

**Minutes of the Ordinary Meeting, held remotely at 7:30pm
Monday 21st September.**

Councillors in attendance: Jo Butler (JB), Ian Pulley (IP), Derek Heiron (DH), Alex Baker (AB), Rachel Blood (RB), Victoria Coward (VC), Ros Siddall (RS) Jos Saunders (JS) (Cheshire East)

Parish Clerk: Janet Gamage (JG)

1.	Apologies for Absence Nicky Wylie (Cheshire East), Scott Burdock (PCSO)	
2.	Declarations of Interest None	
3.	Public Forum No members of the public attended	
4.	Feedback and information sharing from Cheshire East Councillors (Including flood updates, New Homes Bonus and Highways updates).	
All Noted	No feedback from the Environment Agency has been sent to the Parish Council. Some contact seems to have been made with local landowners. At the recent Highways Meeting the traffic survey for the village was queried. Enquiries will be made to see when this will take place.	
5.	PCSO Comments	
	The PCSO was not present in the online meeting. By email he informed the Council that there have been several thefts of stone and slate in the area. The new PCSO hopes to join the meeting in October.	
6.	To Note any correspondence received.	
Noted	PACP thanked the council for their photos of the garden before and after renovations. They suggested putting stickers on the new glass fencing so that birds were aware of the glass. This was not thought to be needed.	
Noted	Information on arrangements for Remembrance Sunday have suggested how to conduct wreath laying and services. Police would not be able to close roads, and social distancing must be adhered to. It was decided that one person from each group involved in the village would be invited to lay a wreath following a set timetable. The village hall will NOT be opened.	
Noted	The proposed Village Clean up, originally timetabled in March, will be held on Saturday 3rd October. Volunteers will be asked to meet on the park at 10am. Litter pickers, bags and gloves will be issued. Volunteers will be asked to dispose of the rubbish they collect.	

Noted	Chalc have informed the council that government grants are available for tree planting to help alleviate the effects of climate change.	
Noted	A small business grant was applied for, and received from a fund to alleviate the effects of Covid on business lost in letting the village hall. £10,000 was received.	
7.	To agree as a true record the Minutes of the Ordinary Meeting of the Parish Council held on Monday 20th July 2020.	
Resolved	5 FOR	
8.	To Consider Planning Applications Received	
Noted	Approval has been given for the latest plans submitted for the Swan Inn. Hollowcowhey Farm have submitted and then withdrawn an application for an extension.	
9.	Neighbourhood Planning/ Emergency Planning / Community Response	
Noted	The document continues to be written.	
10.	Reports from working parties	
	No new details were reported.	
11.	To discuss Maintenance of the hall and gardens.	
Noted	Garden renovations are complete.	
Noted	The front door needs either replacing or repairing. Repairs to the hall floor will be delayed for now due to anticipated costs.	
12.	Hall lettings and promotion of the village hall.	
Noted	Some lettings have been taken. Pilates began again in September. Some occasional lettings have been made. Covid guidance has been displayed in the hall. A system for contactless card payments will be investigated so that cash will not have to be handled.	

13. Noted	To inform the council on progress with the audit. PKF Littlejohn – external auditors have emailed to acknowledge receipt of the audit documents. They will conduct the external audits in the order received. Deadlines have been extended due to the effects of Covid.	
14. Noted	To inform the council on time spent on council matters by the clerk. Over the last two months, the time spent has been kept to 22 hours per month.	
15 Approved	To approve new pay scales for the clerk including back pay to April. The increase and back pay were approved. 7 FOR	
16. Approved Approved	To discuss the laws for website accessibility. A draft statement on accessibility was discussed for publication on the council website. The statement will be included on the website. 7 FOR A widget has also been researched which will improve the accessibility of the website. It was decided to apply this to the website. 7 FOR	
17. Approved	To discuss the draft Privacy Notice The amended policy had been circulated, and was approved. It will be added to the website. 7 FOR	
18. Noted	To discuss the Covid 19 risk assessment for reopening the village hall. Two risk assessments have been produced. One applies to use of the hall for Pilates, the other is a generic assessment. This will be made available to people hiring the hall by email.	
19. Noted	To agree the entries on a Business Register Survey from The Office for National Statistics. This was discussed and will be completed and returned.	

20.	<p>Finance</p> <p>Payments authorised by the council</p> <p>BACS</p> <table border="0"> <tr> <td>J Gamage salary (August)</td> <td style="text-align: right;">£171.94</td> </tr> <tr> <td>J Gamage salary (September)</td> <td style="text-align: right;">£171.94</td> </tr> <tr> <td>L Smallwood cleaning and supplies</td> <td style="text-align: right;">£120</td> </tr> <tr> <td>PAYE – Clerk</td> <td style="text-align: right;">£129</td> </tr> <tr> <td>J Gamage expenses + postage</td> <td style="text-align: right;">£30.97</td> </tr> <tr> <td>ASP Window cleaning August</td> <td style="text-align: right;">£17.50</td> </tr> <tr> <td>Morgan Fire Protection</td> <td style="text-align: right;">£77.52</td> </tr> <tr> <td>Chalc – clerk training</td> <td style="text-align: right;">£25</td> </tr> <tr> <td>J Butler – Garden Bench</td> <td style="text-align: right;">£119.95</td> </tr> <tr> <td>MEGA construction – glass panels</td> <td style="text-align: right;">£1826.50 (4th August)</td> </tr> <tr> <td>V Coward Website renewal</td> <td style="text-align: right;">£119.97 (3rd August)</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 2810.29</td> </tr> </table> <p>Cheques No cheques</p> <p>Cancelled cheques: 2314 V Coward - Payment made by BACS</p> <p>Cheques not yet cashed None</p> <p>Bank Statement Reconciliation</p> <p>Bank Accounts at the end of August 2020</p> <table border="0"> <tr> <td>Current acc</td> <td style="text-align: right;">£ 11998.57</td> </tr> <tr> <td>Renovation acc</td> <td style="text-align: right;">£ 37.24</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 12035.81</td> </tr> </table>	J Gamage salary (August)	£171.94	J Gamage salary (September)	£171.94	L Smallwood cleaning and supplies	£120	PAYE – Clerk	£129	J Gamage expenses + postage	£30.97	ASP Window cleaning August	£17.50	Morgan Fire Protection	£77.52	Chalc – clerk training	£25	J Butler – Garden Bench	£119.95	MEGA construction – glass panels	£1826.50 (4 th August)	V Coward Website renewal	£119.97 (3 rd August)	Total	£ 2810.29	Current acc	£ 11998.57	Renovation acc	£ 37.24	Total	£ 12035.81	
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21	Items for future meetings																															
22.	<p>Items for information According to Nalc rules, the AGM can be postponed until next year.</p>																															
19	<p>Date & Time of Next Meeting Monday 19th October 2020 at 7.30pm via the Zoom platform.</p>																															

The meeting concluded at 8:50 pm.