

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY, 8TH MARCH, 2018
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 8th February, 2018 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 -
 - a) To receive an update on speed watch activities.
 - b) To receive a report on matters of interest /concern within the Parish.
 - ii) Cheshire East Ward Member Councillor G. Walton.
 - iii) Cheshire East Council - Town & Parish Council Conference - 20th February, 2018. (GW)
 - iv) Manchester Airport Meeting with Town & Parish Councillors - 6th March, 2018. (GW/DW)
- 6. FINANCE -**
 - i) **To receive and consider the Financial Statement 2017/18 as at 8th March, 2018 - Appendix A.**
 - ii) **To consider quotations for insurance cover for 2018/19.**
 - iii) **To ratify the following payments:**

a) Cheque No. 001201 Cheshire Community Action	£315.00 Providing online Neighbourhood Plan questionnaire facility.
b) Cheque No. 001202 The David Lewis Centre	£420.00 Printing of Questionnaires.
 - iv) **To authorise the following payments:**

a) Cheque No. 001203 E. M. Maddock	£723.51 Salary March 2018 & Expenses.
b) Cheque No. 001204 H. M. Revenue & Customs	£78.89 Income Tax & NI contributions.
c) Cheque No. 001205 Greenfingers Landscape Ltd.	£200.00 Ground Maintenance Contract (Feb. 2018).
d) Cheque No. 001206 Chelford Parish Hall	£185.00 Room Hire 2017/18.
e) Cheque No. 001207 Cheshire Community Action	£894.50 Neighbourhood Plan Consultant Support.
f) Cheque No. 001208 Chelford Tenants Association	£163.00 Printing of letters inviting donations to fund community defibrillators.
g) Cheque No. 001209 TBC	TBC Insurance Premium 2018/19. (See Item 6(ii))
 - v) **To note the following receipts since last meeting:**

a) Groundwork UK	£2,560.00 Neighbourhood Plan Grant.
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 - vi) **To re-confirm earmarked reserves held by the Parish Council as determined November, 2017 (Min 78/17).**

a) Mere Court Recreation Area Grant	£501.52
b) Community Project Fund	£18,132.57
c) Democratic Services Fund	£1,000.00
d) Asset Refurbishment Fund	£4,000.00
e) Neighbourhood Plan Project Support Fund	£3,476.00
f) Chelford Primary School After School Club Grant	£1,550.00
g) Transparency Code Grant	£117.50
 - vii) **Internal Auditor 2017/18 -** To appoint an Internal Auditor for the 2017/18 financial year.
 - viii) **To receive and approve the Financial Risk Assessment 2017/18.** (Appendix B)

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7. REVIEW OF PARISH COUNCIL POLICIES -

- i) **Standing Orders** - To re-confirm Standing Orders as adopted.
- ii) **Financial Regulations** - To re-confirm Financial Regulations as adopted.

8. CO-OPTION OF PARISH COUNCILLOR - To receive an update. (Clerk)

9. 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) Northwich Town Council - Floral Display Service Level Agreement.
 - b) Resident - Concern re: hedges along Knutsford Road. (Referred to Cheshire East Highways, response provided.)
 - c) Resident - Concern re: lack of visible property numbering within Dixon Drive estate.
 - d) Cheshire East Council - Sustainable Modes of Travel to Schools (SMOTS) strategy consultation. (Consultation closes 29/03/18)
 - e) ChALC - Information relating to introduction of General Data Protection Regulations (GDPR).
- ii) **To note other correspondence received since the date of the last ordinary meeting** - Appendix C.

10. PLANNING & LICENSING APPLICATIONS -

- i) **Applications for consideration:**
 - a) 18/0735M - Single classroom extension, associated toilets, store and cloakroom - Chelford C of E Primary School, Oak Road, Chelford. SK11 9AY
 - b) 18/0965M - Single storey extension to the two storey detached dwelling and associated alterations - 4 Wheat Moss, Chelford, Macclesfield, Cheshire. SK11 9SP
 - c) Any applications received prior to the meeting will be included.
- ii) **18/0171M - Land at former Chelford Agricultural Centre, Dixon Drive, Chelford** - To consider nominating a Member to speak at the Northern Planning Committee. (Meeting currently scheduled for 11/04/18.)

11. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) **To receive updates in respect of the following outstanding highway matters from/since previous meeting:**
 - a) Footway - Alderley Road.
 - b) Pothole - Outside Applewood House, Knutsford Road. (Work programmed.)
 - c) School 20mph zone signs - lack of designated end point of zone.
- ii) **To receive highway matters for attention from Members.**
- iii) **To receive an update on possible remedial work to the zebra crossing on Knutsford Road.**

12. COMMUNITY -

- i) **Defibrillator Provision** - To receive any updates available.
- ii) **Chelford Bowling Club** - To receive an invitation to an update meeting with Cheshire East Council.
- iii) **Potential Uses of s.106 funds within Parish** -
 - a) To consider the process by which potential projects may be identified and assessed in respect of available s.106 funds.
 - b) To consider draft documents for use in identifying potential projects to be funded by s.106 funds.
- iv) **Resident Information Booklet** - To consider Parish Council contribution drafted by Chairman.

13. ASSETS -

- i) **Chelford Activity Park - Maintenance & Management** -
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park. (AB)
- ii) **Chelford Activity Park - Usage & Hiring** - To receive an update on Chelford Activity Park facility bookings.
- iii) **To approve the transfer of ownership of the brushcutter to Friends of Chelford Station.**

14. NEIGHBOURHOOD PLAN -

- i) To receive and consider the Neighbourhood Plan financial statement as at 8th March, 2018. (Appendix D)
- ii) To approve the submission of a further grant application to support future activities of the Neighbourhood Plan Steering Group.
- iii) To receive Minutes from Neighbourhood Plan Steering Group meeting held 8th February, 2018.
- iv) To receive an update on recent activities. (BB)

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

- i) Refurbishment of Red Telephone Kiosks (2).
- ii) Review of Asset Security Arrangements.
- iii) Asset Risk Assessment.

16. DATE OF NEXT MEETING - Thursday 12th April, 2018 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.

17. 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 4th March, 2018.

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APPENDIX A

Financial Statement for 2017/18 as at 08 March 2018						
Actual 2016/17 £.	Details	2017/18 Budget £.	2017/18 Budget Adjustments £.	Actual to Feb. 2018 £.	Agenda Mar. 2018 £.	Budget Balance £.
	Receipts					
17,486.00	Precept	22,485.00		22,485.00		0.00
0.00	Balances	5,000.00		0.00		0.00
6.73	Investment Interest	0.00		2.62		0.00
0.00	Sale of Assets	0.00		0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00		4,982.99	2,560.00	5,259.00
60.00	Chelford Activity Park Hire	0.00		0.00		0.00
0.00	Contra Income	0.00		0.00		0.00
849.50	V.A.T. Refund (16/17)			652.26		874.80
18,596.23	Total Receipts	36,485.00		28,122.87	2,560.00	6,133.80
	Payments					
6,959.09	Salary (Clerk)	7,010.00	713.00	7,065.53	643.05	14.42
489.00	HMRC - Overpayment of Income Tax	0.00	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00	161.48		-161.48
583.27	Allowances (Clerk)	650.00	0.00	542.11	38.62	69.27
0.00	Chairman/Member Allowances	0.00	0.00	0.00		0.00
28.82	Administration	210.00	0.00	4.48	26.88	178.64
100.00	Audit Fees (Internal & External)	350.00	-102.00	248.00		0.00
1,365.85	Insurance	1,600.00	0.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	79.00	429.36	163.00	186.64
1,380.00	Grants	1,530.00	0.00	150.00		1,380.00
50.00	Parish Council Newsletter	100.00	0.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	-142.00	80.78		17.22
358.80	Website	450.00	1,013.00	1,345.04		117.96
675.00	Village Planters	615.00	-45.00	570.00		0.00
203.00	Tennis Coaching	0.00	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00	0.00		300.00
0.00	Advertising	75.00	-75.00	0.00		0.00
464.85	Subscriptions/Affiliation Fees	515.00	-20.00	494.85		0.15
152.50	Room Hire	350.00	-97.00	0.00	185.00	68.00
0.00	Training	140.00	20.00	60.00		100.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	-371.00	2,310.20	166.67	1,152.13
1,059.00	Asset Maintenance	1,400.00	1,700.00	0.00		3,100.00
657.97	Asset Purchase	1,200.00	0.00	0.00		1,200.00
11.23	Contingency	750.00	-500.00	0.00		250.00
0.00	Neighbourhood Plan	14,000.00	-5,259.00	5,171.15	1,653.35	1,916.50
652.26	V.A.T.			771.47	103.33	
17,076.03	Total Payments	36,485.00	-3,086.00	19,454.45	2,979.90	11,839.45
	Cash/Bank Reconciliation	01/04/17		08/02/18	08/03/18	31/03/18
	Balance B/Fwd.	31,111.50		31,111.50	39,779.92	39,360.02
	Add Total Receipts	36,485.00		28,122.87	2,560.00	6,133.80
	Less Total Payments	-36,485.00		-19,454.45	-2,979.90	-11,839.45
	Balance C/Fwd.	31,111.50		39,779.92	39,360.02	33,654.37
	Cumulative Balances	Balance		Balance	Balance	Balance
		01/04/17		08/02/18	08/03/18	31/03/18
	General Funds	30,490.62		35,708.55	10,582.43	4,876.78
	Earmarked Reserves	620.88		4,071.37	28,777.59	28,777.59
		31,111.50		39,779.92	39,360.02	33,654.37

