

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

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

Parish Clerk: Paul Harris

1.	Apologies for Absence Apologies for absence were received from Cllr Howard Murray (CEC) and Cllr Jo Saunders (CEC)	
2.	Declarations of Interest None received	
3.	Public Forum No members of the public were in attendance	
4.	To note any correspondence received Noted The Following correspondence had been received: a. Draft Detailed Design Supplementary Planning Documents on Shop Fronts and Alterations and Extensions b. Public consultation on Wider Peak District Cycle Strategy c. Community Pride 2014 competition d. Cheshire County Playing Fields Association e. Letter of Resignation of Village Hall Caretaker f. Community Building membership form g. The Royal British Legion Centenary Poppy Campaign h. Neighbourhood Plan support from CHALC i. The Local Plan – Cheshire East Council j. AON Village Hall Insurance Renewal Noted Councillors received a letter of resignation from Mr David Mowl from the position of Village Hall Caretaker. Councillors wished to express their gratitude to Mr David Mowl who had tirelessly carried out the role of Caretaker of the Village Hall for a considerable number of years.	
5.	To agree as a true record the minutes of the Ordinary Meeting of the Parish Council held on Monday 17th February 2014 Resolved That the minutes of the Ordinary Meeting of the Parish	

	Council held on Monday 17th February 2014 be agreed as a true record	
6.	To Consider Planning Applications Received None received	
7.	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	
8.	To discuss Health & safety / risk assessment items	
a.	<u>Defibrillator</u> Cllr Butler gave a verbal update on progress. She had been in contact with the British Heart Foundation and discovered that it was not possible to locate the Defibrillator by the phone box on Macclesfield Road. It was agreed that best location would be on the outside wall of the Village Hall.	
Resolved	That the Electrician be invited to install power to the correct location for the Defibrillator as per the quotation agreed at the last meeting (minute 9a(iii) page 438)	BM
b.	<u>First aid course.</u> Cllr Butler informed the Council that once the Defibrillator had been installed the British Heart Foundation could come to deliver training on use of the Defibrillator for those that required it. There would be an open offer around the village for access to first aid training.	JB
c.	<u>Risk Assessment</u> Cllr V Greenwood introduced the draft Risk Assessment	VG

	<p>informing Councillors that it was now available to be viewed through the shared cloud based storage. Comments and further discussion could be brought to the next meeting.</p> <p style="text-align: center;">Refer to the Next Meeting</p> <p>The accessibility of cleaning materials for use by the public was discussed. It was felt by Councillors that general cleaning materials should be made available to Hall Users. However other materials unsuitable for public use should be locked away and kept secure.</p>	CBG
9.	To approve sub-committee recommendations	
a.	Highways and maintenance	
(i)	<u>Street lighting</u>	
	Various street lights requiring maintenance were noted, the light outside the church plus two others had been reported to Cheshire East Council on 17 February. Two others on Paddock Lane had been observed and would be notified to CEC.	CG
(ii)	<u>Highways & village maintenance</u>	
	Cllr Clive Greenwood had spoken with Highways Department with regards to road sweeping previously notified for action in December. This was ongoing.	CG
	It was reported that Macclesfield Road surface had deteriorated badly. The Clerk had contacted Grahame O'Connell and was informed that the main roads were checked quarterly and any work needed would be carried out at that point.	
	Further issues were noted such as crumbling near Side End Road, pot holes near Side End Cottage; pot holes on Clayholes Lane with the sides broken up. It was mentioned by Councillors that if they all reported such issues, CEC may act.	ALL
	Hardy Green drain had been dug and the drainage issue resolved.	
	Regarding street sweeping, Wes Hutton had been to look at tarmac pathways in the park, following inspection the area requiring cleaning was deemed insufficiently capable of coping with cleaning and so the work could not be carried out. The state of the path would be referred to the Village Maintenance Sub-Committee as the path required fixing and there was a clear Health and Safety issue. It was also mentioned that Mr Hutton would be coming back to discuss trimming of trees in the park.	

