

**Minutes of the Ordinary Meeting at 7:30pm
Monday 16th January 2023.**

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

Parish Clerk: Michelle Andrew (MA)

1.	Apologies for Absence Charlie Blood (CB), Jos Saunders (CE)	
2	Declarations of interest. None	
3	Public Forum No members of the public present	
4	Feedback and information sharing with Cheshire East Councillors None	
5.	PCSO comments	
Noted	Cheshire East have been out to the motorhome on Kishfield Lane in the village. The owner is unable to remove the motorhome at the moment due to a medical episode and Cheshire East are unsure when they will be well enough to pick it up.	
Noted	No members of the public were present at the last PCSO surgery.	
6.	To agree as a true record, the minutes of the Ordinary Meeting of the Parish Council held on Monday 05th December 2022	
Amended	Councillor IP commented that the payment authorised by the Council to Lancashire Electrical Distributors Ltd should have been entered as an expenses payment to Councillor IP for replacement outside lighting around the hall. Amendment approved 5 FOR.	
Approved	Minutes amended as above - Approved 5 FOR	
7.	Finance	
	a. Payments to be authorised by the council	
	BACS	
Approved	Clerk Salary December	£179.62

	<table border="1"> <tr> <td>HMRC PAYE</td> <td>£134.80</td> </tr> <tr> <td>Autela Payroll Services</td> <td>£ 52.31</td> </tr> <tr> <td>Clerk Salary January (+ salary adjustment)</td> <td>£355.82</td> </tr> <tr> <td>Total</td> <td>£722.55</td> </tr> </table>	HMRC PAYE	£134.80	Autela Payroll Services	£ 52.31	Clerk Salary January (+ salary adjustment)	£355.82	Total	£722.55	
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	<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 December 2022</p> <p>Current Acc £34,154.83 Renovation Acc £37.24 TOTAL = £34,192.07</p>	Noted								
	<p>Direct debits paid in December 2022</p> <table border="1"> <tr> <td>Opus Electricity</td> <td>£ 36.55</td> </tr> <tr> <td>Opus Gas</td> <td>£143.71</td> </tr> <tr> <td>BT Broadband</td> <td>£ 45.12</td> </tr> <tr> <td>Water Plus</td> <td>£ 56.90</td> </tr> </table>	Opus Electricity	£ 36.55	Opus Gas	£143.71	BT Broadband	£ 45.12	Water Plus	£ 56.90	Noted
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	<p>c. Update on the opening of a new Reserve Bank Account. Clerk applied online to open a new Business Reserve Account. Bank emailed a form to complete as they require further information to process the application. Clerk will complete and return to the bank via email.</p>	Noted								
	<p>Clerk explained to Councillors that she is having issues with her laptop and it may be about to stop working completely, largely due to its age. Council agreed a new laptop should be purchased up to a limit of £500 to include the cost of the laptop and any software that will also be required. Approved 6 FOR.</p>	Approved								
8.	<p>Update regarding the Budget 2023/24 and precept request.</p> <p>Clerk informed council that email correspondence had been received from Cheshire East confirming that the Precept for 'Kettleshulme & Lyme Handley Parish Council' for 2023/24 will be set at £11,640, the same as 2022/23.</p> <p>It is expected that this Precept will result in a shortfall of £4,500 based on the Budget prepared by the Clerk for 2023/24.</p> <p>Council agreed that an additional £4,500 should be moved into general reserves to prepare for this expected shortfall. Approved 6 FOR</p>	All Noted								
		Approved								

