

**MINUTES OF THE ANNUAL MEETING OF MINSHULL VERNON & DISTRICT PARISH COUNCIL  
HELD IN ST PETER'S COMMUNITY HALL, MINSHULL VERNON  
ON 30 MAY 2013**

**PRESENT:**

Councillor Les Horne	In the Chair
Councillor W T Beard	Councillor D N Bebbington
Councillor M Bromhead	Councillor K Halford
Councillor Linda Horne	Councillor M McGlone
Councillor B Palin	Councillor D Scott
Councillor P Wright	

**IN ATTENDANCE:** Borough Councillor M E Jones

**APOLOGIES:** Councillors R Lee and M Wilson

**858 ELECTION OF CHAIRMAN**

The Parish Council was invited to elect a Chairman for the next Municipal Year.

**RESOLVED:** That Councillor Les Horne be elected Chairman for the next Municipal Year.

**859 ELECTION OF VICE-CHAIRMAN**

The Parish Council was invited to elect a Vice-Chairman for the next Municipal Year.

**RESOLVED:** That Councillor M McGlone be elected Vice-Chairman for the next Municipal Year.

(Note: Councillor M Bromhead arrived at this point in the proceedings.)

**860 DECLARATION OF INTERESTS**

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

Councillor Linda Horne declared a personal interest only in agenda item 15 on the basis that she was on the PTA of Leighton Primary School. No other declarations were made.

**861 MINUTES**

**861.1 RESOLVED:** (a) That the Minutes of the Meeting held on **22 April 2013** be approved as a correct record; and

(b) That the Minutes of the Annual Meeting held on **28 May 2012** be received.

**861.2 Matters Arising (from the Minutes of 22 April 2013)**

**(i) Eardswick Hall Landfill Site - Brock plc**

The Clerk had invited a representative from Brock plc to attend the June meeting of the Parish Council. Mr David Youngs, who was the Environmental Manager was unable to attend either the May or June meetings but had provided an up-date as follows:

- Two thirds of the site is in pasture and has been fenced off allowing the farmer to graze it.
- Input is still slow but Brock plc is in the final cell which was estimated as 30% full in 2009, and is now 75% in-filled to final levels.

- The main content is still the railway ballast from Crewe, no changes to the types of materials have been applied for.
- The site is still controlled by the EA and CCC. Brock plc employs consultants to monitor the site and liaise with the Agency.
- The Section 106 agreement is still in place, and will apply to any time planning extension granted, the agreement is concerned with traffic flow to the site to avoid Church Minshull and low bridges. This has been strictly adhered to; no complaints have been received.
- If anyone wishes to visit the site, Mr Youngs will be pleased to escort them during normal working hours,

#### **(ii) Contact Details for CEC Highways Officers**

The Clerk had contacted CEC and had been informed that there had been no recent changes in responsibility for Cheshire East Highways Officers. A copy of the publicity information issued by Cheshire East Council when Ringway Jacobs took over the highways contract was submitted.

### **862 REVIEW OF DELEGATION ARRANGEMENTS**

In accordance with Standing Orders, the Parish Council was invited to review its delegation arrangements. Notwithstanding that the Parish Council had set up a number of Committees at its April meeting, it was now appropriate to review membership and Terms of Reference.

#### **862.1 Staffing Committee**

**RESOLVED:** (a) That Councillors K Halford, R Lee and D Scott be re-appointed as substantive Members of the Staffing Committee, with Councillors W T Beard and M Wilson as named substitutes.

(b) That the following be added to the Terms of Reference:

- (i) Set service standards for its employees, in accordance with the job description;
- (ii) Consider requests for annual leave;
- (iii) Receive reports of sickness absence from employees;
- (iv) In circumstances where it is considered appropriate to dismiss the Clerk, the Committee should seek legal advice to ensure compliance with employment law.

#### **862.2 Appeals Committee**

At the meeting held on 22 April 2013, it was agreed that an Appeals Committee should be established comprising no fewer than three Members. Outline Terms of Reference were submitted at that time, for further development.

The Terms of Reference had been developed and the Parish Council was now invited to approve them and to appoint Members to the Committee.

**RESOLVED:** (a) That the Terms of Reference for the Appeals Committee be approved;

(b) That the Committee comprise three substantive Members and two named substitutes; and

(c) That Members be appointed when required.

#### **862.3 Complaints Committee**

The Parish Council had set up a Complaints Committee at its meeting on 22 April 2013. Terms of Reference were now submitted for approval.

(a) That the draft Terms of Reference for the Complaints Committee be approved; and

(b) That Councillors W T Beard, I Chenery, Linda Horne, M McGlone and D Scott be re-appointed to the Committee.

