

MOTTRAM ST. ANDREW PARISH COUNCIL

ANNUAL MEETING

MINUTES

MEETING HELD 21st MAY 2018

Present : Cllr W. Pilkington (Chairman), Cllr R. Hughes, Cllr A. Philpott, Cllr H. Morgan, Cllr S. Hatton, Cllr Y. Dodd, Cllr A. Levis, Mr R. Taylor (Clerk) and Borough Councillor Findlow and 1 member of the public.

1. Cllr Robert Hughes was elected Chairman unanimously and his declaration of office was received by the Clerk. Cllr Hughes assumed the Chair.
2. Cllr Y. Dodd was elected Vice Chairman unanimously for the coming year.
3. Apologies for absence : Asstn Clerk H. Shenton unexpected personal problem.
4. Declarations of interest : Cllr Levis declared an interest in item 20 ( Lower Gadhole Farm) on the agenda and did not wish to apply for a dispensation.
5. Minutes of the meeting held on 23rd April 2018 : **Approved** and signed by the Chairman as a correct record.
6. Matters arising : None
7. Standing Orders : Proposed Cllr Philpott, seconded Cllr Pilkington and **Resolved Unanimously to approve and adopt**
8. Financial Regulations : Proposed Cllr Dodd, seconded Cllr Philpott and **Resolved unanimously to approve and adopt**
9. Audit YE 2018 : The Clerk explained the new procedure and the appointment of PK Littlejohn as the Council's External Auditor. The Council wished to certify itself exempt from limited assurance review. The Annual Internal Audit Report 2017/18 was considered proposed Cllr Pilkington seconded Cllr Philpott that the report be accepted **Resolved Unanimously**. The Annual Governance Statement 2017/18 was considered proposed Cllr Levis seconded Cllr Hatton that the report be adopted **Resolved Unanimously**. The Accounting Statement 2017/18 was considered proposed Cllr Levis seconded Cllr Hatton that the statement be accepted **Resolved Unanimously**. The Year End Bank reconciliation and Variances report were considered together with the Annual Transparency Fund statement proposed Cllr Levis, seconded Cllr Hatton that the Statements be accepted **Resolved Unanimously**. Council considered the criteria necessary to certify itself exempt and upon being satisfied that all conditions have been met proposed Cllr Philpott seconded Cllr Morgan that Council confirms exemption from Limited Review Audit **Resolved Unanimously**. The Clerk confirmed that the exemption Certificate would be sent to the Auditors and that the necessary postings to the Council web site and the Public notice board would be arranged together with the required Notice of Public Rights

10. Internal auditor : Michael Shaw proposed by Cllr Pilkington, seconded Cllr Levis be appointed as Internal auditor YE 2019 **Resolved Unanimously**.
11. Planning Committee Structure : **Resolved** unanimously that all Planning matters be reserved to the full Council, proposed Cllr Philpott seconded Cllr Hatton.
12. Complaints procedure : Procedure perused and **Resolved Unanimously** to adopt, Proposed Cllr Dodd seconded Cllr Philpott with Chairman, Cllr Pilkington and Cllr Morgan to remain members of the Complaints Committee for 2018/19.
13. Code of Conduct : Produced and **Resolved Unanimously** to adopt in current form for 2018/19 proposed Cllr Hatton seconded Cllr Pilkington.
14. Insurance : The Clerk reported that the Council insurance expires on 1st June and the three year agreement also expires. Four separate quotes for renewal were considered together with review and explanation of the Cover offered. After debate proposed Cllr Levis seconded Cllr Pilkington that the quotation from Inspire be accepted and a further three year term be agreed **Resolved Unanimously**
15. Freedom of Information Policy : Statement produced and considered proposed Cllr Hatton seconded Cllr Dodd that the Statement be adopted subject to the necessary amendments due to personnel changes. **Resolved Unanimously**
16. General Data Protection Policy : The Clerk having drafted a proposed Policy for Council to adopt and having circulated Councillors prior to the meeting a discussion ensued with a view to ensuring Council's compliance with the new legislation by 25th May. Proposed Cllr Pilkington seconded Cllr Dodd that the Policy be adopted subject to a three month review being conducted by the Media Sub Committee to consider development of the Policy, to include the appointment of the Clerk as Data Protection officer for the Council even though the requirement has been removed from the legislation. **Resolved Unanimously**
17. Meeting Schedule 2018/19 Carried forward to the July Meeting as confirmation has not been obtained from the Chapel that the dates are acceptable.
18. Public Participation : Resident Jan Fogg raised the issue of gritting Mill Lane to be considered, agreed to refer the matter to Highways at Cheshire East.
19. Finance : The Clerk reported that the Bank balance at 4th May was £16,336.79 including receipts of £3,731 Precept, £580 Mercury profit, £1,287 Allotment Rents. Payments made since the last meeting Clerks salary £1,334.20, Assnt clerks salary £409.40, Tax £99.20, ChALC Membership £181.80, Cheshire Community Action £20, Un presented Cheques Allotment expenses A. Readman £25.96 and ChALC Training £75 Today reconciled Bank A/C £16,452.83. Budget 2018/19 proposal having been circulated beforehand discussion ensued proposed Cllr Philpott seconded Cllr Levis that the Budget be accepted including purchase of a printer and provision for £2000 towards Highways ,£750 towards handyman work and £200 Allotment refurbishment work **Resolved Unanimously**. Cheque mandate to be altered to allow signatory of cheques to include Chairman Cllr Hughes proposed Cllr Philpott seconded Cllr Dodd **Resolved Unanimously**

