

**MINUTES OF A MEETING OF MINSHULL VERNON & DISTRICT PARISH COUNCIL  
HELD IN ST PETER'S COMMUNITY HALL, MINSHULL VERNON  
ON 22 APRIL 2013**

<b>PRESENT:</b>	Councillor Les Horne	Chairman
	Councillor W T Beard	Councillor I Chenery
	Councillor K Halford	Councillor Linda Horne
	Councillor M McGlone	Councillor D Scott
	Councillor M Wilson	Councillor P Wright
<b>IN ATTENDANCE:</b>	Richard Lee	Candidate for Co-option
<b>APOLOGIES:</b>	Councillor M Bromhead	
<b>ABSENT:</b>	Councillors D N Bebbington and B Palin	

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**DEATH OF HONORARY FREEMAN WILLIAM BARNES**

Prior to the start of the meeting, Members stood for a few moments in silence, as a mark of respect for Honorary Freeman William Barnes, a former parish councillor, who had died recently following a long illness.

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**836 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.

No declarations were made.

**837 MINUTES – 25 MARCH 2013**

**837.1 Minutes of the Meeting Held on 25 March 2013**

**RESOLVED:** That the Minutes of the Meeting held on 25 March 2013 be approved as a correct record, subject to the following:

Minute No. 826 – Third bullet point

Add "...and Councillor Les Horne..." following "Council K Halford"

**837.2 Matters Arising**

(i) Councillor McGlone undertook to provide the names of companies which could be invited to quote for the Stihl Strimmer (Minute No. 834).

(ii) Honorary Freeman Board

The Honorary Freeman Board had been refurbished and was *in situ* at the meeting. Following inspection by Members, it was

**RESOLVED:** (a) That the board was now satisfactory; and

(b) That the cheque for £420, in payment, be released to Sign Studios.

(iii) Town and Parish Councils Conference – March 2013

At the previous meeting, a Member reported on the Town and Parish Councils Conference. The slides from that conference were now submitted. Arising out of discussion, Councillor Halford requested the inclusion of "Planning – a change in the rules" to be added to the next agenda.

**838 POLICE MATTERS**

The new PCSO, Lawrence Price, only covered the Leighton part of the parish. He was not in attendance at the meeting but had provided a report of recent activity. The Chairman also reported on statistics for the whole of the Bunbury Police cluster area.

**839 PUBLIC QUESTION TIME**

There were no questions from members of the public.

**840 PORTABLE DEFIBRILLATOR UNIT**

It was reported that Mr Robert Hussey from NW Ambulance Trust, had been unable to attend the meeting but had advised that he would be available for the June meeting.

In advance of that, the Parish Council was invited to consider if it wished to proceed with the acquisition of a portable defibrillator which might be free-of-charge, or could be funded from reserves.

It was suggested that the first step would be to receive a presentation from Mr Hussey at the June meeting, for approximately 15 minutes and then make arrangements for a public meeting to be held to raise awareness of the scheme.

**841 CO-OPTION**

The Parish Council was invited to consider the co-option of Richard Lee, who was in attendance. Mr Lee addressed the Parish Council, following which members were able to ask questions.

**RESOLVED:** That Richard Lee be co-opted onto the Parish Council to represent Leighton Urban parish.

(Note: Mr Lee signed his Declaration of Acceptance of Office, following which he was able to participate in the meeting.)

**842 ITEMS REQUESTED BY PARISH COUNCILLORS**

**842.1** Councillor Bebbington, who was not present at the meeting, had requested that the Parish Council consider asking Cheshire East Council to repair the pot-holes in the parish.

It was reported that subsequent to Councillor Bebbington's request, pot-holes had already been repaired and there was, therefore, no need for further action.

Members noted that a "Frequently Asked Questions" note about pot-holes had been issued by Cheshire East Council and forwarded to Members.

**842.3 Councillor I Chenery**

Councillor Chenery was fund-raising for Great Ormond Street Hospital and was aware that the Parish Council itself could not support the event, owing to restrictions on Parish Councils' power to spend. Members who wished to support him on an individual basis were given details of the website.

**843 HIGHWAYS MATTERS**

**Parking Problems: Parkers Road/Tollemache Drive, Leighton and Farmleigh Drive**

At the previous meeting, Members had raised the issue of traffic congestion and parking problems on Parkers Road/Tollemache Drive and Farmleigh Drive and the Clerk had been asked to report these to Cheshire East Highways.

Cheshire East Highways had provided a comprehensive response which had been issued by e-mail to Members.

In summary, parking restrictions at Leighton Primary School had been introduced following extensive consultation and advertisement of the proposals.

With regard to Parkers Road and Tollemache Drive, traffic congestion was only evident for a short period at the start and end of each school day, in common with most schools across the borough. Any proposed parking restrictions would simply displace the problem.

The Chairman reported, notwithstanding the above, a site meeting was to be arranged with CEC Highways Officers.

#### **844 COMPLAINTS PROCEDURE**

A revised Complaints Procedure was submitted. Arising out of discussion, the Parish Council agreed to set up a Committee [in the absence of terms of reference].

**RESOLVED:** (a) That the Complaints Procedure be adopted and uploaded onto the Parish Council's website; and

(b) That a Complaints Committee be established comprising Councillors W T Beard, I Chenery, Linda Horne, M McGlone and D Scott.

#### **845 DIAMOND JUBILEE FOOTPATH**

It was reported that Ben MacDonald (who had created and laid the Diamond Jubilee footpath) would be carrying out the following remedial work at no charge.

