

# CHELFORD PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

**DATE:** THURSDAY, 10<sup>TH</sup> NOVEMBER, 2016  
**TIME:** 7:30p.m.  
**VENUE:** CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

To Members of Chelford Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

1. **APOLOGIES FOR ABSENCE** -
2. **DECLARATIONS OF INTEREST** - To receive Declarations of Interest in any item on the agenda.
3. **MINUTES** -
  - i) To approve the Minutes of the Parish Council Meeting held 8<sup>th</sup> September, 2016 as a correct record and authorise signing by the Chairman.
4. **PUBLIC FORUM FOR QUESTIONS** (15 Mins) -
5. **REPORTS FROM EXTERNAL ORGANISATIONS** -
  - i) Knutsford Rural Policing Team - matters of interest /concern within the Parish.
  - ii) Cheshire East Ward Member Councillor G. Walton.
  - iii) Manchester Airport meeting with Town & Parish Councillors - 20/09/16 - To note the written report previously circulated by Councillor D. Wilson.
  - iv) ChALC Annual Meeting - 20/10/16. (Cllrs. B. Brindley & D. Wilson to report)
6. **FINANCE** -
  - i) **To receive and consider the Financial Statement 2016/17 as at 10<sup>th</sup> November, 2016** - Appendix A.
  - ii) **To ratify the following payment:**
    - a) Cheque No. 001122 Cheshire Pest Solutions Ltd. £48.00 Treatment of wasps nest at Chelford Activity Park.
  - iii) **To authorise the following payments:**
    - a) Direct Debit E-ON £22.48 Electricity Charges: 01/07/16 - 30/09/16.
    - b) Cheque No. 001123 E. M. Maddock £1,147.01 Salary 01/10/16 - 30/11/16 & Expenses.
    - c) Cheque No. 001124 H.M. Revenue & Customs £97.20 Employee Income Tax.
    - d) Cheque No. 001125 RBL Poppy Appeal £50.00 Provision of Poppy Wreath and Donation.
    - e) Cheque No. 001126 ThenMedia Ltd. £215.28 Web Hosting Fees: 01/10/16 - 31/03/17.
    - f) Cheque No. 001127 Cotswold Teak £771.00 Two Benches for installation at Mere Court.
    - g) Cheque No. 001128 Northwich Town Council £342.00 Winter Planting.
    - h) Cheque No. 001129 Police & Crime Commissioner £60.00 Reissue of Cheque No. 001098 - Operation Shield.
  - iv) **To note the following receipts since 01/07/16:**
    - a) NatWest Bank plc. (Business Reserve Account) £0.78 Gross Interest - July, 2016.
    - b) NatWest Bank plc. (Business Reserve Account) £0.89 Gross Interest - August, 2016.
    - c) NatWest Bank plc. (Business Reserve Account) £0.81 Gross Interest - September, 2016.
  - v) **Internal Auditor 2016/17** - To appoint an Internal Auditor for the 2016/17 financial year.
  - vi) **Budget 2017/18:** (Appendix B)
    - a) To note that the provisional Council Tax Base for 2017/18 has not yet been made available.
    - b) To consider and determine a revised budget in respect of 2016/17.
    - c) To consider and determine a budget in respect of 2017/18.
    - d) To consider provisional precept requirements for 2017/18.
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) Chelford CE Primary School - Acknowledgement of donation to be made in respect of After School Club project.
    - b) Cheshire East Council - Response to letter regarding school transport from Chelford to Holmes Chapel.
    - c) ChALC / Knutsford Town Council - Parliamentary Constituency Boundary Review consultation.
    - d) ChALC - Government Consultation to Cap Local Council Precepts.

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- e) Cheshire East Council - Invitation to Town & Parish Council Conference - 28<sup>th</sup> November, 2016.
- f) Mrs. S. Roycroft - Acknowledgement of nomination to receive complimentary concert tickets from Manchester Airport.
- g) Cheshire Community Action - Notification of Community Pride Competition Results 2016.
- h) The Pensions Regulator - Notification of Staging Date.
- i) Knutsford Town Council - Request for donation towards Citizens Advice Bureau service.
- ii) **To note other correspondence received since the date of the last ordinary meeting** - Appendix C.

### 8. PLANNING MATTERS -

- i) **To note the comments submitted to Cheshire East Council in respect of the following planning applications:**
  - a) **16/4554M** - Chelford Garage, Alderley Road, Chelford. SK11 9AP - Advertisement consent for proposed replacement canopy fascia signage. [Comment: That concerns already raised relating to the forecourt canopy during consultation for planning application 15/5087M remain.]
  - b) **16/4678M** - Cherry Trees, 2 Knutsford Road, Chelford. SK11 9AS - Small ground floor extension with first floor extension over this and an existing single storey extension built in 1964. [No observations]
- ii) **Planning Applications for consideration:**
  - a) **16/1568M** - 17 Clay Heyes, Chelford. SK11 9ST - Proposed single storey rear extension and alterations.
  - b) **16/5037M** - Ash Lea, Alderley Road, Chelford. SK11 9AP - Erection of an ancillary residential annexe.
- iii) **Planning Application 16/0504M** - Eddie Stobart Ltd. - To note update distributed to residents by developer.
- iv) **Future Development of Chelford Parish** - To receive a report following a meeting with a local resident.  
(Cllrs. D. Wilson & B. Brindley to report)

### 9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive an update on outstanding highway matters:-
  - a) Broken verge retaining flags along Holmes Chapel Road near to St. John's Church.
  - b) Footway 'siding out' between Chelford Roundabout and St. John's Church, Holmes Chapel Road.
  - c) Provision of protective posts at Shell Garage access points.
  - d) Overhanging branch near to The Manor House, Holmes Chapel Road.
- ii) To receive highway matters for attention from Members.

