

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY, 14TH SEPTEMBER, 2017
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 -** To approve the Minutes of the following meetings as a correct record and authorise signing by the Chairman:
 - i) Parish Council Meeting held 13th July, 2017.
 - ii) Extraordinary Parish Council Meeting held 10th August, 2017.
 - iii) Extraordinary Parish Council Meeting held 24th August, 2017.
 - iv) Extraordinary Parish Council Meeting held 4th September, 2017.
- 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) Cheshire East Area Planning Update meeting - 25th July, 2017.
 - iv) Dingle Bank Quarry Liaison Group meeting - 12th September, 2017.
- 6. FINANCE -**
 - i) **To receive and consider the Financial Statement 2017/18 as at 14th September, 2017 - Appendix A.**
 - ii) **To ratify the following payment:**
 - a) Cheque No. 001163 Greenfingers Landscape Ltd. £140.00 Ground Maintenance Contract (Jul. '17).
 - iii) **To authorise the following payments:**
 - a) Cheque No. 001164 E. M. Maddock £1,308.93 Salary 01/08/17 - 30/09/17 & Expenses.
 - b) Cheque No. 001165 H.M. Revenue & Customs £98.20 Employee Income Tax.
 - c) Cheque No. 001166 Friends of Chelford Station £210.00 Grant - New Planter Project.
 - d) Cheque No. 001167 The David Lewis Centre £199.57 Neighbourhood Plan Preliminary Questionnaire Printing.
 - e) Cheque No. 001168 D. A. Wilson £13.47 Neighbourhood Plan Name Badges.
 - f) Cheque No. 001169 Greenfingers Landscape Ltd. £140.00 Ground Maintenance Contract (Aug. '17).
 - g) Cheque No. 001170 BDO LLP £120.00 External Audit 2016/17.
 - iv) **To note the following receipts since 01/07/17:**
 - a) Stockport Metropolitan Borough Council £210.00 Friends of Chelford Station Grant.
 - b) Cheshire East Borough Council. £11,242.50 Precept 2017/18 (50%).
 - v) **External Audit 2016/17 -** To receive and consider the External Audit Report 2016/17.
 - vi) **Employee Pension Provision -** To receive an update regarding compliance with pension provision obligations.
 - vii) **Overpayment to HMRC 2016/17 -** To receive an update regarding the repayment of the outstanding credit.
- 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) Jones Homes Ltd. - Notification of tree removal works - 9th - 10th September, 2017.
 - b) Police & Crime Commissioner - Our conversation on policing and crime.
 - c) ChALC - Notice of Annual Meeting - Thursday 19th October, 2017.
 - d) Mrs. J. Berry (resident) - Information relating to impact of development at Cricketers Green on existing dwelling.
 - e) Chelford Tenants & Residents Association - Community Ambassador Session Invitation.

CHELFORD PARISH COUNCIL

AGENDA

- f) Manchester Airport - Concert Tickets.
- g) Mrs. B. Okill (resident) - Information relating to proposed installation of broadband pole on Dixon Drive.
- h) ChALC - Transparency Code Compliance Funding.

ii) **To note other correspondence received since the date of the last ordinary meeting - Appendix B.**

8. PLANNING & LICENSING APPLICATIONS -

i) **Applications for consideration:**

- a) 17/4488M - Single storey side extension and alterations - Manor Lodge, Holmes Chapel Road, Chelford, Cheshire. SK11 9AQ
- b) 17/4536M - Variation of condition 3 on approval 16/0504M - Reserved matters application for access, appearance, landscaping, layout and scale following approval 13/4640M - Cricketers Green, Knutsford Road, Chelford, Cheshire.
- c) Any further applications received prior to the meeting will be included.

ii) **Cricketers Green Development** - To receive an update on development at the site and any associated matters.

iii) **Former Chelford Market Site** - To receive an update, if available, on the future of the site.

iv) **Planning Appeal re: 16/1353M** - Delivery of water-sports and outdoor activity centre on the North and South Lakes of the former Mere Farm Quarry, including new vehicular access, car parking and multi-use building - Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley - To receive an update following the Appeal Hearing held 6th September, 2017. (GW)

