

**Minutes of the Ordinary Meeting, at the Memorial Hall, Kettleshulme  
Tuesday 15<sup>th</sup> April 2014 at 7.30pm**

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

**Parish Clerk:** Paul Harris

1.	<b>Apologies for Absence</b> Apologies for absence were received from Cllr Jo Butler (KPC), Cllr Howard Murray (CEC) and Cllr Jo Saunders (CEC)	
2.	<b>Declarations of Interest</b> None received	
3.	<b>Public Forum</b> No members of the public were in attendance	
4. <b>Noted</b>	<b>To note any correspondence received</b> The following correspondence has been received: <ul style="list-style-type: none"> <li>1. Campaign for the Protection of Rural England (CPRE) Membership</li> <li>2. CHALC Membership – it was commented that this had been most useful during the past year.</li> <li>3. Letter from 10 Downing Street – regarding reduction in National Insurance payments for employers</li> <li>4. Newsletter from Cheshire Playing Fields Association.</li> </ul>	
5.  <b>Resolved</b>	<b>To agree as a true record the minutes of the Ordinary Meeting of the Parish Council held on Monday 17 March 2014</b>  <b>That the minutes of the Ordinary Meeting of the Parish Council held on Monday 17 March 2014 be agreed as a true record</b>	
6.	<b>To Consider Planning Applications Received</b> None received	
7.	<b>To Note Hall Lettings</b> Councillors noted the following Hall bookings: <ul style="list-style-type: none"> <li>a) 26/04/2014 Whaley Bridge Band</li> <li>b) 04&amp;05/07/2014 Rose Queen</li> <li>c) 15/11/2014 Beer Keller – Whaley Bridge Band (KEC)</li> <li>d) 29/11/2014 KPC Christmas Fair</li> <li>e) 06/12/2014 Senior Citizens Party and Show (KET)</li> </ul>	

	<p>f) 09/12/2014 KPC Christmas Draw g) 01/08/2015 Debes</p>	
8.	<p><b>To discuss Health &amp; safety / risk assessment items</b> <u>Defibrillator</u> An overview was given to the meeting by the Chair, that an application had been submitted, £700 had been donated by the Rose Queen and an additional £700 pledged by the British Heart Foundation. The Council was awaiting BHF to release the funds. The location of the defibrillator would be discussed at the next meeting. <b>Refer to the next meeting</b></p> <p>b. <u>First aid course</u> Ongoing. <b>Refer to the next meeting</b></p> <p>c. <u>Other items</u> No other items were raised.</p>	
9.	<p><b>To approve the Health and Safety Risk Assessment</b> As the telephone line and broadband issue was related due to an action cited in the proposed Health and Safety Risk Assessment it was agreed item 11(d) would also be discussed at this point.</p> <p>The cost of connecting the telephone line and installing broadband in the Village Hall was seen as becoming quite expensive. However Councillors also saw clear benefits to having broadband and telephone available for Hall users.</p> <p>It was agreed that a further attempt should be made to obtain a reasonable price from a service provider.</p> <p>It was considered that it may be possible to obtain a grant or some sponsorship to pay for access to telephone and broadband services.</p> <p><b>RESOLVED That the Health and Safety Risk Assessment be approved and signed.</b></p> <p>6 votes FOR</p>	<p>CG</p> <p>VG</p>
10.	<p><b>To approve sub-committee recommendations</b> <u>Highways and maintenance</u> <u>Street lighting</u> Various issues with streetlights were cited, including the streetlight outside the Church. It was unclear who was responsible for maintenance of this streetlight as it had been originally installed when Cllr Sheldon first came onto the</p>	

