highways Sub-Group with the support of the Ward Councillor(s).

Parish Councillors W T Beard or D N Bebbington could suggest this as a scheme at the next LAP Meeting.

**This suggestion received the support of the Parish Council.**

(2) **Loan of “Walkie-Talkies” and Gazebo**

The Parish Council purchased “walkie-talkies” for use at the Diamond Jubilee event and a gazebo. Leighton Primary School had asked if it could borrow these for use at its July school fair. The Parish Council **AGREED** to the request.

**623 FINANCIAL MATTERS**

**623.1 Cheque Signatories**

Councillors W T Beard and M McGlone, together with former Councillors D C Forrest and W Barnes, were the current authorised signatories. The bank would be asked to remove “W Barnes” and “D C Forrest” as signatories.

The Parish Council was invited to authorise two other Members to replace Messrs Barnes and Forrest to ensure that there were sufficient Members available at each meeting to sign cheques.

**RESOLVED:** (a) That Councillors Les Horne, B Palin and P Wright be added to the list of authorised signatories; and

(b) That the Clerk make arrangements for completion of a new mandate.

**623.2 Internal Audit of Accounts for the Year 2011-2012**

The Parish Council received the report of the Internal Auditor and noted the following point for action:

*“The largest single payment made by the Council during the year related to the refurbishment of the War Memorial but this only appears to have been partially authorised in accordance with the Parish Council's Financial Regulations.*

*Paragraph 12.3 of the Regulations states that “Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk, to the Contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.” Only the Council has the authority to approve expenditure and this clause of the Council's Financial Regulations clearly confirms this. Ten months had passed between the date of the approval of the quotation and the subsequent Special Meeting called to ratify additional expenditure already committed. This additional cost was a clear and substantial variation to the approved expenditure of approximately 10% and should have received prior authorisation by the Council.*

*In future it is recommended that the Council pays full regard to its own financial regulations when committing itself to expenditure to safeguard itself from any unnecessary criticism.”*

The Parish Council noted the point of action and undertook to comply with its Financial Regulations, notwithstanding that at Minute No. 623.4 below, a similar situation had occurred during this financial year.

### 623.3 Authorisation of Payments

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

£52.60	HMRC – Tax on Clerk’s salary
£250.00	Chairman’s allowance (Councillor Les Horne)
£1,900.00	Grants Butchers – provision of hog roast for the Diamond Jubilee
£6.38	Councillor W T Beard – purchase of magnets for notice-boards
£10,500.00	Mr B MacDonald – design, making and installation of Diamond Jubilee Footpath [This expenditure is in accordance with the approved budget for the project]
£5,340.00	TWM Traffic Control Systems Ltd. (£4,450 + £890 vat) – provision of the Mini 300 speed display equipment
£64.00	Councillor M McGlone: (£43.06 – website hosting – one year: £20.94 – web domain name renewal – five years)
£24.52	Councillor Les Horne – travel expenses May/June 2012
£50.00	Mr C M Moulton – fee for internal audit of accounts – 2011-2012

[Note: As the only two authorised signatories (W T Beard and M McGlone) were also recipients of expense cheques, the Clerk signed each of the cheques, as an exceptional arrangement.]

### 623.4 Diamond Jubilee Footpath – Additional Expenditure

Mr MacDonald had submitted a further invoice for work as instructed by Mr D C Forrest. The invoice total was **£720** and covered the design, making and installation of a plinth, together with extra flags and four posts. This work had not been authorised by the Parish Council.

The Parish Council was asked to authorise the expenditure but to note that the law did not permit any individual parish councillor (including the Chairman) to make decisions on behalf of the Parish Council. Members were reminded of the Financial Regulations and the Internal Auditor’s comment at Minute No. 623.2 above.

Members discussed the work carried out and commented that as was not yet complete, arrangements should be made for a “snagging list” to be prepared and that Mr MacDonald be asked to carry out remedial work before this payment was released. Councillor Hollinshead undertook to arrange a site meeting between Councillor McGlone and Mr MacDonald to discuss the work which was currently outstanding.

### 623.5 Notice-Board – Woolstanwood

The Parish Council was invited to consider a quotation for the provision of a notice-board at Woolstanwood to replace existing. The quotation was from Whitehill Direct which had provided the new notice-boards erected in 2011. This was the only quotation which had been sought as the company had previously provided notice-boards and this latest one would be in the same style as the other four boards.

1 x A0 Display case in anodised silver finish  
Matching twin post set  
Supplied with fitted header and text applied as previous supply  
Price to include fitting, installation at site to be advised

Price inclusive: £799.00 (excl vat)

The notice-board at Whalleys Green was situated such that pedestrians could not inspect its contents. In view of this, the Parish Council agreed that a better option would be to remove the Whalleys Green notice-board and re-locate it to Woolstanwood.

No decision was taken about the arrangements for its removal and re-location.

#### **624 ASSETS VALUATION**

The Parish Council was invited to make arrangements to review the valuation of some of the assets currently held; in particular those of the War Memorials which on the current schedule were each valued at £58,989 and had been recorded as such from 1 April 2009. The Clerk had researched previous files and had noted that prior to 1 April 2009, the value of the War Memorial was recorded as £29,865.50 and the Victoria Jubilee Memorial was valued at £3,527.74.

