**Minutes of the ordinary meeting of Darnhall Parish Council**

**Held in Darnhall Village Hall on Tuesday 28th November 2017 at 7.30pm**

Members of the public present: None

Members of the council present: Cllr Jinks (chair), Cllr Bostock, Cllr Bownes, Cllr Langley, Cllr Sherry.

1. **Apologies for absence**

Cllr Davenport – on holiday, Cllr Strachan – at another meeting

1. **Disclosure of declaration of interest**

None

1. **Chairman’s opening remarks**

Welcome Robin Wood to the meeting. Robin (who is our project manager) will be attending various meetings in the future to update us on the future plans for the Village Hall. (Village Hall Project) At the moment we are looking into the possibility of spending more money on the existing hall, extending the existing hall or build a new one.

The Village hall is now open again and the new alarm has been fitted. The clerk had been in touch with the Cheshire West and Chester councillors and they have kindly donated £1050 towards the alarm system. Money that was raised for the alarm will now go towards the CCTV instead. A quote has been received for this at £1320 plus vat from Neil Hopley.

War memorial is back in place again after the decorating but it has not been fully restored yet. Clerk trying to sort this out.

We need to promote the hall more and hire it out during the day to make it more profitable. We have had one fundraising event recently – Christmas Market and there is the Turkey and Tinsel Christmas dinner on the 9th December.

The Neighbourhood Plan committee have finalised the questionnaire and the forms will be handed out soon, somewhere given out at the Christmas Market. Residents and neighbours are all invited to fill in the form.

The bridge in the village was closed for two weeks whilst various work was done. It is believed that the bridge will be closed for 20 weeks sometime next year for further work to be done. Paul Tudor from highways has agreed to attend one of our meetings to discuss the details.

The 200 club has finished for this year. Down to 125 members now giving a revenue of £1500, less the expenses/prizes of £1124 leaves a net profit to Village Hall funds of £376.

Due to the changes in how all monies for the Village Hall and Parish council are now done it had been suggested that the 200 club stops for now and re-starts in April to match the tax year and accounts for the Parish Council.

Joyce Walker passed away recently. Joyce lived in Darnhall most of her married life.

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1. **Minutes**

**To approve the minutes of the ordinary parish council meeting held on Tuesday 26/09/2017. 75/17 resolved that the council approved the minutes of the ordinary meeting held on Tuesday 26/09/2017.**

1. **Matters arising from the minutes of the ordinary meeting on Tuesday 26/9/2017.**

No matters arising.

1. **Clerks report and correspondence received.**
* Letter from Antoinette Sandbach MP, regarding possible help with funding for Syria’s most vulnerable people. This is something she is supporting this year.

**76/17 the councillors agreed that we will not be supporting this as we do not support any outside charities.** Clerk will contact Antoinette to let her know and wish her well.

* Ian Lovatt – no update regarding the council starting work on the speed limit on Swanlow Lane.
* Peter Atkinson – no further update regarding the footpath maintenance.
* Fingerpost sign – no update regarding painting it.
* Knobbs junction – painting of white lines – no update
* Planning for tree cutting – no update
* Insurance for Village Hall and Parish Council. AON will be finishing with insurance cover for Parish Councils but they will pass our details onto another broker. Also the Village Hall insurance with the NFU needs looking at to see if we can merge the to lots of insurance together. Clerk will need to send details of what has been covered by AON to NFU for them to send us a quote. **77/17 agreed that the clerk could send this information to NFU.**
* Weaver wood planning application for tip – Lisa Woodray (planning officer) has been back in touch to say she is still waiting for the ecology report.
* As we now have to pay the caretaker wages through the PAYE system for the Parish Council the clerk has added Angela Hancock (caretaker) to the system. Once all the details have been completed the tax will be paid. This will be £80.00.
* Paul Tudor – the clerk has been in touch with Paul over the repairs etc. to the bridge as several residents had complained about having to drive round and getting back and to the Village Hall. As additional work is to be done to the bridge next year and as we know will take around 20 weeks to complete, Paul has kindly agreed to addend one of our meetings to discuss the details. Clerk has forwarded Paul various dates for our next few meeting and awaits his reply.
1. **Planning, Neighbourhood Plan (NP)**

7.1 Cllr Strachan was not at the meeting to update us but Cllr Bostock told us that the questionnaire had now started to be handed out and at a meeting tomorrow the committee were going to discuss how they were going to hand out the questionnaires to residents with a view to getting them filled in and returned before Christmas is possible.

The Neighbourhood Plan in on schedule.

Forms will be sent to all property owners in the area to include Raven, Darnhall Estate, Jodrell bank, Weaver Chapel and anyone who used the hall on a regular basis.

* 1. Planning application 17/04598/full Mill Yard, Darnhall, for steel portal framed building. Comments had to be in by 20th November. Darnhall PC had no objections to the planning application.

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* 1. Planning application 17/04203/full Fields Farm, Hall Lane, for installation of slurry lagoon. Comments had to be in by 23rd November. Darnhall PC had no objections to the planning application.
1. **Finances**
	1. The bank balance at the end of September was £14,659.37. Originally there were 3 cheques to make out but an email received by the clerk after the agenda had been issued was for a request for the balance of funds relating the Neighbourhood Plan funding to be returned, plus a refund of money to Mrs G Higgs for some photos for the Neighbourhood plan. The refund to Groundwork was for £2360.67 and the refund to Mrs G Higgs was for £27.49 totalling £2388.16 which agrees with the balance of money left in the fund. **78/17 all councillors present agreed to the refunds being made and the cheques were made out and signed.**

The balance therefore left in the account after all the cheques had been paid out and we also received our transparency funding of £1046.00 giving us a total balance in the account at the end of November of £12,290.21.

