

**Minutes of the Annual Meeting of Kettleshulme Parish Council, at the Memorial Hall, Kettleshulme
Monday 11th May 2015 at 7.30pm**

Councillors in attendance: Jo Butler (JB), Rachel Blood (RB), Victoria Coward (VC), Sara Geary (SG), Ian Pulley (IP), Roslyn Siddall (RS) and Grant Summers (GS).

Parish Clerk: Paul Harris

1. Resolved	<p>Election of a Chairman for 2015/2016 Cllr Jo Butler started the meeting as the previous Council's Vice-Chairman. She felt that as there were so many new Members on the Council it would be useful for the Chairman to have had some previous experience.</p> <p>Cllrs Blood and Pulley nominated Cllr Butler to the position.</p> <p>That Cllr Jo Butler was elected to the position of Chairman of Kettleshulme Parish Council for 2015/2016.</p> <p>6 votes FOR</p>	
2. Resolved	<p>Election of a Vice-Chairman for 2015/2016 Cllr Ian Pulley was nominated for the position of Vice-Chairman by Cllrs Siddall and Summers.</p> <p>That Cllr Ian Pulley was elected to the position of Vice-Chairman of Kettleshulme Parish Council for 2015/2016.</p> <p>6 votes FOR</p>	
3.	<p>Declarations of Acceptance of Office for Chairman and Vice-Chairman The Declarations of Acceptance of Office for both the Chairman and Vice-Chairman were duly signed.</p>	
4.	<p>Apologies for Absence Apologies for absence were received from Cllr H Murray (Cheshire East Council) and Cllr J Saunders (Cheshire East Council). Cllrs Murray and Saunders from Cheshire East Council are usually invited to attend Kettleshulme Parish Council meetings as Members of the Public. They have no voting rights and are not Members of Kettleshulme Parish Council.</p>	
5.	<p>Declarations of Interest</p>	

	None received	
6. Resolved	<p>To confirm the Chairman's Allowance for 2015/2016</p> <p>That the Chairman's Allowance was set at £250 for 2015/2016.</p> <p>7 votes FOR</p>	
7.	<p>To consider adopting the General Power of Competence.</p> <p>The Clerk explained This was a Power the Council could adopt as opposed to s137 which would allow the Council more freedom to act. The criteria were at least two thirds of the Council to be elected and a qualified Clerk. Whilst the Council fulfilled both of these at the time of the meeting, the Clerk explained that he was resigning from the Council and therefore it would be better for the Council to await the appointment of a new Clerk. Provided this person was qualified as per the criteria of the General Power of Competence. The Council could at that point adopt the power.</p> <p>It was agreed to put this on hold until a new Clerk was appointed.</p>	
8. Resolved	<p>Review of Standing Orders, Financial Regulations and Code of Conduct</p> <p>It was felt that it was reasonable to leave these for a few months until the new Council had time to understand its role. In the meantime the Council agreed to adopt them as they were.</p> <p>That the Standing Orders, Financial Regulations and Code of Conduct were all adopted as presented, these would be reviewed again in September.</p> <p>7 votes FOR</p>	
9.	<p>Review of existing Committee and Sub-Committees including terms of reference and any delegated authority</p> <p>It was noted that the Council had previously appointed a Highways Committee. Committees were a useful means of managing agendas.</p> <p>Cllr Pulley would speak to others to see if people still interested in being involved</p> <p style="text-align: right;">Defer to next meeting</p>	IP

	<p>The other group was the Kettleshulme Entertainment Committee. It was noted that the KEC was able to apply for funding for the curtains.</p> <p>Cllr Butler would find out about the Kettleshulme Entertainment Committee and report back to the next meeting</p> <p style="text-align: right;">Defer to next meeting</p>	JB
10.	<p>Consideration of any new Committees or Sub-Committees including terms of reference and any delegated authority.</p> <p>It was agreed there was no need for any new committees at the time of the meeting.</p>	
11.	<p>Receive nominations and make nominations to any Committee or Sub-Committee</p> <p>It was agreed not to make any nominations until more detail about the Highways Sub-Committee and Kettleshulme Entertainment Committee had been reported to the Council.</p> <p style="text-align: right;">Defer to next meeting</p>	
12.	<p>Set dates and times of Council meetings for 2015/2016</p> <p>Resolved That the Council would meet every third Monday of the Month at 19.30pm at the Village Hall. There would be no meeting in December and July.</p> <p>7 votes FOR</p>	
13.	<p>To confirm authorised signatories for Parish Council bank accounts.</p> <p>Resolved That the following would be bank signatories:</p> <p>Cllr J Butler Cllr I Pulley Cllr R Siddall Cllr S Geary.</p> <p>Councillors that do not hold office and were not signatories would be eligible to sign Bank Statements and Reconciliations as per Financial Regulations.</p> <p>7 votes FOR</p>	

	A bank mandate form would need to be completed.	
14.	Public Forum No members of the public wished to speak.	
15.	To note any correspondence received Noted Councillors noted the Legal Briefing C02-15 Transparency Requirements and the Local Audit and Accountability Act 2014. The Peak District National Park Authority nomination papers. Cllr I Pulley took these to read but it was agreed not to nominate at this time. Autela Payroll letter regarding pensions. It was agreed that Cllr Roslyn Siddall would be the point of contact on Pensions. The ChALC Spring Conference ChALC representatives were agreed as: Cllr I Pulley, Cllr G Summers and the Clerk once appointed.	
16.	To agree as a true record the minutes of the Ordinary Meeting of the Parish Council held on Monday 20th April 2015 Resolved That the minutes of the Ordinary Meeting of the Parish Council held on Monday 2015 were agreed as a true record.	
17.	To Consider Planning Applications Received Planning application NP/CEC/0415/0360 Kettleshulme St James' CofE Primary School – To extend existing class room by an area of 25.4m2 Cllr R Blood and Cllr V Coward declared interests in this planning application and left the meeting. Resolved That the Council had no objections to this planning application. 5 votes FOR Cllr R Blood and Cllr V Coward returned to the meeting.	
18.	Neighbourhood Planning The offer to attend the next meeting of the Council from Adele Metcalfe, from the Peak District National Park Authority was relayed to Members. Councillors asked for an invitation to be relayed to attend the next meeting in June.	PH

