



**Minutes of the Meeting of Handforth Parish Council held on
Tuesday 13th February 2018 at 7:30pm, The Youth Centre,
Old Road, Handforth.**

Present: Cllr Samson (Chair of Handforth Parish Council), Cllr Smith, Cllr Sullivan, Cllr Thompson & Cllr Tolver

Also present Mr Comiskey Dawson, Parish Clerk
Ten members of the public.
Claire Bradley (Kirkwells) – Neighbourhood Plan Consultant.

18/05/1 To receive apologies for absence.

Apologies received from Cllr Burgess & Cllr Clark

18/05/2 To note Declarations of interest and requests for dispensation to discuss, or discuss and vote on a matter in which a Member or co-opted Member has a Disclosable Pecuniary or non-pecuniary interest (DPI).

None.

18/05/3 Open Forum- Comment and questions concerning items on this agenda may be put to the Council by the public during this period. Matters which, in the Chairman's view require debate and/or a discussion will be referred to the next Committee/Council meeting, as appropriate. The Public Forum is restricted to 15 minutes, unless the Chairman allows otherwise.

None.

18/05/4 To approve and sign the minutes of the Handforth Parish Council meeting of 09th January 2018.

Cllr Smith proposed, seconded by Cllr Tolver that subject to confirmation of details from item 18/02/7 was correct and the date of the Town and Parish Council conference was amended to Tuesday 20th February that the minutes

of the Handforth Parish Council meeting of 09th January 2018 be approved and signed.

Motion Carried: Three in favour with two abstentions.

18/05/5 To approve and sign the minutes of the Handforth Parish Council finance committee meeting of 31st January 2018.

Cllr Tolver proposed, seconded by Cllr Sullivan that the minutes of the Handforth Parish Council finance committee meeting of 31st January 2018 be approved and signed.

Resolved: Unanimously.

18/05/6 To approve and sign the accounts for payment for February 2018.

Cllr Tolver proposed, seconded by Cllr Thompson that the accounts for payment for February 2018 totalling £8,097.92 be approved and signed.

Resolved: Unanimously.

18/05/7 To receive a report from the clerk.

The clerks report was received by all councillors present.

18/05/8 MOTION: To approve the Basic Conditions Statement for the submission version of the Handforth neighbourhood plan for Regulation 16 public consultation. (Circulated via email with printed copies available on request).

Claire Bradley, the neighbourhood plan consultant from Kirkwells noted that all the documents from items 18/05/8, 18/05/9 and 18/05/10 upon approval by HPC would be submitted to CE Council – Neighbourhood Planning and they would open a consultation portal for a period of six weeks for further comments or representations to be submitted.

Cllr Smith proposed, seconded by Cllr Sullivan that the Basic Conditions Statement for the submission version of the Handforth neighbourhood plan be approved for Regulation 16 consultation.

Resolved: Unanimously.

18/05/9 MOTION: To approve the Consultation Statement for the submission version of the Handforth neighbourhood plan for Regulation 16 public consultation. (Circulated via email with printed copies available on request).

Cllr Tolver proposed, seconded by Cllr Smith that the Consultation Statement for the submission version of the Handforth neighbourhood plan be approved for Regulation 16 consultation.

Motion Carried: Four in favour with one abstention.

18/05/10 MOTION: To approve the submission version of the Handforth neighbourhood plan for Regulation 16 public consultation. (Circulated via email with printed copies available on request).

Cllr Smith proposed, seconded by Cllr Tolver that the Submission Version of the Handforth neighbourhood plan be approved for Regulation 16 consultation.

Motion Carried: Four in favour with one abstention.

18/05/11 MOTION: To appoint an independent firm to act as the council's Data Protection Officer (DPO) to satisfy the latest changes in the General Data Protection Regulations (GDPR) these changes take effect from May 2018.

Councillors agreed that they would appoint an independent firm to act as the council's data protection officer (DPO), the firm would be chosen by the clerk, as quotes received have all been of a similar value – circa £630.00 per annum. The clerk was instructed to find the best possible value and implement the DPO as soon as directed by legislation but not in advance.

