

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 8TH SEPTEMBER, 2016 at 7:30 p.m.

at CHELFORD VILLAGE HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), J. Leach, K. Chaudhuri, A. Boon, S. Hampson, B. Brindley.
Members of Public (3).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor E. Michell - Unwell.

Decision a) To receive and approve the apologies for absence as listed above.

2. **DECLARATIONS OF INTEREST** -

- i) Councillor J. Leach - Item 11(i)(d) - Member of Chelford Parish Hall Management Committee.
(Declared during Item 11(i)(d)).

3. **MINUTES** -

- i) The Minutes of the Parish Council Meeting held 14th July, 2016 had been previously circulated to all Members.

51/16 **Resolved** a) **That the Minutes of the Parish Council Meeting held 14th July, 2016 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor K. Chaudhuri

Seconded Councillor A. Boon

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

- i) The residents present at the meeting raised concerns regarding recent changes to school transport, provided by Cheshire East Council, from Chelford to Holmes Chapel Comprehensive School. It is understood that the changes have arisen as a result of combining two existing routes. Initial information indicated that the expected journey length would increase and the number of pick up points would decrease, however; this would fall within the government guidelines for school transport services.

Residents were concerned that the changes would result in children spending longer per day travelling to and from school which would impact upon their current routines. It was noted that many children were now expected to get up earlier in the morning, have reduced time in the evening for homework and social activities and to walk further to and from the bus stops.

Initial enquiries by the residents revealed that the changes to the school transport service were implemented without consulting Holmes Chapel Comprehensive School. In addition, no parents were consulted prior to the change. Parents are currently monitoring the times that children are picked up and dropped off at each end of the school day in order that potential modifications to the timings can be suggested to Cheshire East Council.

Decision a) That Councillor D. Wilson prepare a letter to Cheshire East Council setting out the concerns of residents regarding changes to school transport to Holmes Chapel Comprehensive School.

7:48p.m. - Three residents excused themselves from the meeting and left.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

- i) **Knutsford Rural Policing Team** - No members of the policing team were present at the meeting.
ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that he had also been made aware of concerns regarding school transport to Holmes Chapel Comprehensive School. He was aware that some changes were made following an unexpected termination of service from a coach company. It is hoped that concerns relating to the route and timings will resolve themselves over the coming weeks.

The Tour of Britain has been a huge success for Cheshire East Council. It has, therefore, been agreed by Cheshire East Council that the orange bikes should remain on display for approximately one month to encourage residents to become more active.

Cheshire East Council has recently appointed a new Executive Director of Place, Mr. Frank Jordan. The Local Plan examination will resume on 13th September, 2016. There will be an area Highways group meeting next week to which any minor projects can be submitted. The LED street lighting investment programme is still ongoing, however, the light near the roundabout has now been replaced.

It was noted that concern has been raised by Chelford Bowling Club about their future. The rent for the site has recently increased significantly and the Club have asked for clarification about the Green Belt status for the site.

It was reported that the planning application in respect of a wakeboarding facility at the former Mere

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Farm Quarry had been approved by the Cheshire East Council Strategic Planning Board. It was noted that this may allow a review of the speed limit along Alderley Road. Councillor B. Brindley asked why Borough Councillor G. Walton had chosen to speak in support of the application at the Strategic Planning Board given that the two nearest Parish Councils were both opposed to the scheme. Borough Councillor G. Walton advised that he had considered the application from a wider context including the contribution that the facility would make to the local economy, outdoor activities and exercise opportunities. Members raised concern regarding the perceived decision making process and the impact that the decision would have on wildlife at the site.

Borough Councillor G. Walton reported that he had submitted a request for the footway along Alderley Road to be sided out and that he would follow up the request made by the Parish Council regarding footway siding out along Holmes Chapel Road.

8:20p.m. - Borough Councillor G. Walton excused himself from the meeting and left.

6. ELECTION OF VICE CHAIRMAN -

- i) Councillor D. Wilson invited nominations for the position of Vice Chairman. One nomination was received in respect of Councillor B. Brindley.

52/16 Resolved a) That Councillor B. Brindley be elected to the position of Vice Chairman for the remainder of the 2016/17 civic year.

a) That a vote of thanks be recorded to Councillor J. Leach for his service as Vice Chairman.

Proposed Councillor K. Chaudhuri

Seconded Councillor A. Boon

All in favour

7. FINANCE -

- i) Financial Statement 2016/17 as at 8th September, 2016 -

(Appendix A)

The Clerk presented the financial statement 2016/17 which was unanimously accepted.

