

**Minutes of the Ordinary Meeting, at the Memorial Hall, Kettleshulme
Monday 23rd June 2014 at 7.30pm**

Councillors in attendance: Clive Greenwood (CG), Jo Butler (JB), Cheryl Greenwood (CBG), Victoria Greenwood (VG), Bill McQuinn (BM), Ian Pulley (IP), Tony Sheldon (TS)

Parish Clerk: Paul Harris (PH)

1.	Apologies for Absence Apologies for absence were received from Cllr B McQuinn and Cllr V Greenwood	
2.	Declarations of Interest None received	
3.	Public Forum No members of the public were in attendance	
4.	To note any correspondence received Noted Cheshire East Local Plan Strategy Consultation by CEC on Green Waste Winter Shutdown CEC Service Delivery Vehicles Planning Application 14/2798M Moorside Farm, Moorside Lane, Pott Shrigley, Macclesfield, SK10 5RZ, forwarded by Cllr H Murray	
5.	To agree as a true record the minutes of the Annual General Meeting of the Parish Council held on Monday 19th May 2014 Resolved That the minutes of the Annual General Meeting of the Parish Council held on Monday 19th May 2014 be agreed as a true record	
6.	To review the Cheshire East Council Code of Conduct for Councillors and confirm adoption of this code Resolved That the code be adopted by Kettleshulme Parish Council and that Councillors be governed by the code of conduct.	
7.	To discuss the War Memorial Scheme Councillors discussed the War Memorial Scheme noting that this was the second time applications had been invited. It was understood that detailed quotes would be needed and there was in sufficient time to collate the information before the scheme closed. It was further noted that the War Memorial	

Agreed	was in order, and that it was important to avoid jet washing. To defer until next time that the grants become available.	
Resolved	8. To Consider Planning Applications Received a) Councillors discussed Planning Application NP/CEC/0514/053: 35 Paddock Road – proposed two storey side extension to form ground floor snug and first floor bedroom with ensuite and rear extension to form larger kitchen dining area. That Kettleshulme Parish Council has no objections raised to the application.	
Noted	9. To Note Hall Lettings Councillors noted the following Hall bookings: a) “Big Chinwag” Charity Night – 19 June. The event made £390 profit; however there was limited attendance from the village. It was noted that it was a good event for those that attended and Whaley Bridge Junior Band was excellent.	
10.	To receive a report from the Entertainment Group It was noted that the Group had not met recently. The CRTA event would take place in October and Beer Keller in November. A slide Show on Whaley Bridge to Chapel Bypass was to be organised for September.	
11.	To discuss Health & safety / risk assessment items a. <u>Defibrillator</u> Cllr Butler had contacted the British Heart Foundation however had not received no reply. The item is ongoing. b. <u>First aid course</u> This matter was dependent upon installation of the Defibrillator and was ongoing. c. <u>Other items of concern</u> Cllr Sheldon raised a concern regarding Remembrance Day in front of the War Memorial. There was a potential risk where people stood on the road. The Parish Council would like the Police to close the road for the two minutes silence on 9 th November. An item would be placed on the September	JB PH

	meeting agenda.	
12.	<p>To approve Highways and Maintenance sub-committee recommendations</p> <p>It was noted that the Subcommittee had not met.</p> <p>Cllr Clive Greenwood mentioned to the Council that the LAP Subcommittee on Highways was due to meet. Items for the LAP were identified as:</p> <ul style="list-style-type: none"> • Deterioration of Macclesfield Road between Paddock Road down towards the Swan • 30 mph limit throughout the village of Kettleshulme • Zebra crossing close to the School • A countdown Speed Indication Device • Concern over HGVs through the village, to request a weight restriction over the Bridge on Macclesfield Road 	CG
13.	<p>To raise and discuss maintenance issues in the village</p> <p>There were no issues identified regarding street lighting. Issues relating to Highways were considered under item 12. No further issues regarding Hall Maintenance were identified but it was noted that a replacement vacuum cleaner had been purchased.</p>	
14.	<p>To receive and consider quotations for village hall maintenance</p> <p>The installation of a triple fan and the installation of kitchen units were discussed as one item. It was noted that a grant manager from WREN had visited the Village Hall and met with Cllr Clive Greenwood and Cllr Bill McQuinn. It was felt by the grant manager that Kettleshulme Parish Council may be eligible for a grant for works to the Village Hall in relation to refurbishment of the kitchen to include plastering and sanitation. The aspect not eligible would be funding of an extension.</p> <p>It was noted that Cllr McQuinn had obtained some domestic quotations for refurbishment of the kitchen however it had been difficult to obtain commercial quotations.</p> <p>It was noted that there was two years left of the Danes Moss Landfill Site and any grant applications had to be submitted before then.</p> <p>It was noted that if the Parish Council wanted a new kitchen it</p>	

