

**MINUTES OF A MEETING OF MINSHULL VERNON & DISTRICT PARISH COUNCIL
HELD IN ST PETER'S COMMUNITY HALL, MINSHULL VERNON
ON 24 JUNE 2013**

PRESENT: Councillor Les Horne In the Chair
Councillor W T Beard Councillor K Halford
Councillor Linda Horne Councillor R Lee
Councillor M McGlone Councillor B Palin
Councillor M Wilson Councillor P Wright

APOLOGIES: Councillors M Bromhead, D N Bebbington and I Chenery

Note: Prior to the start of the meeting, Mr Robert Sharples from the NW Ambulance Trust, made a presentation to Members in respect of portable defibrillator units.

885 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:

886 MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 30 MAY 2013

RESOLVED: That the Minutes of the Annual Parish Council meeting held on 30 May 2013 be approved as a correct record.

887 MINUTES OF ANNUAL PARISH MEETING (30 MAY 2013)

It was reported that the Minutes of the Annual Parish Meeting would be submitted to the July meeting.

888 RISK ASSESSMENT/MANAGEMENT

The Parish Council was invited to review its risk management arrangements in respect of the Parish Council's governance arrangements.

RESOLVED: That the Risk Assessment/Management schedule be approved in respect of the Parish Council's governance arrangements.

889 STAFFING COMMITTEE

The newly-formed Staffing Committee held its first meeting on 3 June 2013. The following recommendations were made:

Retention Policy for Documents held by the Parish Council

The issue of retention of documents was raised at the meeting. The Parish Council did not have a policy document. The Clerk's draft policy, based on NALC guidance, was now submitted.

RESOLVED: That the Retention Policy for Parish Council documents be approved.

Registration with the Information Commissioner under the Data Protection Act 1998

It was reported that the Clerk had now registered the Parish Council with the Information Commissioner's Office under the Data Protection Act 1998. The Parish Council did not

currently process information, but did hold information, and for this reason, it was reasonable to register.

890 POLICE MATTERS

PCSO Lawrence Price was not in attendance.

891 PUBLIC QUESTION TIME (10 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.

There were no members of the public in attendance.

892 FAMILY DAY – JUNE 2013

Arrangements were finalised for the first of the "Family Day" events, which was to be held on Saturday, 29 June at Mablins Lane Primary School.

- The Parish Council banner was now available.
- The annual reports had been printed by Cheshire East Council at a quoted price of £172.50 plus vat.
- Leighton Primary and Mablins Lane Schools had each been asked for information about their summer fairs, to enable a post to be added to the Parish Council's website. No details had yet been provided.

The Chairman agreed to contact the Head Teacher at Leighton Primary School for information.

The Clerk undertook to provide brief information for each event, based on the grant application forms submitted to the May meeting.

893 FINANCIAL MATTERS

893.1 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£80.00	HMRC – Tax on Clerk's salary
£84.00	Bennions – parish field mowing (£70.00 net and £14.00 vat)
£261.54	Zero Signs and Digital Ltd. Banner for Family Day (£73.95) Banner re. Fly-tipping – Moss Lane (£144) (£217.95 net and £43.59 vat)
£378.00	Mrs C M Jones – reimbursement for purchase of 1,000 fluffy bugs for the Family day (£315 net + £63 vat)
£7,188.00	TWM Traffic Control Systems Ltd. Purchase of 2 x 12v DSD 3000 c/w data collection radar K114B and USB (£5,990 net + £1,198 vat)
£35.00	Registration with the Information Commissioner's Officer under the Data Protection Act 1998

893.2 CVS Cheshire East

£48.00 Half-year fee for payroll service. (Note: this invoice had been approved for payment at the previous meeting; however, at the conclusion of the meeting, the Clerk noticed that the amount appeared to be greater than the £48.00 authorised. This had now been queried with CVS and the amount was confirmed as £48.00 only.)

893.3 Stihl Equipment – Payment and Training for Operators

£873.60 Sharrocks – purchase of Stihl Strimmer (£728.00 net and £145.60 vat)

Following receipt of payment, Sharrocks would arrange for the equipment to be despatched.

RESOLVED: (a) That payment of £873.60 to Sharrocks be approved;

(b) That Councillor McGlone arrange to collect the equipment for storage at his home;

(c) That, following training by Sharrocks, Councillor McGlone train other operators of the equipment; and

(d) That Councillor McGlone be authorised as the custodian of this equipment.

893.4 Internal Audit

The accounts were still being audited by the Internal Auditor and his report was, therefore, not currently available.

894 ITEM REQUESTED BY PARISH COUNCILLOR

➤ Provision of Petty Cash Facility (requested by Councillor Les Horne)

The Parish Council was invited to consider, in principle, the provision of a petty cash facility which could be used to reimburse the Clerk and Councillors for any out-of-pocket expenses incurred between meetings.

The advantages and disadvantages of the proposal were discussed, including the security implications as any cash would be kept in the Clerk's home.

RESOLVED: That no action be taken at this time.

895 PORTABLE DEFIBRILLATOR UNITS (AUTOMATED EXTERNAL DEFIBRILLATORS – AEDs)

Following the presentation earlier in the evening, the Parish Council was invited to consider its next steps in relation to the possible acquisition of an automated external defibrillator (AED).

