

**MINUTES OF A MEETING OF MINSHULL VERNON & DISTRICT PARISH COUNCIL HELD AT
ST PETER'S COMMUNITY HALL, MINSHULLVERNON
ON 3 OCTOBER 2011**

PARISH COUNCILLORS PRESENT:

Mr D C Forrest	Chairman
Mr W T Beard	Vice-Chairman
Mr W Barnes	Mr D N Bebbington
Mr I Chenery	Mr K Halford
Mr M McGlone	Mr B Palin
Mr R Hollinshead	Mr L Horne
Mrs L Horne	Mr M Wilson

IN ATTENDANCE: PCSO V McKenna

APOLOGIES: Messrs B Evans, D Preece and I Williamson

452 DECLARATIONS OF INTEREST

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

Councillor I Chenery declared a personal and prejudicial interest in respect of Planning Application No. 11/3088N (The Farmhouse) on the basis that he was the Manager of the business and it was his home.

453 MINUTES – 15 AUGUST AND 5 SEPTEMBER 2011

RESOLVED: That the Minutes of the Meeting held on 15 August and the Extra-ordinary Meeting held on 5 September 2011 be approved as correct records and signed by the Chairman.

454 MATTERS ARISING

454.1 Extension of 30 mph Speed Limit

At the previous meeting, Members requested Cheshire East Council to consider extending the 30 mph speed limit on the A530 in the vicinity of St Peter's Church to a point extending beyond the entrance to the church in a northerly direction.

Enquiries had been made and it was reported that an exercise had been carried out a few years previously by Cheshire County Council to review the speed limit on all 'A' and 'B' class roads. The recommendation from this was not to alter the extent of the 30 mph but to introduce a 50 mph speed limit between that and the 40 mph at Whalleys Green. The government guidance had not changed. However, minor improvements such as speed limits, waiting restrictions and pedestrian facilities were now funded through the LAP-based minor improvements programme. The allocation of staff resources depended on the priority given to these issues by the LAP Highway Sub-Groups and the funding available.

Councillor Les Horne, the Parish Council's representative on the Nantwich LAP, undertook to raise this at the next LAP meeting to seek support for the proposed extension of the 30 mph speed limit.

455 PUBLIC QUESTION TIME

In accordance with the Parish Council's Standing Orders, a period of 10 minutes was allocated for members of the public to ask questions or address the Parish Council. There were no questions from members of the public.

456 POLICE MATTERS

PCSO V McKenna was in attendance and reported the following criminal incidents:

10	thefts
14	criminal damage – Leighton area
10	burglaries
25	anti-social behaviour incidents (environmental)
30	other anti-social behaviour incidents

Following questions and comments from Members, PCSO McKenna was thanked for her report and she withdrew from the meeting.

457 PLANNING MATTERS

458.1 Planning Applications

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

Ref	Details	Deadline Date for Comment
11/1879N	Hybrid Application – Parkers Road: Amended plans	mid-October
11/3088N	The Farm House, Coppenhall Lane – promotional display unit	7.Oct
11/3090N	24 Carrington Way – single-storey rear and side extension	11.Oct
11/3059N	Leighton Hospital – various to Wards 20 and 21a	12.Oct

RESOLVED: (a) That, in respect of 11/1879N, the Parish Council's comments remained extant and the Chairman would represent the Parish Council when the application was considered at the Borough Council's Strategic Planning Board (expected to be 19 October 2011); and

(b) That, in respect of applications 11/3088N, 11/309N and 11/3059N, no objections be raised.

Note: Having declared a personal and prejudicial interest in application No. 11/3088N, Councillor I Chenery withdrew from the meeting prior to discussion of the application, and re-joined the meeting after a vote on the application had been taken.

458 STANDING ORDERS/FINANCIAL REGULATIONS

The Parish Council was invited to review its Standing Orders and its Financial Regulations. Since their adoption, changes in legislation had rendered them out-of-date.

The Financial Regulations governed the conduct of financial management by the Parish Council and were prepared in accordance with the Accounts and Audit Regulations. The Standing Orders regulated the proceedings of Parish Council meetings and were in accordance with the Local Government Act 1972. For ease, these two sets of regulations had been combined into one document.

