

**Minutes of the Ordinary Meeting, at the Memorial Hall, Kettleshulme
Monday 15 September 2014 at 7.30pm**

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

Parish Clerk: Paul Harris

1.	Apologies for Absence Apologies for absence were received from Cllr Victoria Greenwood, Cllr Jo Butler and Cllr Jo Saunders (CEC). Cllr Howard Murray (CEC) was present for 15 minutes before meeting started but then had to leave.	
2.	Declarations of Interest None received	
3.	To amend Standing Orders Resolved That Standing Order 1(m) on Page 4 of the Standing Orders be amended to comply with the Openness of Local Government Bodies Regulations 2014 which allows the public the right to film, record and report Council Bodies using digital and social media Councillors also resolved that members of the public wishing to film, record and report using digital and social media should inform the Council before commencement of the meeting	
4.	Public Forum No members of the public were in attendance	
5.	To note any correspondence received Noted Peak District National Park Authority – Parish Member appointments to the National Park Authority. Peak District National Park Authority – updating Local Development Plan Policies Map – it was agreed that Cllr Clive Greenwood would identify the position of relevant land used by the local community and supply grid references to the National Park Authority. A Flyer had been received from Cheshire East Council on Community Grants. This would be placed on the website. An invitation to Community Resilience and Flood Response Table Top Workshops	CG CG

	CPRE Countryside Voice publication received.	
6.	To agree as a true record the minutes of the Ordinary Meeting of the Parish Council held on Thursday 14 August 2014 Resolved That the minutes of the Ordinary Meeting of the Parish Council held on Thursday 14 August 2014 were agreed as a true record.	
7.	To Consider Planning Applications Received None received	
8.	To receive a report from the Entertainment Group Cllr Cheryl Greenwood reported that the Council had been sent copies of the Cheshire Rural Touring Arts brochure which included the Kettleshulme event Old Herbaceous. The production had received a very good review in The Guardian as well as one by The Theatre by the Lake in Lake District. It was thought that it should be a very good event. Posters had been produced and would be placed in Disley, Rainow, Bollington, and Pott Shrigley. Cllr B McQuinn agreed to distribute A5 flyers. The next event was to be the Beer Keller run by Whaley Bridge Band on 15 November. It was agreed to charge £10 per ticket and £15 on the night limited to 80 people. Christmas events would be discussed at the next meeting.	BM
9.	To consider promotion of the Village Hall Promotion of the Village Hall was discussed at the Entertainment Meeting. It was noted that once the Hall had been tidied up it would be easier to get interest and increase lettings. Children's parties were mentioned as were weddings, parties and funerals. It was also mentioned that a lot of advertising is through word of mouth. Councillors felt that the charges were competitive in comparison with other venues nearby. Cllr Cheryl Greenwood had produced some posters to advertise the Village Hall which could be placed in shop windows etc. Places to advertise included Pott Shrigley, Bollington, Rainow and Whaley Bridge. It was agreed that Cllr Cheryl Greenwood would talk to the Caretaker about putting posters out. Cllr B McQuinn would talk to residents in Bollington and Pott Shrigley regarding the best places to advertise. He would also contact local Undertakers. A poster could be placed in the Village School. It was noted that the Hall Charges on the website were out of	CBG BM CG

	date. Cllr Clive Greenwood would look at this.	
10.	Equipment Hire Agreement and return of Keys	
Noted	That there had been some dissatisfaction expressed by one Hall user group on the return of Village Hall keys. It was agreed that one key could be retained by the Chair of the WI but if they wished to enter the Hall they must first notify the Caretaker. On entry a log book would be made available on the bar and all hirers of the Village Hall would enter the date and time they entered and left. Cllr Clive Greenwood would draft and email terms and conditions to send to the WI.	CG
	Concern was expressed that some users entered the Hall and dumped items they no longer required. It was understood that this should be dealt with within the agreement.	
Noted	That the hire agreement was ongoing.	VG CG
11.	To discuss Health & safety / risk assessment items	
a.	<u>Defibrillator</u>	
Noted	That the payment had been received by Bollington & Macclesfield Community First Responders and it would be the end of September that the Defibrillator and Case could be installed.	
b.	<u>First aid course</u>	
Noted	That once the Defibrillator was installed the First Aid Course could be arranged.	
c.	<u>PAT testing in the Hall</u>	
	Cllr B McQuinn reported that PAT Testing was needed every three years. As it had been carried out last year it was next due in 2016.	
d.	<u>Other items of concern</u>	
	No other items of concern were reported.	
12.	To approve Highways and Maintenance Sub-committee recommendations	
	It was reported by the Chairman that the Sub-committee had not met. Cllr Clive Greenwood would discuss the next meeting with Cllr McQuinn and email around members of the sub-committee.	CG BM