### 10. ASSETS -

- i) **Chelford Activity Park - Maintenance & Management -**
  - a) To receive and consider advice from the RoSPA Inspector in respect of rear gate to Play Area. (Clerk to report)
  - b) To consider estimates in respect of a replacement gate to the rear of the Play Area. (Clerk to report)
  - c) To note that a wasps nest was treated (11/10/16) at the site following report from resident. (Clerk to report)
  - d) To consider hedge cutting arrangements. (Clerk to report)
  - e) To consider making arrangements for a tree survey to be undertaken of trees within the Chelford Activity Park to satisfy insurance responsibilities. (Clerk to report)
  - f) To receive a summary of the issues identified during the routine inspections of the Chelford Activity Park.  
(Cllr. A. Boon to report)
  - g) Outdoor Table Tennis Project - To receive an update regarding the provision of formal notification of ownership transfer and guarantee information. (Clerk to report)
- ii) **Chelford Activity Park - Usage & Hiring -**
  - a) To receive an update on Chelford Activity Park facility bookings. (Clerk to report)
  - b) To receive copy of hazard assessment undertaken in respect of hire by Chelford Parish Hall 7-9<sup>th</sup> October, 2016.  
(Cllr. J. Leach to report)
  - c) To review adequacy of process for hiring Chelford Activity Park facilities. (Clerk to report)
- iii) **Chelford Village Website** - To receive an update on the Parish Council position in relation to responsibility and liability.  
(Cllr. D. Wilson to report)
- iv) **Parish Council Assets Register** - To receive an update on the preparation of the Assets Register and to consider future management strategies for Parish Council Assets. (Clerk to report)

### 11. VILLAGE MAINTENANCE/IMPROVEMENTS -

- i) To receive an update regarding improvement works at Mere Court Recreation Area. (Cllr. D. Wilson to report)
- ii) Future Village Maintenance contract arrangements. (Clerk to report)

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### 12. COMMUNITY FACILITIES & SERVICES -

- i) Chelford Station Volunteers - To receive an update on future management. (Cllr. D. Wilson to report)
- ii) To receive an update regarding arrangements for a Village Christmas tree display. (Cllr. D. Wilson to report)
- iii) To consider whether the Parish Council wish to purchase the two red telephone kiosks within the Parish.
- iv) Chelford Surgery - To receive information regarding future capacity. (Cllr. D. Wilson to report)

### 13. NEIGHBOURHOOD PLAN -

- i) To consider necessary action required to proceed with the production of the Neighbourhood Plan. (Cllr. D. Wilson to report)

### 14. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -

- i) Mere Farm Quarry Liaison Group - 15<sup>th</sup> November, 2016. (BB)
- ii) Cheshire East Council Town & Parish Council Conference - 28<sup>th</sup> November, 2016. (DW)

### 15. DATE OF NEXT MEETING - Thursday, 12<sup>th</sup> January, 2017 at 7:30p.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.**

### 16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - (as required)

*E.M.Maddock*

Dr. E. M. Maddock CiLCA (Dist.),  
Clerk and Responsible Financial Officer.

Dated 6<sup>th</sup> November, 2016.

