

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 12TH OCTOBER, 2017 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), A. Boon, K. Chaudhuri, B. Affleck, B. Brindley, G. Willis, J. Leach.
Members of Public (8).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

The Chairman welcomed those present to the meeting and thanked Councillor B. Brindley for chairing the last meeting in his absence. Councillor D. Wilson informed the meeting that, unfortunately, Mr. T. Icke had passed away. Mr. Icke had been a valuable member of the Station Volunteers for many years. Councillor D. Wilson reported that he intended to forward a card of condolence to Mrs. Icke on behalf of the Parish Council.

1. **APOLOGIES FOR ABSENCE** - None.

2. **DECLARATIONS OF INTEREST** - Councillor J. Leach - Item 8(i) - Neighbour of applicant property.
Dr. E. M. Maddock - Item 15(iv) - Clerk & Responsible Financial Officer.

3. **MINUTES** -

The Minutes of the Parish Council Meeting held 14th September, 2017 had been previously circulated to all Members.

67/17 **Resolved** a) **That the Minutes of the Parish Council Meeting held 14th September, 2017 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor K. Chaudhuri

Seconded Councillor B. Brindley

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

A representative of CTARA reported that consideration had been given to possible options relating to providing defibrillator equipment should the Parish Council pursue the project. Contact details were provided to the Clerk for a local organisation which may be able to support the development of the project.

The representative of CTARA also reported that a request had been submitted to Cheshire East Council for a portion of the s.106 funds relating to the former Stobart site to be allocated to CTARA to support their work in the community and to enhance the area around Astle Court Community Room. No response had yet been received from Cheshire East Council. Councillor D. Wilson reported that work to allocate some of the s.106 funds had begun in respect of recreation facilities and that further allocations were expected in due course. Borough Councillor G. Walton reported that the intended purpose of the funds was determined when the s.106 Agreement was completed.

A representative of Chelford Community Hub reported that the newly formed charity had also submitted a request to Cheshire East Council for a portion of the s.106 funds relating to the former Stobart site to support initial improvement works at Astle Court Community Room and also the running costs of the facility for the first year. It was anticipated that hire charges may be applied for some users of the facility in future which may provide an income for future running costs. It is anticipated that Chelford Community Hub will shortly take over the management of Astle Court Community Room from Peaks & Plains Housing Trust.

8:00p.m. - Six members of the public excused themselves from the meeting and left.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

- i) **Knutsford Rural Policing Team** - No representatives from the Policing Team were present at the meeting to report. Borough Councillor G. Walton reported that four PCSOs are now working in the Knutsford Rural Area.
- ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that the latest Spatial Planning Update outlines the present position in respect of the Local Plan Site Allocations process. Many sites across the Borough have been submitted to Cheshire East Council and these are currently being assessed prior to consultation. It was reported that recent complaints regarding vibrations from development at the former Stobart site had been traced back to drainage work which is required to prevent future flooding issues. Work to prepare plans for the development of the former Market site is ongoing.
- iii) **Manchester Airport Meeting with Town/Parish Councillors - 19th September, 2017** - Councillor G. Willis reported that he and the Clerk had attended the meeting at which information relating to air quality and access to the airport site had been discussed. The Airspace Review has been delayed until next year, however, information is available regarding revisions to dual runway operations. Several public meetings

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are taking place within the area when airport staff will be available to answer questions.

Item 8(i)(a) was brought forward to this point in the meeting.

6. FINANCE -

i) Financial Statement 2017/18 as at 12th October, 2017 - (Appendix A)

Members considered the financial statement 2017/18 which was unanimously accepted.

ii) To authorise the following payments - the Chairman outlined the basis of the following payments:

- | | | | | |
|----|-------------------|-----------------------------|---------|---|
| a) | Direct Debit | E-ON | £24.59 | Electricity charges: 01/07/17 - 30/09/17. |
| b) | Cheque No. 001171 | Greenfingers Landscape Ltd. | £140.00 | Ground Maintenance Contract (Sept. '17) |
| c) | Cheque No. 001172 | Northwich Town Council | £678.60 | Maintenance Tasks within Parish. |
| d) | Cheque No. 001173 | RBL Poppy Appeal | £50.00 | Provision of Poppy Wreath & Donation. |

iii) Receipts - the Clerk reported that the following receipts had been received since the last meeting: None.