Members discussed options for funding as this scheme had not been included in the budget for 2013-2014. The Clerk identified three possible heads of expenditure which might be underspent during the year and funding could be *vired* to enable the purchase before 31 March 2014.

RESOLVED: (a) That the Parish Council approve, in principle, the purchase of two automated external defibrillators during the current financial year;

(b) That it be noted that as no budget provision had been allowed for these items, *virement* would be required from other budget heads to fund the purchase;

(c) That the Clerk write to Mr R Hussey of NW Ambulance Trust to thank him for arranging for Mr Sharples to attend this evening's meeting;

(d) That the Parish Council review a local map to identify appropriate locations for the equipment; and

(e) That, in due course, the Clerk obtain quotations from the NW Ambulance Trust's list of preferred suppliers for AEDs;

896 ADOPTION OF STREET LIGHTS, WHALLEYS GREEN

It was reported that Cheshire East Highways had confirmed that the street lights at Whalley's Green had been added to its inventory and its MPAN 1300037976632. Scottish Power had been informed of this and would be able to invoice Cheshire East Highways direct. In the meantime, Members were made aware that as the invoice paid in April 2013 was for the period to 1 October 2012, it was possible that a part-year invoice might be issued at some

future date. Alternatively, now that the situation had been resolved, Scottish Power might choose to write-off the amount which would be approximately £56.

897 GRANT REQUEST

The Parish Council considered a grant request from St Peter's Church for a contribution towards the cost of the July Flower Festival.

RESOLVED: That a grant of £30.00 be made to St Peter's Church towards the costs of the July Flower Festival.

898 SPEED WATCH SCHEME

Councillors Horne and Wright updated the Parish Council on speed watch matters. Reference was made to recording faults on some of the units and Councillor Horne undertook to ask TWM Traffic Control Systems to inspect the equipment.

899 PLANNING MATTERS

There were no planning applications for consultation.

900 REPORT FROM MEMBERS APPOINTED TO OUTSIDE BODIES

Members appointed to outside bodies reported on recent activities.

- LAP Meetings

Councillor W T Beard reported on a recent Crewe LAP meeting. During discussion, reference was made to Leighton not being represented in either of the two LAP areas. The Clerk was asked to invite Dawn Clark (Crewe LAP Manager) to a future meeting to enable Members to gain an understanding of the recent restructuring of the LAPs.

- Hill Top and Hole House Liaison Meeting

Councillor K Halford reported on his attendance at a recent Liaison Meeting. He also reported on the availability of funding to parish councils and this could assist in the purchase of AEDs. Councillor McGlone agreed to make an informal approach and report back to a future meeting.

901 BOROUGH COUNCILLORS' REPORTS

There were no Borough Councillors in attendance on this occasion.

902 CORRESPONDENCE

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

Cheshire East Council

- CLASP Summer Newsletter
- Nantwich LAP Highways Meeting – 22 May 2013
- New funding streams announced : Arising out of discussion of this item, the Clerk was asked to enquire if CEC could issue such information at an earlier date.

Cheshire Association of Local Councils

- Minutes of the Meeting held on 7 March 2013.
- Councillor 4 training workshop 16 July 2013 – Sandbach (evening)
- Rural Transport Group Minutes – 25 April 2013

Other

- Shropshire Wildlife Trust – butterfly hunt

903 DATE OF NEXT MEETING

22 July 2013

904 SHARED INFORMATION

Members were able to share information or request the inclusion of items on the agenda for the next meeting. Issues raised included the following:

- Air Crew killed during WWII
This matter had been raised in 2012 following contact from the Secretary of a Remembrance Society which was arranging for a marble plaque to be made commemorating the deaths of air crew killed in the area during WWII.

The Parish Council had agreed that when the plaque was available, it could be placed on the war memorial at Bradfield Green.

AGREED: That this item be placed on the agenda for the July meeting.

- Tree to replace the felled tree on the war memorial land.
AGREED: No action to be taken at present.
- Flowering shrubs/bedding plants around the war memorial plinth
AGREED: That this item be placed on the agenda for a future meeting following completion of the plinth work by Ben MacDonald.
- Meeting with CEC Highways Engineers on 25 June to discuss cutting back of hedging and footway encroachment.
- Leighton Primary School had recently been granted Academy status.
AGREED: That the Clerk send a letter of congratulations to the school.

905 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.

906 STAFFING MATTERS

The Minutes of the Staffing Committee meeting held on 3 June 2013 were submitted. The Parish Council was invited to approve the Committee's recommendations in respect of an amendment to the Clerk's contract of employment and to the Terms of Reference for the Staffing Committee:

Councillor K Halford had been elected Chairman of the Committee, and spoke to the Minutes.

RESOLVED: That the Committee's recommendations be approved as follows:

- (i) amend paragraph 15 (Annual Leave) of the Clerk's Contract of Employment as follows:

Delete ".....seek approval from the Staffing Committee"
Insert ".....notify the Chairman and parish councillors"

- (ii) amend the Terms of Reference for the Committee as follows:

Delete Paragraph 8 (vii), viz. "Consider requests for annual leave."
(Note: The Clerk would continue to notify the Council of annual leave to be taken.)

.....Chairman