# CHELFORD PARISH COUNCIL

## AGENDA

APPENDIX A

| <b>Financial Statement for 2016/17<br/>as at 10 November 2016</b> |  |                                  |                                       |                                    |                                  |
|---|--|----------------------------------|---------------------------------------|------------------------------------|----------------------------------|
| <b>Actual<br/>2015/16<br/>£.</b>                                  | <b>Details</b>                         | <b>2016/17<br/>Budget<br/>£.</b> | <b>Actual to<br/>Sep. 2016<br/>£.</b> | <b>Agenda<br/>Nov. 2016<br/>£.</b> | <b>Budget<br/>Balance<br/>£.</b> |
|   | <b>Receipts</b>                        |                                  |                                       |                                    |                                  |
| 13,500.00   | Precept                                | 17,486.00                        | 17,486.00                             |                                    | 0.00                             |
| 0.00  | Balances                               | 0.00                             | 0.00                                  |                                    | 0.00                             |
| 9.88  | Investment Interest                    | 0.00                             | 2.45                                  | 2.48                               | 0.00                             |
| 0.00  | Sale of Assets                         | 0.00                             | 0.00                                  |                                    | 0.00                             |
| 3,862.00  | Grants, Donations & Refunds            | 194.00                           | 194.00                                |                                    | 0.00                             |
| 0.00  | Chelford Activity Park Hire            | 0.00                             | 60.00                                 |                                    | 0.00                             |
| 60.00   | Contra Income                          | 0.00                             | 0.00                                  |                                    | 0.00                             |
| 681.96  | V.A.T. Refund (15/16)                  |                                  | 849.50                                |                                    | 398.30                           |
| <b>18,113.84</b>  | <b>Total Receipts</b>                  | <b>17,680.00</b>                 | <b>18,591.95</b>                      | <b>2.48</b>                        | <b>398.30</b>                    |
|   | <b>Payments</b>                        |                                  |                                       |                                    |                                  |
| 4,615.46  | Salary (Clerk)                         | 4,560.00                         | 3,544.55                              | 1,138.18                           | -122.73                          |
| 0.00  | National Insurance (Employer)          | 0.00                             | 0.00                                  |                                    | 0.00                             |
| 911.67  | Allowances (Clerk)                     | 650.00                           | 261.17                                | 106.03                             | 282.80                           |
| 139.50  | Chairman/Member Allowances             | 0.00                             | 0.00                                  |                                    | 0.00                             |
| 38.69   | Administration                         | 210.00                           | 0.00                                  |                                    | 210.00                           |
| 100.00  | Audit Fees (Internal & External)       | 350.00                           | 100.00                                |                                    | 250.00                           |
| 1,328.89  | Insurance                              | 1,500.00                         | 0.00                                  |                                    | 1,500.00                         |
| 280.64  | Sect. 137 Donations                    | 690.00                           | 184.24                                | 50.00                              | 455.76                           |
| 1,480.00  | Grants - Churchyard Maintenance        | 1,380.00                         | 0.00                                  |                                    | 1,380.00                         |
| 50.00   | Parish Council Newsletter              | 100.00                           | 50.00                                 |                                    | 50.00                            |
| 0.00  | Christmas Trees & Lighting             | 300.00                           | 0.00                                  |                                    | 300.00                           |
| 117.08  | Street Lighting (Electric & Repairs)   | 225.00                           | 36.48                                 | 21.41                              | 167.11                           |
| 358.80  | Website                                | 450.00                           | 179.40                                | 179.40                             | 91.20                            |
| 563.50  | Village Planters                       | 600.00                           | 390.00                                | 285.00                             | -75.00                           |
| 1,266.25  | Village Field Maintenance              | 1,700.00                         | 0.00                                  |                                    | 1,700.00                         |
| 200.00  | Hedge Cutting                          | 300.00                           | 0.00                                  |                                    | 300.00                           |
| 130.00  | Playground & Playing Field Inspections | 300.00                           | 133.00                                |                                    | 167.00                           |
| 297.00  | Tennis Coaching                        | 650.00                           | 0.00                                  |                                    | 650.00                           |
| 150.00  | SIDS                                   | 400.00                           | 0.00                                  |                                    | 400.00                           |
| 0.00  | Professional Services                  | 300.00                           | 0.00                                  | 40.00                              | 260.00                           |
| 0.00  | Advertising                            | 75.00                            | 0.00                                  |                                    | 75.00                            |
| 35.00   | Data Protection Registration           | 35.00                            | 0.00                                  |                                    | 35.00                            |
| 379.52  | Subscriptions/Affiliation Fees         | 470.00                           | 429.85                                |                                    | 40.15                            |
| 97.50   | Room Hire                              | 340.00                           | 0.00                                  |                                    | 340.00                           |
| 25.00   | Training                               | 120.00                           | 0.00                                  |                                    | 120.00                           |
| 1,373.00  | Asset Purchase / Maintenance           | 1,225.00                         | 16.49                                 | 642.50                             | 566.01                           |
| 0.00  | Contingency                            | 750.00                           | 11.23                                 |                                    | 738.77                           |
| 60.00   | Contra Expenses                        | 0.00                             | 0.00                                  |                                    | 0.00                             |
| 849.50  | V.A.T.                                 |                                  | 167.85                                | 230.45                             |                                  |
| <b>14,847.00</b>  | <b>Total Payments</b>                  | <b>17,680.00</b>                 | <b>5,504.26</b>                       | <b>2,692.97</b>                    | <b>9,881.07</b>                  |
|   | <b>Cash/Bank Reconciliation</b>        |                                  |                                       |                                    |                                  |
|   |  | <b>01/04/16</b>                  | <b>08/09/16</b>                       | <b>10/11/16</b>                    | <b>31/03/17</b>                  |
|   | Balance B/Fwd.                         | 29,591.30                        | 29,591.30                             | 42,678.99                          | 39,988.50                        |
|   | Add Total Receipts                     | 17,680.00                        | 18,591.95                             | 2.48                               | 398.30                           |
|   | Less Total Payments                    | -17,680.00                       | -5,504.26                             | -2,692.97                          | -9,881.07                        |
|   | <b>Balance C/Fwd.</b>                  | <b>29,591.30</b>                 | <b>42,678.99</b>                      | <b>39,988.50</b>                   | <b>30,505.73</b>                 |
|   | <b>Cumulative Balances</b>             |                                  |                                       |                                    |                                  |
|   |  | <b>Balance</b>                   | <b>Balance</b>                        | <b>Balance</b>                     | <b>Balance</b>                   |
|   |  | <b>01/04/16</b>                  | <b>08/09/16</b>                       | <b>10/11/16</b>                    | <b>31/03/17</b>                  |
|   | General Funds                          | 27,068.94                        | 40,156.63                             | 38,108.64                          | 28,625.87                        |
|   | Earmarked Reserves                     | 2,522.36                         | 2,522.36                              | 1,879.86                           | 1,879.86                         |
|   |  | <b>29,591.30</b>                 | <b>42,678.99</b>                      | <b>39,988.50</b>                   | <b>30,505.73</b>                 |

# CHELFORD PARISH COUNCIL

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### CASH/BANK RECONCILIATION AS AT - 10 November 2016

#### CASH

|                                  |                         |
|----------------------------------|-------------------------|
| Balance Brought Forward 01/04/16 | 29,591.30               |
| Plus Receipts                    | 18,594.43               |
|                                  | <hr/>                   |
|                                  | 48,185.73               |
| Less Payments                    | 8,197.23                |
|                                  | <hr/>                   |
| Balance Carried Forward 10/11/16 | <u><b>39,988.50</b></u> |

#### BANK (Natwest)

|  |           |                         |
|--|-----------|-------------------------|
| <b>Business Reserve Account -</b>                  | 19,689.96 | 05/10/16                |
| Add income/transfer received since above statement |           |                         |
|  | <hr/>     |                         |
|  | 0.00      |                         |
| Less unrepresented cheques                         |           |                         |
|  | <hr/>     |                         |
|  | 0.00      |                         |
|  |           | 19,689.96 10/11/16      |
| <b>Current Account -</b>                           | 23,532.99 | 05/10/16                |
| Add income received since above Statement          |           |                         |
|  | <hr/>     |                         |
|  | 0.00      |                         |
|  |           | 0.00                    |
| Less unrepresented cheques/ Transfer               |           |                         |
| Approved   | -541.48   |                         |
| For approval                                       | <hr/>     |                         |
|  | -2,692.97 |                         |
|  |           | -3,234.45               |
|  |           | 20,298.54 10/11/16      |
| <b>Total Bank Balances 10/11/16</b>                |           | <u><b>39,988.50</b></u> |

# CHELFORD PARISH COUNCIL

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### APPENDIX B

#### CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2016/17 and 2017/18

##### Clerk's Salary

2016/17 £6,829.06 p.a. = £569.09 p.m. based upon 12 hrs. per week  
4 months (Dec 16 - Mar 17) x £569.09

2017/18 £6,897.70 p.a. = £574.81 p.m. based upon 12 hrs. per week  
Contingency for Additional Hours.

