

**Minutes of the Ordinary Meeting, held remotely at 7:30pm
Monday 20th July.**

Councillors in attendance: Jo Butler (JB), Ian Pulley (IP), Derek Heiron (DH), Alex Baker (AB), Rachel Blood (RB), Victoria Coward (VC), Nicky Wylie (NW) (Cheshire East)

Parish Clerk: Janet Gamage (JG)

1.	<p>Apologies for Absence Ros Siddall, Jos Saunders (Cheshire East), Amy Hickman PCSO</p>	
2.	<p>Declarations of Interest None</p>	
3.	<p>Public Forum One resident of the village joined the meeting to discuss issues with the ongoing road repairs. The increased use of Side End Lane, and the disruption this has caused, particularly to families living on the lane were brought up. Likewise, the damage caused to Clayholes Road by traffic diverting along it. Damage to walls along the lanes is a further problem. The resident has put complaints into Cheshire East Highways but feels that there is no accountability for the disruption and damage caused. The resident has experienced abuse from drivers wanting to pull into his drive.</p> <p>Councillors explained that the Parish Council have been in regular contact with The Cheshire East Highways agency to report issues. The resident was also encouraged to report any dangerous driving, damage to property, and any blocked drains via the Cheshire East website. The survey manager has been asked to come to the village to assess the disruption and damage in the village. It is unclear if he has visited or not.</p> <p>NW (Cheshire East councillor) will contact IM at highways to query this. She also encouraged councillors and residents to forward photo evidence of damage and disruption to CE Highways. NW will also discuss the issue with JS (CE).</p> <p>The resident reported that he has made a complaint to C East. This appears not to have been responded to by the date of the meeting.</p> <p>AB has made 16 complaints to C East, 3 appear to have been resolved. The rest are outstanding.</p> <p>NW was asked if the contractors working on the roads are council employees or subcontractors. Small repairs tend to be CE employees, but larger works are subcontracted. There may be several contractors working on any repair.</p> <p>Complaints have also been received about the apparent short length of the working day for the road workers.</p>	All Noted

	<p>The resident asked for updates from the parish Council via the website. JB agreed a regular update would benefit residents or anyone seeking information about the roads. RB will inform the resident of any issues.</p>	
<p>4.</p> <p>All Noted</p>	<p>Feedback and information sharing from Cheshire East Councillors. (Including flood updates, New Homes Bonus, Highways updates)</p> <p>Further highways problems were discussed. CE came out onto Flatts Lane to clear drains. RB raised problems at Kishfield Bridge. The drainage is blocked and water is pouring down the road. This is causing a hole to open up. A resident has reported this several times, as he is concerned that the bridge may collapse. He feels that he has had no response from C East. JB has emailed Ian McLellan at CE and he has assured her that the bridge has been checked, and no worrying issues were seen. NW was asked to be informed if this is not resolved.</p> <p>RB reported that ANSA have inspected the park, but no report has been sent. Benches are in a poor state, and a gate post was knocked down by a worker who came to work on the park.</p> <p>NW left the meeting at 8:08pm.</p>	
<p>5.</p>	<p>PCSO Comments</p> <p>The PCSO was not present in the online meeting.</p>	
<p>6.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p>	<p>To Note any correspondence received.</p> <p>PACP have requested photos of the garden before and after renovations. A form will be filled in and photos sent by JG. Tesco contributed to renovations, and they will also be informed that the garden has been completed.</p> <p>An email has been received about the proposed removal of the red telephone box. JG has already responded to this to explain that issues objecting to its removal stay the same as those raised last year. Namely lack of mobile signal in the village, and the need for a public phone to be used to access the code to operate the defibrillator.</p> <p>A resident emailed to complain about the state of Clayholes Road. JB to reply to her. RB to forward photos.</p> <p>Peak District NP invited the PC to a virtual Parish day. No-one is able to attend.</p>	

Noted	A Questionnaire from CE re: measures put in place during Covid lockdown has been received and completed by JG.
Noted	A consultation document from CE highways has been received and completed by JB.
Noted	CE have received several million pounds from the government to aid councils during the pandemic. JG to look into accessing funds to help with PPE etc for reopening the village hall.
Noted	An invite to the Police Commissioners' council representatives has been received. Unable to send a representative.
7.	To agree as a true record the Minutes of the Ordinary Meeting of the Parish Council held on Monday 15th June 2020.
Resolved	5 FOR
8.	To Consider Planning Applications Received
Resolved	One application has been received for an extension to The Swan Kettleshulme. No objections were given. JG to inform PDNP.
9.	Neighbourhood Planning/ Emergency Planning / Community Response
Noted	JG has researched several examples. A draft document has been partly prepared.
10.	Reports from working parties
	No new details were reported.
11.	To discuss Maintenance of the hall and gardens.
Noted	The garden renovations are complete. A bill is due for the glass fencing. Kett Entertainments Group have donated £200 to help buy plants and equipment. St James C of E School have also donated £60 for plants. The WI are also donating, and the money may be used to purchase bulbs. A hose has been donated. Some members of the WI and other residents have worked on planting and weeding the garden. Volunteers will be sought to cut the lawn.
Noted	VC to issue a thanks on the website or Facebook page to thank contributors and volunteers.
Noted	JB proposed buying a plaque to show that this is a community garden.

