

**Minutes of the Ordinary Meeting at 7:30pm
Monday 16th June 2025.**

Councillors in attendance: Victoria Coward (VC), Derek Heiron (DH), Rachel Blood (RB), Charlie Blood (CB), Alex Baker (AB), Jos Saunders (JS-CEC).

Parish Clerk: Michelle Andrew (MA)

1.	<p>Apologies for Absence.</p> <p>Noted Approved</p> <p>Jo Butler (JB), Ian Pulley (IP), Hayley Whitaker (HW-CEC). As both the Chair and Vice-Chair were unable to attend, the meeting was chaired by VC – approved 4 FOR.</p>
2.	<p>Declarations of Interest.</p> <p>None.</p>
3.	<p>Public Forum.</p> <p>No members of the public attended.</p>
4.	<p>Review of Standing Orders, Financial Regulations and Risk Assessments.</p> <p>Noted Approved Noted</p> <p><u>Standing Orders</u> – Clerk used the updated NALC model standing orders and noted that other than the order of contents, there were no significant changes made. Approved 5 FOR.</p> <p><u>Financial Regulations</u> – Clerk used the updated NALC model financial regulations, amended to suit the parish council. Amendments suggested by the clerk included to ..</p> <ul style="list-style-type: none"> - Increase the lower threshold of trying to obtain 3 quotes for procurement from £150 to £250 (s5.9). - Increase the clerks delegated authority for purchasing individual items and making payments (within budget) from £150 to £200 (s5.15, s6.9.i). - Increase the clerks delegated authority for emergency repairs / replacement authorisation and payment from £500 to £750 (s5.18, s6.9.ii). <p>The reasoning behind the above suggested increases are due to price increases over the past few years. Approved 5 FOR.</p> <p>These updated versions will now be published on the Parish Councils website.</p> <p>Approved Noted</p> <p><u>Financial Risk Assessment</u> – Clerk suggested adding a line for the debit card that is being applied for with risk of loss of card and fraud at a low level and controlling the risk by ensuring the bank is informed immediately of any loss or anomalies. Approved 5 FOR.</p> <p>Approved Noted</p> <p>Clerk shared an update within the Practitioners Guide 2025 which states the importance of using council owned email accounts to provide a clear record of communication. Whilst the council owned clerk@kettleshulme.org email is the main email associated with the council, Councillors decided that it would be best practice to each have a council owned account for transparency and</p>

Action	accountability. VC provided options to council from Names.co of £400+VAT for an additional 6 emails for 2 years or £375+VAT for a Professional Hosting Service of 50 emails for 2 years. VC will look for pricing from alternative suppliers to bring to the next meeting.						
5. Noted Action	To discuss creating an IT policy for the Parish Council. Clerk informed council that the Practitioners Guide 2025 states how councils should have an IT Policy in place. Clerk has found some guidance on what should be included and will work on this for the next meeting.						
6. Noted Noted Noted Noted	Feedback and information sharing from Cheshire East Councillors. a. School Speed Mitigation. JS-CEC has not received any further update on this so will chase a response to find out when the work will be carried out. b. Playground Improvements. A meeting has been arranged with a CEC Parks Technical and Projects Officer to come out and look at the playground next week. c. B5470 Closure. No further update received from CEC or provided on website. Clerk received an email from Tim Roca MP detailing a debate he recently led in Parliament on the impact of the roadworks to communities. He continued to share that the Government is providing CEC with £5.54 million for highway maintenance and that, under new rules, the local authority must publish plans for how the money will be used by 30 th June. d. Letter to Cheshire East Council's CEO Rob Polkinghorne. Clerk received an email from the offices of Rob Polkinghorne confirming receipt of the letter. This has also been noted as a stage 1 complaint and passed to highways for response. e. Other Matters. No further matters were discussed.						
7. Noted	PCSO comments. PCSO did not have any comments to pass onto the Council.						
8. Approved	To agree as a true record, the minutes of the Ordinary Meeting of the Parish Council held on Monday 19th May 2025. Approved – 3 FOR.						
9. Approved	Finance. a. Payments to be authorised by the Council. BACS <table border="1" data-bbox="405 1944 1353 2027"> <tr> <td>G Preston - Gardener</td> <td>£</td> <td>50.00</td> </tr> <tr> <td>L Smallwood – Cleaning & Supplies</td> <td>£</td> <td>93.23</td> </tr> </table>	G Preston - Gardener	£	50.00	L Smallwood – Cleaning & Supplies	£	93.23
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	<p>5 FOR</p> <p>b. Bank statement reconciliation.</p> <p>Bank accounts at the end of May 2025</p> <p>Current Acc - £ 8,642.87</p> <p>Reserve Acc - £ 21,415.81</p> <p>TOTAL = £ 30,058.68</p> <p>Direct debits paid in May 2025.</p> <table border="1"> <tr> <td>BT Broadband</td> <td>£ 45.12</td> </tr> <tr> <td>Water Plus</td> <td>£ 8.36</td> </tr> <tr> <td>EDF Energy Electricity</td> <td>£ 107.49</td> </tr> <tr> <td>EDF Energy Gas</td> <td>£ 872.18</td> </tr> <tr> <td>Water Plus</td> <td>£ 33.47</td> </tr> </table>	BT Broadband	£ 45.12	Water Plus	£ 8.36	EDF Energy Electricity	£ 107.49	EDF Energy Gas	£ 872.18	Water Plus	£ 33.47
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	<p>c. Update on bank account debit card</p> <p>Clerk has applied online for the debit card as per the banking mandate and all signatories have now signed the application.</p>										
Noted											
10.	To update Council on progress with the external audit.										
Noted	Clerk has emailed all the required documents to the external auditor and received an automated response confirming receipt of the email on 26/05/25.										
11.	Renewal of Energy Contracts for the Village Hall.										
Action	Clerk will look at options at the beginning of July as the price cap is expected to decrease.										
12.	Renewal of the Broadband contract for the village hall.										
Noted	VC has gathered prices for a new contract as follows .. <ul style="list-style-type: none"> - BT £35.95 p/m (2-year contract) - bOnline £34.95 p/m (2-year contract) - £29.95 p/m for first 6 months - Sky £29.95 p/m (2-year contract) 										
Approved	It was agreed that the contract would be switched to Sky broadband due to the pricing being much lower and paid via Direct Debit. Approved 5 FOR.										

