

**Minutes of the Ordinary Meeting at 6:30pm
Friday 12th May 2023.**

Councillors in attendance: Jo Butler (JB), Victoria Coward (VC), Derek Heiron (DH), Rachel Blood (RB), Charlie Blood (CB), Alex Baker (AB)

Parish Clerk: Michelle Andrew (MA)

1.	Election of Chairman.
Resolved	Jo Butler was elected Chairman – nominated by RB and VC. 5 FOR Councillor JB accepted the post.
2	Election of Vice-Chairman.
Deferred	Ian Pulley was nominated Vice-Chairman – nominated by AB and DH. 6 FOR Councillor IP was not present at the meeting and therefore the matter was deferred to the next meeting of the Council.
3	Declaration of acceptance of office for new Councillors including delivery of acceptance of office forms.
Resolved Action	All Councillors present at the meeting signed their Declaration of Acceptance of Office Forms in the presence of the Clerk. These will now be sent to Cheshire East Council.
4.	Apologies for Absence.
Noted	Ian Pulley (IP)
5.	Declarations of Interest.
	None
6.	To confirm Chairman's allowance for 2023/24.
Approved	Allowance confirmed at £250 for the 23-24 period. 5 FOR
7.	To consider a view to the Council becoming eligible to exercise the General Power of Competence in the future under the Localism Act 2011 section 1-8.
Noted	The clerk confirmed that this was not currently possible, but it was agreed that this would remain on the agenda for next year.

<p>8.</p> <p>Approved</p> <p>Approved</p> <p>Noted</p>	<p>Review of Standing Orders, Financial Regulations and Risk Assessments.</p> <p><u>Financial Risk Assessment</u> – Only change required is to amend the Council name to include Lyme Handley – Approved 6 FOR</p> <p><u>Standing Orders</u> – Only change required is to amend the Council name to include Lyme Handley - Approved 6 FOR</p> <p><u>Financial Regulations</u> – Discussions to increase the lower threshold for requiring 3 quotes for carrying out work due to increasing cost of materials and labour. Councillors agreed that the lower threshold should be changed from £100 to £150 and the middle threshold should be changed from £3,000 to £4,000. To be amended and approved at the next meeting.</p>												
<p>9.</p> <p>Approved</p>	<p>Review of existing Committee, Sub-Committees and Working Parties including terms of reference and any delegated authority.</p> <p>The Community Events Working Party will remain with council members JB, RB, CB and VC having delegated authority. 6 FOR</p>												
<p>10.</p>	<p>Consideration of any new Committee, Sub-Committees and Working Parties including terms of reference and any delegated authority.</p> <p>No new committees, sub-committees or working parties required.</p>												
<p>11.</p> <p>Approved</p>	<p>To agree the dates for the Ordinary Meetings of the Council up to and including the next Annual Meeting of the Council.</p> <p>The following meeting dates were approved 6 FOR, subject to change...</p> <table border="1" data-bbox="336 1279 1460 1473"> <tr> <td>June 19th</td> <td>October 16th</td> <td>February 19th</td> </tr> <tr> <td>July 17th</td> <td>November 20th</td> <td>March 18th</td> </tr> <tr> <td>August – No Meeting</td> <td>December – No Meeting</td> <td>APM – April 15th OM – April 15th</td> </tr> <tr> <td>September 18th</td> <td>January 15th</td> <td>AGM – May 20th</td> </tr> </table>	June 19 th	October 16 th	February 19 th	July 17 th	November 20 th	March 18 th	August – No Meeting	December – No Meeting	APM – April 15 th OM – April 15 th	September 18 th	January 15 th	AGM – May 20 th
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<p>12.</p>	<p>Public Forum.</p> <p>No members of the public attended.</p>												
<p>13.</p> <p>Noted</p>	<p>Feedback and information sharing from Cheshire East Councillors.</p> <p>Councillor AB received a response from Cheshire East to one of the drains he reported as being blocked to say that it had been checked and no further action was required. This was very unexpected as the drain is almost completely blocked. AB contacted Cheshire East Councillor Jos Saunders about this and she is looking into it further.</p>												