68/17 Resolved a) That the Statement of Account, as at 12th October, 2017 be received and the Chairman's observations duly noted.

b) That the schedule of 4 payments be approved and duly authorised.

c) That the report on receipts since the last meeting be received and duly noted.

Proposed Councillor A. Boon

Seconded Councillor B. Brindley

All in favour

iv) Budget 2018/19 - The Clerk invited Members to suggest items for consideration for inclusion in the 2018/19 budget. No items were brought to the attention of the Clerk.

7. CORRESPONDENCE -

i) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate in relation thereto:

a) Cheshire East Council - Community Infrastructure Levy Draft Charging Schedule Consultation - Members received and noted the consultation documents.

Decision a) That no representations be submitted to the above consultation.

b) Resident - Concern regarding proposed telecommunications pole installation at Dixon Drive - The Clerk reported that the following information had been received from Cheshire East Council in respect of this matter, "The notice appears to be notice under the Town and Country Planning (General Permitted Development) (England) Order. This sets out "permitted development rights" for certain telecommunications equipment. If no planning application is required then the Council will have no application to consult upon. Certain developments do require "prior approval" from the Local Planning Authority. For those applications there would be a limited consultation process in line with our normal policy." It has also been noted by the Local Planning Authority that, "Land ownership is not something that the planning authority take into account".

Decision a) That the Clerk communicate the above information to the resident.

c) Resident - Concern regarding footway accessibility along Knutsford Road - The Clerk reported that the following information had been received from a Cheshire East Highways Officer earlier today (12/10/17), "I visited this location today with [Borough] Cllr George Walton and we both agreed it did not require a notice to be sent to the land owner to cut their hedge back. I will continue to monitor the maintenance of this hedge and if I believe it to be a safety concern the land owner will be issued with a notice to cut their hedge back."

Decision a) That the Clerk communicate the above information to the resident.

d) Resident - Concern regarding condition of footways on Dixon Drive - This matter had previously been referred to Cheshire East Council to which the following response had been received, "At present, there are no plans for further footpath work on Dixon Drive. The area will continually be monitored under our safety inspections."

Decision a) That the Clerk communicate the above information to the resident.

ii) To receive and note other correspondence received since the date of the last ordinary meeting:

(Appendix B)

Decision a) That other items of correspondence be received and noted.

8. PLANNING & LICENSING MATTERS -

i) Applications for consideration -

a) 17/4875M - Change of use from unadopted and unregistered land to private garden - 3 Millbank Close, Chelford, Macclesfield, Cheshire. SK11 9SJ

Councillor D. Wilson reported that he and Borough Councillor G. Walton had been contacted, some time ago, by the applicant regarding the proposed removal of the garden wall and the planting of a boundary hedge. A site visit had taken place during which the applicant was advised to refer the

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matter to Cheshire East Council. Borough Councillor G. Walton advised that an Enforcement Case had been opened by Cheshire East Council following the receipt of a complaint from a resident.

Members discussed the application and expressed concern that should the application be approved it would set a precedent within the estate which undermines the original intention of the estate being an open plan residential area. It appears that, at present, the precise extent of the land that was originally purchased was in doubt, therefore, it was considered that further exploration of this matter by the Local Planning Authority was required. It was also reported that several letters of objection had been received from the occupants of neighbouring properties expressing concern relating to the loss of public amenity land and the impact upon highway sight lines.

8:40p.m. - Borough Councillor G. Walton and one member of the public excused themselves from the meeting and left.

The Clerk requested that Members consider their position in respect of the statements made within the planning application which referred to the Parish Council. It was noted that this matter had not previously been discussed by the Parish Council, therefore, it appears that the assertions relate to communications with the Chairman. Councillor D. Wilson refuted the statements made by the applicant and requested that clarification of the position be included within the response to the planning application.