<p>13.</p> <p>Noted</p> <p>Approved</p>	<p>To note any correspondence received.</p> <p>Clerk received an email reminder from Microsoft that the 365 Personal subscriptions is due for renewal 04/07/25 at £59.99. Approved 5 FOR.</p>
<p>14.</p> <p>Noted</p> <p>Noted</p>	<p>To consider planning applications / decisions received.</p> <p>CE Planning – 25/1664/FUL – Clerk emailed this application to Councillors due to the date for response being before the June meeting. No objections were made therefore no extraordinary meeting was deemed necessary.</p> <p>PDNP – NP/CEC/0525/0482 – This application was for the removal / variation of conditions placed on a previous application. Councillors made no comments on these changes.</p>
<p>15.</p> <p>All Noted</p>	<p>Reports from Community Events working party.</p> <p>a. Band Bierkeller Event – Saturday 27th September. No updates.</p> <p>b. Other Upcoming Events. No other upcoming events have been planned as of yet.</p>
<p>16.</p> <p>Noted</p>	<p>To further discuss putting on a session for defibrillator training.</p> <p>RB noted that some residents have been doing a short free online course. A session is still being discussed for once the projector is fitted in the hall.</p>
<p>17.</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Action</p>	<p>To discuss maintenance of the hall and garden.</p> <p>a. Repairs to the stage door and surrounding brickwork. DH is expecting a call this week from the builder to arrange a date for the work to be carried out. This will be worked around events and bookings happening at the hall.</p> <p>b. Hall Flag. Clerk is waiting for the debit card to arrive then will order the smaller flag discussed previously.</p> <p>c. PSU box. The PSU has now been fitted. VC suggested a ‘do not unplug’ sticker to be placed over the plug so that it is not removed. VC also suggested fitting a shelf for the PSU to sit on, so it is not mistaken for stereo equipment by hirers of the hall.</p> <p>d. Banister rail. The small banister rail has come away from the wall at the top and needs looking at / urgent repair.</p> <p>e. Fascia boards progress. Ongoing due to illness.</p> <p>f. Progress with EPC Certificate. Clerk has been away but will now arrange a date for this to be carried out.</p> <p>g. Decorating of main hall space. No update.</p> <p>h. Replacement doors.</p>

Noted	Councillors discussed options for replacement doors and agreed that the front door, being a fire door, should secure composite. The side door can be like for like however it needs to be able to be locked from the inside.
18. Noted	Reports from Grants Applications. a. Rural England Prosperity Fund. - Digital Connectivity Project Update. £400 remains from the grant fund for cabling and fixings for the projector. The projector will be fitted once the work has been carried out to the stage door.
19. All Noted	Hall lettings. The wedding party commented how much they and their guests love the venue and village. A church group has enquired about booking the hall to host a quiz night in august.
20.	Update on ownership paperwork for the village hall and setting up a new Trust. No Update.
21.	Items for future meetings None.
22.	Items for information None.
23. Noted	Date & Time of Next Meeting Monday 21 st July 2025 at 7.30pm.

The meeting concluded at 8.46 pm.