**RESOLVED:** That Oxleys Funeral Service, of Crewe, be asked to submit a quotation for valuation of the war memorials.

#### **625 HIGHWAYS MATTERS**

**625.1** The item on the agenda had been superseded by other action and did not now require a comment by the Parish Council.

An alternative proposal had been implemented which would alleviate the problems encountered.

##### **625.2 List of Highway Schemes (from Crewe LAP Highways Sub-Group)**

The Parish Council received the full list of Highways Schemes as sent by the Crewe LAP Manager (and forwarded to Members on 12 June 2012).

#### **626 REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES**

- LAP Representatives (L Horne and W T Beard)

The proposed speed limit in the vicinity of St Peter's Community Hall was reference by Borough Councillor M E Jones who stated that funding had been allocated to the scheme.

- ChALC Representative (K Halford and Les Horne)

The next Area Meeting was to be held on 28 June 2012; Councillor Halford was unable to attend and it was agreed that Councillor McGlone accompany Councillor Les Horne.

#### **627 PLANNING**

There were no planning applications for consultation.

#### **628 CREWE COMMUNITY GOVERNANCE – CONSULTATION**

Electors in the unparished part of Leighton were being asked by way of a formal ballot to indicate whether they wished to be part of the Crewe Town Council area or the existing Minshull Vernon and District Parish Council area. If the result was a decision in favour of Crewe, they would be included within the St Barnabas Ward.

The Borough Council was consulting electors, stakeholders, local organisations and anyone with an interest in the review. The closing date for representations was 2 July. Views would be taken into consideration in reaching the final decision which would be made by Full Council in October 2012.

The new Town Council would come into existence on 1 April 2013, with the first election of town councillors being held on 4 April 2013.

The Parish Council declined to submit comments.

## 629 BOROUGH COUNCILLORS' REPORTS

Borough Councillors were able to report on Cheshire East matters of interest and provided an update in respect of outstanding matters.

- Moss Lane – the 30 mph speed limit would be on the portion of the lane not proposed as a one-way system.
- Flowers Lane roundabout was to be upgraded and footways in the vicinity were to be resurfaced as part of the Direct to School project.

## 630 SPEED WATCH SCHEME (incorporating Trailer-Mounted Vehicle Display Unit)

Councillor Les Horne updated the Parish Council on speed watch matters.

The new technology for the signs at Whalleys Green had been downloaded. The trailer had been off the road for two weeks for repair at TWM Traffic Control Systems, for which there was to be no charge.

## 631 CORRESPONDENCE

The following correspondence had been received since the last meeting.

- Cheshire Association of Local Councils newsletter
- Information from Philip Jackson (ChALC's Nantwich LAP representative)
- CEC Healthwatch Consultation Event – 28 June – Crewe Football Ground (2-4 pm) Healthwatch England, part of the CQC (Care Quality Commission) and Local Healthwatch will be established in October 2012 as part of the implementation of the Health and Social Care Act 2012.

CEC dedicated officers were working with a Local Healthwatch Steering Group whose members included representatives from the CCGs (Clinical Commissioning Groups); Health; Cheshire East Local Involvement Network (CELINK) and the Voluntary Sector.

## 632 SHARED INFORMATION

Parish Councillors were invited to share information or request the inclusion of items on the next agenda. The following issues were raised:

- The Clerk had received an e-mail from an organisation which wished to place a plaque in a suitable location within the parish, to remember air crew which had been killed in the area during WWII. There was a space on the war memorial which might be suitable. It was **AGREED** that this be placed on the agenda for the next meeting.
- EDF Energy – Hole House Gas Facility: Councillor McGlone, who had taken the place of former Councillor Forrest as the liaison parish councillor on this group reported on a recent meeting. An open invitation had been extended to any parish councillor who wished to visit the site.

(Note: Councillor B Evans withdrew from the meeting at this point in the proceedings.)

## 633 CALENDAR CHANGES – 2012-2013

The Parish Council was invited to consider changes to the calendar of meetings for the reasons given, following which it was –

**RESOLVED:** (a) That the meeting arranged for 27 August be brought forward to 20 August (27 August was a public holiday); and

(b) That the meeting arranged for 3 December be cancelled and the Clerk offer alternative dates in December for consideration at the next meeting.

**634 NEXT MEETING**

**634.1 Date: 23 July 2012**

**634.2 Agenda Item:** Staffing Matter – Review of Clerk’s Contracted Hours (Part 2 item)

**635 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** That, in accordance with Paragraph 1(2) of The Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items, for the reasons given, and the public interest would not be served by disclosing the information.

---

**PART 2** (Taken in the absence of the press and public)

**636 GRASS-CUTTING CONTRACT – MOSS LANE PARISH FIELD**

The Parish Council deferred this item as neither of the two companies consulted had yet submitted quotations.

Reason for exclusion: Commercial dealings of other than the Parish Council.

**637 DEFAMATION**

At the previous meeting, two Members had referred to receipt of potentially defamatory e-mails which had been received from a local resident. At that meeting, it was noted that the Cheshire Association of Local Councils (ChALC) would be asked for advice about any legal action which could be taken against the resident. That advice had now been received from the Chief Officer of ChALC. The advice was noted and did not require any action to be taken by the Parish Council.

Following discussion, it was agreed that an item be placed on the agenda for the next meeting to consider the use of a dedicated e-mail address for the Clerk.

Reasons for exclusion: Likely to reveal the identity of individuals.

.....Chairman

The meeting commenced at 7.00 pm and concluded at 9.45 pm