

**Minutes of the Annual Meeting at 7:30pm  
Monday 19<sup>th</sup> May 2025.**

**Councillors in attendance:** Jo Butler (JB), Victoria Coward (VC), Derek Heiron (DH), Rachel Blood (RB), Ian Pulley (IP), Charlie Blood (CB)

**Parish Clerk:** Michelle Andrew (MA)

<b>1.</b>	<b>Election of Chairman 2025/26.</b>
<b>Noted</b>	Jo Butler was nominated Chairman – nominated by VC and seconded by RB. <b>5 FOR.</b>
<b>2.</b>	<b>Election of Vice-Chairman 2025/26.</b>
<b>Noted</b>	Ian Pulley was nominated Vice-Chairman – nominated by JB and seconded by DH. <b>5 FOR.</b>
<b>3.</b>	<b>Declaration of acceptance of office for Chairman and Vice-Chairman.</b>
<b>Resolved</b>	JB and IP accepted the roles.
<b>4.</b>	<b>Apologies for Absence.</b>
<b>Noted</b>	Alex Baker (AB).
<b>5.</b>	<b>Declarations of Interest.</b>
	None.
<b>6.</b>	<b>To confirm Chairman's allowance for 2024/25.</b>
<b>Approved</b>	Allowance confirmed at £250 for the 25-26 period. <b>5 FOR.</b>
<b>7.</b>	<b>Public Forum.</b>
	No members of the public attended.
<b>8.</b>	<b>To consider a view to the Council becoming eligible to exercise the General Power of Competence in the future under the Localism Act 2011 section 1-8.</b>
<b>Noted</b>	The clerk confirmed that this was not currently possible, but it was agreed that this would remain on the agenda for next year.

<p><b>9.</b></p> <p><b>Noted</b></p> <p><b>Action</b></p>	<p><b>Review of Standing Orders, Financial Regulations and Risk Assessments.</b></p> <p>Clerk requested that these be deferred to the next meeting as there have been a few changes that may need to be made following on from the implementation of the Procurement Act 2023 (effective Feb '25) and the Practitioners Guide 2025.</p> <p>Clerk will check for amendments and any new rules and regulations that are applicable for the Parish Council and bring these to the next meeting.</p>												
<p><b>10.</b></p> <p><b>Approved</b></p>	<p><b>Review of existing Committee, Sub-Committees and Working Parties including terms of reference and any delegated authority.</b></p> <p>The Community Events Working Party will remain with council members JB, RB, CB and VC having delegated authority. <b>6 FOR</b></p>												
<p><b>11.</b></p> <p><b>Noted</b></p>	<p><b>Consideration of any new Committee, Sub-Committees and Working Parties including terms of reference and any delegated authority.</b></p> <p>No new committees, sub-committees or working parties required.</p>												
<p><b>12.</b></p> <p><b>Approved</b></p>	<p><b>To agree the dates for the Ordinary Meetings of the Council up to and including the next AGM of the Council.</b></p> <p>The following meeting dates were approved <b>6 FOR</b>, subject to change...</p> <table border="1" data-bbox="336 1171 1460 1361"> <tr> <td>June 16<sup>th</sup> 2025</td> <td>October 20<sup>th</sup> 2025</td> <td>February 16<sup>th</sup> 2026</td> </tr> <tr> <td>July 21<sup>st</sup> 2025</td> <td>November 17<sup>th</sup> 2025</td> <td>March 16<sup>th</sup> 2026</td> </tr> <tr> <td>August – No Meeting</td> <td>December – No Meeting</td> <td>APM – April 20<sup>th</sup> 2026 OM – April 20<sup>th</sup> 2026</td> </tr> <tr> <td>September 15<sup>th</sup> 2025</td> <td>January 19<sup>th</sup> 2026</td> <td>AGM – May 18<sup>th</sup> 2026</td> </tr> </table>	June 16 <sup>th</sup> 2025	October 20 <sup>th</sup> 2025	February 16 <sup>th</sup> 2026	July 21 <sup>st</sup> 2025	November 17 <sup>th</sup> 2025	March 16 <sup>th</sup> 2026	August – No Meeting	December – No Meeting	APM – April 20 <sup>th</sup> 2026 OM – April 20 <sup>th</sup> 2026	September 15 <sup>th</sup> 2025	January 19 <sup>th</sup> 2026	AGM – May 18 <sup>th</sup> 2026
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<p><b>13.</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>	<p><b>Feedback and information sharing from Cheshire East Councillors.</b></p> <p>CE Councillors Jos Saunders (JS-CEC) and Hayley Whitaker (HW-CEC) were unable to attend the meeting.</p> <p><b>a. School Speed Mitigation.</b></p> <p>JS-CEC received an updated proposal from Cheshire East highways regarding the speed mitigation measures outside the Primary School. These involve using longitudinal brighter-colour surfacing strips to visually narrow both lanes in front of the school and channel traffic flow to encourage slower speeds. Whilst this falls short of what is wanted, JS-CEC and parish councillors agreed that something was better than nothing and agreed to go ahead subject to RB informing nearby residents.</p> <p><b>b. Playground Improvements.</b></p> <p>JS-CEC has emailed Nick Mannion (Leader of CEC) asking for advice on what can be done regarding the playground as all other avenues seem to have been exhausted.</p>												