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

- | | | | |
|----------------------|------------------------|-----------|---|
| a) Cheque No. 001117 | E. M. Maddock | £1,146.14 | Salary 01/08/16 - 30/09/16 & Expenses. |
| b) Cheque No. 001118 | H.M. Revenue & Customs | £101.80 | Employee Income Tax. |
| c) Cheque No. 001119 | BDO LLP | £120.00 | External Audit 2015/16. |
| d) Cheque No. 001120 | D. Wilson | £13.48 | Tour of Britain - Purchase of orange paint. |

- iii) Receipts - the Clerk reported that the following receipts had been received since 1st July, 2016:

- | | | |
|----------------------------------|-----------|--|
| a) Chelford Parish Hall | £60.00 | Hire of Chelford Activity Park - 25/06/16. |
| b) Cheshire East Borough Council | £8,743.00 | Precept 2016/17 (50%). |

53/16 Resolved a) That the Statement of Account, as at 8th September, 2016 be received and the Clerk's observations duly noted.

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

c) That the report on receipts since 1st July, 2016 be received and duly noted.

Proposed Councillor A. Boon

Seconded Councillor B. Brindley

All in favour

- iv) To receive and consider a request for a replacement cheque - The Clerk reported that a cheque recipient had requested a replacement cheque following loss of the original. NatWest Bank advised that the original cheque should be stopped prior to issuing a new cheque and that it is usual for the fee (£10) for this service to be recharged to the recipient.

54/16 Resolved a) That authorisation be given for the original cheque (No. 001116) to be stopped.

b) That authorisation be given for a replacement cheque to be issued.

c) That the fee for stopping the cheque be funded by the Parish Council.

Proposed Councillor D. Wilson

Seconded Councillor J. Leach

All in favour

- v) External Audit 2015/16 - The Clerk reported that she had displayed the Notice of Conclusion of Audit 2015/16 in accordance with statutory requirements. The External Audit report had indicated that there was a possible mis-allocation of administrative expenses within the Annual Return, however, this was currently being queried with BDO LLP.

55/16 Resolved a) That the actions of the Clerk & Responsible Financial Officer in displaying the Notices of Conclusion of Audit 2015/16 be confirmed and approved.

b) That that External Audit Report 2015/16 be received and duly noted.

Proposed Councillor B. Brindley

Seconded Councillor S. Hampson

All in favour

- vi) Budget 2017/18 - The Clerk reported that it was necessary for Members to consider whether there were any special items for inclusion within the 2017/18 budget. Councillor D. Wilson suggested that

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consideration could be given to a replacement notice board at Oak Road and possibly additional planters within the Parish. Councillor K. Chaudhuri asked whether Members had considered purchasing the red telephone kiosks within the Parish. Members were asked to forward any additional ideas to the Clerk.

8. 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) **NatWest Bank plc. - Notification of interest rate changes from 7th November, 2016** - The Clerk reported that the interest rates for the Business Saver Account were to decrease from 0.05% to 0.01%.
- b) **Zurich Insurance plc. - Notification of rises in Insurance Premium Tax** - The Clerk reported that Insurance Premium Tax is due to rise from 9.5% to 10.0%.
- c) **Manchester Airport - Meetings in the community** - The Clerk reported that Manchester Airport wants to hold meetings with Parish Councillors to provide an opportunity to answer questions about the Airspace Review. More details will be available in due course.
- d) **Knutsford Guardian - Enquiry re: proposed action in response to local Olympians** - Councillor D. Wilson reported that he had been approached about whether Chelford would be marking the success of local Olympians. The matter had been referred to the Parish in which Olympic cyclists reside for their consideration.

Decision a) That Councillor D. Wilson write a letter of congratulations to Laura Trott and Jason Kenny in recognition of their Olympic success.

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

(Appendix B)

Decision a) To receive and note the correspondence received.

9. PLANNING & LICENSING MATTERS -

i) To note that no comments were submitted to Cheshire East Council in respect of the following planning applications -

- a) **16/3397M** - The Ivy House, Chelford Road, Chelford, Macclesfield. SK11 9AH - New front boundary wall, alterations to Coach House, provision of 3 bay garage.
- b) **16/3475M** - Cherry Trees, 2 Knutsford Road, Chelford, Macclesfield. SK11 9AS - Small ground floor extension with first floor extension over this and an existing ground floor single storey extension.
- c) **16/3600M** - 1 Drumble Field, Chelford, Macclesfield. SK11 9BT - Erection of conservatory at rear of property.