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CASH/BANK RECONCILIATION AS AT - 8th March 2018

CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	30,682.87
	<hr/> 61,794.37
Less Payments	22,434.35
Balance Carried Forward 08/03/18	<hr/> 39,360.02 <hr/>

BANK (Natwest)

Business Reserve Account -	19,694.38		05/01/18
Add income/transfer received since above statement			
	<hr/> 0.00		
Less unrepresented cheques			
	<hr/> 0.00		
		19,694.38	08/03/18
Current Account -	24,533.36		05/02/18
Add income received since above Statement			
	<hr/> 2,560.00		
	2,560.00		
Less unrepresented cheques/ Transfer			
Approved	-4,447.82		
For approval	-2,979.90		
	<hr/> -7,427.72		
		19,665.64	08/03/18
Total Bank Balances 08/03/18		<hr/> 39,360.02 <hr/>	

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APPENDIX B

CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2017/18

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned and published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councilors/circumstances.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	Transparency Code.	L	Financial information published by RFO on Parish Council controlled website.	Review requirement to comply annually.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries, pensions and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
Legal powers	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2018/19.

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APPENDIX C

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 8, 15, 22 February 2018; 1 March 2018.
12/02/18	Reminder: Finance & VAT Training and Appraisals Training.
	Cheshire East Council -
-	Traffic Management LAP Reports - 8, 15, 22 February 2018; 1 March 2018.
-	Connected Communities Newsletter - Call for articles March/April 2018.
-	Neighbourhood Planning Fortnightly Update - 9, 23 February 2018.
-	Winter Service Decisions - 5-28 February 2018; 1-4 March 2018.
06/02/18	Mayor of Cheshire East Charity Dance.
09/02/18	Transport for the North: Strategic Transport Plan Consultation Event.
16/02/18	Handforth Neighbourhood Plan Regulation 16 Consultation. (16/02/18 - 30/03/18)
27/02/18	Sustainable Modes of Travel to Schools (SMOTS) strategy consultation. (Consultation closes 29/03/18)
	Rural Services Network -
-	Weekly News Digest - 5, 12, 19, 26 February 2018.
-	Rural Opportunities Bulletin - February 2018.
-	Hinterland Newsletter - 9, 16, 23 February 2018; 2 March 2018.
-	Rural Vulnerability Service - Rural Broadband (February 2018); Fuel Poverty (February 2018).
-	RSN Spotlight - Rural Health & Social Care (February 2018).
	Other Correspondence -
-	Public Sector Executive - 5, 9, 12, 13, 16, 19, 23, 26 February 2018; 2 March 2018.
-	HMRC - 05/02/18 - Payrolling expenses and benefits; 08/02/18 - Employer Webinars; 10/02/18 - Health & Safety in the workplace; 14/02/18 - Employer Bulletin 70; 16/02/18 - Sick pay, parental pay and shared leave; 20/02/18 - Employment webinars; 24/02/18 - End of year payroll deadline; 26/02/18 - Getting ready for the new tax year; 28/02/18 - Online support for the new tax year; 02/03/18 - Payroll dates and rates 2018; 03/03/18 - Health & Safety in the Workplace.