##### National Insurance (Employer)

2016/17 4 months (Dec 16 - Mar 17) (on basic pay)

2017/18 Based on salary of £6,897.70

##### Allowances (Clerk)

2016/17 Use of home as Office @ £10 p.m.  
Use of computer hardware @ £1 p.w.  
Travelling @ 45p per mile  
Broadband & Telephone Service @ £12 p.m.  
Contingency

2017/18 Use of home as Office @ £10 p.m.  
Use of computer hardware @ £1 p.w.  
Travelling @ 45p per mile  
Broadband & Telephone Service @ £12 p.m.  
Contingency

##### Chairman/Member Allowances

2016/17 Chairman's Allowance  
Other Member Allowances - Dec 16 - Mar 17

2017/18 Chairman's Allowance  
Other Member Allowances

##### Administration

2016/17 Stationary & General Office Supplies  
Postages  
Computer Consumables  
Contingency

2017/18 Stationary & General Office Supplies  
Postages  
Computer Consumables  
Contingency

|  | Projected<br>16/17 &<br>Budget<br>2017/18 | Variances<br>16/17 | Balance<br>as at<br>10/11/16 |
|--|---|--------------------|------------------------------|
|  |   |                    |                              |
|  | 2,276                                     | -2,399             |                              |
|  | 2,276                                     | -2,399             | -123                         |
|  |   |                    |                              |
|  | 6,898                                     |                    |                              |
|  | 112                                       |                    |                              |
|  | <b>7,010</b>                              |                    |                              |
|  |   |                    |                              |
|  | 0   | 0                  |                              |
|  | 0   | 0                  | 0                            |
|  |   |                    |                              |
|  | 0   |                    |                              |
|  | <b>0</b>                                  |                    |                              |
|  |   |                    |                              |
|  | 40  | 0                  |                              |
|  | 18  | 0                  |                              |
|  | 143                                       | 0                  |                              |
|  | 48  | 0                  |                              |
|  | 0   | 34                 |                              |
|  | <b>249</b>                                | <b>34</b>          | <b>283</b>                   |
|  |   |                    |                              |
|  | 120                                       |                    |                              |
|  | 52  |                    |                              |
|  | 300                                       |                    |                              |
|  | 144                                       |                    |                              |
|  | 34  |                    |                              |
|  | <b>650</b>                                |                    |                              |
|  |   |                    |                              |
|  | 0   | 0                  |                              |
|  | 0   | 0                  |                              |
|  | 0   | 0                  | 0                            |
|  |   |                    |                              |
|  | 0   |                    |                              |
|  | 0   |                    |                              |
|  | <b>0</b>                                  |                    |                              |
|  |   |                    |                              |
|  | 50  | 0                  |                              |
|  | 30  | 0                  |                              |
|  | 55  | 0                  |                              |
|  | 75  | 0                  |                              |
|  | <b>210</b>                                | <b>0</b>           | <b>210</b>                   |
|  |   |                    |                              |
|  | 50  |                    |                              |
|  | 30  |                    |                              |
|  | 55  |                    |                              |
|  | 75  |                    |                              |
|  | <b>210</b>                                |                    |                              |

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|  | Projected<br>16/17 &<br>Budget<br>2017/18 | Variances<br>16/17 | Balance<br>as at<br>10/11/16 |
|--|---|--------------------|------------------------------|
| <b>Audit Fees</b>                                  |   |                    |                              |
| 2016/17 External Audit Fees 2015/16                | 0   | 100                |                              |
| Internal Audit Fees 2015/16                        | 0   | 150                |                              |
|  | 0   | 250                | 250                          |
| <b>2017/18</b>                                     |   |                    |                              |
| External Audit Fees 2016/17                        | 200                                       |                    |                              |
| Internal Audit Fees 2016/17                        | 150                                       |                    |                              |
|  | <b>350</b>                                |                    |                              |
| <b>Insurance</b>                                   |   |                    |                              |
| 2016/17 Premium due 15/03/17                       | 1,500                                     | 0                  | 1,500                        |
| <b>2017/18</b>                                     |   |                    |                              |
| Premium due 15/03/18                               | <b>1,600</b>                              |                    |                              |
| <b>Section 137 Donations</b>                       |   |                    |                              |
| 2016/17  |   |                    |                              |
| Railway Station                                    | 250                                       | 0                  |                              |
| Best Kept Village (Entry fee for 2017 Competition) | 50  | -10                |                              |
| RBL Poppy Appeal                                   | 0   | 0                  |                              |
| East Cheshire Hospice (Disposal of Christmas Tree) | 50  | 0                  |                              |
| Contingency  | 116                                       | 0                  |                              |
|  | 466                                       | -10                | 456                          |
| <b>2017/18</b>                                     |   |                    |                              |
| Railway Station                                    | 250                                       |                    |                              |
| Best Kept Village (Entry fee for 2018 Competition) | 50  |                    |                              |
| RBL Poppy Appeal                                   | 50  |                    |                              |
| East Cheshire Hospice (Disposal of Christmas Tree) | 50  |                    |                              |
| Contingency  | 300                                       |                    |                              |
|  | <b>700</b>                                |                    |                              |
| <b>Grants</b>                                      |   |                    |                              |
| 2016/17  |   |                    |                              |
| Churchyard Maintenance                             | 1,380                                     | 0                  |                              |
| Chelford CE Primary School (After School Club)     | 1,550                                     | -1,550             |                              |
| Contingency  | 0   | 0                  |                              |
|  | 2,930                                     | -1,550             | 1,380                        |
| <b>2017/18</b>                                     |   |                    |                              |
| Churchyard Maintenance                             | 1,380                                     |                    |                              |
| Chelford CE Primary School (After School Club)     | 0   |                    |                              |
| Contingency  | 150                                       |                    |                              |
|  | <b>1,530</b>                              |                    |                              |
| <b>Parish Council Newsletters</b>                  |   |                    |                              |
| 2016/17  |   |                    |                              |
| Printing costs                                     | 50  | 0                  |                              |
|  | 50  | 0                  | 50                           |
| <b>2017/18</b>                                     |   |                    |                              |
| Printing costs                                     | 100                                       |                    |                              |
|  | <b>100</b>                                |                    |                              |
| <b>Christmas Trees &amp; Lighting</b>              |   |                    |                              |
| 2016/17  |   |                    |                              |
| Provision of Christmas Tree & Lighting             | 300                                       | 0                  |                              |
|  | 300                                       | 0                  | 300                          |
| <b>2017/18</b>                                     |   |                    |                              |
| Provision of Christmas Tree & Lighting             | 300                                       |                    |                              |
|  | <b>300</b>                                |                    |                              |