	<p>The sign denoting 'traffic approaching in the middle of the road' on Macclesfield Road had not been reinstated. The chevron sign on Kishfield also required reinstatement. Refer to Village Maintenance Sub-Committee</p> <p>(iii) <u>Hall maintenance</u></p> <p>A quotation for the back door in the kitchen and other work had been received this was considered prohibitive; Cllr McQuinn would approach another source for a further quotation.</p> <p>Cllr McQuinn had obtained a quotation for replacement uPVC windows for the Village Hall; in view of the level of cost involved he would obtain a further two quotations in accordance with Kettleshulme Parish Council Standing Orders.</p> <p>With regards to the Kitchen, Cllr McQuinn obtained a quotation for new kitchen units; this would however require installation which would involve a further cost. He was asked to obtain two additional quotations. Refer to next Council meeting</p> <p>(iv) <u>Hall & village enhancements</u></p> <p>Cllr Clive Greenwood reported that he had downloaded the WREN application form. Once quotations had been obtained for the windows, doors and kitchen units, an application could be submitted. Refer to next Council meeting</p> <p>b. <u>Entertainment</u></p> <p>Cllr Cheryl Greenwood reported that publicity for "Wingin' It" had been received and posters could be placed in suitable locations.</p> <p>A slide show on the Chapel Bypass – before and after construction may be a suitable subject for a future event.</p>	<p>BM</p> <p>BM</p> <p>BM</p> <p>CG</p> <p>CBG</p>
<p>10.</p> <p>a.</p>	<p>To receive and consider quotations for Village Hall Maintenance</p> <p><u>Installation of a triple fan in the kitchen</u></p> <p>Awaiting other quotations for the kitchen area as specified under minute 9(iii) and 9(iv). Ongoing Refer to next Council Meeting</p>	<p>BM</p>

b.	<u>Access to broadband at the Village Hall</u>	
Resolved	That the clerk be authorised to set up a direct debit with BT	PH
11.	To receive a report from the Village Hall Enhancement Working Party This item had been dealt with under 9(iii) & 9(iv). Cllr Clive Greenwood would email the WREN application form and the Reaching Communities application for storage on the Council's cloud-based system	CG & PH
12.	To agree the amended Hall booking forms The Hall Booking Forms were being amended. Ongoing. Refer to next Council Meeting	CBG
13.	To note progress in setting up new Data Storage & email communications systems The Clerk reported that Cloud-based data storage had been set up, along with forwarding email addresses for Councillors. An email address would be set up for Cllr Pulley.	PH
14.	Finance	
a.	<u>Cheques to be authorised by the Council</u>	
Resolved	That the following cheques be authorised for payment: 1865 Autela Limited – Payroll £10.50 1866 Namesco – Kettleshulme.org £139.67 1867 P Harris – Clerk Salary £100.00 1868 HMRC – PAYE £50.00 1869 P Harris – Expenses Stamps and Printing £27.19 1870 J Ainsworth Electrics – Hall Electrics £280.00 1871 AON UK Limited – Hall Insurance £1406.22 Direct Debits 24.03.2014 Opus Energy – Electricity £35.27 21.03.2014 Opus Energy – Gas £97.98 Income Received 07/02/2014 B Tamai £80.00 07/02/2014 Whaley Bridge Band £60.00 24/02/2014 J Roy £120.00 03/03/2014 B Tamai £80.00 Current a/c as at 28 February 2014 £5636.42 Reserve a/c £84.27	

	Renovation a/c	£12217.24	
b.	<u>Designation of Reserves</u> Councillors reviewed the budget along with money held in the Renovation Account and designated that the collective funds be as follows.		
Resolved	That £8000 be designated for replacement double glazed windows for the Village Hall. That £5000 be designated for refurbishment of the Village Hall kitchen. That £2000 be designated for use in refurbishment of the Village Hall toilets.		
c.	<u>Review of Payroll Services</u> Councillors discussed Payroll Services.		
Resolved	That Payroll Services be reviewed in 12 months.		
15.	To approve the Financial Risk Assessment 2014. The draft Financial Risk Assessment 2014 was presented to the Council.		
Resolved	That the document be approved by the Council and signed by the Chairman and the Clerk.		CB, PH
16.	To consider progress in producing a Kettleshulme Community Resilience Plan Cllr Clive Greenwood and Cllr McQuinn were continuing work on producing a draft Community Resilience Plan. Refer to next Council Meeting		CB, BM
17.	To Consider the Broadband needs of Kettleshulme Cllr Clive Greenwood informed the Council that he had received a letter from David Rutley MP which in essence stated fast broadband would not be available to Kettleshulme for another two years minimum.		
18.	To discuss the production of a village newsletter Cllr Victoria Greenwood mentioned the annual Community Award for best newsletter. It was thought that Kettleshulme Parish Council could consider entering in 2015.		VG CG

19.	To note the outcome of the Councillor Vacancy	
Resolved	That Councillor Ian Pulley be co-opted onto Kettleshulme Parish Council following permission to co-opt being granted by Cheshire East Council. Councillor Pulley was welcomed onto the Council.	
20.	Items for Future Meetings	
Resolved	That the following items appear on the next agenda: Risk Assessment Setting Village Hall Charges for 2014/15 Quotations for work on windows, doors and kitchen units Recruitment to the post of Village Hall Caretaker	
21.	Date & Time of Next Meeting	
	The date of the April meeting was discussed by Councillors, as the date placed on the agenda was a Bank Holiday it was agreed that a suitable alternative was needed.	
Resolved	That the next meeting be held on 28th April 2014.	

The meeting concluded at 9:35pm