

**Minutes of the Ordinary Meeting, at the Memorial Hall, Kettleshulme
Thursday 14 August 2014 at 7.30pm**

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

Parish Clerk: Paul Harris (PH)

Caretaker: Alan Boothby (AB)

1.	Apologies for Absence Apologies for absence were received from Cllr Jo Butler	
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 County Playing Fields Association Annual Subscription – Councillors agreed they did not wish to renew. Cheshire East Giveback (Your Money Fund) email from Cllr Michael Jones – funding for a specific community activity. Outcome of the Recycling and Waste Public Consultation on the Annual Garden Waste Collection Shutdown. ChALC July Newsletter and notice of Annual Meeting 2014 on 22 October 2014. Email from BDO regarding outstanding Audit Points.	
5.	To agree as a true record the minutes of the Ordinary Meeting of the Parish Council held on Monday 23rd June 2014 Resolved That the minutes of the Ordinary Meeting of the Parish Council held on Monday 23rd June 2014 be agreed as a true record 5 votes FOR 1 vote ABSTAIN	
6.	To agree as a true record the minutes of the Extra Ordinary Meeting of the Parish Council held on Friday 27th June 2014 Resolved That the minutes of the Extra Ordinary Meeting of the Parish Council held on Friday 27th June 2014 be agreed as a true record 6 votes FOR	

7.	To approve Standing Orders	
Resolved	That the draft Standing Orders for Kettleshulme Parish Council be approved.	
8.	To approve Financial Regulations	
Resolved	That the draft Financial Regulations for Kettleshulme Parish Council be approved.	
9.	To Consider Planning Applications Received None received	
10.	To note Planning Decision made.	
Noted	That application number - 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 had been granted subject to two conditions.	
11.	To receive a report from the Entertainment Group	
	The Council noted that the next event was the Autumn CRTA event on 25 October "Old Herbaceous" and was a play based on a book and had good reviews. The Whaley Bridge Band was putting on a Beer Keller on 15 November.	
12.	To review Hall lettings and consider actions	
	The Parish Clerk presented a report to the Council on Hall lettings for 2014 against lettings in 2013. All budgeted costs (caretaker, clerk, running costs) were being met by lettings and the precept. The Council expressed that it would like the Hall to take greater care of itself outside of the precept. It was also accepted that there were lots of empty slots that could have bookings with the right advertising and promotion. It was agreed that an agenda item for the September meeting was needed to look at promotion of the village hall. Refer to next meeting	
13.	Hire of Equipment from the village hall, and the creation of an inventory	
	Councillors discussed the issues raised regarding the hire of equipment from the Hall to third parties. Concern had been expressed that equipment was being hired out with no process or inventory in place.	

Resolved	<p>That the Caretaker would take an inventory of all equipment that could be hired out.</p> <p>That Cllr V Greenwood would work with Cllr Clive Greenwood on a suitable agreement.</p> <p>That a charge be levied for hire of 1 – 4 tables at £10 to cover time of the Caretaker. Also that no more than 4 tables will be hired at any one time.</p> <p>That the black chairs could be hired out at a charge of £10 for 10 chairs.</p> <p>That these charges will not apply to voluntary groups or those hiring the Hall.</p>	<p>AB</p> <p>VG CG</p>
<p>14.</p> <p>Resolved</p>	<p>To review Village Hall key holders</p> <p>Various issues were raised by the Caretaker including that the floor lino had been torn on Saturday 9th August during the morning, and on another occasion the doors had been left open. This presented a serious security issue.</p> <p>The Caretaker informed Councillors that he was happy to be a 24/7 Caretaker and to be on hand to open and close after each letting. This reduced the need for some groups to have keys. Cllr Clive Greenwood would draft a letter to groups informing them of the change of procedure and that they no longer needed keys.</p> <p>That the Caretaker would open and close after all hall lettings and that extra keys be returned to the Parish Clerk.</p> <p>It was also agreed that in future all Councillors would inform the Caretaker as a matter of courtesy before they let anyone into the building.</p>	<p>AB</p>
<p>15.</p>	<p>To discuss Health & safety / risk assessment items</p> <p>a. Defibrillator</p> <p>Dion Cross, Chairman of Bollington & Macclesfield CFRs was unable to attend the meeting. However, a grant of £874 had been received from the Rose Queen that would cover the full cost of the Defibrillator and mounting case.</p> <p>b. First aid course</p> <p>It was noted that once the machine had been installed, training</p>	

	<p>could be arranged.</p> <p>c. Fire Extinguisher testing in the Hall</p> <p>Full testing of the Fire Extinguishers in the Village Hall had been carried out on 17 July 2014.</p> <p>d. PAT testing in the Hall</p> <p>Councillors thought that this needed to be done every 5 years. It had been done last year, but Cllr McQuinn would check the legal requirements.</p> <p>e. Other items of concern</p> <p>The stage extension blocks needed fixing together with some carpet underneath and a means to pull them out from under the stage. Cllr McQuinn and Alan Boothby would look into the cost and come back to the next meeting.</p> <p>An approach had been made to the Parish Council to have a table tennis club in the Hall. Cllr Cheryl Greenwood would send out an email to gauge interest. The issue of DBS Checks for volunteers was raised. Councillors agreed that this was potentially good for the village.</p>	<p>BM</p> <p>BM AB</p> <p>CBG</p>
Resolved	That the session for children would be free, the adult's session would be charged at £15 per hour provided that the hirer is responsible for the running of the club and ensuring all insurance and legal requirements are met.	
16.	<p>To approve Highways and Maintenance sub-committee recommendations</p> <p>There were none to approve.</p>	
17.	<p>To raise and discuss maintenance issues in the village</p> <p><u>a. Street lighting</u></p> <p>Two faulty streetlights were highlighted and Cllr Clive Greenwood would report them for maintenance.</p> <p><u>b. Highways and Village Maintenance</u></p> <p>The issue of speed through the village was raised at the Poynton LAP including a proposal to change the speed to 30 mph from Reed Bridge through the village. Money would need to be identified from a special grant.</p>	<p>CG</p> <p>CG</p>

