

**Minutes of the Ordinary Meeting, at the Memorial Hall, Kettleshulme
Monday 17th February at 7.30pm**

Councillors in attendance: Clive Greenwood (CG), Jo Butler (JB), Cheryl Greenwood (CBG), Victoria Greenwood (VG), Bill McQuinn (BM), Tony Sheldon (TS)

Parish Clerk: Paul Harris

1.	Apologies for Absence No apologies for absence were received	
2.	Declarations of Interest None received	
3.	Public Forum No members of the public were in attendance	
4.	To agree as a true record the minutes of the Ordinary Meeting of the Parish Council held on Monday 14th January 2014 Unanimously agreed	
Resolved	That the minutes of the Ordinary Meeting of the Parish Council held on Monday 14th January 2014 be agreed as a true record	
5.	To Consider Planning Applications Received None received	
6.	To Note Hall Lettings Councillors noted the following Hall bookings: 22/03/14 British Waterways (Marple) AGM 29/03/14 Church Spring Fair 05/04/14 Wild 25/04/14 Spring CRTA 16/05/14 Parish Council 17/05/14 Parish Council 22/05/14 European election. 10/06/14 W.I. Summer Lunch 14/07/14 Kettleshulme School 15/07/14 Kettleshulme School 25/10/14 Autumn CRTA Pilates – 14 weeks from 6 th January – sessions on Monday & Thursday Local history – 2 nd Thursday in March, April, May, June, Sept, Oct & Nov	
7.	To note the outcome of the Reaching Communities	

	<p>application A letter was received (dated 24 January 2014) from the Big Lottery Fund with regard to the Council's recent application for funding from the Reaching Communities programme. The application was for money to refurbish the Memorial Hall and included an extension which would include new toilet facilities. Unfortunately this was notification that the application had been unsuccessful.</p> <p>A discussion of the reasons for turning down highlighted the need to consider appeal of the Hall for as wide a cross-section of the community as possible and to be in a position to evidence this more fully in future applications. It was also considered that the focus of future applications whilst may be focussed towards older people, should also take account of mobility and disability needs and enhancing quality of life.</p> <p>Resolved That a small Working Party be set up to review the application, the response received from the Big Lottery Fund and to form a proposal.</p> <p style="text-align: right;">Refer to next Council Meeting</p>	<p>CG, BM</p>
<p>8. a. b. c.</p> <p>Resolved</p>	<p>To discuss Health & Safety / risk assessment items <u>Defibrillator</u> Approach had been made to the Bollington & Macclesfield Community First Aiders; Councillor Butler is awaiting a response. Councillor Butler had also passed on the Parish Councils gratitude to the Rose Queen Committee regarding their kind donation of £700.</p> <p><u>First Aid Course</u> This is in progress</p> <p><u>Risk Assessment</u> Councillor V Greenwood reported that she had found some examples of Health and Safety Risk Assessment. Much of the key points are already on the form the Parish Council uses when hiring the use of the Hall to third parties. The hirer takes responsibility upon signing the form.</p> <p>That the Parish Clerk ensures the forms are used when people book the Hall. These forms then to be collated and filed.</p> <p>It was agreed that the Health and Safety Risk Assessment would be updated</p> <p style="text-align: right;">Refer to next Council Meeting</p>	<p>JB</p> <p>JB</p> <p>VG</p> <p>PH</p> <p>JB, VG</p>