20. Planning Cllr Levis with drew as Lower Gadhole Farm application debated, no observations to be made.
21. Mercury Finance Cllr Hatton reported that the Village Hall Trustees are content to accept responsibility for the future development of the Magazine until such time as the Council is able to assume responsibility for overall control. The magazine is unlikely to produce a profit during the current financial year. proposed Cllr Levis seconded Cllr Hatton that the Joint venture for production of the magazine should continue on the existing arrangements **Resolved Unanimously.**
22. Emergency Plan : Cllr Pilkington reported on the need for further review as recent events had shown that a schedule of fire hydrants should be included and all personnel should be agreeable to remain involved in view of the GDPR. Carried forward to the July Meeting.
23. Police Report : PCSO Jenkinson attended and delivered her report advising residents to be aware of the risks of car theft and Burglary in view of offences recently committed locally.
24. Local Transport Plan : Cllr Pilkington delivered a detailed report on the contents of the Plan and highlighted the issues affecting Mottram St. Andrew. Proposed Chairman seconded Cllr Levis that Cllr Pilkington be authorised to respond to Cheshire East on behalf of the Council **Resolved Unanimously.**
25. Highways : Cllr Pilkington reported on the agreement of the Highways subcommittee to allocate £7000 of their budget to the proposed alterations to Mill Lane Cross roads provided the Council could fund a further £2000 towards the cost of the work. Cllr Pilkington was supported by Borough Councillor Findlow in his report. Proposed Cllr Philpott seconded Cllr Levis that £2000 be allocated from budget to ensure the work was completed **Resolved Unanimously.** Gully emptying to take place 6th to 26th July. Redundant posts and signs to be removed, Concern again repeated regarding the pot holes in the Village and the general state of the Roads, Cheshire East highways to be pursued relentlessly regarding the problem.
26. First World War Conclusion Centenary : Cllr Pilkington reported on the service to be held in the Chapel and Council were unanimous that no further recognition of the date was needed.
27. Council Representation : Agreed Cllr Pilkington to attend Highways and together with Cllr Philpott to attend Airport Liaison. Chairman to attend Poynton Area Community Partnership and ChALC to be attended by Cllrs Pilkington, Philpott and Chairman.
28. Milbrook Hospital Proposed Closure : MP David Rutley's letter considered re the suggested Closure of the mental Health unit in Macclesfield, Proposed Cllr Pilkington seconded Cllr Dodd that Council support the campaign to keep the unit available in Macclesfield **Resolved Unanimously.**

29. Poynton Area Community Partnership Chairman reported his attendance and to draw to Councillors attention the availability of grants from the Partnership. Chairman to attend the next meeting.
30. United Charities Fund : Cllr Morgan reported on the attempts being continually made by the Trustees to find appropriate recipients of grants from the fund and the increasing difficulty in finding necessitous and deserving residents who are eligible for donations under the terms of the Trust.
31. Annual Parish Meeting : Clerk reported that the only issue outstanding from the AVM is the updating of the Honours Board in the Village Hall, agreed to carry the matter forward.
32. Village Hall : Cllr Hatton reported on the satisfactory position the Village Hall had achieved overcoming the loss of the Foundation School.
33. Village Maintenance Work Proposal to spend funds on refurbishment and repair of the Village Pump debated and proposal that funds be so allocated was rejected.
34. Clerk Handover Clerk reported on the finalisation of handover to Hayley Shenton and the need for her to enrol in the SLCC and to obtain Vispa Broadband. Council thanked Ron Taylor for his service and marked the occasion of his retirement from office with a card and appropriate gift.
35. Other Business : None