- Decision**
- a) That an objection be raised to the above planning application on the following grounds:
 - b) That the unregistered land forms part of the open space incorporated into the overall original design of the Dixon Drive estate which aims to provide an open plan, rural setting for the residential area. Such loss at this location is considered unacceptable as this may set a precedent that jeopardises the future of other such open space within the estate.
 - c) That no evidence has been provided to support that this land is legally and conclusively within the curtilage of 3 Millbank Close.
 - d) The Parish Council supports the view of many residents that the loss of open space within the estate is not acceptable.
 - e) The Parish Council considers it necessary to refute the statements made by the applicant on pages 5 and 6 of the Planning Statement which indicate that the Parish Council supports the application and development that has already taken place on site. The Parish Council has not previously discussed and/or expressed any opinion on this matter.
- ii) **Cricketers Green Development** - The Clerk reported that further information had been received that the zebra crossing on Knutsford Road was likely to be installed between 23rd October, 2017 and 1st November, 2017.
- iii) **Former Chelford Market Site** - There was nothing to report.
- iv) **Planning Appeal - 16/1353M** - Delivery of water-sports and outdoor activity centre on the North and South Lakes of the former Mere Farm Quarry, including new vehicular access, car parking and multi-use building - Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley.
- Members noted that the appeal in respect of the above planning application had been dismissed by the Planning Inspectorate.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) **Updates in respect of outstanding highway matters from/since previous meeting:**
 - a) Street light column cover near Millbank Close - Councillor G. Willis advised that this had been reported to Cheshire East Council, however, to his knowledge the matter had not yet been resolved.
- ii) **To receive highway matters for attention from Members** - None.
- iii) **To receive an update relating to the proposed removal of yellow parking restriction lines in the Dixon Drive estate** - There was nothing to report.
- iv) **To consider position in respect of the no through bollards on Dixon Drive** - Councillor D. Wilson reported that this matter had been raised by Borough Councillor G. Walton who was concerned that the views of residents on this matter should be sought prior to any decision being made about the future of the bollards. Members noted that there are mixed views within the area and that consideration needs to be given to their future purpose bearing in mind that the Market is no longer operational.

Decision a) That this matter be considered further at a future meeting.

10. COMMUNITY -

- i) **Defibrillator Provision** - The Clerk reported that she had approached CTARA regarding future management of defibrillator equipment, however, further clarification of their position was required.

Decision a) That the Clerk continue to liaise with CTARA regarding future management of defibrillator equipment.

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ii) Mere Court Recreation Area -

- a) **Remedial work following damage caused by a fallen tree** - It was reported that this work was now complete.
- b) **To retrospectively approve attendance at and to receive a report from a meeting regarding future improvements at the site** - Councillor D. Wilson advised that he had been invited to attend a site meeting to discuss future improvements to the Mere Court recreation area. Unfortunately, this meeting had been postponed due to the unavailability of the officer concerned.

Decision a) That Councillor D. Wilson be authorised to attend the rescheduled meeting to discuss proposed improvement work at Mere Court and to report back to a future meeting of the Parish Council.

- ## iii) Christmas Tree Display -
- Councillor A. Boon reported that he had received confirmation that Ashley Waller Auctioneers Ltd. would provide a Christmas Tree. Delivery of the tree was still being confirmed. Councillor J. Leach also confirmed that he had secured lights for the display. Members discussed additional arrangements required to provide a Christmas Tree display.

- Decision**
- a) That the Clerk confirm permission to temporarily install a Christmas Tree adjacent to Chelford Farm Supplies.
 - b) That Councillor D. Wilson arrange for the electrical connection to be provided at a suitable location and by a suitably qualified person.
 - c) That Councillor D. Wilson provide a risk assessment for the provision of a Christmas Tree display.
 - d) That the Clerk arrange for appropriate Public Liability insurance for the event.
 - e) That Councillor D. Wilson advise the Clerk of the proposed installation and removal dates for the Christmas Tree display.
 - f) That the Clerk arrange for the Christmas Tree to be disposed of by East Cheshire Hospice.
 - g) That Councillors D. Wilson and B. Brindley co-ordinate the installation and removal of the Christmas Tree.

