



## Minutes of a Zoom Meeting of Mobberley Parish Council on Monday 6<sup>th</sup> July 2020

### **Present:**

**Chairman:** Councillor Janet Cookson

**Councillors:** C Booth, Holloway, Sally Kendall, Viv Pike, David Elves, John Unterhalter

**Parish Clerk:** Kathryn Booth

**Also Present:** C.E Charlotte Leach and Heidi Gilks

1. Receive Apologies: Councillor David Swan and Emma Durroch (Pcso)  
Reported resignation of Councillor Thomson.
2. Declarations of Interest – No DOI registered.
3. Minutes of Previous Meetings:  
That the minutes of the meetings held on 2.3.20 and 26.5.20 were formally agreed.
4. No Public Participation - On this occasion no questions are being taken from the floor. Members of the public had been given the opportunity to report issues for discussion to the clerk 3 days prior. They were also provided with the details to access the Zoom meeting.

### Co-Option

Chairman Cookson proposed Heidi Gilks to be co-opted onto the council. All councillors approved co-option. Heidi accepted and relevant paperwork was completed.

5. Report from Knutsford Community Police update:  
Demand over the last month has been in other areas which is very positive after there being some issues within the area. We are still looking into the drug dealing within the area. There have been no burglaries or theft from motor vehicles or theft of motor vehicles. Advice given with regard to Fraud and a contact number to use to report incidents.  
Action raised 2/3/20 with regard to the speed detection initiatives on Town Lane /Hall lane areas having been curtailed due to the absence of a Traffic Restriction Order.  
Response: Still unclear as Cheshire Police were conducting speed checks in the village.  
Action: Councillor Elves to contact Cheshire Police to resolve the matter  
Addressed by Charlotte leach below.
6. Report from Cheshire East Council  
Charlotte updated the council with regard to ATG schemes adopted and not. Agreed to submit details to the council. Advised reference a meeting in September where signage could be addressed. This fits in well with the below issue raised at the previous meeting Better speed signage denoting speed restriction in village when entering from Town Lane.  
Action Raised 2/3/20: Councillors to take pictures of these/locate manufacturer or distributor.  
Updated below.  
Actions raised from the above and developing same:

1. Charlotte to send AHG funding scheme (list) to clerk for circulation.

2. Councillors to respond via Clerk.

Councillor Pike referred to hard standing issue. Charlotte stated that this had been referred to C.E as Enforcement case.

Charlotte was looking into Government Funding i.e. Grants for Mobberley at the direction of the Chair.

Saltersley Hall farm discussed with regard to issues raised by the community. Advised that this had been referred to the *Strategic Planning Board* Councillor Unterhalter expressed concern with regard to the use of the land.

Moss Lane referred to, potential breach, again being monitored by *Cheshire East*.

Mode Cottage: Same planning application number for two different planning requests. Cheshire East Planning officer is now addressing the confusion caused.

**Action:** Charlotte to update the council on the above planning outcomes at the next meeting.

Lights had been replaced in the village mirroring the existing ones. However, councillors stated that they were not the same. **Action:** Charlotte to check. **Response:** Discussion with regard to the type of bulbs used and their longevity. Further enquiries to be completed.

**Action:** Charlotte to update the council at the next meeting.

Highways representative Lee Glover had agreed to speak with councillors over highway issues before lockdown.

**Resolved:** Productive meeting took place, matters raised with Lee Glover.

7. Correspondence:

Paul Thomson and his funding request relating to free cycle training. Clerk stated that his proposal was placed in the Newsletter but no apparent interest had been shown. **Resolved:** Funding request denied.

Barnshaw Smithey requesting Liquor License mon-Sun 8.30 to 1700hrs complaint via E Mail from Mr Young. **Resolved:** Clerk advised council that the complainant had been referred to the Licensing department of Cheshire East as the council do not comment on this type of application.

8. Finance: Financial Report dated July 2020 (see attached) **Approved: Councillors Booth/Unterhalter**

MPC Policies **All Adopted:** Standing Orders (prev circulated and agreed)

Financial Regulations “

Risk Assessment “

Data Protection:

MPC Data-Breach-Policy 2020

MPC Communication-policy 2020

MPC. Freedom of Information 2020

MPC. Detailed Privacy Notice June 2020.

MPC Data Protection and Retention Policy 2020.

**By Councillors: Pike, Holloway, Elves and Kendall**

Audit (circulated prior to meeting)

Clerk explained the findings with regard to the recent audit. Issues raised were as follows:

2019/ 2020 :1. Fixed Asset update (discussion what was classed as an asset)

**Action: Clerk to review / update before next audit.**

- 2.The entries reference staff costs and expenses
- 3.Quotations i.e. The recording of same and securing the correct number of Quotes. Clerk reminded council what was currently required.
4. Advise given with regard to claiming VAT.
5. Improve invoice filling and recording.
6. Risk Assessment should be reviewed yearly.
- 7.Earmarked funds not correctly identified.

2018/ 2019 1. Staff Costs

- 2.Official Bank Statement required for end of financial year.
3. Budget control and review not conducted.
- 4.Completion of Data Protection Policies: Resolved July 2020

2017/ 2018 1. ICO registration: Resolved May 2019

- 2.Staff Costs and their placement in the accounts cash book.

2016/ 2017 1. Advise reference VAT claim.