#### **863 RISK ASSESSMENT/MANAGEMENT**

The Parish Council was required to review its risk assessment/management arrangements each year. The last occasion on which a review was carried out was in 2011-2012.

The Clerk agreed to prepare a risk assessment/management document in respect of governance matters; Councillor M McGlone would update other risk assessment/management documents.

With regard to the assessment of the war memorials, this required two parish councillors and it was **AGREED** that Councillors Les Horne and McGlone be appointed to carry out these assessments.

#### **864 REVIEW OF ASSETS**

Following discussion at the previous meeting, a revised list of assets was submitted for approval, subject to the inclusion of the grit-spreader (£90.00 rounded), making a total value of assets of £211,891.

**RESOLVED:** That the revised list of assets, as amended at the meeting, be approved.

#### **865 APPOINTMENT OF MEMBERS TO OUTSIDE BODIES**

Appointments to outside bodies were **AGREED** as follows:

- Hill Top and Hole House Farms Local Liaison Committee  
**Councillors M McGlone and K Halford**
- Police Cluster Meetings  
**Councillors Les Horne and P Wright**
- Nantwich LAP  
**Councillors Les Horne and P Wright**
- Crewe LAP  
**Councillors W T Beard and D Scott**
- Cheshire Association of Local Councils Area Meeting  
**Councillor K Halford**

Borough Councillor M E Jones reported that the LAP arrangements were being reviewed.

#### **866 ANNUAL REPORT 2012-2013**

The Annual Report for 2012-2013 was received.

Borough Councillor M E Jones advised that Cheshire East Council might be able to print this at a competitive rate and the Clerk was asked to contact the Nantwich LAP Manager (Sharon Angus-Crawshaw) to seek a quotation.

#### **867 CALENDAR OF MEETINGS – 2013-2014**

**RESOLVED:** That the calendar of meetings for 2013-2014 be approved.

#### **868 FREEDOM OF INFORMATION PUBLICATION SCHEME**

The Parish Council did not have a formal Freedom of Information Publication Scheme which was a requirement for all town and parish councils.

A draft scheme, based on the Model Scheme published by the Information Commissioner's Office was submitted and recommended for adoption.

**RESOLVED:** That the Freedom of Information Publication Scheme, as submitted, be adopted.

**869 POLICE MATTERS**

PCSO Lawrence Price was not in attendance and the Parish Council proceeded to its next business.

**870 PUBLIC QUESTION TIME (10 MINUTES)**

There were no members of the public in attendance.

**871 FAMILY DAY – JUNE 2013**

**871.1** The Working Group had not yet met. It was agreed that detailed discussion of the arrangements be deferred until later in the meeting.

**871.2 Grant Requests**

Mablins Lane PTA

The Parish Council considered a grant request from Mablins Lane PTA for a contribution towards the cost of its Summer Fair which the Parish Council was supporting.

**RESOLVED:** (a) That a grant of £425 be made to Mablins Lane PTA to fund the cost of Go Carts (£200) and Inflatables (£225); and

(c) That the PTA be asked to provide receipts of expenditure in due course.

Leighton PTA

The Parish Council considered a grant request from Leighton PTA for a contribution towards the cost of its Summer Fair which the Parish Council was supporting.

**RESOLVED:** (a) That a grant of £512.63 be made to Leighton PTA to fund the cost of a Candy Floss machine (£203.94), Popcorn machine (£150.94) and a Gazebo (£157.75); and

(a) That the PTA be asked to provide receipts of expenditure in due course.

**872 FINANCIAL MATTERS**

**872.1 Authorisation of Payments**

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

£80.00	HMRC – Tax on Clerk’s salary
£43.06	M McGlone – website hosting (£35.88 net and £7.18 vat)
£250.00	Chairman’s Allowance
£10.00	Contribution to the hire of rooms for Police Cluster meetings
£48.00	CVS Cheshire East – half-year fee for payroll service <sup>i</sup>
£43.00	Johnsons Printers – Certificate and Frame (Hon Freeman Ceremony – 28 February 2013) (£35.83 net and £7.17 vat)

**872.2 End-of-Year Accounts**

At the previous meeting an indicative balance sheet for the period to 31 March 2013 had been submitted. Bank statements to 31 March 2013 were now available and a revised balance sheet was submitted, together with a copy of Page 1 of the Annual Return.

**RESOLVED:** That the accounts for the period 1 April 2012 – 31 March 2013 be approved for auditing purposes.

## 873 ITEMS REQUESTED BY PARISH COUNCILLORS

### 873.1 “Fly-Tipping” signage – Moss Lane (Councillor Les Horne)

The Parish Council was asked to consider the purchase of additional signage on Moss Lane warning of the penalties of fly-tipping.