<p>Noted</p> <p>Action</p> <p>Approved</p> <p>Approved</p>	<p>Clerk also received an email explaining that requests for initial precept payments by the Parish Council will need to be addressed after the new council is elected and formed in May. This means that the precept payments will not be received in the usual way of 50% in April and 50% in September. Council concluded that the initial Precept payment was therefore unlikely to be received before June, however, the additional reserves put aside would cover the Councils financial obligations until the first precept payment was received.</p> <p>Clerk will begin to look into what is required for the transfer of assets to the new Council.</p> <p>Councillors approved the 2023-24 budget, amended to take into account the Precept set by Cheshire East. 6 FOR</p> <p>This will also now be published on the Parish Council website. 6 FOR</p>	
<p>9.</p> <p>Noted</p>	<p>To assess hall hire charges for 2023.</p> <p>Councillors decided that the regular booking rate would remain the same for 2023.</p> <p>Councillors approved all other hall hire charges for 2023 as follows ...</p> <ul style="list-style-type: none"> - The hall will be available to hire on a special daytime rate (9am-5pm) for 4 hours at £60 or full day at £100. - Friday/Saturday evenings will be charged at £120. - Sunday – Thursday evenings charged at £100. - Full Day bookings (including evening) charged at £180. - Weekend block booking charges will remain the same for Weddings with a push to try and book more weddings into the venue. - Deposit charges will also remain the same. <p>These changes will come into effect from June, after final approval by the newly formed Kettleshulme & Lyme Handley Parish Council in May.</p> <p>Approved 6 FOR</p>	
<p>10.</p> <p>Noted</p>	<p>To discuss options for milk deliveries in the village.</p> <p>Councillor RB has been in contact with ‘Wild’s Milk’ who are keen to begin a milk delivery service to the village. She is hoping to be able to pass on their information to residents soon for residents to be able to arrange their own deliveries. Information will also be shared on Kettleshulme Parish Council website.</p>	
<p>11.</p> <p>Noted</p> <p>Action</p> <p>Noted</p> <p>Approved</p>	<p>To note any correspondence received.</p> <p>Clerk received posters about the upcoming elections on May 4th informing that photo ID is now required to be able to vote. Councillor VC will place these on noticeboards around the village and post on Facebook. Clerk will also post on the website.</p> <p>Autela Payroll Services will be increasing charges from April 1st by 0.63p per month. Service will be continued. Approved 6 FOR</p>	

<p>Noted</p> <p>Approved</p> <p>Noted</p> <p>Approved</p> <p>Action</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Action</p> <p>Noted</p>	<p>Namesco subscription prices for the website domain and email will increase from 11/03/23. Service will be continued. Approved 6 FOR</p> <p>Comedy Sketch Show 'From Here to Absurdity' emailed prices and available dates for booking their show for the village hall. The all-inclusive fee is £300 and dates are available from September. Councillors approved the fee and a date will try to be booked for September. 6 FOR</p> <p>Clerk will book the date in via return email.</p> <p>Clerk received an email from the Office of the Police & Crime Commissioner for Cheshire including a survey that has been created for residents to tell their priorities and views on the Police Precept and Budget for 2023/24. Clerk has published this on the website for any residents who may wish to complete the survey.</p> <p>Opus Energy have emailed some available dates for the fitting of a smart meter in the village hall. Councillors are not convinced that a smart meter will work due to lack of signal in the village and therefore decided not to go ahead with an appointment.</p> <p>Clerk received information that the Pre-Election Period for the May 4th Town & Parish Council elections will commence on Thursday March 16.</p> <p>2 insurance companies have emailed wanting to provide quotes for the council's insurance. Clerk will complete the forms emailed to seek alternatives to the current insurer Zurich.</p> <p>Email received from resident asking for information on the profitability / loss of setting the hall up for weddings. Council concluded that there is no cost to setting up a wedding in the hall as this is all done by the party who have made the booking. Whilst a small amount of money has been spent on new lights and tablecloths for the hall in recent months, this cost is for the use of the hall as a whole and not specifically as a wedding venue. Cost has been covered by party bookings and parish council events.</p>	
<p>12.</p> <p>Noted</p>	<p>To consider Planning applications received.</p> <p>Clerk received notification that the appeal for application NP/CEC/1221/1304 has been refused.</p>	
<p>13.</p> <p>All Noted</p>	<p>Reports from Community Events working party.</p> <p>The Community Events working party has not met since the last Parish Council Meeting.</p> <p>A soup kitchen remains on the agenda to host in the near future.</p>	
<p>14.</p> <p>All Noted</p>	<p>Update on SUMUP verification for taking payments.</p> <p>SUMUP responded to Clerks initial email asking for Clerk DOB and constitutional formation documents for the council. Clerk has emailed DOB, list of councillor on letter headed paper and Standing Orders 2022 of the Parish Council.</p>	