	Cllr McQuinn reported that he wished to step down as Chair of the sub-committee. An item for discussion at the meeting would be regarding whether the sub-committee was needed anymore.	
13.	To raise and discuss maintenance issues in the village	
a.	<u>Street lighting</u> It was noted that several lights were out and had been reported to the authorities. Number 6 had fallen apart and needed repairing; also the trees around it required pruning back.	
b.	<u>Highways and Village Maintenance</u> It was reported that the potholes on Macclesfield Road and Paddock Lane had been repaired. On Clayholes the potholes were getting worse; they had been marked some time ago but had not yet been repaired. Cllr Clive Greenwood would take this up with Highways. Several issues regarding grass growing on the pavements edge at the playing fields along with trees requiring pruning back were mentioned, these would be followed up with Cheshire East Council.	CG
c.	<u>Hall Maintenance</u> It was reported that various repairs were needed before decorating could take place. The light in the cellar needed work; an accessible cupboard behind the bar was needed to house the mop, vacuum cleaner and brush. Cllr B McQuinn would obtain a quotation from a joiner to section off part of the cupboard to enable certain items to be accessible by hall users whilst enabling other items to be kept secure.	BM
14.	To receive and consider quotations for Village Hall Maintenance Cllr B McQuinn reported that he had discussed lighting with an electrician. The idea was to do all the electrics in one go including up-lighters, power source for the Defibrillator and for sockets in the kitchen. The Electrician was to visit the following week to give a price. It was requested that the Electrician be asked to put up two test lights so that Councillors could see the effect. The final kitchen firm came to give a price this was very competitive and included a 30% discount but excluded labour costs. The existing gas hobs and oven would be used again, a dishwasher would be built in and a fridge would be needed in addition. Cllr Clive Greenwood asked for a price to include labour costs. It was noted that the Triple Vent maybe able to be incorporated into the extraction fan.	