12.	Hall lettings and promotion of the village hall.	
Noted	The hall is not yet available for bookings.	
13.	To inform the council on progress with the audit.	
Noted	The internal audit has been completed and the documents returned. Points raised by the auditor have been noted and discussed.	
Resolved	The completed Annual Governance Statement was approved by the council, signed by the clerk and will be taken to the chairman for her signature. 6 FOR	
Resolved	The accounting statements were approved, signed and dated by the clerk. They will be taken to the chairman for her signature. 6 FOR	
Resolved	The period for the exercise of public rights was set as 27 th July – 7 th September 2020. Notice will be put on the council's website, and on the village notice board. 6 FOR Until the external audit is complete, the accounting statements are as yet unaudited.	
Noted	The documents will be signed and sent to PKF Littlejohn for external audit. Due to the Covid pandemic, dates for submitting the documents for audit and the dates for public access have been extended from the usual set times. Information is available on the PKF Littlejohn website.	
Resolved	The council discussed cheques mentioned by the internal auditor which had not been minuted. Cheque numbers 2223-2228 from 2018-19 were approved retrospectively. 6 FOR	
14.	To inform the council on time spent on council matters by the clerk.	
Noted	Over the 4 weeks previous to this meeting, 33 hours and 50 minutes of work were carried out.	
15.	To discuss the laws for website accessibility.	
Noted	The deadline for new laws to be enforced is 23 rd September 2020. Two councillors and the clerk attended a webinar on how to make the website comply with the new law. The cost of remaking the website, and the monthly fee for administering it, are seen as too high a cost for a small parish council to afford. The government documents suggest that some councils are able to state that due to the cost, some exemptions may be possible.	

<p>Noted</p>	<p>The website was tested for accessibility and was found to be 60% compliant. (DH). No information was given on how to improve compliancy. JG to seek information from Chalc. CE council website was looked at for an example of to become more accessible. DH will work on producing an accessibility statement.</p>	
<p>Noted</p>	<p>VC to put a link on the website to the CE accessibility statement.</p>	
<p>16.</p>	<p>To discuss the draft Privacy Notice</p>	
<p>Noted</p>	<p>The notice was discussed and some amendments were requested. The changes will be made and the new document circulated to councillors for approval.</p>	
<p>17.</p>	<p>To discuss the proposed removal of the village red telephone box.</p>	
<p>Noted</p>	<p>As discussed in point 6 – correspondence received- JG has replied to the request. The council wish to keep the phone box.</p>	
<p>18.</p>	<p>To discuss VJ day and village celebrations.</p>	
<p>Noted</p>	<p>JB proposed a celebration of this day on 15th August, in the park, and around the village, in gardens, as happened on VE day. Suggestions will be made public.</p>	
<p>19.</p>	<p>To discuss a Covid risk assessment for reopening the village hall.</p>	
<p>Noted</p>	<p>JB reported on a 12 page guidance document. Key points given were to ensure hand washing facilities, to ensure no areas were at risk of close contact for people passing through or around the hall, to check and clean. surfaces and equipment, to ensure good ventilation, to put markers on the floor to ensure social distancing, to ensure collection of personal details to support the track and trace system.</p>	
<p>Noted</p>	<p>Guidance is essential on procedures to take if someone visiting the hall later develops Covid, how many peoples would be allowed in the hall at one time, what kind of activities would be permitted and deep cleaning after an event. New signage would be needed, larger bins also.</p>	
<p>Resolved</p>	<p>The councillors agreed that it is too early to think about opening up the hall in light of all these issues. Issues will be discussed again at the next council meeting in September. 6 FOR</p>	

20.	<p>Finance</p> <p>Payments authorised by the council</p> <p>BACS</p> <p>J Gamage salary (July) £171.94 JDH Business Services Ltd £304.80 L Smallwood cleaning £120 Autela Payroll Services £67.44</p> <p>Total £ 664.18</p> <p>Cheques No cheques</p> <p>Cancelled cheques: 2312 and 2315 - both to Zurich Insurance Both amounts: £1095.38</p> <p>Cheques not yet cashed</p> <p>2314 V Coward – Website renewal £119.87 2302 J Butler – White Board £31.92</p> <p>Total £151.79</p> <p>Bank Statement Reconciliation</p> <p>Bank Accounts at the end of June 2020</p> <p>Current acc £ 4138.62 Renovation acc £ 37.24</p> <p>Total £4175.86</p> <p>Update on requests for signatories to be issued with online access.</p> <p>JB and IP now have online access. The remaining 2 signatories will not apply for access at this time.</p>	
21	Items for future meetings	
22.	Items for information	
19	<p>Date & Time of Next Meeting</p> <p>Monday 21st September 2020 @ 7pm AGM and 7.30pm OGM via the Zoom platform.</p>	

The meeting concluded at 9:45 pm