* 1. As mentioned we have received our transparency funding of £1046.00. This will go towards computer costs, any training and work on website.
	2. The Brownies cheque has been returned. They had forgotten to bank it. A new one has been issued. The old one will be destroyed.
	3. Pay Neuromuscular for the printing of the newsletters £27.00
	4. Agree to pay the Village Hall funds the annual donation of £1000
	5. Natwest bank have sent us their new terms and conditions. Most of the changes to not apply to the parish council.
	6. As we now have to incorporate the Village Hall Barclays Banks account in with the Parish Council accounts we will from now on have to see a reconciliation of this bank account as well. Starting with the 17th November the bank account balance was £3065.17. There are two cheques not yet cashed for £540.00 and two cheques banked for £102.50 giving a total of £2627.67. There is one cheque to be agreed at this meeting for the alarm system for a total of £1140.00 this will leave a balance in the account of £1487.67.

A quote has been received just before the meeting from Neil Hopley the electrician for a new CCTV for the Village Hall, which we had been waiting for. The quote is for £1584.00 (£1320 plus vat) **79/17 all councillors present agreed to the go ahead for the new CCTV equipment to be installed.** Cllr Langley will inform Neil Hopley.

* 1. Pay Safe Security Ltd for the new alarm system at the Village Hall at £1140.00
	2. The clerk had spoken to some of the councillors from CWAC to see if they could help out with some funding towards to new alarm and CCTV. An email back on the 22nd November confirmed that the request for £1050.00 had been successful and the money would be sent to us in due course.
	3. The clerk has received the bank statement for the 200 club the balance of the statement if £962.00. Again this account will have to be part of the parish council accounts. At the moment there is no reconciliation available for this account, this will be available for the next meeting.
	4. As time was running out the new budgets and precept will have to be finalised at the next meeting.
	5. Again due to time running out any review of wages will have to be at the next meeting to go in the precept.
1. **Website update.**

Cllr Langley reported that the NP questionnaire was now on the website. No other changes.

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1. **Update on any other meetings attended by Councillors.**
	1. Chalc AGM on 19th October was attended by Cllr Langley and the Clerk. The meeting was very informative and some interesting points made.
	2. Police and Crime commissioner meeting on the 21st November Cllr Bostock was to attend this meeting but was unable to go.
	3. The clerk has received an email from Chalc regarding a planning information evening on Tuesday 30th January but this is the same night as our next PC meeting so no one is available to attend.
2. **Cllr Langley to update on Village Hall Fundraising**

There has only been one fund raising event which was for the Christmas Market and this raised £450. The Christmas dinner will be on the 9th December.

1. **Discussion regarding the future of Darnhall Village Hall**

**(This item was discussed at the start of the meeting as Robin Wood had to go)**

Mr Robin Wood attended this meeting to update us on the progress of the Village Hall Project.

Robin intends to keep in touch with the clerk and Cllr Jinks by email between meetings and then produce a newsletter to keep us all updated.

Since our last PC meeting we have still not had the full structural survey done. However, Robin and Cllr Jinks have been back to the village hall and met up the Same Crick from J Garratt Construction to discuss things again on site. Their view was: -

* The building is unstable and to repair it would be very expensive.
* New foundations are required but before these can be excavated, the building would need to be supported by a steel structure to prevent it collapsing
* Repairing and enlarging the existing building would not be cost effective because we would end up with a lot of cost and all the disadvantages of an old building and none of the advantages of a new building.
* If we are determined to invest in the building the construction of a new larger building would be most cost effective.

So the next steps for us to do are: -

* To establish the true cost of repairing the existing building. We are in touch with a structural engineer briefed by J Garratt Construction who will provide a quote for surveying the building to provide the information that Garratt (and other builders) need in order to provide a quote.
* Furthermore, we need to ask the structural engineer what is the cause of the problem.
* In the meantime, it is suggested that we take advise as to our positon in respect of repairs to the building under the lease.

Also work that the Darnhall Parish council needs to do: -

* Need to review the operation of the village hall including reviewing the current caretaking of the building and cleaning of the building.
* Significantly increasing promotional activity in order to significantly increase the usage
* Establish a programme for regular repair and maintenance
* Reviewing the rental rates

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* Reviewing our controls to ensure that we receive all of the rents that we should
* A structured programme to identify and recruit volunteers to assist with the promotion and management of the village hall
1. **Darnhall Village Hall management accounts**

Cllr Langley updated the councillors on the new way that the village hall management accounts will have to be done. (email sent out prior to this meeting regarding meetings that have taken place with Jackie Weaver – Chalc and Claire Jones – Cheshire Comm. Action) As we now know the accounts will have to form part of the parish council accounts. The clerk will now have to re-do the past 3 years’ accounts to match the dates of the parish council accounts. Once completed these will have to be audited.

There are various other changes that will have to be brought in over the next few months. One of the most important changes is the introduction of the ‘Terms of Reference’. This is something that has had to be done straight away to allow the village hall committee to carry on working on behalf of the parish council. These terms were emailed to all councillors before the meeting so they could be agreed at this meeting. **80/17 agreed to the Terms of Reference and to start using them straight away. Proposed by Cllr Jinks and seconded by Cllr Bostock**

1. **Items for information and discussion only**

Cllr Langley suggested that the key for the gate at the village hall needs changing again for a stronger and weather proof one. We need at least 12 keys to be handed out to all hall users that have keys for the hall. The cost of the keys and locks will be £83.00

Meeting Closed at 9.40pm

Signed by the Chairman ……………………………………………………………………………………………………..

Dated ………………………………………………………………………………………………………………………………

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