Decision a) To note that no observations were submitted in respect of the above 3 planning applications.

ii) **Applications for consideration -**

- a) **16/3981M** - Oak Tree House, Pepper Street, Chelford, Macclesfield. SK11 9BE - Replacement dwelling with detached garage and new vehicular access following demolition of existing house, detached garage and outbuilding.
- b) **16/3935M** - Chelford Garage, Alderley Road, Chelford, Macclesfield. SK11 9AH - Retrospective Application - Shell Monolithic Price Sign - 7m Tall.

Decision a) That no observations be submitted in respect of the above 2 planning applications.

iii) **Planning Application 10/3448M - Chelford Agricultural Centre** - There was nothing to report.

iv) **Planning Application 16/0504M - Eddie Stobart Ltd.** - Councillor D. Wilson reported that he had attended a meeting with Borough Councillor G. Walton and Cheshire East Council Planning Officers at which concerns regarding the apartments were discussed. The Planning Officer intends to discuss this matter with the applicant.

v) **Planning Application 16/1353M - Former Mere Farm Quarry** - This item had been discussed at Item 5(ii).

vi) **Astle Park** - Councillor D. Wilson reported that the Parish Council had received a complaint about noise from the recent Bluedot Festival at Jodrell Bank. Members were not aware of any other complaints about the Bluedot Festival. Councillor S. Hampson reported that there had been a staff party immediately prior to the VW GOTH event at Astle Park in August, 2016 which had been particularly noisy.

Decision a) That the Clerk write to Cheshire East Council to ask whether the staff party is permitted under the premises licence for the site.

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10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

i) Outstanding highway matters from/since previous meeting:

- a) Dilapidated fencing, Holmes Chapel Road, from The Post Office towards Chelford Bridge. Councillor D. Wilson reported that he had contacted the President of the Cricket Club who advises that the club is currently not in a position to be able to fund repairs to the fencing.

Decision a) That no further action be taken in respect of this matter at this time.

- b) Speed monitoring along A535 Holmes Chapel Road in vicinity of St. John's Church. No further information had been received from Cheshire East Council in respect of this issue.

Decision a) That no further action be taken in respect of this matter at this time.

- c) Broken verge retaining flags along Holmes Chapel Road near to St. John's Church. No further information had been received from Cheshire East Council in respect of this issue.

- d) Damaged sign along Alderley Road (opposite Alan F. Holmes Picture Framing).

Decision a) That Councillor D. Wilson check whether this sign has been repaired.

- e) Damaged lighting column near to Chelford Roundabout junction with Chelford Road.

Decision a) To note that the damaged lighting column has now been replaced.

- f) Footway 'siding out' between Chelford Roundabout and St. John's Church, Holmes Chapel Road.

Decision a) To note that Borough Councillor G. Walton has agreed to follow this matter up with Cheshire East Council Highways.

- g) Overhanging hedges along Knutsford Road from Chelford Parish Hall to Station Road. The Clerk reported that Network Rail have been contacted by Cheshire East Council to request trimming of hedges under their responsibility.

- h) Provision of protective posts at Shell Garage access points.

The Clerk reported that Cheshire East Council were currently awaiting confirmation from National Grid that the proposed posts would not impact upon the gas main following which the protective posts would be scheduled for installation.

ii) To receive highway matters for attention from Members - None.

11. ASSETS -

i) Chelford Activity Park -

- a) **RoSPA Inspection Report - April, 2016** - The Chairman reported that the gate to the rear of the play area has become damaged, therefore, estimates have been sought to replace the gate rather than to adjust it. The Clerk advised, following requests being made to several suppliers, that two estimates had been received for the provision of a self closing metal gate similar to that at the other access point of the play area. Members considered the estimates provided.

Decision a) That the Parish Council does not proceed with the provision of a metal self closing gate to the rear of the play area.

- b) That the Clerk contact the RoSPA inspector to determine whether it is necessary for there to be a gate on the rear access point of the play area.

- c) That, subject to the outcome of the above, the Clerk arrange to secure estimates for a replacement wooden gate.

- b) **Chelford Activity Park Facility Bookings** - It was reported that no bookings requests had been received since the last meeting.