The documents had been submitted to the meeting on 15 August meeting when it was agreed that the item be deferred to the September meeting to allow Members the opportunity to give more detailed scrutiny to the document.

RESOLVED: That the Standing Orders and Financial Regulations be approved and adopted with immediate effect, subject to the following amendment:

Page 27 Paragraph 11 (Contracts), sub-paragraphs 11.1 (b) and (g), the amount to be revised from £50,000 to £60,000.

459 RISK ASSESSMENT

The Parish Council was invited to review its risk assessment and management. This item had been deferred from the July and August meetings. Risk Assessments in respect of the following were submitted and approved:

General all-risks schedule covering financial risks, health and safety, business continuity etc.

PRA/01 War Memorial at Bradfield, green, Victoria Memorial at Whalleys Green

Nominated councillors to inspect annually: M McGlone and D C Forrest

PRA/01 Notice Boards

PRA/03 Parish field and boundaries. Key-holders for the parish field were noted: D C Forrest, M McGlone, Les Horne, R Hollinshead. The Clerk was asked to make contact with Mrs Micklewright, whose late husband also had a key to the parish field.

PRA/04 Mature Trees. A quotation for the inspection of trees by a suitably qualified tree surgeon was required. The Clerk undertook to contact Green Valley Trees which had undertaken previous tree work for the Parish Council

PRA/05 Parish Clerk – home working.

RESOLVED: That the risk assessments submitted be approved and updated as indicated in the meeting; and

(b) That a risk assessment for the manual handling of equipment, in particular, relating to the trailer-mounted vehicle speed display unit, be submitted to the November meeting for consideration.

(Note: Councillor D N Bebbington withdrew from the meeting at this point in the proceedings.)

460 FINANCIAL MATTERS

461.1 Diamond Jubilee - 2012

At a previous meeting, Councillor Richard Hollinshead had outlined a scheme for providing a specialist footpath to the rear of the war memorial, extending along Eardswick Lane for a length of 100 yards. The footpath would have a special in-laid slab engraved to commemorate the Diamond Jubilee. A quotation for the work, from Ben MacDonald was submitted, in the sum of £10,500.

At the previous meeting, the Parish Council was minded to include this scheme in its budget proposals for 2012-2013. The Parish Council was not required to seek additional quotations where services provided were of a specialist nature; for example, solicitors, accountants, surveyors, planning consultants (Financial Regulation No. 11.1 (a) (ii)). The Clerk was of the view that the work proposed would appear to fall within this category and in these circumstances the Parish Council did not need to seek other quotations.

Members were reminded that acceptance of the quotation would be on condition that any variation to the contract, addition to, or omission from, the contract must be approved by the Parish Council in writing, with the Council being informed where the final cost is likely to exceed the financial provision.

The Clerk had made enquiries about the need for planning permission. Informal advice had been received that if the footpath were to encroach/meet the highway, it was likely that planning permission would be required.

A number of detailed technical questions were asked by Members. It was agreed that Mr MacDonald be asked to provide more detailed drawings for the next meeting to enable the Parish Council to reach a decision.

RESOLVED: That Mr Ben MacDonald be asked to provide more detail drawings of the proposed footpath for consideration at the next meeting.

461.2 Notice-Boards – Quotation for Headers

Whitehall Direct Ltd. which had provided the Parish Council's new notice-boards had quoted for the provision of headers for each of the four notice-boards (£175 per header for each).

The Clerk provided an image at the meeting, which she had downloaded from a website; this had also been sent to Whitehill Direct as an example of the style of the header.

RESOLVED:

That the quotation from Whitehill Direct Ltd. Be accepted as follows:

- Header for each of four notice-boards originally provided by Whitehill Direct Ltd.
- £175 per header for each notice board plus vat.
- To be made in galvanised steel sheet, powder coated to as close as possible to the silver finish to match the boards.
- To be mounted directly on the top front edge of the display case and sit between the posts.
- The header to rise to 250 mm at the highest part of the arc and the price includes the lettering.
- The lettering to be "Minshull Vernon & District Parish Council"
- The style of the banner to be as per image provided in e-mail from the Clerk to Whitehill Direct on 6 July 2011.

461.3 Budget Provision – 2011-2012 – Community Hall

At its meeting held on 25 October 2010, the Parish Council had approved a request from the Parochial Church Council of St Peter's Church for a contribution towards a shortfall in funding on the new community hall.