9.	To approve sub-committee recommendations	
a.	Highways and Maintenance	
(i)	<u>Street Lighting</u>	
	Several lights around the village were identified these would be passed to Cheshire East Council for repair	CB
(ii)	<u>Highways and village maintenance</u>	
	Pot hole on Paddock lane had been referred to Cheshire East Council; United Utilities had taken this up as it was a result of the recent culvert flushing exercise and UU were repairing it.	
	Graham O'Connell had identified some money to carry out work up Side End Lane; this would be a French drain to take water and channel into the nearby grid.	
	Streetscene had been notified about the general state of the main road through Kettleshulme and also work needed on clearing the Park paths. Excess grass growth onto the edge of the path would be cleared along with pruning back excess tree growth.	CG
	Concern was expressed about the number of pot holes appearing on Macclesfield road. The Clerk would email Graham O'Connell regarding these.	PH
	Concern was expressed about the timeliness and extent of gritting of the side roads around the village during freezing periods. This would be passed onto Cheshire East Council.	CG
	Some signage had been blown down in the recent high winds; this along with a broken sign post of the now infamous "Old People Playing" sign would be referred for maintenance.	BM
(iii)	<u>Hall Maintenance</u>	
	Cllr McQuinn has obtained a quote for various electrical maintenance jobs around the Memorial Hall. A quote of £480 included fixing the light sensor in the Ladies Toilets, providing a power supply from the Hall for use with the Defibrillator machine, carrying out repaired to the fuse board and fitting of 3 new external lights.	
Resolved	That the electrical quote be accepted barring the power supply work to the defibrillator machine which would be carried out once advice on the co-location of this with the public telephone had been taken.	BM
	Cllr McQuinn reported an ongoing problem with mould growth in	

	<p>the Hall. This was due to poor air circulation around the building. It was proposed that the Council consider installing a triple fan in the kitchen to help circulate air and remove moisture.</p>	
Resolved	That a quotation be obtained for the installation of a triple fan in the kitchen.	BM
	That the Clerk obtains a quote from BT for access to broadband at the Village Hall.	PH
	That the broken full-length mirror in the Ladies Toilet be replaced.	PH
	Refer to next Council Meeting	
(iv)	<p><u>Hall & Village Maintenance enhancements / toilet extension</u> It was agreed that the toilet extension aspect of this agenda item would be taken off the agenda of future meetings. It was agreed to take item 12(b) out of agenda order as part of discussion regarding hall & village enhancements.</p> <p>Cllr Cheryl Greenwood reported that Cheshire East Council would not be prepared to fund the installation of a Basketball Hoop in the Park. However, they did agree in principle to the installation of the Basketball Hoop in the event that fund was obtained from another source. Councillors also discussed the possibility of a WREN funding application to refit the kitchen and also new double glazing units with trickle vents installed to help air ventilation and circulation.</p>	
Resolved	That a quote for fitting double glazing be obtained.	BM
	That an idea of the costs involved be sought and a WREN application written.	CBG & CG
	Refer to next Council Meeting	
(b)	<p><u>Entertainment</u> “Winging it” – 25th April 8pm – a guitar duo from Scotland. A5 flyers and posters had been ordered. The bar would be stocked with Cans of Beer.</p> <p>Whaley Bridge Brass Band event in November</p>	CBG
	Refer to next Entertainment Sub-Committee meeting	CBG
	An offer of a donation of an organ for the Memorial Hall had been received. This was considered by the Council. Whilst the	

	spirit of the offer was appreciated by the Council after a full discussion it was declined.	
Resolved	That the offer of the donation of an organ for the Memorial Hall be declined.	CBG
10.	To review Hall booking forms Cllr Butler gave a brief presentation on the Hall booking forms and highlighted the areas for amendment.	
Resolved	That the hall booking forms be amended with the following: That deposit cheques be returned to the hirer following confirmation by the Caretaker that no damage had occurred That temporary events notices be required to be displayed That the hirer of the Hall be deemed the Fire Marshall for the duration of hire That all Hall booking forms be filed and stored by the Parish Clerk	CB PH
11.	To agree a process for Data Storage & email communication Cllr Cheryl Greenwood reported that an email had been sent to everyone around the village regarding their interest in receiving communications of village news. An opt-out clause had been presented. No requests to be removed were received, although some positive responses were received asking to be kept informed.	
Resolved	That these email addresses be used by the Council to send information and village news. An opt-out clause would continue to appear at the bottom of such emails. Items would include: <ul style="list-style-type: none"> • Village News • Coffee Mornings and other such events • Highways issues • Weather bulletins • Local Village Events • Other communications of an information or news nature <p>The Village Clerk gave a brief report on the benefits of cloud-based data storage and also Kettlethulme email addresses for Councillors. Data storage would be of no additional cost to the Council.</p>	All