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

i) **To receive updates in respect of the following outstanding highway matters from/since previous meeting:**

- a) Dislodged 'Chelford' sign, Holmes Chapel Road - Work complete.
- b) Overhanging branches and vegetation on surface of footway along Knutsford Road near to telephone exchange.
- c) Pothole on Alderley Road near to Railway bridge.
- d) Dead tree along Alderley Road opposite to Alan F. Holmes Picture Framing.

ii) **To receive highway matters for attention from Members.**

iii) **To receive an update relating to the proposed removal of yellow parking restriction lines in the Dixon Drive estate.**

10. COMMUNITY -

i) **Defibrillator Provision** - To consider the provision of defibrillator equipment within the Parish.

ii) **Mere Court Recreation Area** - To receive an update relating to remedial work following damage from fallen tree.

iii) **Chelford Village Website** - To review publication of Parish Councillor contact details. (Clerk)

iv) **Remembrance Service** - To consider whether the Parish Council wish to lay a poppy wreath at the 2017 Remembrance Service at St. John's Church.

v) **Christmas Tree Display** - To consider whether the Parish Council wish to provide a Village Christmas tree display.

11. ASSETS -

i) **Chelford Activity Park - Maintenance & Management -**

- a) To receive a summary of issues identified during routine inspections of Chelford Activity Park. (AB)
- b) To receive an update relating to recent maintenance work. (Clerk)
- c) To receive the outcome of the summer inspection of trees at Chelford Activity Park. (Clerk)

ii) **Chelford Activity Park - Usage & Hiring -**

- a) To receive an update on Chelford Activity Park facility bookings. (Clerk)
- b) To note that the approved meeting between the Clerk & a representative of Chelford Parish Hall has taken place.

iii) **Red Telephone Kiosks -**

- a) To receive an update relating to the insurance of the telephone kiosks.
- b) To receive information relating to the refurbishment of the telephone kiosks.
- c) To consider future use and management of the telephone kiosks.

iv) **Floral Displays -**

- a) To receive feedback from contractor relating to condition of planters.
- b) To consider provision of winter planting for 2017.

CHELFORD PARISH COUNCIL

AGENDA

12. NEIGHBOURHOOD PLAN -

- i) To receive and consider the Neighbourhood Plan financial statement as at 14th September, 2017. (Appendix C)
- ii) To receive Minutes from Neighbourhood Plan Steering Group meetings held 18th July, 2017, 16th August, 2017 and 7th September, 2017.
- iii) To receive and consider recommendations from the Neighbourhood Plan Steering Group on how to proceed with the project and to confirm that the proposed activities meet the obligations associated with the grant award.

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

- i) Manchester Airport meeting with Town/Parish Councillors - 19th September, 2017.

14. DATE OF NEXT MEETING - Thursday 12th October, 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.

15. 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 10th September, 2017.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX A