Various styles and finishes were discussed, following which it was -

**RESOLVED:** (a) That six banners (2ft x 2ft) be purchased at a cost of £144 plus VAT;

(b) That the banners be made in Corex or other appropriate material; and

(c) That the signs be mounted on plywood for additional rigidity.

### 873.2 Changes in Planning Rules (Councillor K Halford)

This item was withdrawn from the agenda.

### 873.3 Notice-board Provision – Woolstanwood (Councillor M McGlone)

The notice-board on Coppenhall Lane, Woolstanwood, was a free-standing former Crewe and Nantwich Borough Council notice-board. It was suggested that as the structure was satisfactory, quotations be sought for a new board to be mounted on the existing frame/legs.

**RESOLVED:** That quotations be sought for the provision of a new AO notice-board for location on Coppenhall Lane, Woolstanwood.

## 874 PLANNING MATTERS

The Parish Council was invited to comment on the following planning applications.

13/0804C	Newfield Cottage, Middlewich Road	Rear Extension
13/0317N	4 Brookhouse Lane, Minshull Vernon	Side and rear two-storey extension to provide improved living areas and master bedroom
	Notification of appeal against refusal of the application	
13/1998N	4 Brookhouse Lane, Minshull Vernon	Re-submission of the above application (13/0317N)
13/1978N	Leighton Hospital	Installation of ATM machines to the exterior of the building near main entrance

**RESOLVED:** That no observations be made on planning applications Nos. 13/0804C, 13/0317N, 13/1998N and 13/1978N

## 875 REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Councillors Les Horne and Terry Beard reported on Nantwich and Crewe LAP matters respectively.

Councillor Horne tabled a list of Minor Works for Nantwich. It was noted that schemes 660, 661 and 662 related to various reviews on the A530, viz, (a) visibility of junction with Brookhouse Lane, (b) request for countdown markers approaching speed limit and (c) request for speed limit between existing 40 mph at Whalleys Green and 30 mph at Minshull Vernon.

**876 SPEED WATCH SCHEME**

Councillors Horne and Wright updated the Parish Council on speed watch matters.

**877 BOROUGH COUNCILLORS' REPORTS**

Borough Councillor M E Jones and D N Bebbington reported on Cheshire East Council matters of interest.

**878 CORRESPONDENCE**

The following item of correspondence was reported.

CVS Cheshire East – Courses available

**879 DATE OF NEXT MEETING**

24 June 2013

**880 SHARED INFORMATION**

Members were able to share information or request the inclusion of items on the agenda for the next meeting.

**881 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 item and the public interest would not be served by disclosing the information.

**882 STRIMMER**

(Reason for exclusion: commercial dealings of other than the Parish Council.)

The Parish Council considered three quotations for the purchase of a strimmer and associated equipment which had been included in the budget proposals for 2013-2014.

**RESOLVED:** That the Parish Council accept the quotation submitted by Sharrocks of Sandbach for the provision of Stihl equipment in the sum of £873.60 (£728 net and £145.60 vat).

(Note: Councillors W T Beard and M McGlone withdrew from the meeting at this point in the proceedings.)

**883 RE-ADMITTANCE OF PRESS AND PUBLIC**

**RESOLVED:** That the press and public be re-admitted to the meeting.

**884 FAMILY DAY (Continuation of discussion under Minute No. 871.1 above)**

Members gave detailed consideration to the arrangements for the Family Days to be held in partnership with the two primary schools.

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

- 1000 fluffy bugs be purchased to give to children.
- Councillor M Bromhead to provide chairs for the Mablins Lane event
- A map of the parish (possibly from Ordnance Survey) be purchased and produced with a rigid laminated finish.
- A banner (3 metres x 1 metre) be purchased at a cost of £75 with the name "Minshull Vernon & District Parish Council" featured prominently in upper-case and "Leighton, Minshull Vernon and Woolstanwood" included in mixed case letters below.

- List of useful contact numbers to be prepared for parish councillors attending the events.
- Provision of games such as high ropes and climbing wall to be explored. Councillor Halford was involved in a business which provided such equipment and as he had a potential conflict of interest, he was asked to make contact direct with the schools.
- Arrange for the printing of 500 copies of the Annual Report, in colour, up to a maximum cost of £400.
- That information entitled "What is a parish councillor?" be prepared for handing out at the events.
- That Councillors M Bromhead, K Halford, Les Horne, Linda Horne and D Scott attend the events. Councillor Chenery could attend for one hour only.

.....Chairman

The meeting commenced at 7.05 pm and concluded at 10.10 pm

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<sup>i</sup> At the conclusion of the meeting, the Clerk queried the amount on the CVS invoice and it was, therefore, not signed at the meeting.