	<p>The deteriorating road surface on Macclesfield Road was known to Highways, however it was not deemed of a sufficient level of need for repair.</p> <p><u>c. Hall Maintenance</u></p> <p>Since the windows have been replaced the decorating needs to be done. Cllr McQuinn had obtained a quotation of £1150; this was excluding materials and for decorating everything except the kitchen. Cllrs would look at colour charts at the end of the meeting.</p> <p>Two companies had given quotations for curtains – 12 windows and the stage plus black behind the stage, both quotes similar at £5150. A third company would give a quotation the following week. Cllr Clive Greenwood asked if an application for funding could be made through Kettleshulme Entertainment Committee. He would look at a constitution for the group and would work with Cllr McQuinn to apply for funding.</p>	BM CG BM
18.	<p>To receive and consider quotations for Village Hall Maintenance</p> <p>Regarding both the installation of the Triple Fan and the Kitchen units, Cllr McQuinn had been in contact with a number of companies but it was difficult to get a quotation from them; however he had managed to get some companies to agree to visit in the next week to quote for a basic kitchen, extra cupboards and a built in dish washer. These could then go into the WREN application for October submission.</p>	BM
19.	<p>To receive a report from the Village Hall Enhancement Working Party</p> <p>Once quotations had been received for works to the Kitchen the application to WREN could be completed.</p>	BM CG
20.	<p>To Review the Installation of double glazed windows and doors at the Village Hall and approve payment.</p> <p>Councillors were comfortable with the windows and felt that an excellent job had been done.</p> <p>Resolved That the work be accepted and payment ratified.</p>	
21.	<p>Finance</p> <p><u>a. To ratify cheques signed in July</u></p>	

Resolved	That the following cheques signed in July be ratified by Council:	
	<u>List of Cheques paid – 25 July 2014</u>	
	1893 Clerk Salary	£220.00
	1894 Cleaning	£60.00
	1895 Expenses Stamps and Printing	£5.72
	1896 Caretaking	£40.00
	1897 Autela Payroll (July – September)	£27.00
	1898 Gardening	£145.00
	1899 Bollington Brewing Co.	£81.60
	Direct Debits - July	
	15.07.2014 United Utilities	£28.18
	21.07.2014 Opus Gas	£19.97
	24.07.2014 Opus Electricity	£33.27
	Income Received - July	
	23.06.2014 V Greenwood – Charity Night	£60.00
	09.07.2014 Whaley Bridge Band	£60.00
	Also received but not banked - July:	
	Kettleshulme WI payment of inv 40 and 52	£210.00
	CEC Elections	£250.00
	Childrens Party	£12.00
	Banked but not confirmed - July	
	Pilates May and June	£120.00
	<u>b. Cheques to be authorised by the Council - August</u>	
Resolved	That the following cheques and payments be authorised:	
	<u>List of Cheques for payment – 14 August 2014</u>	
	1900 Expenses Stamps and Printing	£12.41
	1901 Gardening	£60.00
	1902 Defibrillator	£400.00
	1903 Defibrillator Mounting Case	£474.00
	1904 Caretaker	£40.00
	1905 Clerk Salary	£220.00
	1906 Plants	£146.56
	0001 Windows	£10,080.00
	Direct Debits	

	<p>21.08.2014 Opus Gas £16.11 2408.2014 Opus Electricity £33.40</p> <p>Income received but not banked: Whaley Bridge Band £75.00</p> <p>Current a/c as at 30th June 2014 £7604.63 Reserve a/c (no recent statement received) £84.27 Renovation a/c (no recent statement received) £12217.24</p>	
22.	<p>Annual Return – to note information requested by BDO and to ratify amendments made</p> <p>The Parish Clerk reported to the Council that BDO had requested the following:</p> <p>a. Explanation of variances b. Amendments to Asset Register and Valuation of Assets – this resulted in a need to amend the Annual Accounting Statement c. Explanation of Level of Reserves</p> <p>Resolved That the amendments made by the Clerk in conjunction with the Vice-Chair Cllr Butler be approved by the Council.</p>	
23.	<p>To note progress in producing a Kettlethulme Community Resilience Plan</p> <p>It was reported that Cllr Clive Greenwood had completed a draft Kettlethulme Community Resilience Plan. This still required an Emergency Coordinator and two Deputy Coordinators. The plan would be sent out to all Councillors before the next meeting and would be on the agenda for approval.</p> <p style="text-align: right;">Refer to next meeting</p>	CG
24.	<p>Village Newsletter</p> <p>This was reported to be ongoing; the newsletter could be used to help promote the Hall and would be mainly electronic.</p>	VG
25.	<p>Items of Future Meetings</p> <p>Remembrance Day – request for the Police to briefly close the road. This would be placed on the agenda for September</p>	
26.	<p>Items for Information</p> <p>No items were raised.</p>	

27.	Date and Time of the Next Meeting Monday 15 th September 2014 at 19.30pm	

The meeting concluded at 9:30pm