11. ASSETS -

i) Chelford Activity Park - Maintenance & Management -

- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that he had inspected the Chelford Activity Park on a weekly basis. There was nothing of concern to bring to the attention of the Parish Council.
- b) **Summer Inspection of Trees at Chelford Activity Park** - The Clerk reported that estimates had been received from three contractors in respect of the work recommended following the summer inspection of the trees at Chelford Activity Park.

69/17 **Resolved** a) **That the Clerk arrange for the recommended tree work to be completed by Cheshire Arboriculture at a cost of £280.00 (ex. VAT).**

Proposed Councillor B. Brindley Seconded Councillor A. Boon All in favour

- c) **Winter Maintenance at Chelford Activity Park** - The Clerk reported that further to issues raised within the Routine Inspection reports of the site an estimate had been sought from the existing grass cutting contractor to extend their work to include winter maintenance at the site between November and March (inclusive) which would include cleaning the MUGA surface and general tidying of the site as required. This work would also include the emptying of litter bins throughout the year.

70/17 **Resolved** a) **That the Clerk arrange for winter maintenance to be undertaken by Greenfingers Landscape Ltd. at a cost of £250.00 (ex. VAT).**

Proposed Councillor B. Affleck Seconded Councillor A. Boon All in favour

9:25p.m. - 9:35p.m. - The meeting was suspended for a short break.

ii) Chelford Activity Park - Usage & Hiring -

- a) **Update on Facility Bookings** - The Clerk reported that no booking requests had been received.

iii) Red Telephone Kiosks -

- a) **Ownership of Land beneath Kiosks** - The Clerk reported that confirmation had now been received that the kiosk at Knutsford Road is not located on highway land as previously advised by BT. It reported that it may be helpful to establish the views of the landowner regarding the future position of the telephone kiosk.

Decision a) That Councillor A. Boon make initial contact with the landowner to establish their views regarding the telephone kiosk.

- b) **Refurbishment of Telephone Kiosks** - The Clerk reported that she was still pursuing a number of options regarding the refurbishment of the telephone kiosks.

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- iv) **Transparency Code Funding** - Councillor D. Wilson requested clarification of the position as he had not been present at the previous meeting. Members explained that the Parish Council was taking advantage of funding available from the government in order to establish an independent website upon which information can be published to meet the statutory obligations of the Council. It was considered that this was an opportunity to eliminate potential future compliance risks associated with using a third party website. It was not anticipated that current arrangements with the Chelford Village website would change.

The Clerk presented a number of options to Members in respect of web domains and hosting facilities. Members considered that the option involving the use of a personalised domain in conjunction with free website hosting was most appropriate and sustainable at this time. The funding application would, therefore, consist of elements relating to equipment purchase, domain name registration costs and staff costs for implementing the project.

71/17 Resolved a) That approval be given for the Clerk to submit the Transparency Funding application in the sum of £1,031.99.

Proposed Councillor A. Boon

Seconded Councillor B. Brindley

All in favour

12. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Plan Financial Statement as at 12th October 2017** (Appendix C) - Members considered the Neighbourhood Plan Financial Statement as at 12th October, 2017 which was unanimously accepted. The Clerk reported that no transactions had taken place since the last meeting.

Decision a) That the Neighbourhood Plan Financial Statement as at 12th October, 2017 be received and the Clerk's observations duly noted.

- ii) **Neighbourhood Plan Steering Group Minutes** - The Minutes of the Neighbourhood Plan Steering Group meeting held 5th October, 2017 had been previously circulated to all Members.

Decision a) That the Minutes of the Neighbourhood Plan Steering Group meeting held 5th October, 2017 be received.

- iii) **Neighbourhood Plan Steering Group Recommendations** - It was noted that there were three recommendations for consideration:

1. That Mrs. Lucy Hughes of Cheshire Community Action be asked to arrange for the questionnaire responses to be entered into an electronic database.
2. That Mrs. Lucy Hughes be asked to undertake the analysis of the business questionnaires.
3. That a second consultation event be arranged for Saturday 18th November, 2017 at Astle Court Community Room (subject to venue availability).