Costs were noted as follows:	£
Total costs to the contractor	174,500
Planning/building approval	6,000
Architect	7,000
TOTAL	<u>187,500</u>
Sunday School fund (historic fund from sale of old school)	21,000
Hall Fund (accumulated over 10 years)	66,500
WREN	30,000
Cheshire East Council	35,000
Loan from St Peter's Church General Fund	12,000
Loan from Sunday School fund	15,000
Approximate amount from fund-raising event	3,500
TOTAL AVAILABLE FUNDING	<u>183,000</u>
SHORTFALL	<u>4,500</u>

The total shortfall was £4,500 and had been met in full by the Parish Council.

A sum of £10,000 had also been included in the Parish Council's budget for 2011-2012 against the heading of "St Peter's Community Hall". The Reverend Philip Goggin had submitted a request for the £10,000.

RESOLVED: That a grant of £10,000 be made to St Peter's Parochial Church Council for to assist in the funding of the community hall.

461.4 Acknowledgement of Parish Council's Contribution to the Community Hall

The Clerk had been asked to contact the Reverend Philip Goggin about the plaque displayed in the community hall. Although the Parish Council had previously given sizeable donations towards the building of the community hall, there was no acknowledgement of this on the commemorative plaque.

Mr Goggin's response was that the plaque acknowledged the contribution of WREN as this had been a condition of receiving the funding. The Parochial Church Council (PCC) had debated whether other benefactors should be similarly acknowledged and the decision was taken that it would be better not to do this. It was thought that it would be difficult to achieve this in such a way as to do justice to the many people who had contributed over the years. An exception to this was the plan to erect a plaque in the kitchen to acknowledge the gift of the stainless steel kitchen in memory of the late Marjorie Geddes, wife of the former Vicar.

Mr Goggin had indicated that he was prepared to ask the PCC to review the matter

RESOLVED: That the Parochial Church Council be asked to review the issue of formally acknowledging the Parish Council's financial contribution to the community hall.

461.5 Authorisation of Payments

RESOLVED: That the following payments be authorised:

£52.40	HM Revenue & Customs – tax on Clerk's salary for Month 7 (October)
£88.33	Mrs C M Jones – expenses £31.48 – postage £56.85 – ink cartridges and stationery [S.111 LGA 1972]
£22.54	Mr D C Forrest – reimbursement for purchase of bottle of whisky as gift for former Councillor John Whittingham
£28.66	M McGlone – Payment in respect of website maintenance

462 SPEED WATCH SCHEME (INCORPORATING ACTIVITIES ASSOCIATED WITH THE TRAILER-MOUNTED VEHICLE DISPLAY UNIT)

462.1 Report on the Speed Watch Scheme

Councillor Les Horne reported on the operation of the Speed Watch Scheme. He had forwarded relevant information to the Cheshire Safety Camera Partnership which had now placed cameras at appropriate locations.

It was recalled that Councillor Margaret Simon had previously undertaken to provide information given to her by Councillor Horne, to the Road Safety Partnership (Minute No. 441 – 15 August 2011). A response was awaited.

There were insufficient volunteers at present and this was causing difficulties in operating the scheme.

462.2 Vehicle Speed Display Posts – Leighton School and Mablins Lane School

Information from TWM Traffic Management Systems was awaited.

463 HIGHWAYS MATTERS (CREWE LOCAL AREA PARTNERSHIP)

The Crewe LAP was holding a Highways Sub-Group meeting on 4 October 2011. Parish Councils had been asked to submit revisions to the list of minor works by 26 September. The revised lists would then be discussed on 4 October.

In view of the re-arrangement of the Parish Council meeting from 26 September to 3 October, the Clerk had asked Cheshire East Highways if revisions could be tabled at the Sub-Group meeting on 4 October.

It was noted that there was a sum of £48,000 for the Crewe LAP area and £70,000 for the Nantwich LAP area for funding of highway schemes.

464 NANTWICH LOCAL AREA PARTNERSHIP

Representatives reported on recent LAP meetings and forthcoming events.

Arising out of discussion, the Clerk was asked to write to the Chief Fire Officer to request a contribution to the funding of the posts to be installed outside Leighton and Mablins Lane Schools.