- Grass-cutting around the area of the path to remove stones and debris.
- Filling-in of low spots around the path with top soil and seed
- Levelling out of a mound of soil near the Middlewich Road end of the path, followed by re-seeding.
- Brick facing of the plinth using red brick such as Audley Red Best and finishing the top of the plinth with a natural-looking sandstone coloured slate to complement the path and memorial.
- Coating of the back of the plinth with hard-wearing concrete paint.

The Clerk was asked to request a completion date from Mr MacDonald.

#### **846 FAMILY DAY**

The Working Group set up to discuss the details of the Family Day had not yet met. It was reported that Leighton Primary School's summer fete was to be held on 6 July and Mablins Lane School fete was to be held on 6 July.

The Clerk had been asked to check the power to spend to enable a grant to be made to each of the schools. It was now reported that as schools were statutorily-funded, no such grant could be made [this was also noted on the Parish Council's grant-application form]. As the event was to be organised by the PTA, the Clerk agreed to verify if grants could be made to PTAs.

#### **847 FINANCIAL MATTERS**

##### **847.1 End-of-Year Accounts (1 April 2012-31 March 2013)**

An indicative balance sheet for the period to 31 March 2013 was submitted. Bank statements to 31 March had not yet been received. A final statement would be submitted to the May meeting. The statement showed a figure of £479.49 for Clerk's expenses. The Clerk was asked to distinguish between expenses and consumables on the revised balance sheet.

### 847.2 Assets Register

An Assets Register was submitted, with assets totalling £210,701. The Clerk was asked to make the following amendments to the register.

- Location of the four notice-boards
- Indicate that the 1.5 acres of land was the "Parish Field, Moss Lane"
- Add "bench at Whalleys Green – replacement value £350"
- Add "plinth" at the end of the Diamond Jubilee footpath – replacement value £750"

Total revised value of assets: £211,801

### 847.3 VAT Records

A copy of the VAT records was submitted.

### 847.4 Authorisation of Payments

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

£80.00	HM Revenue & Customs – tax on Clerk's salary
£1,224.89	Cheshire Association of Local Councils – affiliation fee
£4,467.60	TWM Traffic Control Systems Ltd. (£3,723 net and £744.60 vat) Purchase of LED DayBright equipment for the Zebra crossing in the vicinity of Mablins Lane School
£65.00	St Peter's PCC – advertising in church magazine
£394.73	Zurich Municipal – additional premium for the addition of street lights at Whalleys Green.

CEC had indicated that it would be taking over responsibility for the street lighting at Whalleys Green. The Clerk was asked to follow-up this matter as a definitive response was awaited.

## 848 PLANNING MATTERS

### 848.1 Call for Sites (Cheshire East Council's Update of the SHLAA)

The Borough Council was due to prepare the Strategic Housing Land Availability Assessment (SHLAA) update for 2013. This was an opportunity for stakeholders to identify sites which may make a contribution to the future supply of housing.

**RESOLVED:** That no additional sites be put forward for inclusion in the CEC Updated SHLAA.

### 848.2 Planning Applications

13/1571W – Landfill Site at Eardswick Hall Farm – continuation of activity.

**RESOLVED:** (a) That no objections be raised to the application; and

(b) That a representative from Brock plc be invited to a future meeting to provide an update in respect of the site's activities.

## 849 REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Members appointed to outside bodies reported on recent meetings.

- Councillor W T Beard reported on the Crewe LAP (AMG)
- Councillor Les Horne reported on the Nantwich LAP Highways Group

**850 SPEED WATCH SCHEME**

Councillor P Wright reported on the latest data gathered on the speed watch scheme.

**851 BOROUGH COUNCILLORS' REPORTS**

There were no Borough Councillors in attendance.

**852 CORRESPONDENCE**

The Clerk reported receipt of correspondence received since the last meeting.

- Cheshire Association of Local Councils  
QPS Consultation survey
- Cheshire East Council  
Traffic Management Report (week comm 8 April 2013)
- Other  
Police Cluster meetings

**853 DATE OF NEXT MEETING**

Thursday, 30 May 2013. (Note: This was a change to the published date of 27 May 2013, which was a public holiday.)

**854 SHARED INFORMATION**

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

Agenda Item: Consideration of additional signage at each of end of Moss Lane re fly-tipping.

**855 STAFF EMPLOYMENT MATTERS**

**855.1 Appointment of Staffing Committee and Appeals Committee**

The Parish Council was invited to consider the establishment of a Staffing Committee and an Appeals Committee.

Terms of Reference for the Staffing Committee were submitted. An outline of Terms of Reference for the Appeals Committee was also submitted, but required further development prior to approval by the Parish Council.

**RESOLVED:** (a) That a Staffing Committee be established comprising three parish councillors and two named substitutes; and

(b) That Councillors K Halford, R Lee and D Scott be appointed as substantive Members, with Councillors W T Beard and M Wilson as named substitutes.

**855.2 Line Manager Role**

**RESOLVED:** That this item be withdrawn from the agenda as further enquiries by the working group had confirmed that under S.101 of the Local Government Act 1972, there could be no delegation to an individual parish councillor.

**855.3 Grievance Procedure**

**RESOLVED:** That the Model document submitted be referred to the Staffing Committee for consideration.

**855.4 Disciplinary Procedure**

**RESOLVED:** That the Model document submitted be referred to the Staffing Committee for consideration.

**856 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 on the grounds of the confidentiality of the business to be transacted and the public interest would not be served by disclosing the information.

**857 CLERK'S CONTRACT OF EMPLOYMENT**

A draft Contract of Employment for the Clerk was submitted. This had been the subject of negotiation between the Working Group and the Clerk.

**RESOLVED:** That the Contract of Employment for the Clerk be approved, with immediate effect and signed by the Clerk and Chairman.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 9.30 pm