<p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Action</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p>	<p><b>c. B5470 Closure.</b> Clerk received an update from CE highways that from June 16<sup>th</sup> they would be carrying out some investigation work requiring boreholes to be drilled. This work will take place for approx. 1 week. The update continued to say that the findings of this work will inform the design and schedule of the construction work that needs to be carried out. Clerk emailed Tim Roca MP prior to receiving the update due to the lack of communication from CE highways and the seemingly slow progress. Tim Roca MP responded that he was attempting to set up another meeting with Highways for an urgent update.</p> <p><b>d. Waste Collections.</b> HW-CEC has submitted a members enquiry requesting a smaller bin lorry to service the smaller side roads around the village.</p> <p><b>e. Other Matters.</b> The parish council have written a letter addressed to CEC CEO Rob Polkinghorne highlighting concerns surrounding the lack of support and funding that the parish has received from CEC over the years, culminating in the B5470 road collapse. This will be posted (Royal Mail Signed For) to the CEC council offices addressed to Mr Polkinghorne. Once the letter has been received, it will also be shared on the parish council website and to residents.</p> <p>The Cheshire East Boundary Review Final Recommendations have been released in which Kettleshulme &amp; Lyme Handley Parish Council would join Disley from the next elections in 2027.</p> <p>Clerk attended a CEC Town &amp; Parish Network Meeting on May 13<sup>th</sup> in which CEC introduced their new traCE website, an in-house replacement to 'fix my street' for reporting potholes and street cleansing issues. Current plans are to make this website live from mid-June and current reported issues on 'fix my street' should migrate to the new system.</p>												
<p><b>14.</b></p> <p><b>Noted</b></p>	<p><b>PCSO comments.</b> PCSO next surgery is Thursday May 29<sup>th</sup> – 5.30-6.30pm at Kettleshulme Village Hall.</p>												
<p><b>15.</b></p> <p><b>Approved</b></p>	<p><b>To agree as a true record, the minutes of the Ordinary Meeting of the Parish Council held on Monday 14<sup>th</sup> April 2025.</b> Approved – 6 FOR.</p>												
<p><b>16.</b></p> <p><b>Approved</b></p>	<p><b>Finance.</b></p> <p><b>a. Payments to be authorised by the Council.</b> <b>BACS</b></p> <table border="1" data-bbox="435 1794 1378 2020"> <tr> <td>JDH Business Services Ltd</td> <td>£ 432.00</td> </tr> <tr> <td>R Blood – Expenses – Flowers</td> <td>£ 34.32</td> </tr> <tr> <td>V Coward – Expenses – Backup PSU</td> <td>£ 95.47</td> </tr> <tr> <td>I Pulley – Expenses – Defib Pads &amp; Kit</td> <td>£ 90.34</td> </tr> <tr> <td>G Preston - Gardener</td> <td>£ 50.00</td> </tr> <tr> <td>L Smallwood – Cleaning &amp; Supplies</td> <td>£ 84.50</td> </tr> </table>	JDH Business Services Ltd	£ 432.00	R Blood – Expenses – Flowers	£ 34.32	V Coward – Expenses – Backup PSU	£ 95.47	I Pulley – Expenses – Defib Pads & Kit	£ 90.34	G Preston - Gardener	£ 50.00	L Smallwood – Cleaning & Supplies	£ 84.50
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	<p><b>6 FOR</b></p> <p><b>b. Bank statement reconciliation.</b></p> <p>Bank accounts at the end of <b>April 2025</b></p> <p>Current Acc - £ 10,840.73</p> <p>Reserve Acc - £ 21,396.47</p> <p><b>TOTAL = £ 32,237.20</b></p>																		
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17.	<b>To Inform the council on issues identified by the internal audit.</b>																		
Noted	The internal audit has been completed and the Internal Audit Report received.																		
Noted	<p><b>Issue 1.</b> There are a significant number of examples of councillors paying for substantial council goods and services on personal payment cards in the financial year.</p> <p><b>Recommendation 1.</b> The requirements of the Financial Regulations with regards to personal credit or debit cards must be complied with and the council should generally pay suppliers directly for significant council expenditure. The council should review payment card options which are already permitted within the Financial Regulations under Section 9.</p>																		
Action	<p><b>Action 1.</b> Clerk will apply for a debit card for the councils current account as per the banking mandate. Payments on councillors' personal cards will be allowed in exceptional and time dependent situations such as defibrillator upkeep and supermarket expenses for events, should clerk be unable to arrange these purchases timely. This will be evidenced in the updated Financial Regulations.</p>																		
Noted	<p><b>Issue 2.</b> No supporting evidence or description provided for £232 cash income from November theatre event.</p> <p><b>Recommendation 2.</b> Supporting documentation should be secured and retained for all council income.</p>																		
Action	<p><b>Action 2.</b> All event income (cash and card) will be put through sum-up so a monthly report will be available as evidence of income. Clerk will look at options</p>																		