19.	<p>To receive a report from the Entertainment Group</p> <p>Cllr J Butler reported that two Cheshire Rural Travelling Arts events take place each year, one in Spring and one in Autumn. Whilst there is a separate committee, the expectations were that Councillors would help at all events. This included setting up the bar, taking money at the door and cleaning up at the end of the night. It was suggested there would be a need to discuss the various roles as previously Cheryl Greenwood did this. Cllr Butler further reported that these events usually breakeven or make a profit.</p>	
20.	<p>Hall Lettings and promotion of the Village Hall</p> <p>Councillors noted the following Hall bookings:</p> <p>Regular bookings were, Kettleshulme WI, Cheshire East Council Elections, Inland Waterways, Whaley Bridge Band and Pilates.</p> <p>Cllr Butler reported that the Village Hall had been advertised in the Whaley Bridge Parish Magazine. Cllr Blood said she was happy to advertise the village hall on her website.</p>	
21.	<p>Equipment Hire Agreement</p> <p>It was reported that Victoria Greenwood had been working on this. Cllr Butler would speak with her and report to the next meeting.</p> <p style="text-align: right;">Defer to next meeting</p>	
22.	<p>Table Tennis Club – update</p> <p>The Chairman reported that no further bookings had been made, and Councillors were unclear of the intention to start again in September. The main issue was where to store the tables. Bill McQuinn previously had been looking into storage.</p> <p>Cllr Geary would speak with Bruce Rowe. The issue of where to store the tables needed to be resolved. Cllr Butler did not think the storage of the tables outside was appropriate. It was agreed that the Council wanted to encourage the club, but a resolution needed to be found.</p>	
23.	<p>Village Hall Curtains – update</p> <p>It was reported that the curtains would be installed shortly.</p>	
24.	<p>To discuss Health & safety / risk assessment items</p> <p>a. Defibrillator</p> <p>The defibrillator was up and running. Cllr Butler would check that it had been registered with EMAS as well as NWAS. Cllr</p>	JB

	<p>Pulley reported that there were ongoing maintenance obligations – batteries and pads. Cllr Pulley was happy to check on a monthly basis. Cllr Pulley would talk to Dion Cross about a sign for the defibrillator to give more prominence.</p> <p>b. First Aid Course Nothing was raised.</p> <p>c. Other items of concern It was suggested that PAT Testing, Five Year Electrical Testing and Health and Safety Risk Assessment should be put on the next agenda.</p>	IP
25.	<p>Community Speedwatch Cllr Siddall would pick this up with contacts in Cheshire Police.</p>	RS
26.	<p>To raise and discuss maintenance issues in the village The Caretaker, Alan Boothby had provided a report on maintenance issues. Cllr Butler would work with Alan Boothby to generate a snagging list following the meeting. The report was to be circulated for discussion at the next meeting.</p>	JB
27.	<p>Report on the outcome of the application submitted to WREN for funding to enhance the kitchen in the Village Hall It was reported that the Council had been successful in a grant application to refurbish the kitchen. It was agreed the Council would need to review the funding application and ensure they comply with the grant. Cllr Butler would speak with Clive Greenwood.</p> <p style="text-align: right;">Defer to next meeting</p>	JB
28.	<p>To brief the new Council on the internal audit and process for the Annual Return for the year ending 31st March 2015 The Clerk gave a verbal briefing to Members of the Council. Important matters included the need to allow the Electors access to the Council accounts and finance documentation between 1st June and 26 June 2015. Immediately following this, the Council must send the Annual Return and supporting documentation as set out in the letter from the External Auditor to BDO on 27th June 2015 for receipt by 29th June 2015 at the latest. It was essential that the Council complied with this.</p>	ALL
29.	<p>Finance a) Cheques to be authorised by the Council</p> <p>That the following cheques and payments be authorised:</p> <p>7 votes FOR</p>	

	<p><u>List of Cheques for payment – 11 May 2015</u></p> <p>1963 Caretaker (20.04 – 10.05.2015) £30.00 1964 Gardening and power washing patio £80.00 1965 Clerk Salary £232.90 1966 Office Expenses £27.75</p> <p>Direct Debits 21.05.2015 Opus Gas £101.56 24.05.2015 Opus Electricity £51.48</p> <p>Income Received</p> <p>J Roy £180.00 Whaley Bridge Band £60.00 Spring Fair £25.00</p> <p>Bank Statements</p> <p>Current a/c as at 31st March 2015 £6675.41 Reserve a/c as at 31st March 2015 £84.33 Renovation a/c as at 31st March 2015 £2137.24</p>	
30.	<p>Items for future meetings Dog Fouling Recruitment of Clerk</p>	
31.	<p>Items for information None were raised.</p>	
32.	<p>Date & Time of Next Meeting The next meeting of the Council would be on Monday 15th June 2015 at 19.30pm</p>	

The meeting concluded at 9:00pm