Financial Statement for 2017/18 as at 14 September 2017					
Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to Jul. 2017 £.	Agenda Sep. 2017 £.	Budget Balance £.
	Receipts				
17,486.00	Precept	22,485.00	11,242.50	11,242.50	0.00
0.00	Balances	5,000.00	0.00		0.00
6.73	Investment Interest	0.00	0.49		0.00
0.00	Sale of Assets	0.00	0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00	3,741.00	210.00	5,049.00
60.00	Chelford Activity Park Hire	0.00	0.00		0.00
0.00	Contra Income	0.00	0.00		0.00
849.50	V.A.T. Refund (16/17)		652.26		230.56
18,596.23	Total Receipts	36,485.00	15,636.25	11,452.50	5,279.56
	Payments				
6,959.09	Salary (Clerk)	7,010.00	2,374.32	1,187.16	3,448.52
489.00	HMRC - Overpayment of Income Tax	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
583.27	Allowances (Clerk)	650.00	195.87	94.29	359.84
0.00	Chairman/Member Allowances	0.00	0.00		0.00
28.82	Administration	210.00	2.08		207.92
100.00	Audit Fees (Internal & External)	350.00	148.00	100.00	102.00
1,365.85	Insurance	1,600.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	119.36	210.00	370.64
1,380.00	Grants	1,530.00	0.00		1,530.00
50.00	Parish Council Newsletter	100.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	44.12		195.88
358.80	Website	450.00	215.28		234.72
675.00	Village Planters	615.00	0.00		615.00
203.00	Tennis Coaching	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
464.85	Subscriptions/Affiliation Fees	515.00	459.85		55.15
152.50	Room Hire	350.00	0.00		350.00
0.00	Training	140.00	60.00		80.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	483.01	233.34	3,283.65
1,059.00	Asset Maintenance	1,400.00	0.00		1,400.00
657.97	Asset Purchase	1,200.00	0.00		1,200.00
11.23	Contingency	750.00	0.00		750.00
0.00	Neighbourhood Plan	14,000.00	149.66	303.22	13,547.12
652.26	V.A.T.		128.40	102.16	
17,076.03	Total Payments	36,485.00	4,429.95	2,230.17	30,055.44
	Cash/Bank Reconciliation	01/04/17	13/07/17	14/09/17	31/03/18
	Balance B/Fwd.	31,111.50	31,111.50	42,317.80	51,540.13
	Add Total Receipts	36,485.00	15,636.25	11,452.50	5,279.56
	Less Total Payments	-36,485.00	-4,429.95	-2,230.17	-30,055.44
	Balance C/Fwd.	31,111.50	42,317.80	51,540.13	26,764.25
	Cumulative Balances	Balance	Balance	Balance	Balance
		01/04/17	13/07/17	14/09/17	31/03/18
	General Funds	30,490.62	36,948.44	46,296.45	21,520.57
	Earmarked Reserves	620.88	5,369.36	5,243.68	5,243.68
		31,111.50	42,317.80	51,540.13	26,764.25

CHELFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 14 September 2017

CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	27,088.75
	<hr/> 58,200.25
Less Payments	6,660.12
Balance Carried Forward 14/09/17	<hr/> <u>51,540.13</u>

BANK (Natwest)

Business Reserve Account -	19,692.25	05/07/17
Add income/transfer received since above statement		
	<hr/> 0.00	
Less unpresented cheques		
	<hr/> 0.00	
		19,692.25 14/09/17
Current Account -	34,153.33	05/09/17
Add income received since above Statement		
	<hr/> 0.00	
		0.00
Less unpresented cheques/ Transfer		
Approved	-215.28	
For approval	-2,230.17	
Payment already issued	140.00	
	<hr/> -2,305.45	
		31,847.88 14/09/17
Total Bank Balances 14/09/17		<hr/> <u>51,540.13</u>