- c) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that he had inspected the Chelford Activity Park on a weekly basis. In general the area was in a good condition, however, it had been noted that there were weeds around the BMX track and also the gate to the rear of the play area had been damaged.

- d) **Feedback from Chelford Parish Hall regarding proposed changes to the management of Chelford Activity Park** - Councillor D. Wilson reported that following the discussions at the last meeting he had written to Chelford Parish Hall setting out the proposed changes to how Chelford Activity Park would be managed. The Chairman of Chelford Parish Hall had invited Councillors D. Wilson and J. Leach to a meeting to discuss the contents of the letter.

Councillor D. Wilson reported that Chelford Parish Hall accepted the issues outlined by the Parish Council and accepted the need for bookings to be made through the Clerk. Matters relating to insurance were also discussed and it was agreed that this needed to be reviewed by both organisations.

Members discussed the way in which the hire of the Chelford Activity Park could be managed in the future during which the issues of insurance, ground maintenance, play/non-play uses and impact upon the availability of the asset to residents were considered.

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9:30p.m. - Councillor J. Leach declared an interest in the discussion as a member of the Village Hall Management Committee.

Consideration was given to uses of the Chelford Activity Park that had taken place in the past and noted that these included both play and non-play activities. Members considered whether charges should be introduced where a hire period resulted in the loss of use of a specified area of the Chelford Activity Park by residents.

Councillor J. Leach noted that there was to be a meeting of the Chelford Parish Hall Management Committee next week and requested that the decision made in respect of this item be forwarded to him to present to the meeting.

- Decision**
- a) The objective of the Chelford Activity Park is to provide free of charge access to play facilities for the community.
 - b) Applications for exclusive use of the Chelford Activity Park will be considered by Chelford Parish Council upon receipt of booking details together with activity insurance cover and any other supplementary information required.
 - c) All bookings of the Chelford Activity Park are to be directed to the Clerk & Responsible Financial Officer to Chelford Parish Council.
 - d) Exclusive use of Chelford Activity Park (or part thereof) shall incur a hire charge of £30.00 per day.
 - e) Premiums in respect of any additional insurance cover provided by the Parish Council relating to use of Chelford Activity Park shall be recharged to the user in addition to any hire charges.
- e) **To consider future usage, fees and charges for Chelford Activity Park facilities** - This item had been discussed at item 11(i)(d) above.
- ii) **Chelford Village Website** - Councillor D. Wilson reported that no further progress had been made to resolve this issue. He had made Dr. A. Gildon aware of the concerns previously raised and was awaiting action to be taken in respect of the removal of references to the Parish Council within the Privacy Policy. It was noted that the issue appeared to be complex due to issues relating to ownership of the website. Members reiterated concerns that had been raised and requested that a disclaimer statement be added to the website to advise residents of the position.

Decision a) That Councillor D. Wilson make further representations to Dr. A. Gildon in respect of the removal of references to the Parish Council within the Privacy Policy and the inclusion of a disclaimer statement.

iii) **Parish Council Notice Boards** - It was noted that additional keys had now been secured for the notice board at the Post Office and that additional magnets had been purchased for use in the notice board at Dixon Drive.

iv) **Parish Council Assets Register** - The Clerk reported that it was necessary to move forward with the preparation of an Assets Register. The Clerk asked if any Member would be willing to provide assistance with this task by identifying assets within Parish and advising the Clerk the location and condition of each asset.

Decision a) That Councillor B. Brindley assist the Clerk as described above.

12. VILLAGE MAINTENANCE/IMPROVEMENTS -

i) **Mere Court Recreation Area** - Councillor D. Wilson reported that some trimming work to trees at the site has been scheduled following a complaint made to Borough Councillor G. Walton by a resident. No further action has been proposed to clear debris from the pond. Borough Councillor G. Walton had suggested the creation of a 'Friends of Mere Court' group, however, Members noted that the area was the responsibility of Cheshire East Council, therefore, they should take the lead in maintaining the area. It appears that works at the site may be possible when s.106 funds are available from the Stobart site development.

Councillor D. Wilson reported that he has made arrangements for replacement benches at the site and for the fencing to be painted. It is expected that this work will take place in the autumn.

ii) **Winter Planting** - The Clerk reported that she had received three estimates for winter planting services. Members considered the estimates provided.