<p>14.</p> <p>Noted Noted.</p>	<p>PCSO comments.</p> <p>PCSO next surgery is Thursday 25th May 6-7pm at Kettleshulme Village Hall. Councillor RB informed Council that the PCSO had been out in the village with the speed gun again. She also shared an incident that happened outside the Primary School involving a child and a motor vehicle. Whilst the vehicle driver was deemed not to have been at any fault for the incident, it further highlighted the need for both pedestrians and drivers to use extra care when in and around the village.</p>																						
<p>15.</p> <p>Approved</p>	<p>To agree as a true record, the minutes of the Ordinary Meeting of the Parish Council held on Monday 17th April 2023.</p> <p>Approved - 6 FOR.</p>																						
<p>16.</p> <p>Approved</p> <p>Noted</p> <p>Noted</p>	<p>Finance</p> <p>a. Payments to be authorised by the Council... BACS</p> <table border="1" data-bbox="434 949 1378 1292"> <tr> <td>JDH Business Services Ltd</td> <td>£ 378.00</td> </tr> <tr> <td>J Butler – Expenses - Coronation</td> <td>£ 75.74</td> </tr> <tr> <td>Clerk – Expenses - Stamps</td> <td>£ 61.60</td> </tr> <tr> <td>R Blood – Expenses - Coronation</td> <td>£ 244.07</td> </tr> <tr> <td>L Smallwood - Cleaning</td> <td>£ 50.00</td> </tr> <tr> <td>Mottram Gardens - Gardener</td> <td>£ 80.00</td> </tr> <tr> <td>Clerk Salary May</td> <td>£ 197.22</td> </tr> <tr> <td>Crafty Farmwife – Coronation Bookmarks</td> <td>£ 70.00</td> </tr> <tr> <td>TOTAL</td> <td>£ 1,156.63</td> </tr> </table> <p>6 FOR</p> <p>Cheques None issued or waiting to be cashed</p> <p>b. Bank statement reconciliation</p> <p>Bank accounts at the end of April 2023</p> <p>Current Acc - £ 3,787.28 Renovation Acc - £ 0.00 * Account Closed Reserve Acc - £ 25,015.41 TOTAL = £ 28,802.69</p> <p>Direct debits paid in April 2023</p> <table border="1" data-bbox="336 1917 1131 2004"> <tr> <td>Water Plus</td> <td>£ 22.53</td> </tr> <tr> <td>BT</td> <td>£ 45.12</td> </tr> </table>	JDH Business Services Ltd	£ 378.00	J Butler – Expenses - Coronation	£ 75.74	Clerk – Expenses - Stamps	£ 61.60	R Blood – Expenses - Coronation	£ 244.07	L Smallwood - Cleaning	£ 50.00	Mottram Gardens - Gardener	£ 80.00	Clerk Salary May	£ 197.22	Crafty Farmwife – Coronation Bookmarks	£ 70.00	TOTAL	£ 1,156.63	Water Plus	£ 22.53	BT	£ 45.12
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17.	To Inform the council on issues identified by the internal audit.				
Noted	The internal audit has been completed and the Internal Audit Report received.				
Noted	Issue 1. 'Other Receipts' figure has not been copied across from 2021/22 AGAR to 2022/23 AGAR correctly on Accounting Statement. Amended.				
Noted	Issue 2. 'Staff Costs' figure on 2022/23 AGAR Accounting Statement did not match Staff Costs spreadsheet summary provided for Internal Audit. Amended.				
Noted	Issue 3. No annual cumulative bank reconciliation was provided for Internal Audit. To be provided for future audits.				
Noted	Issue 4. Council must implement improvements in internal controls to ensure duplicate payments do not reoccur. Confirmation will be sought via email / during Council Meeting of who payment is to be made to going forward.				
Noted	Issue 5. Laptop had been included in the asset register gross inclusive of VAT. Amended to be recorded net of VAT.				
18.	Updates on the upcoming changes to the Council regarding the amalgamation with Lyme Handley ...				
Noted	<p>a. Bank Accounts.</p> <p>The name on the Bank Accounts has now been changed to 'Kettleshulme & Lyme.</p> <p>b. Clerk's Position.</p>				
Approved	Council approved current Clerk to remain in the role under the new 'Kettleshulme & Lyme Handley' Parish Council – 6 FOR.				
Noted Action	Clerk has not received a response from Autela Payroll yet regarding the PAYE name with HMRC to include Lyme Handley. Clerk will chase again.				
19.	To agree the Hall Hire Charges for 2023.				
Noted.	Council agreed the Hall Hire Charges for 2023 which will come into effect from June 1 st 2023 – 6 FOR.				
Noted.	These saw a change to daytime rate bookings from hourly to either full day or ½ day booking. Also increases to evening and weekend hire charges due to increased energy bills that the Council have faced over the last few months.				
Action	These will be published on the website from June 1 st .				

20.	To note any correspondence received
Noted	Cheshire East emailed requesting formal notification of the name and contact details for the Clerk to Kettleshulme & Lyme Handley Parish Council before Precept payment could be made. Clerk emailed this notification and payment should be made soon.
Noted	Lyme Park National Trust have offered to attend a meeting to give a brief overview about the current planning permission submitted by them as well as answer questions that residents or councillors may have. Councillors agreed they will be invited to the next meeting on June 19 th at 7.30pm. Clerk will arrange this with Lyme Park and inform councillors once confirmed.
Action	
21.	To consider planning applications received.
Noted	Application Number NP/CEC/0423/0426. No objections by councillors.
22.	Items for future meetings
All Noted	Broadband Renewal. Itemised hall maintenance invoices i.e. gardening & cleaning. Replastering / decorating hall. Updates on replacement doors. Updates on fascia board quotes. New tables & chairs. Creating storage upstairs at the hall.
23.	Items for information
	None
24.	Date & Time of Next Meeting
Noted	Monday 19 th June 2023 at 7.30pm

The meeting concluded at 7.14 pm.