Resolved	That the Clerk set up cloud-based data storage and Kettleshulme email addresses for Councillors.	PH																																			
12.	Finance																																				
Resolved	That as the Church Spring Fair had been overcharged last year by £10; this would be returned by reducing the booking charge this year by £10.	PH																																			
(a)	<u>Cheques to be authorised by the Council:</u>																																				
Resolved	That the following cheques be authorised for payment	PH																																			
	<table> <tr> <td>1860</td> <td>M Moss</td> <td>£71.13</td> <td>Cleaning</td> </tr> <tr> <td>1861</td> <td>Autela Payroll Services</td> <td>£12.90</td> <td>Payroll</td> </tr> <tr> <td>1862</td> <td>C Greenwood</td> <td>£9.25</td> <td>Stamps and Printing</td> </tr> <tr> <td>1863</td> <td>Kettleshulme PTA</td> <td>£70</td> <td>Refund</td> </tr> <tr> <td>1864</td> <td>P Harris</td> <td>£100</td> <td>Clerk Salary</td> </tr> </table> <p>Direct Debit payments:</p> <table> <tr> <td>24/02/2014</td> <td>Opus Energy Electricity</td> <td>£40.09</td> </tr> <tr> <td>21/02/2014</td> <td>Opus Energy Gas</td> <td>£113.16</td> </tr> <tr> <td>Current a/c</td> <td>31/01/2014</td> <td>£5867.09</td> </tr> <tr> <td>Reserve a/c</td> <td></td> <td>£84.27</td> </tr> <tr> <td>Renovation a/c</td> <td></td> <td>£12217.24</td> </tr> </table>	1860	M Moss	£71.13	Cleaning	1861	Autela Payroll Services	£12.90	Payroll	1862	C Greenwood	£9.25	Stamps and Printing	1863	Kettleshulme PTA	£70	Refund	1864	P Harris	£100	Clerk Salary	24/02/2014	Opus Energy Electricity	£40.09	21/02/2014	Opus Energy Gas	£113.16	Current a/c	31/01/2014	£5867.09	Reserve a/c		£84.27	Renovation a/c		£12217.24	
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(b)	<u>To consider how money in the Renovation Fund might be allocated</u>																																				
	This item was taken earlier in the meeting and is documented at 9 (a)(iv) of these minutes.																																				
13.	<p>To discuss a process for Financial Risk Assessment</p> <p>The Financial Risk Assessment was reviewed by Councillors; the risk over access to information following the potential loss of clerk would be updated.</p> <p style="text-align: right;">Refer to next Council Meeting</p>	PH																																			
14.	<p>To consider the Kettleshulme Community Resilience Plan</p> <p>A copy of the Disley Community Resilience Plan has been obtained.</p>																																				
Resolved	That a small Working Party be set up and draft a Kettleshulme Community Resilience Plan.	CG & BM																																			
	Refer to next Council Meeting																																				

15.	<p>To consider the Broadband needs of Kettleshulme Cllr Clive Greenwood reported the outcome of communications with David Rutley MP and High Peak Council regarding the access of High Speed Broadband by people in Kettleshulme. It seemed likely that Kettleshulme would not benefit from access for the foreseeable future.</p> <p>The inadequacy of this has been referred back to David Rutley MP</p> <p style="text-align: right;">Refer to next Council Meeting</p>	CG
16.	<p>To agree an approach to Village Communication The possibility of re-starting a newsletter was discussed. It was agreed that this could be emailed with hardcopies for those that do not have access to email. A copy could also be obtained through the website.</p> <p style="text-align: right;">Refer to next Council Meeting</p>	
17.	<p>To note the outcome of the Clerk Vacancy The Chairman reported that Paul Harris had been appointed to the position of Parish Clerk.</p>	
18.	<p>To discuss the Councillor Vacancy It was reported that the Parish Council had received a letter from Cheshire East Council granting permission for the Parish Council to co-opt to the vacant position of Councillor. This was discussed and a potential co-optee was identified that may wish to fill the position.</p> <p style="text-align: right;">Refer to next Council Meeting</p>	JB
19.	<p>Items for future meetings</p> <p>Resolved That the following items appear on the next agenda:</p> <p>Review of Payroll Services Designation of Reserves Financial Risk Assessment</p>	PH
20.	<p>Date & Time of Next Meeting Monday 17th March 2014</p>	

The meeting concluded at 19:30