Decision a) That the estimate in the sum of £285 (ex VAT) be accepted for the forthcoming winter planting.

iii) **Hedge Cutting Responsibilities** - This item had been discussed at Item 10(i)(g).

iv) **Future Village Maintenance contract arrangements** - The Clerk reported that consideration needs to be given to the Chelford Activity Park maintenance arrangements for 2017/18. It would be wise for estimates to be obtained from a number of contractors in order to establish a competitive service.

Decision a) That the Clerk arrange for estimates to be invited for the Chelford Activity Park maintenance

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contract 2017/18.

13. COMMUNITY FACILITY PROVIDERS -

i) **Future of Astle Court Community Room** - The Clerk reported that she had received an update outlining that an application has been submitted to the Charities Commission to form a charitable organisation to manage the Community Room. Until such time that this organisation is operational management of the facility will remain with Peaks & Plains Housing Trust.

ii) Parish Plan Team -

a) **Future of Parish Plan Team** - There was nothing to report.

b) **Outdoor Table Tennis Project - Concluding Actions** - The Clerk reported that a formal notification of asset transfer from the Parish Plan Team and documents supporting the 25 year guarantee of the equipment had not yet been received.

Decision a) That Councillor D. Wilson secure the formal notification of asset transfer from the Parish Plan Team.

b) That, upon receipt of the notification of asset transfer, the Clerk request documentation supporting the 25 year guarantee direct from the supplier.

iii) **Parish Broadband** - There was nothing to report.

iv) **Parish Defibrillator** - The Clerk reported that she had undertaken some preliminary research into provision of defibrillator equipment. Equipment can be secured through the Knutsford Community First Responder Team which, subject to a successful grant application to the British Heart Foundation, would cost approximately £875. To purchase equipment independently the cost would be in excess of £1,500.

56/16 Resolved a) **That the Parish Council do not proceed with the provision of defibrillator equipment within the Parish.**

Proposed Councillor K. Chaudhuri

Seconded Councillor B. Brindley

All in favour

v) **Chelford Station Volunteers** - Councillor D. Wilson reported the new rail franchise would prefer Station Volunteers to operate through formally constituted bodies. This organisation can then consider undertaking projects, such as utilising the station building, and raising their own funds.

vi) **Tour of Britain - 6th September, 2016** - Councillor D. Wilson reported that many spectators watched the peloton pass through the village.

vii) **2016 Remembrance Service - St. John's Church** - The Clerk asked Members to consider whether they wished to be represented and lay a wreath at the Remembrance Service.

Decision a) That the Clerk secure a poppy wreath for the Chairman to lay at the 2016 Remembrance Service.

viii) **Village Christmas Tree Display** - The Clerk asked Members to consider whether they wished to provide a Village Christmas Tree display this year.

Decision a) That Councillor D. Wilson make enquiries regarding the provision of a Christmas Tree and lighting for the 2016 Village Christmas Tree display.

ix) **Chelford CE Primary School - After School Club** - Councillor D. Wilson reported that he had receive a request from Chelford CE Primary School for funding towards the setting up costs of an after school club. The club would be run by teaching assistants from the school and would allow the school to offer flexible child care facilities to assist parents. The school is currently experiencing financial challenges and it is considered that this service will make the school more attractive to potential parents.

Concern was raised by some Members regarding the sustainability of the scheme. It was also noted that information had not been provided regarding the total project costs and projected pupil attendance. Members did acknowledge, however, that the school was a community asset which should be supported. Advice was sought from the Clerk regarding the ability of the Parish Council to grant such a request.

The Clerk reported that this request was not included within the current 2016/17 budget, therefore, Members must consider carefully the impact of granting such a request upon existing balances/funds.

57/16 Resolved a) **That a grant of £1,550 be made towards the Chelford CE Primary School After School Club.**

b) **That the above grant be funded from the £19,682.57 which was previously earmarked for the Pathway project.**

c) **That Councillor D. Wilson secure responses to the additional information requested by Members.**

Proposed Councillor J. Leach

Seconded Councillor A. Boon

All in favour

14. NEIGHBOURHOOD PLAN -

i) **Neighbourhood Plan Progress** - Councillor D. Wilson reported that he had not yet placed an article

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on the website calling for volunteers to join the steering group. Concern was expressed by some Members that this project does not appear to be progressing and that positive action needed to be taken. It was considered that preparation of a Neighbourhood Plan is a large task requiring long term commitment from enthusiastic members of the community and the Parish Council.

