

**Minutes of the Ordinary Meeting, at the Memorial Hall, Kettleshulme
Monday 20 April 2015 at 7.30pm**

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

Parish Clerk: Paul Harris
1 Member of the Public

1.	Apologies for Absence Apologies for absence were received from Cllr Tony Sheldon, Cllr H Murray (Cheshire East Council) and Cllr J Saunders (Cheshire East Council)	
2.	Declarations of Interest None received	
3.	Public Forum One member of the public was in attendance but did not wish to speak.	
4. Noted	To note any correspondence received An introductory email from Karen Shelley-Jones regarding South West Peak Landscape Partnership Scheme ChALC newsletter Planning Service Parishes Bulletin 11 Letter and flyer from Advice Cheshire East for placing on Notice Boards CPRE Newsletter	
5. Resolved	To agree as a true record the minutes of the Ordinary Meeting of the Parish Council held on Monday 16 March 2015 That the minutes of the Ordinary Meeting of the Parish Council held on Monday 16 March 2015 were agreed as a true record. 5 votes FOR 1 vote ABSTAIN	
6.	To Consider Planning Applications Received Councillors considered Planning Application Number NP/CEC/0315/0241 including an amended location plan. Councillors discussed the site including ownership and upkeep	

	<p>of road and feedback from neighbours given to individual Councillors.</p> <p>Resolved That no objection is given to Peak District National Park Authority in respect of this application, but request an opinion on this application from the Planning Officer.</p> <p>4 votes FOR 2 votes AGAINST</p>	
7.	<p>Neighbourhood Planning</p> <p>The Clerk informed Councillors that he had contacted Peak District National Park Authority and requested assistance with Neighbourhood Plan. Councillors asked that Adele Metcalfe be invited to a future meeting after the Annual Ordinary Meeting of the Council in May.</p> <p>The Clerk also informed the Council that Cheshire East Council was inviting parishes to apply for up to £7000 to fund work needed to draw up their Neighbourhood Plans.</p>	PH
8.	<p>To receive a report from the Entertainment Group</p> <p>Cllr Cheryl Greenwood informed members of the Council that the Firewalker event tickets were selling well. There were 80 tickets and half had already been sold.</p>	
9.	<p>Hall Lettings and promotion of the Village Hall</p> <p>Councillors noted the following Hall bookings during April and May:</p> <p>Inland Waterways Cheshire East Council – Elections Pilates Women’s Institute Whaley Bridge Band</p> <p>Councillors acknowledged the need to continue promoting the Village Hall. Councillor Cheryl Greenwood spoke regarding the Whaley Bridge Parish Magazine which was reported to have a good circulation. For a half page advert it was £70 per annum for 10 issues. Councillors felt this was good value for money.</p> <p>Resolved That the Village Hall be advertised through the Whaley Bridge Parish Magazine for 10 issues at £70 per annum.</p> <p>6 votes FOR</p>	
10.	<p>Offer of donating a piano for use in the Village Hall</p> <p>The Parish Council had been offered a donation of a black</p>	

	<p>upright piano formerly of the late Mrs Leonard. Email communication between Councillors had demonstrated a variety of opinion and concerns by members of the Council. It was acknowledged by the majority of Councillors that some hirers may use a piano and therefore it could be a benefit.</p> <p>Resolved That the Parish Council accept the donation of the black upright piano from the estate of the late Mrs Leonard for use in the Kettleshulme Village Hall.</p> <p>3 votes FOR 2 votes AGAINST</p>	
11.	<p>Equipment Hire Agreement Councillor Victoria Greenwood reported to the Council that the Equipment Hire Agreement had been finalised and would be circulated.</p>	VG
12.	<p>Table Tennis Club – update It was noted that the last meeting was 23rd April 2015 and as yet they club had not come back to book anything further.</p> <p>Councillors felt the Table Tennis Club was great for winter evenings offering an important activity. The issue of storage of the tables was raised as they were currently stored in the main hall. It was stated that the Club needed to look after its own affairs and the tables were the responsibility of the club and not the Parish Council.</p> <p>Councillor McQuinn had talked to the caretaker about a shed with a sloping roof. Chairs could be stored in it and table tennis tables could also be stored. Cllr McQuinn would look into this. A damage waiver would need to be signed by the club administrators to ensure no liability to the Parish council.</p> <p style="text-align: right;">Defer to next meeting</p>	BM
13.	<p>Village Hall curtains update Cllr Cheryl Greenwood explained that the deposit had been sent to Cheshire Curtains and the new curtains would be fitted in four weeks on 11 May. The old curtains were discussed.</p> <p>Resolved That the old stage curtains be donated to Chapel Players (David Mowl) and the rest to a charity shop</p>	
14.	<p>To discuss Health & safety / risk assessment items</p> <p>a. Defibrillator Thanks were given to Councillor Ian Pulley for getting the new defibrillator cabinet in place. It was far better than the original.</p>	

