

## **WHITLEY PARISH COUNCIL**

### **Minutes of Meeting held on Monday 23<sup>rd</sup> June 2008 in the Village Hall at 8pm**

**Present:** C. Straw (Chairman)  
S Tolson  
T Moore  
J Critchley  
T Pitchford  
C Ure  
J Shaw (Clerk)  
County Councillor M Byram

**1. Apologies:** J Cooper

#### **2. Approval of the Minutes of 19<sup>th</sup> May 2008:**

These had been circulated and were approved and signed by the Chairman.

#### **3. Matters arising from the Minutes:**

The appointment of the Vice Chairman had been held over from the last meeting. Cllr Ure proposed and Cllr Pitchford seconded a motion that Cllr Moore be elected Vice Chairman and it was unanimously agreed. Cllr Ure and Cllr Pitchford agreed to be the CALC representatives. Cllr Critchley stated that he was awaiting an estimate for the Village Hall/School signs.

The Clerk had not received any further information about the Smart Water security marking but would obtain it as soon as possible.

#### **4. General Correspondence to hand since 19<sup>th</sup> May 2008**

Information received from BT regarding the removal of two telephone boxes in the village due to very low use. The Council having had no complaints about the removal resolved not to oppose it.

An application for the renewal of the Council's membership of the Cheshire Community Council had been received and it was agreed to renew for the year ending March 2008 for a sum of £20.

Copies of the Built Environment Review 2007-8 have been received and were distributed to all Councillors.

The North West Plan Newsletter 2 would be circulated.

CALC Annual Meeting Booking Form received, to be returned before the 5<sup>th</sup> September 2008.

Invitation to Cheshire Community Action Access to Services Debate on Tuesday 29<sup>th</sup> July 2008.

## **5. Planning Matters:**

### **Planning items since 19<sup>th</sup> May 2008**

- 08-0830-CERT. The Limes, Limes Lane. Mr James Barton.  
Lawful development certificate for existing use of land as part of domestic curtilage. The Council object as they consider the area to be field and the pond a wild life one.
- 08-1035-FUL. Eatonfield Day Spa, Limes Lane. Miss Hazel Morris.  
Variation of condition 5 of planning permission.  
The council object as this condition was imposed to lessen the disruption to neighbours and the use of the bridleway at weekends.

### **Applications approved**

- 07-2508-FUL. Millstone Hotel, Grimsditch Lane. Dr Elaine Church  
Change of use and alterations and extensions to the former Millstone Hotel to form a live/work unit.
- 08-0573-FUL. Gorse House, Brookhouse Lane. Mr Carey  
Loft conversion to include two new bedrooms and bathroom. Dormer window to rear and new external door to balcony.
- 08-0754-FUL. Field House, Greenhill Lane. Mr M Simpson.  
Alterations to porch roof, new dormer and bay window.

## **6. Affordable Housing:**

The Chairman had produced a letter to go with the adapted Cheshire County Council Housing Survey form both of which had been circulated to all Councillors. After some discussion and slight alterations the letter and form they were approved. It was resolved that the letter and Survey would be distributed with the October issue of the Village News. Councillors would collect the forms on the weekend of the 18/19<sup>th</sup> October 2008. The clerk would check the cost of producing the forms and arrange for the distribution with the Village News.

## **7. No. 2 Pit Update:**

The Heads of Terms document for a Lease of No2 Pit had been received and circulated to Councillors. After discussion it was agreed that subject to the amendments proposed by the Chairman the Council should proceed with the lease.

## **8. Lower Whitley Copse Project:**

A wood chipper is still required if one can be found. A bill for £50 had been received from WMT Services for strimming.

## **9. Review Declarations of Interest and Internal Audit Procedures:**

Declarations of interest have been declared by all Councillors and properly recorded and filed. All Councillors confirmed that there had been no changes in their circumstances or interests since the declarations were filed.

Internal Audit Procedures, Financial checks and controls: These to remain as laid out in Minute 9 (c) and 9 (d) 14<sup>th</sup> July 2003 with the exception that the Parish Clerk should not be a bank signatory.

## **10. Risk assessment Review:**

Cllr Moore was asked to carry out a review and copies will be circulated to all Councillors for approval at the next meeting.

## **11. Finance:**

### **(a) Approval of Annual accounts following the completion of the Internal Audit**

Mr Haslam has not completed the Internal Audit and the Clerk was meeting him on Monday 30<sup>th</sup> June to finalise them. This item was therefore held over to the next meeting.

### **(b) Completion of the Annual Return prior to the External Audit**

Held over to the next meeting

## **Accounts**

Bills to be paid:

WMT Services. 2 Months Grass Cuts	£300.00
WMT Services. Strimming Copse	£50.00
Cheshire Community Council. Subscription	£20.00
Balance of Current Account at 23 <sup>rd</sup> June 2008	£100.00
Balance of Reserve Account at 23 <sup>rd</sup> June 2008	£1152.67

## **12. Business for Next Meeting**

Approval of Annual accounts following the completion of the Internal Audit

Completion of the Annual Return prior to the External audit

Risk assessment report.

**13. Date of Next Meeting:**

**Monday 21<sup>st</sup> July 2008 at 7.30pm.**

There being no further business the meeting closed at 10pm

Signed..... Chairman

Date.....