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 6, 13, 20, 27 July 2017; 3, 11, 17, 24 August 2017.
19/07/17	Digital Engagement and Social Media Seminar - 05/09/17. [Reminder: 07/08/17]
27/07/17	Difficulty in distributing slides from Planning Update meeting. [08/08/17: Link to slides provided]
11/08/17	Reminder: Transparency Code Funding.
16/08/17	Reminder: The Council and the Community training - 13/09/17.
17/08/17	Local Excellence Awards 2017.
	Cheshire East Council -
-	Traffic Management LAP Reports - 6, 13, 20, 27 July 2017; 3, 10, 18, 24, 31 August 2017; 7 September 2017.
-	Connected Communities Newsletter - 4 August 2017. 18/08/17 - Call for articles.
-	Neighbourhood Planning Drop In Sessions - 19, 26 July 2017.
-	Neighbourhood Planning Fortnightly Update - 7, 21 July 2017; 3, 18 August 2017; 1 September 2017.
-	Spatial Planning Update - June 2017; July 2017.
12/07/17	Sign cleaning & clearing programme.
19/07/17	Supported Bus Service Review Consultation - Reminder.
20/07/17	Sign cleaning & clearing to be undertaken week commencing 24 th July, 2017.
26/07/17	Somerford Neighbourhood Plan Regulation 16 Consultation.
27/07/17	Hulme Walfield and Somerford Booths Neighbourhood Plan Regulation 16 Consultation.
27/07/17	Update re: Local Plan Strategy adoption.
01/08/17	Update re: Advertisement Applications for Roundabout signs.
03/08/17	Adoption of the Cheshire East Local Plan Strategy Development Plan Document.
11/08/17	Gully Cleansing within Parish - 31/08/17 - 08/09/17.
21/08/17	Grant funding for Rural Businesses in Cheshire East.
21/08/17	Connected to Decision Making Event - 31 st October, 2017.
	Rural Services Network -
-	Weekly News Digest - 10, 17, 24, 31 July 2017; 7, 14, 21, 31 August 2017; 4 September 2017.
-	Rural Opportunities Bulletin - August 2017; September 2017.
-	Hinterland Newsletter - 14, 21, 28 July 2017; 4, 11, 18, 25 August 2017; 1, 8 September 2017.
-	Rural Vulnerability Service - Rural Broadband (July 2017); Fuel Poverty (August 2017); Rural Transport (August 2017); Rural Broadband (August 2017).
-	RSN Spotlight - Older People in Rural Areas (July 2017); Rural Housing (July 2017); Rural Health (August 2017).
01/08/17	Rural Conference 2017 - The Infrastructure of Success - New Routes Economic Growth. [Reminder: 15/08/17]
	Other Correspondence -
-	Healthwatch Cheshire East - 27/07/17 - Employment opportunities.
-	Public Sector Executive - 10, 13, 17, 20, 24, 27, 31 July 2017; 3, 7, 10, 14, 17, 21, 24, 29 August 2017; 4, 7 September 2017.
-	HMRC - 06/07/17 - Introduction to Health & Safety in the workplace; 07/07/17 - Statutory payment webinars; 11/07/17 - Statutory sick pay webinar; 17/07/17 - Payroll advice for company directors; 20/07/17 - Online support for employers; 27/07/17 - Payroll support; 31/07/17 - Expenses & Benefits webinars; 01/08/17 - Introduction to Health & Safety in the workplace; 02/08/17 - Payments for births, company cars etc.; 03/08/17 - Making HMRC services safer for users; 07/08/17 - Growing your business webinar; 10/08/17 - Maternity & Paternity Payments; 16/08/17 - Employer Bulletin 67; 17/08/17 - Benefits & Sick Pay webinars; 19/08/17 - The Queen's Award for Enterprise; 22/08/17 - Company Cars; 24/08/17 - Getting Payroll information right; 29/08/17 - Expenses & Benefits; 31/08/17 - Webinars in September; 04/09/17 - Staff socials, company cars and other benefits; 06/09/17 - Introduction to Health & Safety in the workplace; 07/09/17 - Online employer support.
-	Manchester Airport - 24/08/17 - Community News; 24/08/17 - Invitation to Manchester Airport Town/Parish Council Meetings.
-	CPRE - 13/07/17 - Building on Green Belt land is not solving housing crisis; 12/08/17 - Campaign update; 07/09/17 - Calling on MPs to protect environmental laws.
-	E-ON - Monthly Market Report - July 2017, August 2017. 24/08/17 - Third party costs seminar.
-	Unlock Democracy - 13/07/17 - European Union (Withdrawal) Bill; 19/07/17 - Unlocking People Power; 23/08/17 - Brexit Reading list; 07/09/17 - Implications of European Union (Withdrawal) Bill; 08/09/17 - Online debates now live.
-	Community & Voluntary Services - 07/07/17 - e-Bulletin; 14/07/17 - The Voice newsletter; 21/07/17 - e-Bulletin; 04/08/17 - e-Bulletin; 11/08/17 - The Voice Newsletter; 18/08/17 - e-Bulletin; 25/08/17 - Training News; 01/09/17 - e-Bulletin;