Councillor B. Brindley reported that a quotation, in the sum of £600.00 had been obtained from Cheshire Community Action in respect of the entering of questionnaire responses into an electronic database. The Clerk reported that, if Members approved this recommendation it would be necessary to seek approval to amend the approved grant budget as this cost had not been included within the original quotation.

Councillor D. Wilson reported that he anticipated the cost of printing flyers for the consultation events to be less than £50. The design of the flyers was currently in progress.

72/17 **Resolved** a) That the quotation in the sum of £600.00 be accepted for Mrs. Lucy Hughes of Cheshire Community Action to arrange for the questionnaire responses to be entered into an electronic database.

- b) That the Clerk be authorised to apply for a transfer of the £630 from the 'Analysis of Evidence' section of the approved budget to the 'Design of flyer and questionnaires, data analysis and write up' section.
- c) That approval be given for Mrs. Lucy Hughes of Cheshire Community Action to undertake the analysis of the business questionnaires.
- d) That approval be given for a second public consultation event to take place in November 2017.

Proposed Councillor B. Affleck

Seconded Councillor B. Brindley

All in favour

13. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -

- i) ChALC Annual Meeting - 19th October, 2017. (BB/DW)
- ii) Information relating to the proposed use of s.106 Funds within Parish. (DW)

14. DATE OF NEXT MEETING - Thursday, 9th November, 2017 at 7:30 p.m. at Chelford Parish Hall.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

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- 73/17 **Resolved** a) That the Public and Press be excluded from the remainder of the Meeting on the grounds that it could involve the likely disclosure of exempt information.
Proposed Councillor D. Wilson Seconded Councillor J. Leach All in favour

10:20p.m. - One member of the public left the meeting.

15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

- i) **To retrospectively approve a submission to Cheshire East Council regarding a social housing application -**

Councillor D. Wilson reported that information had been circulated to Members prior to the submission of the letter. The Clerk reported that she had several concerns about this item which she considered needed to be brought to the attention of the Parish Council namely, the assertion within the letter that it had been approved by the Parish Council when this was not the case; the inappropriate exclusion of the Clerk from communications relating to this matter and the implications of the actions undertaken in respect of future precedent and resident interpretation.

- 74/17 **Resolved** a) To receive the report of the Clerk.
b) That retrospective approval be given for the letter submitted to Cheshire East Council regarding a social housing application.
Proposed Councillor B. Affleck Seconded Councillor B. Brindley All in favour

- ii) **Parish Council Asset Security -**

The Clerk reported that it was necessary for the Parish Council to be able to demonstrate a responsible approach to asset security. The Clerk will shortly be requesting all Members to advise what access keys they currently hold and also details of any other persons who may hold keys to Parish Council assets.

- iii) **Cheshire East Council Local Plan Call for Sites consultation -**

The Clerk reported that information had been received relating to land parcels that had been submitted to Cheshire East Council for consideration under the Site Allocations process. This information would be available for public consultation in due course.

- iv) **Clerk & Responsible Financial Officer - Annual Appraisal -**

Members discussed the arrangements for the undertaking of the annual appraisal of the Clerk & Responsible Financial Officer.

- 75/17 **Resolved** a) That approval be given for the undertaking of the Annual Appraisal of the Clerk & Responsible Financial Officer.
b) That the Annual Appraisal be undertaken by the Chairman and Vice-Chairman and reported to the next meeting of the Parish Council.
Proposed Councillor J. Leach Seconded Councillor A. Boon All in favour

The meeting was declared closed by the Chairman at 10:40p.m.

Signed: 