Councillor Les Horne took the opportunity to table information from TWM Traffic Management Systems for Mini 300 vehicle activated speed sign and speed display units; the former cost £1,745 each and the latter £1,900 each. The Parish Council would be invited to consider the quotations at its next meeting when it would be recommended that one be purchased for Woolstanwood and two at Whalleys Green.

465 BOROUGH COUNCILLORS' REPORTS

There were no Borough Councillors in attendance.

466 ITEMS REQUESTED BY PARISH COUNCILLORS

(i) Planning Policy Regarding Consultation on Planning Applications (Requested by Councillor I Williamson)

Following a request from a councillor, the Clerk had written to Cheshire East Highways and a copy of its policy in respect of neighbour consultation on planning applications was submitted for information.

(ii) Award of Freeman or Alderman Status (S.249 LGA 1972) (Requested by Councillor Les Horne)

Subsequent to this request by a councillor, the Clerk reported that, inspection of the regulations showed that only principal authorities were able to confer Freeman or Alderman status on former councillors. The Clerk was asked to verify the situation with the Cheshire Association of Local Councils.

(iii) Victoria Monument – Graffiti and Damage (Requested by Councillor M McGlone)

The monument had been spray-painted with graffiti. It was also showing signs of damage to the masonry.

The Parish Council was invited to discuss action for removal of the graffiti and repair/protection for the memorial.

Following discussion of options, parish councillors undertook to make arrangements for the graffiti removal and protective coating for the memorial.

467 CORRESPONDENCE

The Clerk reported receipt of correspondence. The Parish Council was invited to take action as appropriate.

Electronic communications had been received and forwarded to Members, as follows:

- Highways Minor Works list
- Cheshire East Partnerships Newsletter

The following items of correspondence had also been received.

- Boundary Commission for England – 2013 Review of Parliamentary Constituencies
- With effect from 6 October 2011, Ringway Jacobs would take over from BAM Nuttall as the Borough Council's contractor for the majority of highway services.
- The National Lottery – offer of share of £5m under the Villages SOS Scheme
The Clerk was asked to enquire if Speed Watch was appropriate for funding under this scheme.
- Awareness about Disability Hate Crime – Events being held 3-7 October 2011
- CVS e-bulletin
- Cheshire East Council Ranger Service – Events for October
- Cheshire Association of Local Councils AGM - October. There was likely to be a restructure of the Cheshire Association.

468 SHARED INFORMATION

Parish Councillors were invited to share information and/or request items for inclusion on the next agenda.

Councillor Les Horne requested the inclusion of an item on the agenda for the next meeting:

Signage on Street Furniture: The Parish Council to consider if it wishes to form a view about a specific sign, the owner of which had been granted permission by Cheshire East Council to display it on a temporary basis for a period of 6 months, following which the Borough Council would make a determination about whether it could remain as a permanent sign.

Portable Defibrillators: Following a suggestion from a Member, the Clerk undertook to invite representatives from the NW Ambulance Service to attend the next meeting to make a presentation in respect of portable defibrillator units.

469 NOVEMBER MEETINGS

7 November ordinary meeting
14 November budget meeting

470 EXCLUSION OF PRESS AND PUBLIC

RESOLVED: That the press and public be excluded from the meeting during consideration of the following item in accordance with the Public Bodies (Admission to Meetings) Act 1960 on the grounds that the matter to be discussed was of a confidential nature and the public interest would not be served in disclosing the information.

471 REVISIONS TO BANK MANDATE

Following the authorisation of CVS to undertake the payroll service for the Parish Council, there was now a need to amend the bank mandate in respect of the Clerk's salary to ensure that HMRC received tax under the PAYE scheme.

As the new system started on 1 April 2011, there had been an overpayment to the Clerk (for months 1-6 inclusive) amounting to £314.60. The Clerk had settled this direct with HMRC.

The Parish Council was asked to revise the Clerk's monthly salary payment from £263.50 to £211.10 with effect from 1 October 2011.

RESOLVED: That the bank mandate in respect of the Clerk's salary be amended as follows:

Payable to Mrs C M Jones
From: £263.50
To: £211.10
Effective date 1 October 2011.

.....Chairman

The meeting commenced at 7.30 pm and concluded at 11.10 pm