CHELFORD PARISH COUNCIL

AGENDA

	08/09/17 - The Voice Newsletter; 08/09/17 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - July 2017; August 2017; September 2017.
-	Age UK - Newsletter - July 2017; August 2017.
-	Historic Towns & Villages Forum - 12/07/17 - Invitation for new board members.
-	Active Cheshire Team East Newsletter - July 2017; August 2017; 22/08/17 - Vacancy for a Partnership Officer; 22/08/17 - MOVEmEnt Conference.
-	Cheshire Community Action - 13/07/17 - Membership Invitation; 20/07/17 - Neighbourhood Planning Newsletter.
-	Civic Voice - War Memorial News - 25 July 2017; 8, 22 August 2017; 5 September 2017.
10/07/17	Mrs. C. Sullivan - Observations re parking arrangements for public meeting at Chelford Parish Hall.
20/07/17	Historic Towns & Villages Forum - Managing Contemporary and Historic Design and Development - Oxford.
25/07/17	Congleton Town Council - Congleton Neighbourhood Plan Stakeholder Confirmation.
25/07/17	North West Air Ambulance Service - Fund raising campaign.
02/08/17	Ricochet - BBC2 repairing community/family heirlooms.
14/08/17	Peak and Northern Footpaths Society - Invitation for affiliation to the society.
28/08/17	Mr. D. Kent (CTARA) - Information relating to yellow parking restriction lines in Dixon Drive estate.
	Advertisements -
-	10/07/17 - Greenfingers Landscape - Tree Care Services; 10/07/17 - INDO Lighting - LED street lighting conversion services; 12/07/17 - Broxap Litter Bins & Recycling Units - Love Parks Week; 12/07/17 - Proludic Ltd. - Play Equipment; 14/07/17 - Overton (UK) Ltd. - Electric Utility Vehicles; 18/07/17 - Street Furniture Direct - Modern Illuminated Bollards; 20/07/17 - Kompan Playgrounds - Match funding competition; 27/07/17 - Overton (UK) Ltd. - Electric utility vehicles; 02/08/17 - Greenfingers Landscape - Peak season maintenance cover; 07/08/17 - B&C Bus Shelters - August campaign; 07/08/17 - Wicksteed Playgrounds - Bespoke playgrounds; 08/08/17 - Primary Care Supplies - Defibrillators; 09/08/17 - Morelocks - Radar Speed Systems; 10/08/17 - HAGS-SMP - New area manager; 15/08/17 - Playtime by Fawns - Introduction to services; 16/08/17 - Kompan Playgrounds - Match Funding competition; 16/08/17 - Wicksteed Playgrounds - Match funding available; 21/08/17 - Primary Care Supplies - Defibrillators; 29/08/17 - Campus Graphics - Roller Banners; 29/08/17 - Primary Care Supplies - Defibrillators; 30/08/17 - Sandbach Town Council - Launch of Sandbach Markets website; 30/08/17 - Millennium Quest - 3D projector technology light displays; 04/09/17 - Parish Council Websites - Website services; 06/09/17 - Fenland Leisure and Online Playgrounds - Playground Timber Resistograph Testing; 06/09/17 - Notice Board Company - Wood effect aluminium notice boards; 07/09/17 - Kompan Playgrounds - Reminder: Match Funding competition; 08/09/17 - Primary Case Supplies - Defibrillators; 09/09/17 - The Oil Club - Heating Oil services.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 14 September 2017				
Details	2017/18 Budget £.	Actual to Jul. 2017 £.	Agenda Sep. 2017 £.	Budget Balance £.
Receipts				
Chelford Parish Council - Balances	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	3,741.00		5,259.00
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
Total Receipts	14,000.00	8,741.00	0.00	5,259.00
Payments				
Groundwork UK (DCLG) (see Note 1)				
Consultant Fees (see Note 2)	472.50	0.00		472.50
Consultant Fees (see Note 3)	157.50	0.00		157.50
Consultant Fees (see Note 4)	630.00	0.00		630.00
Consultant Fees (see Note 5)	315.00	0.00		315.00
Consultant Fees (see Note 6)	315.00	0.00		315.00
Consultant - Travel expenses	66.00	0.00		66.00
Room Hire	280.00	17.50		262.50
Publicity Costs	220.00	0.00		220.00
Printing Costs	840.00	0.00	177.54	662.46
Envelopes (2,400)	300.00	0.00		300.00
Purchase of OCSI Report	45.00	0.00		45.00
Refreshments at Consultation Events	100.00	0.00		100.00
				0.00
Other	5,000.00			4,742.16
Salary (Clerk)		114.16	114.16	
National Insurance (Employer)		0.00		
Allowances (Clerk)		18.00	11.52	
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	8,741.00	149.66	303.22	8,288.12