	<p>Councillor Clive Greenwood had sent the North West Ambulance Service an email to check everything was now in place. There were forms that needed to be signed to have the defibrillator and cabinet adopted by the North West Ambulance Service.</p> <p>b. First Aid Course The last first aid course sessions were on 16 April and 21 April 2015.</p> <p>c. Other items of concern None were raised.</p>	CG
15.	<p>Community Speedwatch It was reported that PSCO Sophie Bailey had moved on from Kettleshulme. Councillor Clive Greenwood had followed this up with the Sergeant but had received no response as yet.</p> <p style="text-align: right;">Defer to the next meeting</p>	CG
16.	<p>To raise and discuss maintenance issues in the village</p> <p>a) The streetlight outside the hall was ongoing.</p> <p>b) Highways had been out repairing potholes, but had been very selective and not all had been done. Councillor Clive Greenwood reported that the Local Area Partnership was currently in abeyance. They were reconsidering how often they would meet.</p> <p>c) Councillors were considering whether to purchase a new vacuum or not. More research was needed for next meeting.</p> <p>Councillors discussed the quote received in August 2014 to decorate parts of the Village Hall. It was clarified by Councillors that the original bill of £1043.00 was purely for the bar area, meeting room upstairs and four toilets also making good where the windows had been replaced. The £1100 approved was for labour only and not materials. An additional bill had been received by the Council of £930.40 for additional work carried out at the request of Councillors. It was stated that the decorator was present and available and further work needed to be done in the main hall before the curtains were changed and so the Council now needed to retrospectively approve additional expenditure.</p> <p>Resolved That the Council approve additional decorating work in the Main Hall at a cost of £930.40</p> <p>6 votes FOR</p>	CBG

	The Clerk pointed out that in future it was essential that the Council went through a clear process of obtaining quotations, discussing those quotations and then voting on any appointment before instruction.	
17.	Report on the application submitted to WREN for funding to enhance the kitchen in the Village Hall Councillor Clive Greenwood said he would speak with WREN to obtain an update.	CG
18. Resolved	Appointment of an Internal Auditor That JDH Business Services be appointed Internal Auditor for Kettleshulme Parish Council for the upcoming audit. 6 votes FOR	
19. Resolved	To discuss the internal audit and approve the Annual Return for the year ending 31st March 2015 a) To approve the Accounting Statements 2014/2015 That the Accounting Statements 2014/2015 for Kettleshulme Parish Council be approved as follows: 6 votes FOR	

Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here: **KETTLETHULME PARISH COUNCIL** Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	15277	15940	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	7500	7500	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	4767	5352	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	2622	2958	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	9582	18153	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	15940	7681	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	15940	7681	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	395637	395637	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	<input type="checkbox"/> yes	<input checked="" type="checkbox"/> no	The council acts as sole trustee for and is responsible for managing trust funds or assets. <i>N.B. The figures in the accounting statements above do not include any trust transactions.</i>

b) To approve the Annual Governance Statement 2014/2015

Resolved

That the Annual Governance Statement 2014/2015 be approved as follows:

