

# SNELSON PARISH COUNCIL

Clerk – Shareen Worthington  
Telephone – 01625 861101

Chairman – Janet Winrow  
Vice Chairman – Hazel Ardern

## **Minutes of Parish Council Meeting held at 7.35pm on Tuesday 14<sup>th</sup> May 2019 at Snelson Methodist Church Vestry, Pepper Street (held immediately after the Annual Parish Meeting)**

**Present:** Janet Winrow (Chair), Hazel Ardern, David Clarke, John Firth, Andrea Lockie, Marc Asquith, Ward Councillor (part only) and the Parish Clerk

Members of Public: None

### **19.14 Elect a Chairman**

The present Chairman invited nominations for Chairman for the year 2019/20. A nomination was received in favour of Cllr Winrow. All members were in favour therefore, Cllr Winrow was duly elected.

### **19.15 Receive the Declaration of Acceptance of Office by the Chairman**

The Clerk received the Chairman's signed Declaration of Acceptance of Office.

### **19.16 Elect a Vice-Chairman**

The Chairman invited nominations for Vice-Chairman for the year 2019/20. A nomination was received in favour of Cllr Ardern. All members were in favour therefore, Cllr Ardern was duly elected.

### **19.17 Receive the Declaration of Acceptance of Office by the Vice-Chairman**

The Clerk received the Vice-Chairman's signed Declaration of Acceptance of Office.

### **19.18 Receive questions from the public and the annual police report**

No public in attendance.

The annual police report was circulated to all Members prior to the meeting.

Cllr Clarke reported on his attendance of the Police Surgery and Police Cluster meeting. The next scheduled Police Cluster meeting is in July.

The newly-elected Chelford Ward Councillor, Cllr Asquith, introduced himself and gave a brief summary of his background.

### **19.19 Receive apologies for absence**

No apologies received.

At this point, the Chairman proposed Cllr Firth be nominated as a co-opted Member of the Parish Council, this was seconded by Cllr Ardern. All Members were in favour. Cllr Firth was duly appointed. The Clerk received the co-opted Member's signed Declaration of Acceptance of Office.

#### **19.20 Receive declarations of interest in any agenda items**

No interests were declared.

#### **19.21 Approve the Minutes of the last meeting on 5<sup>th</sup> March 2019**

The Minutes were approved at an interim meeting held on 10<sup>th</sup> April to approve the Accounts and Annual Governance Statements. An interim meeting had taken place due to the tight deadline for submitting Accounts to the internal auditor.

#### **19.22 Discuss matters arising from the Minutes, not already covered in the agenda**

There were no matters arising

#### **19.23 Update on Property Marking Kits**

Cllr Clarke reported the police will be issuing kits at Over Peover Village Hall on Monday 3<sup>rd</sup> June at 7pm. Kits are available to Snelson residents free of charge. Any remaining kits are available to Over Peover and neighbouring parish residents at a reduced price of £10 per kit.

#### **19.24 Finance**

- **Receipts and Payment Report and Payments Due**

The report and payments due were reviewed and approved.

- **Review Audit Report**

The report from the auditor concluded there had been a lack of budgetary control in the previous year which had led to negative reserves. The Members agreed this was due to the large one-off payments for the signage and property marking kits. The Clerk reported she would closely monitor the budget.

It was noted the Clerk had received a 3% pay rise from April in line with recommended inflationary pay rises by NALC. It was also reported that online access to the Nat West bank account has been given and the authorised signatories have been updated. The four signatories on the account are Cllr Clarke, Cllr Ardern, the Chairman and the Clerk.

#### **19.25 Highways**

Cllr Firth confirmed the Common Lane road surface repair, signage and kerb work had been completed. However, the repair to the public section of Common Farm Lane, which was missed when Common Lane was repaired in January, was still outstanding.

**Action:** The Clerk and Cllr Firth to continue requesting updates from Cheshire East Council and to obtain the reference number.

It was also noted that some drivers were still not adhering to the correct route. All Members agreed to instruct those drivers to follow the signposted routes.

#### **19.26 Planning**

- **Neighbourhood Plan Update**

Very little progress has been made due to the unavailability of the online grant forms. The Clerk will continue to regularly check the status.

- **Consider Planning Applications**

There were no planning applications for consideration.

Two previous planning applications for Silver Birches on Mill Lane, were reviewed after both had been rejected by Cheshire East Council.

**Action:** The Chair to ask Cllr Asquith to investigate further.

- **Consider Planning Decisions**

There were no planning decisions for consideration.

### 19.27 Housekeeping and Maintenance

- **Adopt Code of Conduct**

The updated Code of Conduct from ChALC was reviewed for adoption. It was proposed by the Chairman and seconded by Cllr Lockie. All Members were in favour. Therefore, it was resolved to adopt the Code of Conduct.

- **Expenses forms and Register of Interest forms**

All present Members handed their completed forms to the Clerk.

**Action:** The Clerk to ask Cllr Stanier, who was not present, to return his completed forms.

- **Roles and Responsibilities**

The list was reviewed and updated.

**Action:** The Clerk to circulate an updated list to all Members.

- **Insurance**

A fixed long-term agreement is in place for the insurance, which is due on 1<sup>st</sup> June. Therefore, the payment was authorised in the Finance section of the meeting.

Cllr Clarke reported the appearance of a small number of Japanese Knotweeds.

**Action:** Cllr Clarke confirmed he would be able to remove the weeds.

### 19.28 Correspondence

Cllr Clarke reported on the Lower Withington Parish meeting discussing the proposed premises licence application from the Blue Dot Festival organiser. Cllr Clarke agreed to attend the next meeting at Jodrell Bank on 20<sup>th</sup> May.

### 19.29 Items for the next agenda

Bluedot Festival Meeting Update

Meeting concluded at 8.50 p.m.

The date of the next PC meeting is Tuesday 9<sup>th</sup> July 2019