# CHELFORD PARISH COUNCIL

## AGENDA

### Street Lighting

2016/17 Electricity Oct 16 - Mar 17 (182 days x £0.24 = £43.68) net - say  
Provision for Increase in Electricity  
Repairs Nov 16 - Mar 17

**2017/18** Annual Electric (365 x £0.24 per day = £87.60) net - say  
Provision for Increase in Electricity  
Repairs

### Website

2016/17 Website hosting costs  
Contingency

**2017/18** Apr 17 - Sep 17 - Website hosting costs (at 2016/17 fees as below)  
(Domain name - £0.60 p.m., Webmail facility - £1.30 p.m.,  
Hardware rental - £6.00 p.m., Bandwidth rental - £6.00 p.m.,  
Cloud storage - £7.00 p.m., Loudhailer - £9.00 p.m.)  
Oct 17 - Mar 18 - Website hosting costs (fees as above)  
Contingency for increase in service charge/service requirements

### Village Planters

2016/17 Summer Planting  
Winter Planting

**2017/18** Summer Planting  
Winter Planting

### Tennis Coaching

2016/17 Nov 16 - Mar 17

**2017/18** 18 week Junior Tennis Coaching at MUGA

### Professional Services

2016/17 Provision of professional advice/services

**2017/18** Provision of professional advice/services

### Advertising

2016/17 None

**2017/18** Provision

| Projected<br>16/17 &<br>Budget<br>2017/18 | Variances<br>16/17 | Balance<br>as at<br>10/11/16 |
|---|--------------------|------------------------------|
|   |                    |                              |
| 45  | -28                |                              |
| 5   | 20                 |                              |
| 0   | 125                |                              |
| 50  | 117                | 167                          |
|   |                    |                              |
| 90  |                    |                              |
| 25  |                    |                              |
| 125                                       |                    |                              |
| <b>240</b>                                |                    |                              |
|   |                    |                              |
|   |                    |                              |
| 0   | 1                  |                              |
| 0   | 90                 |                              |
| 0   | 91                 | 91                           |
|   |                    |                              |
| 180                                       |                    |                              |
|   |                    |                              |
|   |                    |                              |
| 180                                       |                    |                              |
| 90  |                    |                              |
| <b>450</b>                                |                    |                              |
|   |                    |                              |
|   |                    |                              |
| 0   | 10                 |                              |
| 0   | -85                |                              |
| 0   | -75                | -75                          |
|   |                    |                              |
| 285                                       |                    |                              |
| 330                                       |                    |                              |
| <b>615</b>                                |                    |                              |
|   |                    |                              |
|   |                    |                              |
| 0   | 650                |                              |
| 0   | 650                | 650                          |
|   |                    |                              |
| 0   |                    |                              |
| <b>0</b>                                  |                    |                              |
|   |                    |                              |
|   |                    |                              |
| 0   | 260                |                              |
| 0   | 260                | 260                          |
|   |                    |                              |
|   |                    |                              |
| 300                                       |                    |                              |
| <b>300</b>                                |                    |                              |
|   |                    |                              |
|   |                    |                              |
| 0   | 75                 | 75                           |
|   |                    |                              |
| <b>75</b>                                 |                    |                              |



# CHELFORD PARISH COUNCIL

## AGENDA

### Subscriptions/Affiliation Fees

|         |   |
|---------|---|
| 2016/17 | Data Protection Registration (due 26/02/17) |
|         | ChALC                                       |
|         | Cheshire County Playing Fields Association  |
|         | Cheshire Community Action                   |
|         | CPRE  |

|                |  |
|----------------|--|
| <b>2017/18</b> | Data Protection Registration               |
|                | ChALC                                      |
|                | Cheshire County Playing Fields Association |
|                | Cheshire Community Action                  |
|                | CPRE                                       |

### Room Hire

|         |   |
|---------|---|
| 2016/17 | Ordinary Parish Council Meetings @ £17.50 per meeting       |
|         | Annual Parish Meeting @ £27.50                              |
|         | Extra Ordinary Parish Council Meetings @ £17.50 per meeting |
|         | Contingency   |

|                |  |
|----------------|--|
| <b>2017/18</b> | Ordinary Parish Council Meetings       |
|                | Annual Parish Meeting                  |
|                | Extra Ordinary Parish Council Meetings |
|                | Contingency                            |

### Training

|         |                                      |
|---------|--------------------------------------|
| 2016/17 | Training Provision - Members & Clerk |
|---------|--------------------------------------|

|                |   |
|----------------|---|
| <b>2017/18</b> | Training Provision - Members & Clerk<br>(Based on 4 attendances to ChALC Training sessions) |
|----------------|---|