Clerk advised the council that the above issues will be rectified by the use of the new Financial Spread sheet completed by Councillor Elves with the Clerk and the reviews will be conducted with the relevant time scale in the future. Agreed by all council members

Current Finances (circulated); Clerk updated the council with regard to the current finance situation stating that the council should be in credit by between £25000 /£35000 at the end of the financial year. Monthly monitoring advised. Agreed by all council members

Budget: The clerk circulated a Budget proposal for 2020/21. This was based on previous activity and speculated income. She explained the principals, covered Earmarked funds and their removal from the main budget. She suggested that this could be reviewed in September when fully updated and contained within the new Financial Spread Sheet. Budget Approved: Councillors Booth, Pike and Elves

Webinar: To maintain use facility.

Ansa contract renewed.

## 9. Committee Reports

9.1. Planning Councillor Unterhalter: nothing to report

9.2. Highways Councillor Holloway:

Confirmed walkabout with Lee Glover and issues of concern. Updated post query at Tatton Stile and off-road parking. Advised that as it was not a priority it would go to the bottom of a long list.

**Action:** Councillor Holloway agreed to research the 20mph speed restriction campaign raised by Knutsford Guardian and circulate.

9.3. Victory Hall TDC Councillors Pike.

Councillor Pike requested the support of another councillor with regard to the Victory Hall. The chair stated that in September a review of councillors' roles and responsibilities would take place.

**Action Raised 26/5/20** Funding request and update ref. Roof Cllr Pike: **Resolved**

Councillor Pike updated the council with regard to new roof on the Victory hall. She thanked the council for the financial support provided.

**Action** To provide the other 2 quotes that were obtained for the new roof (requested by Chair)

The Victory Hall now required a new kitchen which was being addressed. They were also having a new Website developed. Fundraising was also a consideration as next year it will celebrate its 100th birthday.

Chair queried the following:

Salary of Caretaker Mike Street. Reference made to earlier minutes that the Victory hall enterprise should be paying the wages of Michael Street as agreed. This had not taken place. Councillor Kendal confirmed the discussions that had taken place two years ago.

**Action:** Councillor Pike asked to look into this and review the minutes.

9.4. Community Meadow: Councillors Pike and Swan: nothing to report

9.5. Footpaths: Councillor Swan

**Action Raised 3/2/20** Tatton Stile Post erection feasibility (off Rd parking) Cllrs Swan/Holloway. **Resolved** by Councillor Holloway (see Highways section)

9.6. Village Matters/Community events Councillor Kendall

**Action Raised 2/3/20** cost/purchase paint etc ref Phone boxes /lamp standards etc.

**Resolved:** Paint purchased. Painting of Phone boxes completed by Alistair Macleod

9.7. Amenities/Hedges **Role to be allocated in September**

9.8. Rajar Building Councillors Pike, Booth and Elves

Actions Raised 2/3/20 Review Building Hire Charges Cllrs Elvers/ Pike. **Resolved**

Councillor Pike stated that the costs had been reviewed and a decision would be made with regard to imposing same when the building can be officially opened to the public.

Renewal of Ins. Policy: **Resolved:** This had been updated/Renewed.

Repairs/Maintenance.

There was a leak in the vacant room at the Rajar Building (Joshua's room) and quotes were being sort to tackle it: Councillor Pike.

New carpet was required for that room and the Developing room. Councillor Elves was securing same.

Lock to upstairs appears defective, Councillor Elves is making enquiries with regard to repair of same.

Quotes being obtained with regard to a new Gas Boiler as problems have been encountered and as a result a loss of income. Councillor Booth is obtaining a number of quotes.

This work was **Approved** by the council and to be progressed.

The Chair reminded the council with regard to the number of quotes required.

Councillor Elves talked about a **Risk Assessment** that would have to be a consideration before the building is open. Council advised that this is in progress.

Hand Sanitisers are being sort together with costings. Agreement was reached to the effect that they had to be attached to fixed to prevent theft.

**Action:** All above Councillors to provide updates on repairs /Maintenance etc.

Discussion over testing water for legionnaires disease. Chair explained. Particularly of note if premises have been closed. Councillors unaware. Noted that the Rajar Building had been occupied.

Agreed to be progressed in relation to the Rajar Building and Risk Assessment.

**Action** Councillor Elves to look into this and manage same.

9.9. Public Transport/Airport Councillors Booth and Kendall. Councillor Booth stated that he had spoken with Jonathon Chalis and as a result of Manchester Airport re opening there is a belief that the number of complaints relating to the volume and noise of aircraft, with increase.

9.10. Cheshire Res. Plan Role to be allocated in September

9.11. Police Liaison Councillor Elves. Reported receiving little information from the PCSO, however that person was liaising with the clerk. Little information was coming from Home watch.

9.12. Youth Council Councillor Cookson

Football training had resumed. 3 entrants for the drawing competition which will be judged and winners named in the September Newsletter.

9.13. Newsletter/Website Parish Clerk

Website: Action Raised 3/2/20 Liaise with Ms Chillwell reference same. Resolved: Clerk has spoken with Ms Childwell who is currently very busy.

Clerk advised the council that the new Website had been completed however it would require checking for accessibility compliance as this would become law in September 2020.

Action: Clerk to contact the creator of the website and confirm.

Newsletter: Action raised 3/2/20 Chairman Cookson to secure extra volunteers to deliver. Ongoing. Currently the Newsletter is being circulated via E mail due to COVID 19 restrictions. It is hoped that they can be hand delivered in September.

9.14. Neighbourhood Plan Councillor Elves

Action Raised 2/3/20 current position with document Cllrs Elves. Not progressed.

**Date of Next Meeting – 7<sup>th</sup> September 2020** format to be decided at later date

**Signed.....**