	<p>Council. It was mentioned that streetlights had since been transferred to the Borough Council.</p> <p style="text-align: right;"><b>Refer to the next meeting</b></p>	
(ii)	<p><u>Highways &amp; village maintenance</u> Various issues regarding the road surfaces around the village and also the need to maintain the path around the playing fields. This would be brought up at the next Local Area Partnership meeting.</p>	CG
(iii)	<p><u>Hall maintenance</u> It was noted that the failed light bulbs in the toilets had been replaced. A need for new paper towel dispensers was discussed.</p> <p style="text-align: right;"><b>Refer to next meeting</b></p>	
(iv)	<p><u>Hall &amp; village enhancements</u> Cllr McQuinn reported that he had obtained various quotations for work to be carried out on the Village Hall. These were further reported as Item 11 (see minute directly below). Further quotations would be obtained for the next meeting therefore enabling completion of the WREN application that Cllr Clive Greenwood was working on.</p>	
b.	<p><u>Entertainment</u> Wingin' It sales were slow, it was agreed that an attempt would be made to do a radio interview for Canalside Radio in order to bolster sales.</p>	BM
11.	<p><b>To receive and consider quotations for Village Hall Maintenance</b></p>	
a.	<p><u>Installation of a triple fan in the kitchen</u>  This would be installed as part of the proposed works on the kitchen. A quotation would be obtained for the next meeting.</p>	BM
b.	<p><u>Installation of kitchen units</u> Cllr McQuinn had obtained 1 quotation for installation of new kitchen units. 2 further quotations would be obtained for the next meeting.</p> <p style="text-align: right;"><b>Refer to the next meeting</b></p>	BM
c.	<p><u>Installation of double glazed windows and doors in the Village Hall</u> Cllr McQuinn reported to the Council that he had successfully obtained 3 quotations for carrying out the work on replacing the windows and doors in the Village Hall. These could now be used to complete the WREN application.</p> <p style="text-align: right;"><b>Refer to the next meeting</b></p>	CG

d.	<u>Access to broadband at the Village Hall</u> This item was discussed earlier in the agenda and was recorded under Minute 9 (page 451). <b>Refer to the next meeting</b>	CG
12. a.	<b>To receive a report from the Village Hall Enhancement Working Party</b> <u>Progress in drafting an application to WREN</u> The Chairman reported to this item, the application was in progress. Once the quotations had been fully obtained for the windows and the kitchen this could be completed.	CG
13.	<b>To agree the amended Hall booking forms</b> Once the Caretaker position had been appointed the booking contact could be added. <b>Refer to the next meeting</b>	CBG
14. a.	<b>Finance</b> <u>CHALC Affiliation and Fee</u> The position of CHALC representatives was discussed. It was agreed that these should be Cllr B McQuinn, Cllr I Pulley and Cllr Clive Greenwood.	
<b>RESOLVED</b>	<b>That the above representatives to CHALC were appointed and that Kettleshulme continue affiliation with CHALC. Payment of the affiliation fee was approved.</b>	
b.	<u>Cheques to be authorised by the Council</u>	
<b>RESOLVED</b>	<b>That the following cheques be authorised:</b>	
	<b><u>List of cheques for payment – 15 April 2014</u></b>	
	1872 M Moss (Cleaning)	£67.69
	1873 D Mowl	£75.80
	1874 Autela Limited – Payroll Q1(April – June)	£32.40
	1875 P Harris – Clerk Salary	£100.00
	1876 P Harris – Expenses Stamps and Printing	£10.20
	1877 B McQuinn – Expenses (light bulbs)	£10.00
	1878 CHALC – Membership and Publication	£95.30
<b>NOTED</b>	<b>That the following be noted:</b>	
	Direct Debits	
	07.04.2014 United Utilities	£11.08
	21.04.2014 Opus Energy – Gas	£84.17
	24.04.2014 Opus Energy – Electricity	£36.02
	Future Direct Debit	
	05.08.2014 United Utilities (Waste Water)	£54.97