	<p>would need letters of support from user groups and the community as a whole. It was noted that the next round was the end of October; therefore the application would need to be submitted by the end of July. It was also noted that several applications could be submitted for different things at the same time. If the Parish Council went ahead and paid for the double glazing replacement this would go towards the Parish Council's credit and would strengthen other applications.</p> <p>It was agreed that Cllr Clive Greenwood would draft a template letter for circulating to user groups and to the community in order to generate wider support for the project</p> <p>c. <u>Installation of double glazed windows and doors in the Village Hall</u></p> <p>It was reported that of the 3 quotations received the preferred company came to talk through the plans. A full specification would be received shortly. It was agreed that a meeting would be needed to go through the quotation and to authorise the work.</p> <p>RESOLVED That the Company be invited to an Extra Ordinary Meeting of Kettleshulme Parish Council on Friday 27th June 2014 at 8pm in order to discuss the quotation with a view to the Council making a decision with regards to the quotation and final specification.</p>	CG
15.	<p>To receive quotations for Gardening and Grass Cutting</p> <p>It was noted that two quotations had been received. It was agreed that a quote from Mr Wild was better value supporting the lawn being cut twice per month during summer months.</p> <p>RESOLVED That the gardening and grass cutting quotation from Mr Wild be accepted.</p> <p>All voted FOR</p>	
16.	<p>To receive a report from the Village Hall Enhancement Working Party</p> <p>This item was considered as part of item 14 above.</p>	
17.	<p>Finance</p> <p>It was noted that CPRE membership had been paid automatically, this would be reviewed March 2015.</p>	

	<p>a. <u>Cheques to be authorised by the Council</u></p> <p>RESOLVED That the following cheques and payments be authorised:</p> <p><u>List of cheques for payment – 23 June 2014</u></p> <table border="0"> <tr> <td>1887</td> <td>P Harris – Clerk Salary</td> <td>£100.00</td> </tr> <tr> <td>1888</td> <td>P Harris – Expenses Stamps and Printing</td> <td>£7.10</td> </tr> <tr> <td>1889</td> <td>M Moss – Cleaning</td> <td>£66.00</td> </tr> <tr> <td>1890</td> <td>C Greenwood (Vacuum Cleaner)</td> <td>£100.00</td> </tr> <tr> <td>1891</td> <td>HM Revenue and Customs</td> <td>£75.00</td> </tr> </table> <p>Direct Debits</p> <table border="0"> <tr> <td>07.04.2014</td> <td>United Utilities</td> <td>£11.08</td> </tr> <tr> <td>21.06.2014</td> <td>CPRE Membership</td> <td>£36.00</td> </tr> <tr> <td>21.06.2014</td> <td>Opus Energy – Gas</td> <td>£25.35</td> </tr> <tr> <td>24.06.2014</td> <td>Opus Energy – Electricity</td> <td>£66.70</td> </tr> </table> <p>Income Received</p> <table border="0"> <tr> <td>14.04.2014</td> <td>Bruna Tamai</td> <td>£90.00</td> </tr> <tr> <td>19.05.2014</td> <td>Bruna Tamai</td> <td>£50.00</td> </tr> <tr> <td>10.06.2014</td> <td>HMRC (VAT Return)</td> <td>£673.89</td> </tr> <tr> <td>23.06.2014</td> <td>Whaley Bridge Band</td> <td>£60.00</td> </tr> </table> <hr/> <p>Total</p> <p>£873.89</p> <p>Current a/c as at 31 May 2014</p> <p>£7322.44</p> <p>Reserve a/c</p> <p>£84.27</p> <p>Renovation a/c</p> <p>£12217.24</p> <p>b. <u>To consider adding the Parish Clerk to the list of authorised signatories for 2014/2015</u></p> <p>This matter was discussed fully by Councillors. It was noted that in order for the bank to discuss the account and any queries with the Parish Clerk, he had to be included on the Bank Mandate.</p> <p>RESOLVED That the Parish Clerk be added to the Bank Mandate as an authorised signatory.</p> <p>c. <u>To sign the Bank Mandate for authorised signatories</u></p> <p>The Bank Mandate was signed</p> <p>d. <u>To review administration costs (printing, envelopes etc)</u></p> <p>RESOLVED That Kettleshulme Parish Council would meet the costs of all stationary and printing will be 5p per sheet.</p>	1887	P Harris – Clerk Salary	£100.00	1888	P Harris – Expenses Stamps and Printing	£7.10	1889	M Moss – Cleaning	£66.00	1890	C Greenwood (Vacuum Cleaner)	£100.00	1891	HM Revenue and Customs	£75.00	07.04.2014	United Utilities	£11.08	21.06.2014	CPRE Membership	£36.00	21.06.2014	Opus Energy – Gas	£25.35	24.06.2014	Opus Energy – Electricity	£66.70	14.04.2014	Bruna Tamai	£90.00	19.05.2014	Bruna Tamai	£50.00	10.06.2014	HMRC (VAT Return)	£673.89	23.06.2014	Whaley Bridge Band	£60.00	
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18.	To consider progress in producing a Kettleshulme																																								

	Community Resilience Plan This matter was ongoing and would be progressed by Cllr Clive Greenwood and Cllr Bill McQuinn.	
19.	To discuss production of village newsletter – consider timings and content for next newsletter Deferred until the next meeting.	
20.	Items for future meetings The issue of potholes was raised.	
21.	Items for information An offer of glasses for the bar had been received. Cllr Butler would sort through the glasses and replace glassware as necessary. The rocking horse in the children’s playground had been broken. The clerk would contact Cheshire East Council to get it repaired.	JB PH
22.	Date and Time of Next Meeting Thursday 14 August 2014 at 7.30pm	
Resolved	That the press and public be excluded from the meeting for the following items because there may be disclosure to them of exempt information as defined in Schedule 12 A of the Local Government Act 1972.	
23.	To review the performance of the Parish Clerk and confirm salary levels. Following a review of the Parish Clerk role and job description Councillors were happy to agree an increase in salary. Councillors stated that they were happy with the performance of the Parish Clerk. Resolved That the hours be increased to 22 hours per month in recognition of the actual workload of the role, also that the salary be raised to £3300 per annum. All voted FOR	

The meeting concluded at 9:30pm