<p>15.</p> <p>All Noted</p> <p>Action</p>	<p>To discuss maintenance of the hall and garden.</p> <p>Quotes for the fascia boards are being chased. A company is due to come and measure up this week and a third company has been contacted also. Due to increased material and labour costs it is expected that the initial estimated cost of £3,000 will have risen to approx. £4,000.</p> <p>Quotes for the front door and side door (estimated at £3,000 and £4,000 respectively) are still being sought but companies have not been as willing to provide quotes.</p> <p>Replacing the village hall floor also remains on the agenda as an earmarked project with an estimated cost of £10,000.</p> <p>Councillor IP suggested that the cost of the wall repair and repaint would likely cost nearer to £3,000 if quotes can be sought for the work.</p> <p>Councillor AB informed council that the gardener he has sourced will include power washing in his visits as the flags around the hall are currently very slippery.</p> <p>Councillors suggested that some new chairs (approx. 80) and tables (approx. 10) should be purchased to make them all match as the tables are currently all different sizes and heights.</p> <p>Clerk will look into some prices.</p>	
<p>16.</p> <p>Noted</p>	<p>To further discuss options for making improvements to the playground on the village field.</p> <p>No new updates have been received from Cheshire East.</p> <p>Defer to next meeting.</p>	
<p>17.</p> <p>Noted</p>	<p>To discuss hall lettings.</p> <p>Councillor RB has completed and returned the booking form to Cheshire East to use the village hall premises as a Polling Station for the Elections on May 4th.</p>	
<p>18.</p> <p>All Noted</p>	<p>Update on ownership paperwork for the village hall.</p> <p>The village hall is not listed with the Land Registry digitally as title deeds only began to become digitised in 1993 and the village hall has not changed ownership in that time.</p> <p>Councillor IP believes that the village hall is under a trust however no paperwork has ever been passed to the current council detailing this.</p> <p>Councillor IP will make contact with a property lawyer to see what the next steps are.</p>	
<p>19.</p> <p>All Noted</p>	<p>Update on progress in trying to acquire grit bins for the village.</p> <p>Clerk chased her email to Cheshire East Highways but has still not received any response.</p> <p>Clerk attended a Cheshire East Highways Network Meeting online chaired by Jackie Weaver who told attendees that she was happy to be emailed</p>	

Action	any specific queries that Councils may have about Highways issues. Clerk will email her for help in getting a response about the grit bins in Kettleshulme.
Noted	During the online session, Mike Barnett - Head of Cheshire East Highways, stated that there is a very large shortfall between the revenue Cheshire East Highways has to maintain the roads and what they need. Therefore, they have had to adopt a 'priorities' approach and manage deterioration the best they can.
Action	He also explained how Cheshire East Highways have now come to the end of their programme to check all gullies in the area to help them know which gullies need more attention than others. Clerk checked the database online and it appears that no gullies in Kettleshulme were checked as part of this programme. Instead, Cheshire East have changed the frequency of when these are due inspection from annually to biennially. Councillor AB has checked some of the gullies around the village and a number of these (particularly on Paddock Lane and Flatts Lane) are currently blocked. These will be reported to Cheshire East online as a potential flooding issue and Clerk will also email Jackie Weaver for help in contacting Cheshire East Highways directly about these.
20.	To further discuss Flooding Issues in the village.
Noted	See above, Item 19 regarding blocked gullies.
21.	Items for future meetings
	None
22.	Items for information
Noted	Clerk has submitted a VAT return for October – December.
Noted	Clerk suggested an additional mobile number should be added to the Government Gateway ID as a back-up in case her phone was ever lost / broken. Councillor VC's mobile number will be added. APPROVED 5 FOR
Approved	Councillor VC informed Council that the noticeboard has been getting wet inside.
Noted	
23.	Date and time of the next meeting
Noted	Monday February 20 th 2023 @ 7.30pm.

The meeting concluded at 9:11 pm.