- Decision** a) That Councillor D. Wilson place an article on the website calling for volunteers to join a steering group.
- b) That a decision whether to proceed with the preparation of a Neighbourhood Plan be taken at the next meeting based upon the response to the above article.

15. PARISH COUNCIL POLICIES -

- i) **Chelford Parish Council Guidelines and Policy on The Obstruction of the Highway by Hedges, Trees and other Vegetation** - Councillor D. Wilson reported that he had reviewed the Notice displayed on the notice boards and considered that the wording could be improved.

Decision a) That the proposed new wording of the Notice be approved and adopted. (Appendix C)

- ii) **Chelford Parish Council Planning Policy** - Councillor D. Wilson reported that he had prepared a document to assist Members in the consideration of planning applications.

Decision a) That the proposed Planning Policy be approved and adopted. (Appendix D)

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

- i) Manchester Airport Meeting with Town & Parish Councillors - 20/09/16.
ii) ChALC Annual Meeting - 20/10/16.
iii) Cheshire East Council Highways Engagement Events.
iv) Mere Farm Quarry Liaison Group.

17. DATE OF NEXT MEETING - Thursday, 10th November, 2016 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.

Decision a) That a resolution to exclude the Press and Public from the remainder of the Meeting was not necessary as no items were to be considered at Item 18.

18. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - None.

The meeting was declared closed by the Chairman at 10:50p.m.

Signed: .



Approval Date - 10th November, 2016

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APPENDIX A

Financial Statement for 2016/17 as at 8 September 2016					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to July 2016 £.	Agenda Sep. 2016 £.	Budget Balance £.
Receipts					
13,500.00	Precept	17,486.00	8,743.00	8,743.00	0.00
0.00	Balances	0.00	0.00		0.00
9.88	Investment Interest	0.00	2.45		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	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		167.85
18,113.84	Total Receipts	17,680.00	9,788.95	8,803.00	167.85
Payments					
4,615.46	Salary (Clerk)	4,560.00	2,383.91	1,160.64	1,015.45
0.00	National Insurance (Employer)	0.00	0.00		0.00
911.67	Allowances (Clerk)	650.00	184.66	76.51	388.83
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	0.00	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		505.76
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		188.52
358.80	Website	450.00	179.40		270.60
563.50	Village Planters	600.00	390.00		210.00
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		300.00
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	7.50	8.99	1,208.51
0.00	Contingency	750.00	0.00	11.23	738.77
60.00	Contra Expenses	0.00	0.00		0.00
849.50	V.A.T.		143.80	24.05	
14,847.00	Total Payments	17,680.00	4,122.84	1,381.42	12,343.59
Cash/Bank Reconciliation					
		01/04/16	14/07/16	08/09/16	31/03/17
	Balance B/Fwd.	29,591.30	29,591.30	35,257.41	42,678.99
	Add Total Receipts	17,680.00	9,788.95	8,803.00	167.85
	Less Total Payments	-17,680.00	-4,122.84	-1,381.42	-12,343.59
	Balance C/Fwd.	29,591.30	35,257.41	42,678.99	30,503.25
Cumulative Balances					
		Balance	Balance	Balance	Balance
		01/04/16	14/07/16	08/09/16	31/03/17
	General Funds	27,068.94	32,735.05	40,156.63	27,980.89
	Earmarked Reserves	2,522.36	2,522.36	2,522.36	2,522.36
		29,591.30	35,257.41	42,678.99	30,503.25

Chairman's initials
.....

CHELFORD PARISH COUNCIL

CASH/BANK RECONCILIATION AS AT - 8 September 2016

CASH

Balance Brought Forward 01/04/16	29,591.30
Plus Receipts	18,591.95
	48,183.25
Less Payments	5,504.26
Balance Carried Forward 08/09/16	42,678.99

BANK (Natwest)

Business Reserve Account -	19,687.48		05/07/16
Add income/transfer received since above statement			
	0.00		
Less unrepresented cheques			
	0.00	19,687.48	08/09/16
Current Account -	16,157.93		05/08/16
Add income received since above Statement			
	8,743.00	8,743.00	
Less unrepresented cheques/ Transfer			
Approved	-528.00		
For approval	-1,381.42	-1,909.42	
		22,991.51	08/09/16
Total Bank Balances 08/09/16		42,678.99	