6 votes **FOR**

	<p>Section 2 – Annual governance statement 2014/15</p> <p>We acknowledge as the members of: KETTLESHULME PARISH COUNCIL Council/Meeting</p> <p>our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #92d050;"> <th colspan="2"></th> <th style="text-align: center;">Agreed –</th> <th style="text-align: center;">‘Yes’</th> </tr> <tr style="background-color: #92d050;"> <th colspan="2"></th> <th style="text-align: center;">Yes</th> <th style="text-align: center;">No</th> </tr> </thead> <tbody> <tr> <td style="width: 5%; text-align: center;">1</td> <td style="width: 45%;">We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.</td> <td style="text-align: center;">✓</td> <td style="width: 50%;">prepared its accounting statements in the way prescribed by law.</td> </tr> <tr> <td style="text-align: center;">2</td> <td>We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.</td> <td style="text-align: center;">✓</td> <td>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</td> </tr> <tr> <td style="text-align: center;">3</td> <td>We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of the council to conduct its business or on its finances.</td> <td style="text-align: center;">✓</td> <td>has only done what it has the legal power to do and has complied with proper practices in doing so.</td> </tr> <tr> <td style="text-align: center;">4</td> <td>We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.</td> <td 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<p>20.</p> <p>Resolved</p>	<p>Finance</p> <p>a) Cheques to be authorised by the Council</p> <p>That the following cheques and payments be authorised:</p> <p>6 votes FOR</p> <p><u>List of Cheques for payment – 20 April 2015</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;">1953</td> <td style="width: 60%;">Curtains</td> <td style="width: 30%; text-align: right;">£2703.33</td> </tr> <tr> <td>1954</td> <td>Caretaker (16.03–19.04.2015)</td> <td style="text-align: right;">£50.00</td> </tr> <tr> <td>1955</td> <td>Payroll Services</td> <td style="text-align: right;">£30.00</td> </tr> <tr> <td>1956</td> <td>ChALC Affiliation and Publication</td> <td style="text-align: right;">£100.52</td> </tr> <tr> <td>1957</td> <td>Good Councillor Guide</td> <td style="text-align: right;">£12.00</td> </tr> <tr> <td>1958</td> <td>Expenses (Trophy Engraving)</td> <td style="text-align: right;">£7.50</td> </tr> <tr> <td>1959</td> <td>Decorating Hall</td> <td style="text-align: right;">£930.40</td> </tr> <tr> <td>1960</td> <td>United Utilities</td> <td style="text-align: right;">£123.34</td> </tr> <tr> <td>1961</td> <td>Office Expenses</td> <td style="text-align: right;">£6.73</td> </tr> <tr> <td>1962</td> <td>Clerk Salary</td> <td style="text-align: right;">£220.00</td> </tr> </table>	1953	Curtains	£2703.33	1954	Caretaker (16.03–19.04.2015)	£50.00	1955	Payroll Services	£30.00	1956	ChALC Affiliation and Publication	£100.52	1957	Good Councillor Guide	£12.00	1958	Expenses (Trophy Engraving)	£7.50	1959	Decorating Hall	£930.40	1960	United Utilities	£123.34	1961	Office Expenses	£6.73	1962	Clerk Salary	£220.00															
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Noted	Direct Debits	
	19.04.2015	United Utilities (Water and Waste) £30.69
	21.04.2015	Opus Gas £171.91
	24.04.2015	Opus Electricity £57.59
	Cheshire East Council Business Rates	£0.00
	Income Received	
	Precept	£5000.00
	Council Tax Support Grant	£285.00
	A Debes	£70.00
	Kettlethulme PTA	£10.00
Whaley Bridge Band	£45.00	
Bank Statements		
Current a/c as at 31 st March 2015	£6675.41	
Reserve a/c as at 31 st March 2015	£84.33	
Renovation a/c as at 31 st March 2015	£2137.24	
b) Bank Statement Reconciliation		
Resolved	That the Bank Statement Reconciliations and Bank Statements be signed by Cllr V Greenwood in line with the Council's Financial Regulations	
	6 votes FOR	
21.	Items for future meetings No items for future meetings were raised.	
22.	Items for information No items for information were raised.	
23. Noted	Date & Time of Next Meeting Annual Meeting of the Council Monday 11 th May 2015 at 19.30pm and the Annual Parish Meeting to take place the same day at 19.00pm.	
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.	
24.	To adopt National Joint Council salary scales Members of the Council discussed the Clerk's salary and acknowledged the sense of bringing this into line with a recognised national scale and conditions. In recognition of the	

Resolved	<p>good work of the Clerk the Council approved the following:</p> <p>That the Clerk to the Council be placed on National Joint Council LC2 SCP 29 £25,440 and that this is paid pro rata to £3490.80. This was an increase of £15.90 per month.</p> <p>6 votes FOR</p> <p>The Chairman, Councillor Clive Greenwood thanked all Councillors during the four year term and felt it had been a rewarding administration of the Council.</p> <p>The Clerk to the Council added his thanks to Councillors and wished all well for the future.</p>	
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The meeting concluded at 9:30pm