Cllr Smith proposed, seconded by Cllr Samson to appoint an independent firm to act as the council's DPO as set out above.

Resolved: Unanimously.

18/05/12 MOTION: To consider extending HPC's contract with LITE and their provision of festive illuminations for a further 2 years after 2018.

Cllr Sullivan proposed, seconded by Cllr Smith that HPC's contract with LITE for the provision of festive illuminations be extended for a further 2 years after 2018.

Motion Carried: Four in favour and one against.

18/05/13 MOTION: To approve HPC's organisation of another pantomime production (Cinderella) through Chaplin's Entertainment in November / December 2018.

The motion was deferred until the next meeting and when the clerk had a quotation from Chaplin's Pantos for the 2018 production.

The clerk was also asked to compare some other pantomime production company's prices.

18/05/14 MOTION: To organise a number of community litter pick days with times/dates TBC and approve up to £150.00 of associated costs for pickers and a number of Hi-Vis vests.

Cllr Sullivan proposed, seconded by Cllr Tolver that Cllr Clark will organise a number of community litter pick days and approve up to £150.00 for associated costs.

Resolved: Unanimously.

18/05/15 MOTION: To receive recommendation from the finance committee to update the grants awarding policy with additional process and text (as circulated).

Cllr Samson thanked Cllr Tolver for providing some additional wording for the grants awarding policy.

Cllr Smith proposed, seconded by Cllr Tolver that the following amendments are made to the grants awarding policy:

Item 6 amended to read: HPC will consider granting a larger value than the specified £1,000.00 award in exceptional circumstances. These circumstances to be demonstrated by the applicant, to the satisfaction of the council.

Item 8 to be replaced with: Body's will be asked if they expect to complete the project (and the expenditure of HPC grant funds) within three months of the date of HPC's approval of the application. If the answer is no, then an indication of the body's best expectation of completion date (To be asked in the application form) will be required including:

a) When does the body expect to have all other funds for the project agreed and available?

b) What other matters have to be agreed before the project can begin (for example, any planning or other types of permission, any design work etc.)

c) If all funds and permissions etc. are agreed, when would the body expect HPC's grant will be needed.

(Please note that HPC may stipulate further conditions to any grant, depending on the details of the project).

The process for HPC will be:

Upon receipt of a grant application the clerk would inspect the application and confer with the applicant to ensure that the application was correct, and that the application successfully complied with HPC’s grant awards policy. The clerk will ensure that all the necessary ancillary information was submitted along with the application, including a constitution, bank statement or accounts along with any quotations for works to be provided. The complete application will then be circulated to all councillors. Two councillors along with the clerk will liaise with the applicant to discuss the grant application and ask any pertinent questions raised by councillors pertaining to the application. The grant application will then be submitted to a meeting of the HPC finance committee, called specifically to debate the grant application and allow a representative of the applying organisation to attend to answer any further questions. The meeting of the finance committee will then pass recommendation to the next full council meeting with respect to the award of any grant.

Resolved: Unanimously.

18/05/16 MOTION: To receive recommendation from the finance committee to update the finance committee terms of reference (as circulated).

Cllr smith proposed, seconded by Cllr Samson that the item be deferred to the next council meeting where the amendment to the finance committee terms of reference will read:

Other Financial Matters

B) Any member of the Council may require that any matter dealt with, or intended to be dealt with, by the Finance Committee may be referred up to the full Council to be dealt with, without giving any reason. – To replace “without giving any reason” with “giving a reason”.

Resolved: Unanimously.

18/05/17 Notices and Correspondence.

The clerk informed councillors that the venue for the town and parish council conference to be held on 20th February 2018 had been changed by CEC from Westfields, to the Ballroom at Sandbach Town Hall.

The clerk noted that members of HPC were invited to a public consultation event concerning the North strategic transport plan; this will be held at Crewe Alexandra Stadium on 19th February 2018 from 4:00pm until 7:00pm.

Cllr Samson gave thanks and a round of applause to all the members of the Neighbourhood Plan steering group (many of whom were in attendance at the meeting) for all their hard work on getting the Handforth Neighbourhood plan to its submission version.

The meeting closed at 8:11pm.

Chair..... Date.....