	for a 10" tablet to be used for events to make it easier for bar volunteers instead of using personal mobile phones.
<b>18.</b>	<b>To update Council on progress with the External Audit.</b> a. Approval of Annual Governance Statement & Accounting Statement of AGAR 2024/25.
<b>Approved</b>	<b>AGAR Section 1</b> – Annual Governance Statement was agreed and approved <b>6 FOR</b> . Point 3 was responded ‘no’ due to the issue raised by the Internal Audit Report relating to use of councillor’s personal cards to make significant payments. This will be addressed by obtaining a debit card for the council’s bank account – See Point 17.
<b>Approved Action</b>	<b>AGAR Section 2</b> – Accounting Statement was agreed and approved <b>6 FOR</b> . All documents required by the External Auditor will now be emailed before the June 30 deadline.
<b>19.</b>	<b>Renewal of Energy Contracts for the Village Hall.</b>
<b>Noted Action</b>	Clerk was informed that ‘Tomato Energy’, who were due to take over the electricity supply in September, had cancelled the contract as they have ceased to take on new suppliers following an Ofgem ruling. Clerk will now look for alternative options for this and agree a new contract based on similar pricing to that already agreed.
<b>20.</b>	<b>To note any correspondence received</b>
<b>Noted</b>	Clerk has not received any further correspondence other than that already discussed.
<b>21.</b>	<b>To consider planning applications / decisions received.</b>
	None.
<b>22.</b>	<b>Reports from Community Events working party.</b>
<b>All Noted</b>	<p><b>a. VE Day Celebrations – Quiz Night – Feedback.</b> The event was cancelled due to no uptake on attendance.</p> <p><b>b. Band Bierkeller Event – Saturday 27<sup>th</sup> September.</b> Further information to follow nearer the time.</p> <p><b>c. Other Upcoming Events.</b> JB has received the autumn CRTA events listings. Clerk received a detailed response from Pott Shrigley Community Cinema about film licenses and the terms surrounding different licenses. This was very helpful and will be discussed further once the projector has been fitted in the hall.</p>

