

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY, 12TH JANUARY, 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 -

- i) To approve the Minutes of the Parish Council Meeting held 10th November, 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) Mere Farm Quarry Liaison Group - 15th November, 2016. (Cllr. B. Brindley to report)
- iv) Cheshire East Council Town & Parish Council Conference - 28th November, 2016. (Cllr. D. Wilson to report)

6. FINANCE -

- i) **To receive and consider the Financial Statement 2016/17 as at 12th January, 2017** - Appendix A.

- ii) **To ratify the following payment:**

- a) Cheque No. 001130 A. Darby £1,044.00 Installation of benches, painting the fence and decking and strimming work at Mere Court.

- iii) **To authorise the following payments:**

- a) Direct Debit E-ON £22.48 Electricity Charges: 01/10/16 - 31/12/16.
 - b) Direct Debit Information Commissioners Office £35.00 Registration Fee 2017/18.
 - c) Cheque No. 001131 E. M. Maddock £1,138.61 Salary 01/12/16 - 31/01/17 & Expenses.
 - d) Cheque No. 001132 H.M. Revenue & Customs £97.20 Employee Income Tax.
 - e) Cheque No. 001133 East Cheshire Hospice £50.00 Donation re: Collection of Christmas Tree.
 - f) Cheque No. 001134 Chelford Educational Trust £203.00 Return of unused 2015/16 grant re: tennis coaching.

- iv) **To note the following receipts since 01/10/16:**

- a) NatWest Bank plc. (Business Reserve Account) £0.84 Gross Interest - October, 2016.

- v) **Budget 2017/18:** (as circulated 06/11/16)

- a) To receive and note the 2017/18 Council Tax Base of 620.84.
 - 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 precept requirements for 2017/18.

7. CORRESPONDENCE - To note correspondence received since the date of the last ordinary meeting - Appendix B.

8. PLANNING MATTERS -

- i) **To note the comments submitted to Cheshire East Council in respect of the following planning applications:**

- a) **16/5037M** - Ash Lea, Alderley Road, Chelford. SK11 9AP - Erection of an ancillary residential annexe. [Comment: The Parish Council wishes to point out that planning application 16/5037M is for development on Green Belt land and a previous application 11/3721M on that site was refused.]
 - b) **16/5518M** - Pepper Trees, Common Farm Lane, Snelson. SK11 9BQ - A full planning application for the development of a single storey garage including minor external works. [No observations]
 - c) **16/5594M** - Oak Tree House, Pepper Street, Chelford. SK11 9BE - Removal of condition 4 on 16/3981M - Replacement dwelling with detached garage and new vehicular access following demolition of existing house, detached garage and outbuilding. [No observations]

- ii) **Planning Applications for consideration:**

- a) **16/1568M** - 17 Clay Heyes, Chelford. SK11 9ST - Proposed single storey rear extension and alterations. (Amended)

- iii) **Development at former Eddie Stobart Ltd. site** -

- a) To receive an update regarding development at the site.