CHELFORD PARISH COUNCIL

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 21, 28 July 2016, 4, 12, 18, 25 August 2016.
01/09/16	August 2016 - Newsletter.
	Cheshire East Council -
-	Traffic Management LAP Reports - 14, 21, 28 July 2016, 4, 11, 18, 25 August 2016, 1 September 2016.
-	Partnerships Newsletter - July/August 2016, Request for articles September/October 2016.
-	Neighbourhood Planning drop-in sessions - 8, 15, 22, 26 August 2016.
25/07/16	Town & Parish Council Communications.
03/08/16	Highways Engagement Events 2016.
03/08/16	Neighbourhood Planning Letter.
04/08/16	Town & Parish Council Conference Slides.
04/08/16	Queen's Award for Voluntary Service - September, 2016 deadline.
05/08/16	Tour of Britain - Information for Visitors.
10/08/16	Tour of Britain - Event preparation update.
12/08/16	Cheshire East Participatory Budgeting - Public Health Fund.
19/08/16	Tour of Britain - Mark Cavendish confirmed for Cheshire Stage of Tour of Britain.
	Cheshire Emergency Services -
18/07/16	Cheshire Police: Statement in response to Terrorist Attacks in Nice.
19/07/16	Police & Crime Commissioner - Reminder for 'Join the Conversation' Event 19/07/16.
04/08/16	Police & Crime Commissioner & Chief Constable's Update - July/August 2016.
	Rural Services Network -
-	Weekly News Digest - 11, 19, 26 July 2016, 1, 8, 16, 23, 30 August 2016, 2 September 2016.
-	Rural Opportunities Bulletin - August 2016.
-	Hinterland Newsletter - 22, 29 July 2016, 5, 12, 19, 26 August 2016.
-	Rural Vulnerability Service - Rural Broadband (July 2016); Fuel Poverty (August 2016); Rural Transport (August 2016).
-	RSN Spotlight - Rural Housing (July 2016); Young People (July 2016); Heart of the Village (August 2016).
01/08/16	Rural Conference 2016: Brexit - Survival Of The Fittest - Making The Case For Rural.
	Other Correspondence -
-	Healthwatch Cheshire East - 27/07/16 - e-Bulletin; 03/08/16 - e-Bulletin.
-	Public Sector Executive - Newsletter 11, 14, 18, 21, 25, 28 July 2016, 1, 4, 8, 11, 15, 18, 22, 25, 30 August 2016, 1 September 2016. 01/08/16 - Public Sector Show North 2016, 16/08/16 - Integrated Care Summit 2016; 30/08/16 - The International Technology Enabled Care Conference 2016.
-	HMRC - 12/07/16 - Exporting goods webinar; 26/07/16 - Statutory Sick Pay Advice; 27/07/16 - HSE & HMRC joint webinar; 01/08/16 - PAYE basics with HMRC; 12/08/16 - Getting Employee information right; 12/08/16 - Introduction to expenses and benefits; 16/08/16 - Statutory Sick Pay advice; 18/08/16 - Employer Bulletin 61; 19/08/16 - Parental Pay and Leave; 26/08/16 - Expenses and benefits guidance; 31/08/16 - Save time by payrollling employee expenses and benefits; 01/09/16 - Introduction to Health & Safety in the workplace.
-	Manchester Airport - 22/07/16 - Harry Potter Book offer; 18/08/16 - Invitation to Manchester Airport meeting with Town/Parish Councillors; 25/08/16 - Community Newsletter.
-	CPRE - 10/08/16 - Countryside Voice.
-	E-ON - Monthly Market Report - July 2016, August 2016. 01/09/16 - 2016 Energy Seminars.
-	Unlock Democracy - 26/07/16 - Unlocking democracy after Brexit; 04/08/16 - Call for review of appointments to House of Lords; 01/09/16 - Lobbying Transparency re Brexit.
-	Community & Voluntary Services - 15/07/16 - e-Bulletin; 27/07/16 - The Voice newsletter; 02/08/16 - Invitation for additional Healthwatch volunteers; 12/08/16 - e-Bulletin; 17/08/16 - Training News; 30/08/16 - e-Bulletin; 01/09/16 - Managing Volunteers.
-	Information Commissioner's Office - Newsletter - August 2016, September 2016.
14/07/16	United Utilities - Reservoir Safety Campaign.
20/07/16	NatWest Bank plc. - Change to Account Terms.
02/08/16	Ecorys UK - Survey re: Cheshire Constabulary Stakeholder Sentiment Study.
04/08/16	Historic Towns Forum - Volunteering in the Heritage Sector.