### Chelford Activity Park - Maintenance

|         |  |
|---------|--|
| 2016/17 | Grass Cutting - Apr 16 - Sep 16 (12 visits)  |
|         | Grass Cutting - Contingency based on 2015/16 |
|         | Hedge Cutting                                |
|         | RoSPA Inspection                             |
|         | Tree Safety Inspection                       |
|         | Maintenance - Play Area Equipment            |
|         | Maintenance - BMX Track                      |
|         | Maintenance - MUGA                           |
|         | Maintenance - Table Tennis Table             |
|         | Maintenance - Seats & Picnic Benches         |
|         | Maintenance - Barbeques                      |
|         | Contingency                                  |

|                |                                      |
|----------------|--------------------------------------|
| <b>2017/18</b> | Grass Cutting                        |
|                | Hedge Cutting                        |
|                | RoSPA Inspection                     |
|                | Tree Safety Inspection               |
|                | Maintenance - Play Area Equipment    |
|                | Maintenance - BMX Track              |
|                | Maintenance - MUGA                   |
|                | Maintenance - Table Tennis Table     |
|                | Maintenance - Seats & Picnic Benches |
|                | Maintenance - Barbeques              |
|                | Contingency                          |

| Projected<br>16/17 &<br>Budget<br>2017/18 | Variances<br>16/17 | Balance<br>as at<br>10/11/16 |
|---|--------------------|------------------------------|
|   |                    |                              |
| 35  | 0                  |                              |
| 0   | 1                  |                              |
| 0   | 5                  |                              |
| 0   | 30                 |                              |
| 0   | 4                  |                              |
| 35  | 40                 | 75                           |
|   |                    |                              |
| 35  |                    |                              |
| 365                                       |                    |                              |
| 25  |                    |                              |
| 50  |                    |                              |
| 40  |                    |                              |
| <b>515</b>                                |                    |                              |
|   |                    |                              |
| 105                                       | 15                 |                              |
| 28  | 32                 |                              |
| 35  | 25                 |                              |
| 23  | 77                 |                              |
| 191                                       | 149                | 340                          |
|   |                    |                              |
| 120                                       |                    |                              |
| 30  |                    |                              |
| 80  |                    |                              |
| 120                                       |                    |                              |
| <b>350</b>                                |                    |                              |
|   |                    |                              |
| 70  | 50                 |                              |
| 70  | 50                 | 120                          |
|   |                    |                              |
| 140                                       |                    |                              |
| <b>140</b>                                |                    |                              |
|   |                    |                              |
| 1,596                                     | 4                  |                              |
| 399                                       | -299               |                              |
| 300                                       | 0                  |                              |
| 0   | 167                |                              |
| 350                                       | -350               |                              |
| 200                                       | -100               |                              |
| 0   | 0                  |                              |
| 50  | 250                |                              |
| 0   | 0                  |                              |
| 0   | 150                |                              |
| 0   | 25                 |                              |
| 100                                       | 0                  |                              |
| 2,995                                     | -153               | 2,842                        |
|   |                    |                              |
| 2,200                                     |                    |                              |
| 300                                       |                    |                              |
| 150                                       |                    |                              |
| 0   |                    |                              |
| 100                                       |                    |                              |
| 200                                       |                    |                              |
| 500                                       |                    |                              |
| 25  |                    |                              |
| 150                                       |                    |                              |
| 25  |                    |                              |
| 350                                       |                    |                              |
| <b>4,000</b>                              |                    |                              |

# CHELFORD PARISH COUNCIL

## AGENDA

### Asset Maintenance

|         |                         |
|---------|-------------------------|
| 2016/17 | Notice Boards           |
|         | Bus Shelter             |
|         | Telephone Kiosks        |
|         | Planters                |
|         | Height Barrier          |
|         | Speed Indicator Devices |
|         | Contingency             |

|         |                         |
|---------|-------------------------|
| 2017/18 | Notice Boards           |
|         | Bus Shelter             |
|         | Telephone Kiosks        |
|         | Planters                |
|         | Height Barrier          |
|         | Speed Indicator Devices |
|         | Contingency             |

### Asset Purchase

|         |                      |
|---------|----------------------|
| 2016/17 | Litter Bin           |
|         | Notice Board         |
|         | Benches (Mere Court) |
|         | Telephone Kiosks     |

|         |                  |
|---------|------------------|
| 2017/18 | Notice Board     |
|         | Telephone Kiosks |
|         | Planters         |
|         | Contingency      |

### Other

|         |                       |
|---------|-----------------------|
| 2016/17 | Contingency provision |
|---------|-----------------------|

|         |                       |
|---------|-----------------------|
| 2017/18 | Contingency provision |
|---------|-----------------------|

2016/17 Sub Totals

2016/17 Income - Grants

2016/17 Transfer - Mere Court Improvement Funds held

2016/17 Transfer - School Compensation Funds held

2016/17 Expenditure Projection and Savings Totals

2017/18 Draft Budget Expenditure Total

Less Council Tax Support Grant 2017/18

Gross Council Tax Requirement 2017/18

| Projected<br>16/17 &<br>Budget<br>2017/18 | Variances<br>16/17 | Balance<br>as at<br>10/11/16 |
|---|--------------------|------------------------------|
|   |                    |                              |
| 0   | 134                |                              |
| 0   | 50                 |                              |
| 25  | 0                  |                              |
| 0   | 75                 |                              |
| 0   | 0                  |                              |
| 0   | 400                |                              |
| 150                                       | -50                |                              |
| 175                                       | 609                | 784                          |
|   |                    |                              |
| 150                                       |                    |                              |
| 250                                       |                    |                              |
| 25  |                    |                              |
| 75  |                    |                              |
| 100                                       |                    |                              |
| 400                                       |                    |                              |
| 400                                       |                    |                              |
| 1,400                                     |                    |                              |
|   |                    |                              |
|   |                    |                              |
| 0   | 150                |                              |
| 0   | 0                  |                              |
| 0   | -642               |                              |
| 2   | -2                 |                              |
| 2   | -494               | -492                         |
|   |                    |                              |
| 600                                       |                    |                              |
| 0   |                    |                              |
| 400                                       |                    |                              |
| 200                                       |                    |                              |
| 1,200                                     |                    |                              |
|   |                    |                              |
|   |                    |                              |
| 0   | 738                |                              |
| 0   | 738                | 738                          |
|   |                    |                              |
| 750                                       |                    |                              |
|   |                    |                              |
| 11,499                                    | -1,618             | 9,881                        |
|   |                    |                              |
| 0   | 0                  |                              |
| 643                                       | 643                |                              |
| 1,550                                     | 1,550              |                              |
|   |                    |                              |
| 13,692                                    | 575                | 14,267                       |
|   |                    |                              |
| 22,485                                    |                    |                              |
|   |                    |                              |
| 0   |                    |                              |
|   |                    |                              |
| 22,485                                    |                    |                              |