Approval Date - 9th November, 2017

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APPENDIX A

Financial Statement for 2017/18 as at 12 October 2017

Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to Sep. 2017 £.	Agenda Oct. 2017 £.	Budget Balance £.
Receipts					
17,486.00	Precept	22,485.00	22,485.00		0.00
0.00	Balances	5,000.00	0.00		0.00
6.73	Investment Interest	0.00	0.49		0.00
0.00	Sale of Assets	0.00	0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00	3,951.00		5,049.00
60.00	Chelford Activity Park Hire	0.00	0.00		0.00
0.00	Contra Income	0.00	0.00		0.00
849.50	V.A.T. Refund (16/17)		652.26		368.16
18,596.23	Total Receipts	36,485.00	27,088.75	0.00	5,417.16
Payments					
6,959.09	Salary (Clerk)	7,010.00	3,561.48		3,448.52
489.00	HMRC - Overpayment of Income Tax	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
583.27	Allowances (Clerk)	650.00	290.16		359.84
0.00	Chairman/Member Allowances	0.00	0.00		0.00
28.82	Administration	210.00	2.08		207.92
100.00	Audit Fees (Internal & External)	350.00	248.00		102.00
1,365.85	Insurance	1,600.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	329.36	50.00	320.64
1,380.00	Grants	1,530.00	0.00		1,530.00
50.00	Parish Council Newsletter	100.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	44.12	23.42	172.46
358.80	Website	450.00	215.28		234.72
675.00	Village Planters	615.00	0.00		615.00
203.00	Tennis Coaching	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
464.85	Subscriptions/Affiliation Fees	515.00	459.85		55.15
152.50	Room Hire	350.00	0.00		350.00
0.00	Training	140.00	60.00		80.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	716.35	682.17	2,601.48
1,059.00	Asset Maintenance	1,400.00	0.00		1,400.00
657.97	Asset Purchase	1,200.00	0.00		1,200.00
11.23	Contingency	750.00	0.00		750.00
0.00	Neighbourhood Plan	14,000.00	452.88		13,547.12
652.26	V.A.T.		230.56	137.60	
17,076.03	Total Payments	36,485.00	6,660.12	893.19	29,299.85
Cash/Bank Reconciliation					
		01/04/17	14/09/17	12/10/17	31/03/18
	Balance B/Fwd.	31,111.50	31,111.50	51,540.13	50,646.94
	Add Total Receipts	36,485.00	27,088.75	0.00	5,417.16
	Less Total Payments	-36,485.00	-6,660.12	-893.19	-29,299.85
	Balance C/Fwd.	31,111.50	51,540.13	50,646.94	26,764.25
Cumulative Balances					
		Balance	Balance	Balance	Balance
		01/04/17	14/09/17	12/10/17	31/03/18
	General Funds	30,490.62	46,296.45	45,403.26	21,520.57
	Earmarked Reserves	620.88	5,243.68	5,243.68	5,243.68
		31,111.50	51,540.13	50,646.94	26,764.25

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CASH/BANK RECONCILIATION AS AT - 12 October 2017

CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	27,088.75
	58,200.25
Less Payments	7,553.31
Balance Carried Forward 12/10/17	50,646.94

BANK (Natwest)

Business Reserve Account -	19,692.25	05/07/17
Add income/transfer received since above statement		
	0.00	
Less unrepresented cheques		
	0.00	
	19,692.25	12/10/17
Current Account -	34,153.33	05/09/17
Add income received since above Statement		
	0.00	
	0.00	
Less unrepresented cheques/ Transfer		
Approved	-2,305.45	
For approval	-893.19	
	-3,198.64	
	30,954.69	12/10/17
Total Bank Balances 12/10/17	50,646.94	