23.	<p><b>To discuss putting on a session for defibrillator training.</b></p> <p>Councillors discussed 2 options for a session. One to organise a paid session where residents could attend for a nominal fee that would be partly subsidised by the council. Two was for councillors to put on their own community session using the DVD supplied with the defibrillator. Option 2 was favoured and this will be discussed further once the projector is fitted.</p>
<p>24.</p> <p><b>Noted</b></p> <p><b>Approved</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Approved</b></p> <p><b>Noted</b></p> <p><b>Noted</b></p> <p><b>Approved</b></p> <p><b>Noted</b></p> <p><b>Approved</b></p> <p><b>Noted</b></p> <p><b>Approved</b></p>	<p><b>To discuss maintenance of the hall and garden.</b></p> <p><b>a. Repairs to the stage door and surrounding brickwork.</b> DH has been in contact with a builder who has estimated the work will cost approx. £500. Councillors agreed <b>6 FOR</b> to go ahead with this as the door is currently out of use and needs fixing as a matter of urgency.</p> <p><b>b. Noticeboard Repair.</b> DH has fixed a new handle to the noticeboard.</p> <p><b>c. Hall Flag.</b> The issue appears to be with the cap on top of the flagpole. AB is going to cut off the current flag and a smaller flag will be purchased as a replacement in the hope that being smaller will prevent it from getting caught. <b>6 FOR.</b></p> <p><b>d. Fibre Broadband box batteries &amp; backup.</b> These have now been purchased and will be fitted prior to the next meeting.</p> <p><b>e. Fascia boards progress.</b> Defer - AB was not present at the meeting to give an update.</p> <p><b>f. Garden Waste</b> Gardener has offered to remove the grass cuttings each month as part of the current charge. Once this turns to more cuttings later in the year, there will be a charge to remove these. Councillors agreed this would be the best options. <b>6 FOR.</b></p> <p><b>g. Progress with EPC Certificate.</b> Clerk received 2 quotes for carrying this out in the hall. Quote 1 – Ice-Berg £300 + VAT. Quote 2 – Peak Efficiency £230 + VAT. Clerk had emailed a third supplier, who initially responded but did not reply further with a quote. Councillors agreed to book Peak Efficiency due to price. <b>6 FOR.</b> Clerk will now make arrangements for this to be carried out.</p> <p><b>h. – i. Decorating of main hall space &amp; replacement doors.</b> No update.</p>
25.	<p><b>Reports from Grants Applications.</b></p> <p><b>a. Rural England Prosperity Fund.</b></p> <p>- <b>Digital Connectivity Project Update.</b></p> <p><b>Noted</b> £400 remains from the grant fund for cabling and fixings for the projector.</p>
26.	<p><b>Hall lettings.</b></p> <p><b>Noted</b> A wedding party weekend booking is coming up soon at the hall.</p> <p><b>Action</b> Councillors discussed placing an advert for hiring the hall in the free Macclesfield magazine. Clerk will look into this further for the next meeting.</p>

<b>27.</b>	<b>Update on ownership paperwork for the village hall.</b> No Update.
<b>28.</b>	<b>Items for future meetings</b> None.
<b>29.</b>	<b>Items for information</b> None.
<b>30.</b>	<b>Date &amp; Time of Next Meeting</b>
<b>Approved</b>	Monday 16 <sup>th</sup> June 2025 at 7.30pm. <b>6 FOR.</b>

The meeting concluded at 9.07 pm.