	<p>Income Received</p> <table> <tr> <td>14.03.2014</td> <td>Whaley Bridge Band</td> <td>£75.00</td> </tr> <tr> <td>25.03.2014</td> <td>G Wild</td> <td>£70.00</td> </tr> <tr> <td>25.03.2014</td> <td>Kettleshulme WI</td> <td>£120.00</td> </tr> <tr> <td>25.03.2014</td> <td>Inland Waterways</td> <td>£45.00</td> </tr> <tr> <td>04.04.2014</td> <td>Cheshire East Council</td> <td>£4125.00</td> </tr> <tr> <td colspan="2">Total</td> <td>£4435.00</td> </tr> </table> <p>Current a/c as at 04 April 2014 £7763.46 Reserve a/c £84.27 Renovation a/c £12217.24</p>	14.03.2014	Whaley Bridge Band	£75.00	25.03.2014	G Wild	£70.00	25.03.2014	Kettleshulme WI	£120.00	25.03.2014	Inland Waterways	£45.00	04.04.2014	Cheshire East Council	£4125.00	Total		£4435.00	
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c.	<p><u>To discuss and agree Hall Charges for 2014/15</u> Various amendments were proposed to the charges including evening parties and dances. It was proposed that Cllr Cheryl Greenwood would make the amendments and email to Councillors. It was discussed by Councillors that new hire charges should take effect once the Village Hall refurbishment had been completed. It was also discussed that comparison with other venue charges would be helpful. <b>Refer to the next meeting</b></p>	CBG																		
d.	<p><u>VAT reclaim</u> <b>NOTED That the VAT reclaim had been completed and that the Council was awaiting payment by HMRC.</b></p>																			
15.	<p><b>To discuss the Internal Audit and approve the Annual Return for the Financial Year ending 31 March 2014</b></p>																			
a.	<p><u>To approve the Accounting Statements 2013/14</u> It was reported to the Council that the asset register had adopted the Insurance valuation of the Hall as its value. <b>RESOLVED That the Accounting Statements 2013/14 be approved and signed.</b> 6 votes FOR</p>																			
b.	<p><u>To approve the Annual Governance Statement 2013/14</u> <b>RESOLVED That the Annual Governance Statement 2013/14 be approved and signed.</b> 6 votes FOR</p>																			

16.	<b>To consider progress in producing a Kettleshulme Community Resilience Plan</b>  Ongoing.  <b>Refer to next meeting</b>	
17.	<b>To discuss the production of village newsletter – consider timings and content for next newsletter</b>  Cllr V Greenwood spoke to this item; a draft newsletter was presented to the Council. A full draft would be presented for the next meeting with a view to be circulated around the village late May.  <b>Refer to next meeting</b>	VG
18.	<b>Items for future meetings</b>  Gardener – role to be considered at next meeting	
19.	<b>Items for information</b>  Information received from a local business was shared with Councillors. Items such as this could be circulated as part of an e-bulletin and also placed on the community notice board.	
20. <b>NOTED</b>	<b>Date &amp; Time of Next Meeting</b> That the next meeting of Kettleshulme Parish Council would be the Annual General Meeting on Monday 19 <sup>th</sup> May 2014 at 7:30pm. The Annual Parish Meeting would be scheduled for 7pm.	
<b>RESOLVED</b>	<b>That the press and public be excluded from the meeting for the following items because there may be disclosure to them of exempt information as defined in Schedule 12 A of the Local Government Act 1972.</b>  6 votes FOR	
	PART II – CONFIDENTIAL (PRESS AND PUBLIC EXCLUDED)	
21.  <b>RESOLVED</b>	<b>To agree a Job Description with Remuneration for the post of Village Hall Caretaker</b> The role of Village Hall Caretaker was discussed and Councillors agreed an appropriate remuneration for the post.  <b>That the role was 1 hour per week. Councillor V Greenwood would draft the terms and conditions of the role.</b>	VG

22.          <b>RESOLVED</b>	<b>To discuss and approve appointment to the post of Village Hall Caretaker following advertisement of the role</b>  It was reported to the Council that following the advertisement of the Village Hall Caretaker role, 1 application had been received.  <b>That as the application was duly qualified to take on the role he would therefore be appointed. Cllr V Greenwood would draft a letter to accompany the terms and conditions of the post.</b>	VG
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The meeting concluded at 9:45pm