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 21, 28 September; 5 October 2017.
13/09/17	Finance for Councillors and Introduction to VAT Training - 06/11/17.
14/09/17	Reminder: Chairmanship Basic Training - 25/09/17.
20/09/17	Reminder: Clerks & Councillors Induction Training - 05/10/17.
	Cheshire East Council -
-	Traffic Management LAP Reports - 14, 21, 28 September 2017; 5 October 2017.
-	Connected Communities Newsletter - September 2017.
-	Neighbourhood Planning Fortnightly Update - 15, 29 September 2017.
-	Spatial Planning Update - August 2017.
12/09/17	Legal challenge to Local Plan Strategy.
13/09/17	Proposed Public Spaces Protection Order re: Dog fouling and dog control consultation. (Closing date: 10/10/17)
26/09/17	Miscellaneous seed packs available for schools.
30/09/17	Scheduled Highway gully cleansing programme.
	Rural Services Network -
-	Weekly News Digest - 11, 18, 25 September 2017; 2 October 2017.
-	Rural Opportunities Bulletin - September 2017; October 2017.
-	Hinterland Newsletter - 15, 22, 29 September 2017; 6 October 2017.
-	Rural Vulnerability Service - Fuel Poverty (September 2017).
-	RSN Spotlight - Rural Economy (September 2017); Heart of the Village (September 2017).
	Other Correspondence -
-	Public Sector Executive - 11, 14, 18, 21, 25, 28 September 2017; 2 October 2017.
-	HMRC - 14/09/17 - Expenses, sick pay and avoiding penalties; 19/09/17 - Practical payroll support; 20/09/17 - Introduction to Health & Safety in the workplace; 22/09/17 - Statutory payments webinars; 01/10/17 - National Minimum Wage information; 03/10/17 - Payroll and expenses webinars; 05/10/17 - Benefits in Kind.
-	CPRE - 07/09/17 - Taking action for the environment; 13/09/17 - Campaigns Update.
-	E-ON - Energy Talk Newsletter - September 2017; 21/09/17 - Energy efficiency webinar.
-	Community & Voluntary Services - e-Bulletin - 15, 22, 29 September 2017; 6 October 2017; 26/09/17 - The Voice Newsletter.
-	Information Commissioner's Office - Newsletter - September 2017; October 2017.
-	Age UK - Newsletter - September 2017.
-	Cheshire Community Action - 25/09/17 - Cheshire County Playing Fields Association Annual General Meeting.
-	Civic Voice - War Memorial News - 19 September 2017; 3 October 2017; 19/09/17 - Less staff providing advice to local authorities is threatening the future of our historic environment.
20/09/17	NatWest Bank - Information re: Unarranged Overdraft Fees.
02/10/17	Congleton Neighbourhood Plan Regulation 14 Consultation.
	Advertisements -
-	19/09/17 - Primary Care Supplies - Defibrillators; 19/09/17 - INDO Lighting - LED street light upgrading; 20/09/17 - Ricochet TV - The Repair Shop seeking Ceramic Nativity Scene; 22/09/17 - Kompan - Reflecting on summer play days; 22/09/17 - Notice Board Company - Fire resistant notice boards; 27/09/17 - Garden Benches - Teak benches for Parish Councils; 02/10/17 - The Parish Notice Board Company - Autumn Sale; 05/10/17 - Parish Council Websites - Transparency Code Packages available; 05/10/17 - Campus Graphics - Parish Council Christmas Cards; 06/10/17 - Notice Board Company - Special Offers for Parish Councils.

CHELFORD PARISH COUNCIL

APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 12 October 2017				
Details	2017/18 Budget £.	Actual to Sep. 2017 £.	Agenda Oct. 2017 £.	Budget Balance £.
Receipts				
Chelford Parish Council - Balances	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	3,741.00		5,259.00
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
Total Receipts	14,000.00	8,741.00	0.00	5,259.00
Payments				
Groundwork UK (DCLG) (see Note 1)				
Consultant Fees (see Note 2)	472.50	0.00		472.50
Consultant Fees (see Note 3)	157.50	0.00		157.50
Consultant Fees (see Note 4)	630.00	0.00		630.00
Consultant Fees (see Note 5)	315.00	0.00		315.00
Consultant Fees (see Note 6)	315.00	0.00		315.00
Consultant - Travel expenses	66.00	0.00		66.00
Room Hire	280.00	17.50		262.50
Publicity Costs	220.00	0.00		220.00
Printing Costs	840.00	177.54		662.46
Envelopes (2,400)	300.00	0.00		300.00
Purchase of OCSI Report	45.00	0.00		45.00
Refreshments at Consultation Events	100.00	0.00		100.00
Other	5,000.00			4,742.16
Salary (Clerk)		228.32		
National Insurance (Employer)		0.00		
Allowances (Clerk)		29.52		
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	8,741.00	452.88	0.00	8,288.12

NOTES

- 1 - Grant funding period end date 31/12/2017.
- 2 - Design of flyer and questionnaires, data analysis and write up.
- 3 - Preparing vision and objectives.
- 4 - Analysis of Evidence Base.
- 5 - Advising and facilitating at consultation events.
- 6 - Attending Steering Group Meetings.