# CHELFORD PARISH COUNCIL

## AGENDA

### Tax Base 2016/17 (Band D) and Precept impact on Property Bands

| 2016/17 |         |          |       | 2017/18 |         |          |       |
|---------|---------|----------|-------|---------|---------|----------|-------|
| Band    | Ratio   | Tax Base | £     | Band    | Ratio   | Tax Base | £     |
| A       | 6/9     |          | 19.14 | A       | 6/9     |          | 24.61 |
| B       | 7/9     |          | 22.33 | B       | 7/9     |          | 28.72 |
| C       | 8/9     |          | 25.52 | C       | 8/9     |          | 32.82 |
| D       | 9/9     | 608.98   | 28.71 | D       | 9/9     | 608.98   | 36.92 |
| E       | 11/9    |          | 35.09 | E       | 11/9    |          | 45.13 |
| F       | 13/9    |          | 41.48 | F       | 13/9    |          | 53.33 |
| G       | 15/9    |          | 47.86 | G       | 15/9    |          | 61.54 |
| H       | 18/9    |          | 57.43 | H       | 18/9    |          | 73.84 |
|         | Precept | £17,486  |       |         | Precept | £22,485  |       |

### Precepts

| Year    | % increase | £      |
|---------|------------|--------|
| 2005/06 | 0.00%      | 7,500  |
| 2006/07 | 0.00%      | 7,500  |
| 2007/08 | 4.00%      | 7,800  |
| 2008/09 | 0.00%      | 7,800  |
| 2009/10 | 0.00%      | 7,800  |
| 2010/11 | 0.00%      | 7,800  |
| 2011/12 | 0.00%      | 7,800  |
| 2012/13 | 25.60%     | 9,800  |
| 2013/14 | 0.00%      | 9,800  |
| 2014/15 | 10.00%     | 10,800 |
| 2015/16 | 25.00%     | 13,500 |
| 2016/17 | 29.50%     | 17,486 |

### APPENDIX C

### CORRESPONDENCE

| Received | Cheshire Association of Local Councils (ChALC) -  |
|----------|---|
| -        | ChALC Weekly Bulletin - 8, 15, 22, 29 September 2016, 6, 13, 20, 27 October 2016, 2 November 2016.          |
| 05/09/16 | Reminder - Chairmanship Training - 28/09/16.  |
| 08/09/16 | 2017 Training Programme.  |
| 13/09/16 | Reminder - Council & The Community Training - 06/10/16.   |
| 21/09/16 | ChALC Annual Meeting - Motions for discussion.  |
| 29/09/16 | Freedom of Information & Data Registration Training. [27/10/16 - Reminder for event.]                       |
| 10/10/16 | Invitation to meeting with Police & Crime Commissioner - 08/11/16. [25/10/16 - Reminder for event.]         |
|          | <b>Cheshire East Council -</b>  |
| -        | Traffic Management LAP Reports - 8, 15, 22, 29 September 2016, 6, 13, 20, 27 October 2016, 3 November 2016. |
| -        | Partnerships Newsletter - September/October 2016; Call for articles November/December 2016 edition.         |
| -        | Neighbourhood Planning drop-in sessions - 5, 9, 19, 26 September 2016, 3, 12, 24 October 2016.              |
| -        | Winter Service Decisions - 28-31 October 2016, 1-4 November 2016.   |
| 05/09/16 | Legacy of Tour of Britain.  |
| 07/09/16 | Update re Progress of Cheshire East Council Local Plan.   |
| 09/09/16 | Street Trading Designations - Consultation.   |
| 09/09/16 | Street Lighting Improvement Update.   |
| 13/09/16 | Tour of Britain orange bike storage.  |
| 28/09/16 | Cheshire East Council Highways Engagement Events.   |
| 03/10/16 | Participatory Budgeting Knutsford - Dates for confirmation.   |
| 24/10/16 | Town & Parish Council Conference Invitation - 28 <sup>th</sup> November, 2016.                              |
| 28/10/16 | Arrival of Syrian refugee families in Cheshire East.  |
| 03/11/16 | Cheshire East Council Pre-Budget Consultation 2017-2020.  |
|          | <b>Cheshire Emergency Services -</b>  |
| 19/09/16 | Draft Police & Crime Plan 2016-21.  |