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12/08/16	EE Ltd. - Pre-application notification for replacement mobile phone base station at Over Peover.
23/08/16	St. John's Ambulance - Free First Aid Training for vulnerable young people.
24/08/16	Environment Agency - Oil and Gas regulation event 21/09/16.
25/08/16	Universe - Festival & Event growth management services.
31/08/16	North West Engagement - Drop-in Sessions for businesses and individuals with current issues requiring resolution relating to proposed line route for HS2.
	Advertisements -
-	Broxap Litter Bins & Recycling Units - 26/07/16 - Economy Litter Bins; 27/07/16 - Stadia Sports Equipment.
-	11/07/16 - Proludic - Summer discounts on Sports Equipment; 13/07/16 - Realise Futures - Seat Sale; 21/07/16 - Multi Use Games Area Equipment; 27/07/16 - Funding Circle - Funding for Businesses; 28/07/16 - Populus Surveys - Workplace Pensions Advertising Survey; 28/07/16 - J Parker's Wholesale - Autumn 2016 catalogue; 29/07/16 - Proludic Ltd. - Prolympics Equipment; 02/08/16 - Unipart Dorman - Speed Indicator Devices; 12/08/16 - Populus Surveys - Workplace Pension Advertising Survey; 12/08/16 - Proludic Ltd. - Olympic Discounts on sports products; 22/08/16 - Proludic Ltd. - Olympic Legacy Discounts; 24/08/16 - Wicksteed Playgrounds - Olympic Gold Medal Discounts.

APPENDIX C

CHELFORD PARISH COUNCIL NOTICE TO RESIDENTS

OVERGROWN HEDGES, TREES, VEGETATION

If you have a tree, hedge or vegetation which is within your property boundaries as defined by the deeds and which borders the pavement, road or public right of way, please note the following:

- *You are legally required to ensure that footpaths, roads and public rights of way are not obstructed by anything which originates from your property
- *Please prune, trim or cut all hedges, trees and vegetation back to your property line
- *Failure to do so will result in a letter from the Parish Council requesting action
- *If no action is taken within the requested time, action may be enforced by Cheshire East Highways Dept. Failure to comply may result in the work being done and a charge issued to the resident or business

Please be a considerate and responsible resident and neighbour and help to keep Chelford a tidy and safe environment.

CHELFORD PARISH COUNCIL

APPENDIX D

Chelford Parish Council Planning Application Policy

Cheshire East Council is the planning authority responsible for planning decisions within the Parish of Chelford and is the primary body that can make decisions within the Parish. Chelford Parish Council is empowered and entitled to make observation or comment on an application to Cheshire East Council on behalf of the Parish. Individuals may also make comment on an application, directly to Cheshire East Council and are welcome to comment on applications at Parish Council meetings during the public participation item or to individual Councillors.

Dealing with Applications

Notification of a planning application will, in the first instance, be sent to the Parish Clerk who will confirm that the location of the application is within parish boundaries prior to communicating with all Parish Councillors either via email (if the application is relatively minor) when the deadline for comments is before the next PC meeting or through the agenda if comments are required after the meeting. Where applications are for significant developments and comments are required before the next Parish Council meeting, an extraordinary meeting will be called to discuss the application.

All councillors are encouraged to research each application prior to a PC meeting at which it will be considered or prior to submitting comments via email. If comments are to be made via email, the Clerk will circulate all comments to Councillors for approval prior to their submission.

Where a Councillor may have a direct interest or conflict with an application, this should be declared to the Clerk.

Considering Applications

At the PC meeting a full discussion on the application will take place and an agreed decision will be made to support or not to support the application.

Following that meeting the Parish Clerk will make the formal submission to Cheshire East Council.

When reviewing a planning application due consideration will be given to all aspects including the following points:

- Consistency with any current development plan and policies
- Traffic and highway safety issues and access
- Scale of development
- Purpose of development
- Design, appearance, layout and material
- Overlooking, loss of privacy and overshadowing
- Loss of important open space or physical features
- Noise, disturbance or smells
- Local knowledge of drainage or other possible problems with the surface
- Impact on surroundings

Issues that are not relevant to planning include:

- Effect on the value of a property
- Loss of view over other people's land (not the same as overlooking/overshadowing)
- Possible future development not included in the application
- Private property rights such as boundary or access disputes
- Matters covered by other laws
- The morals or motives of the developer