-	Manchester Airport - 05/02/18 - Request for words relating to the theme 'journey'.
-	CPRE - 06/02/18 - Event Calendar Update; 14/02/18 - Campaigns Update; 03/03/18 - The legal loophole slashing rural affordable homes.
-	E-ON - 15/02/18 - Monthly Market Report.
-	Community & Voluntary Services - e-Bulletin - 16 February 2018; 2 March 2018; 15/02/18 - Feedback survey; 20/02/18 - Training News.
-	Information Commissioner's Office - Newsletter - March 2018.
-	Age UK - Newsletter - February 2018.
-	Active Cheshire - 22/02/18 - Play to win at PlayFest; 28/02/18 - Six things to know about Cheshire East.
-	Civic Voice - War Memorial News - 6, 20 February 2018.
07/02/18	North West Ambulance Charity - Invitation to donate to charity.
13/02/18	Nether Alderley Parish Council - Creation of new Facebook Group.
20/02/18	Keep Britain Tidy - GB Spring Clean.
26/02/18	Keep Britain Tidy - Safety Advice re: GB Spring Clean.
01/03/18	Local Council Public Advisory Service - Parish and Town Council Specific Data Protection Officer Service.
02/03/18	Local Council Public Advisory Service - Review of Ethical Standards in Local Government.
02/03/18	Mid Cheshire Against HS2 - March 2018 Newsletter.
	Advertisements -
-	05/02/18 - Primary Care Supplies - Defibrillators; 07/02/18 - Kompan - Play packages for £12,000; 08/02/18 - Primary Care Supplies - Defibrillators; 08/02/18 - Eibe - Crawling Tunnels; 08/02/18 - Parish Council Websites - Final deadline for transparency funding; 12/02/18 - Notice Board Company - 10% off Church Notice Boards; 19/02/18 - Church Notice Board Catalogue; 20/02/18 - Arien Designs Ltd. - Signs, Banners and Graphics; 21/02/18 - Kompan - Swings & Carousel Offers; 22/02/18 - Buyers Guide to Church Notice Boards; 23/02/18 - Parish Council Notice Boards - Aluminium Notice Boards; 01/03/18 - Kompan - Play Equipment Matched Funding Competition; 02/03/18 - Notice Board Company - 48 hour sale.

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APPENDIX D

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 08 March 2018				
Details	2017/18 Budget £.	Actual to Feb. 2018 £.	Agenda Mar. 2018 £.	Budget Balance £.
Receipts				
Chelford Parish Council - Balances	5,000.00	5,000.00		5,000.00
Groundwork UK (DCLG)	9,000.00	3,741.00	2,560.00	2,699.00
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
Total Receipts	14,000.00	8,741.00	2,560.00	6,181.00
Payments				
Groundwork UK (DCLG)				
Grant used 01/07/17 - 31/12/17	3,741.00	2,401.17	}	0.00
Return of unused grant	0.00	1,339.83	}	
Groundwork UK (DCLG) (Note 1)				
Consultant Fee (Note 2)	945.00	0.00	630.00	315.00
Consultant Fee (Note 3)	157.50	0.00	157.50	0.00
Consultant Fee (Note 4)	600.00	0.00	400.00	200.00
Consultant Fee (Note 5)	22.00	0.00	22.00	0.00
Room Hire	120.00	0.00		120.00
Printing Costs	640.00	0.00	350.00	290.00
Consultation Events	75.00	0.00		75.00
Other	5,000.00			3,476.00
Salary (Clerk)		1,246.18	79.91	
National Insurance (Employer)		86.99	8.18	
Allowances (Clerk)		96.98	5.76	
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	11,300.50	5,171.15	1,653.35	4,476.00

Notes:

- 1 - Grant period 01/03/18 - 31/03/18
- 2 - Questionnaire preparation & analysis
- 3 - Attending steering group meetings
- 4 - Questionnaire processing
- 5 - Travel Expenses