# CHELFORD PARISH COUNCIL

## AGENDA

|          |   |
|----------|---|
|          | <b>Rural Services Network -</b>   |
| -        | Weekly News Digest - 6, 19, 26 September 2016, 3, 10, 18, 24, 31 October 2016.  |
| -        | Rural Opportunities Bulletin - 5 October 2016, 2 November 2016.   |
| -        | Hinterland Newsletter - 9, 16, 19, 23, 30 September 2016, 7, 14, 21, 28 October 2016, 4 November 2016.  |
| -        | Rural Vulnerability Service - Rural Broadband (Sept. 2016); Fuel Poverty (Sept. 2016); Rural Transport (Oct. 2016); Rural Broadband (Oct. 2016).  |
| -        | RSN Spotlight - Older People in Rural Areas (Sept. 2016); Rural Economy (Sept. 2016); Rural Housing (Oct. 2016).  |
| 22/09/16 | RSN Seminar - Taking a lead on community regeneration & social value. (Reminder: 06/10/16)  |
| 03/11/16 | RSN Seminar - Meeting the philanthropic needs of rural England.   |
|          | <b>Other Correspondence -</b>   |
| -        | Healthwatch Cheshire East - 07/09/16 - Success of 'Have your say' campaign; 14/09/16 - e-Bulletin; 03/10/16 - e-Bulletin; 19/10/16 - Healthwatch Board Meeting 24/10/16; 26/10/16 - e-Bulletin.   |
| -        | Public Sector Executive - Newsletter 5, 8, 12, 15, 19, 22, 26, 29 September 2016, 3, 6, 10, 12, 13, 17, 20, 24, 27, 31 October 2016, 3 November 2016. 06/09/16 - Integrated Care Summit 2016; 09/09/16 - Supporting in-house development; 14/09/16 - Improving web forms for the public sector; 28/09/16 - Streamlining paper-based processes; 11/10/16 - Securing the digitisation of UK policing and justice; 19/10/16 - Using BT Smart numbers to assist public sector organisations; 21/10/16 - Fisher Investments UK; 28/10/16 - Building a better Healthcare experience.  |
| -        | HMRC - 19/09/16 - Minimum wage rate changes 01/10/16; 20/09/16 - Employment benefits; 30/09/16 - Sick pay, maternity pay and parental leave; 04/10/16 - Update on National Living Wage and National Minimum Wage; 07/10/16 - Employer webinars; 12/10/16 - Employer Bulletin 62; 14/10/16 - Statutory Sick Pay advice; 19/10/16 - Introducing PAYE; 24/10/16 - Statutory Sick Pay webinars; 28/10/16 - PAYE help videos; 31/10/16 - PAYE Basics to Statutory Payments; 01/11/16 - An introduction to Health & Safety in the workplace.  |
| -        | Manchester Airport - 12/09/16 - Community Outreach Events Autumn 2016; 28/09/16 - Concert Tickets; 31/10/16 - Manchester Airport Community Review 2015/16.  |
| -        | CPRE - 06/09/16 - Summer Update; 22/09/16 - Fieldwork newsletter; 07/10/16 - Campaign updates; 22/10/16 - Cheshire Viewpoint Autumn 2016.   |
| -        | E-ON - Monthly Market Report - September 2016, October 2016. 08/09/16 - Energy Talk Newsletter; 16/09/16 - Energy Seminar 2016; 04/10/16 - Making energy connections easy.  |
| -        | Unlock Democracy - 07/09/16 - Lobbying (Transparency) Bill; 13/09/16 - Lobbying (Transparency) Bill update; 18/10/16 - Lobbying re: The Meaning of Brexit; 28/10/16 - Brexit and Democratic Reform.   |
| -        | Community & Voluntary Services - 09/09/16 - e-Bulletin; 16/09/16 - Funding & Governance Conference; 19/09/16 - Revised date for Funding & Governance Conference; 23/09/16 - e-Bulletin; 29/09/16 - Training News; 30/09/16 - The Voice Newsletter; 07/10/16 - e-Bulletin; 21/10/16 - e-Bulletin; 28/10/16 - The Voice Newsletter; 04/11/16 - e-Bulletin.  |
| -        | Information Commissioner's Office - Newsletter - October 2016, November 2016.   |
| 08/09/16 | Came & Company - Notification of new postal address.  |
| 21/09/16 | Cheshire Playing Fields Association - Notice of Annual General Meeting 2016.  |
| 19/09/16 | So Cheshire - Wilmslow Motor Show.  |
| 03/10/16 | Mr. M. Grundy - Update re: Fibre Broadband provision within Parish.   |
| 05/10/16 | Historic Towns Forum - Seminar: Volunteering in the heritage sector.  |
| 05/10/16 | Poynton Town Council - Pre-Submission Neighbourhood Plan Consultation.  |
| 11/10/16 | Cheshire Community Action - Invitation to Annual General Meeting.   |
| 14/10/16 | Sandbach Town Council - Events at Sandbach Town Hall.   |
| 16/10/16 | Goostrey Neighbourhood Plan - Pre-Submission Version - Regulation 14 Consultation.  |
| 18/10/16 | Greenfingers Landscape Ltd. - Ground maintenance advice for Town & Community Councils.  |
| 20/10/16 | Countryside Alliance - Rural Awards 2016. [25/10/16 - Reminder of Awards.]  |
| 02/11/16 | Cheshire Fire Authority - Draft Integrated Risk Management Plan 2017/18 Consultation.   |
|          | <b>Advertisements -</b>   |
| -        | Broxap Litter Bins & Recycling Units - 06/09/16 - Intelligent bin fill monitoring level; 07/09/16 - Directional and information signs; 13/09/16 - Recycling units; 14/09/16 - Cast iron framed seats and benches; 20/09/16 - recycling bin vinyl graphics; 21/09/16 - Polyurethane bollards; 27/09/16 - Grit bins; 25/10/16 - Grit bins; 27/10/16 - Sport goal equipment; 01/11/16 - Dog Waste Bins.  |
| -        | 06/09/16 - The Parish Notice Board Company - New 'classic' range of aluminium notice boards; 08/09/16 - Furniture at Work - September Sale; 08/09/16 - Online Playgrounds - Swing spares; 09/09/16 - Furniture at Work - Further September Offers; 14/09/16 - Parish Council Websites - Funding still available for new websites; 19/09/16 - Universe - Festival Advertising services; 23/09/16 - HAGS - Play Equipment; 23/09/16 - Glasdon - Street Furniture; 03/10/16 - Nook Studio Ltd. - Local Self-Build Support; 06/10/16 - Saltex Show 2016; 13/10/16 - Proludic - Halloween Offers; 21/10/16 - Notice Boards Online; 26/10/16 - Realise Eco Furniture - Picnic Table Offers; 27/10/16 - Reminder Saltex Show 2016; 01/11/16 - Proludic - Bonfire Night offers on Play Equipment. |