	The Chairman reported that a grant application had been filled out from the Entertainment Committee for funding towards the purchase of curtains. The outcome would be heard at the end of October.																												
15.	<p>To receive a report from the Village Hall Enhancement Working Party</p> <p>It was reported that by having the relevant costs for carrying out the works needed to Enhance the Village Hall the application to WREN could be drafted for submission by the end of October.</p>	CG BM																											
16.	<p>Finance</p> <p>It was reported that the Pilates Teacher had requested space to conduct one-to-one sessions in the upstairs room of the Hall. It was understood that the Teacher was a regular user of the Hall and should be given a special rate.</p> <p>Resolved That the upstairs room be let at £5 per hour for Pilates one-to-one teaching sessions.</p> <p>a. <u>Variances to Budget Report</u></p> <p>The Chairman reported that the Clerk had provided the Cashbook and the Chairman had produced a Budget Income & Expenditure Account report to the end of August 2014. This report is attached at Schedule 1.</p> <p>Noted That the Council was in a strong position in relation to Income against expenditure.</p> <p>b. <u>Cheques to be authorised by the Council</u></p> <p>Resolved That the following cheques and payments be authorised:</p> <p><u>List of Cheques for payment – 15 September 2014</u></p> <table> <tr> <td>1907</td> <td>Expenses Stamps and Printing</td> <td>£6.52</td> </tr> <tr> <td>1908</td> <td>Gardening</td> <td>£70.00</td> </tr> <tr> <td>1909</td> <td>Caretaker (17 Aug – 14 Sept)</td> <td>£40.00</td> </tr> <tr> <td>1910</td> <td>Clerk Salary</td> <td>£220.00</td> </tr> <tr> <td>1911</td> <td>HMRC</td> <td>£165.00</td> </tr> <tr> <td>1912</td> <td>Cleaning (July)</td> <td>£76.00</td> </tr> <tr> <td colspan="3">Direct Debits</td> </tr> <tr> <td>21.09.2014</td> <td>Opus Gas</td> <td>£21.03</td> </tr> <tr> <td>24.09.2014</td> <td>Opus Electricity</td> <td>£32.18</td> </tr> </table>	1907	Expenses Stamps and Printing	£6.52	1908	Gardening	£70.00	1909	Caretaker (17 Aug – 14 Sept)	£40.00	1910	Clerk Salary	£220.00	1911	HMRC	£165.00	1912	Cleaning (July)	£76.00	Direct Debits			21.09.2014	Opus Gas	£21.03	24.09.2014	Opus Electricity	£32.18	
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	<p>Income Received</p> <p>Cheshire East Council Precept £3750.00</p> <p>Whaley Bridge Band £30.00</p> <p>Kettleshulme Rose Queen £874.00</p> <p>Current a/c as at 31st August 2014 £5931.96</p> <p>Reserve a/c (no recent statement received) £84.29</p> <p>Renovation a/c (unconfirmed) £2137.24</p>	
17.	<p>To discuss arrangements for Remembrance Day</p> <p>It was reported that cars had been a problem on Remembrance Day on previous years; the Police were to be contacted to arrange for Macclesfield Road to be closed off between 10:55am and 11:10am.</p>	CG PH
18.	<p>To approve a Kettleshulme Community Resilience Plan</p> <p>Volunteers were needed for the position of Emergency Co-ordinator. It was agreed that Number 1 position would be Cllr Clive Greenwood and Number 2 position would be Cllr I Pulley. Areas of the Parish would also be adopted by individual Councillors to be included in the Plan for approval at the next meeting. The Chairman referred to the Cheshire East Workshops on Community Resilience and asked for all Councillors to consider attending if they wished.</p> <p style="text-align: center;">Refer to next meeting for approval</p>	ALL
19.	<p>Village Newsletter</p> <p>This item was being led by Cllr V Greenwood and was ongoing.</p>	
20.	<p>Items for future meetings</p> <p>Peak District National Park Authority – Parish Member appointments to the National Park Authority.</p> <p>The Village Hall lettings would be put back in the agenda.</p> <p>Councillors would look into producing a map of Kettleshulme Parish for marking pot holes.</p>	
21.	<p>Items for information</p> <p>No items for information were raised.</p>	
22.	Date & Time of Next Meeting	

	Monday 20 th October 2014 at 19:30pm	
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The meeting concluded at 9:50pm

Schedule 1.

KETTLESHULME PARISH COUNCIL

Budget Income & Expenditure Account - Year ending 31st March 2015

INCOME	2014 / 15	Period to 31/08/201 4	Actual to 31/08/2014
Precept	7500	3,125.00	4125
Bank Interest	0	-	0.02
Hall Lettings	3000	1,250.00	1212
Fund Raising	0	-	-
Donations	0	-	-
Grants			
Total Income	10500	4,375.00	5,337.02
EXPENDITURE			
Memorial Hall - Repairs/Maintenance	3000	1,250.00	1790.29
- Running Expenses	3500	1,458.33	
Fund Raising Expenses	0	-	
Licences/Subscriptions	180	75.00	131.3
General Administration	2000	833.33	774.4
Sect. 137 Donations	25	10.42	
Audit Fees	235	97.52	145.8
Sundries	250	104.17	104.17
Plants	100	41.67	41.67
Insurance	1200	500.00	500
Total Expenditure	10490	4,370.83	3,487.63
Net Surplus / (Deficit)	10	4.17	1,849.39