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- b) To receive an update regarding planning enforcement ref: 16/00927E - Illegal dumping of waste.
 - c) To receive an update regarding the use of s106 contributions.
 - iv) **Future Development of Chelford Parish** - To receive the response from Ollerton with Marthall Parish Council regarding a joint meeting to consider this matter. (Clerk)
 - v) **Planning Application 16/1353M - Former Mere Farm Quarry, Chelford Road, Nether Alderley** - To note that the application was refused by the Cheshire East Council Strategic Planning Board on 16th November, 2016.
 - vi) **Planning Application 15/5087M - Chelford Garage, Alderley Road, Chelford** - To receive concerns from a resident regarding potential highway impact of development.
- 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) Damaged 'Chelford Market' sign outside Dixon Court.
 - c) Dislodged 'Chelford' sign, Holmes Chapel Road.
 - ii) To receive highway matters for attention from Members.
 - iii) To consider the proposed stopping up of an area of footway to the north of Chelford Road, at the site of The Ivy House.
- 10. ASSETS -**
- i) **Chelford Activity Park - Maintenance & Management -**
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park. (Cllr. A. Boon to report)
 - b) To receive an update regarding hedge cutting at the site. (Cllr. B. Brindley to report)
 - c) To receive an update regarding progress with clearance of moles from play area. (Cllr. B. Brindley to report)
 - d) Outdoor Table Tennis Project - To note that the formal notification of ownership transfer has now been received.
 - e) To receive estimates for a survey, for insurance purposes, of the trees within the Chelford Activity Park. (Clerk to report)
 - f) To receive estimates for the 2017 grass cutting at Chelford Activity Park. (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 review adequacy of process for hiring Chelford Activity Park facilities. (Cllr. D. Wilson to report)
 - iii) **Parish Council Benches** - To consider maintenance requirements for benches within the Parish. (Cllr. D. Wilson to report)
 - iv) **Parish Council Assets Register** - To receive an update on the preparation of the Assets Register. (Clerk to report)
- 11. COMMUNITY FACILITIES & SERVICES -**
- i) **Village Christmas Tree Display -**
 - a) To note an expression of thanks to those organisations which provided the tree, lights and electricity supply.
 - b) To note that public liability insurance cover was provided, free of charge, following the production of a risk assessment.
 - c) To receive a report on any issues arising during the installation, display or removal of the tree. (Cllr. D. Wilson to report)
 - d) To note that the tree was disposed of using the East Cheshire Hospice collection service.
 - ii) **Red Telephone Kiosks** - To receive an update regarding the adoption of the two kiosks. (Clerk to report)
 - iii) **Parish Plan Team** - To receive a suggestion for the use of residual funds. (Cllr. D. Wilson to report)
- 12. NEIGHBOURHOOD PLAN -**
- i) To consider necessary action required to proceed with the production of the Neighbourhood Plan. (Cllr. D. Wilson to report)
- 13. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA**
- 14. DATE OF NEXT MEETING -** Thursday, 9th March, 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)
- i) **Clerk & Responsible Financial Officer -**
 - a) To approve the undertaking of the annual appraisal.
 - b) To consider items for inclusion within the Appraisal Meeting.
 - c) To appoint Members to undertake the above review.

E.M.Maddock

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

Dated 8th January, 2017.

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APPENDIX A

Financial Statement for 2016/17 as at 12 January 2017					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to Nov. 2016 £.	Agenda Jan. 2017 £.	Budget Balance £.
	Receipts				
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	4.93	0.84	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		399.37
18,113.84	Total Receipts	17,680.00	18,594.43	0.84	399.37
	Payments				
4,615.46	Salary (Clerk)	4,560.00	4,682.73	1,138.18	-1,260.91
0.00	National Insurance (Employer)	0.00	0.00		0.00
911.67	Allowances (Clerk)	650.00	367.20	85.65	197.15
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	234.24	50.00	405.76
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	57.89	21.41	145.70
358.80	Website	450.00	358.80		91.20
563.50	Village Planters	600.00	675.00		-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	203.00	447.00
150.00	SIDS	400.00	0.00		400.00
0.00	Professional Services	300.00	40.00		260.00
0.00	Advertising	75.00	0.00		75.00
35.00	Data Protection Registration	35.00	0.00	35.00	0.00
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	658.99	1,055.98	-489.97
0.00	Contingency	750.00	11.23		738.77
60.00	Contra Expenses	0.00	0.00		0.00
849.50	V.A.T.		398.30	1.07	
14,847.00	Total Payments	17,680.00	8,197.23	2,590.29	7,291.85
	Cash/Bank Reconciliation	01/04/16	10/11/16	12/01/17	31/03/17
	Balance B/Fwd.	29,591.30	29,591.30	39,988.50	37,399.05
	Add Total Receipts	17,680.00	18,594.43	0.84	399.37
	Less Total Payments	-17,680.00	-8,197.23	-2,590.29	-7,291.85
	Balance C/Fwd.	29,591.30	39,988.50	37,399.05	30,506.57
	Cumulative Balances	Balance	Balance	Balance	Balance
		01/04/16	10/11/16	12/01/17	31/03/17
	General Funds	27,068.94	37,466.14	36,778.17	29,885.69
	Earmarked Reserves	2,522.36	2,522.36	620.88	620.88
		29,591.30	39,988.50	37,399.05	30,506.57

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CASH/BANK RECONCILIATION AS AT - 12 January 2017

CASH

Balance Brought Forward 01/04/16	29,591.30
Plus Receipts	18,595.27
	<hr/> 48,186.57
Less Payments	10,787.52
Balance Carried Forward 12/01/17	<hr/> 37,399.05 <hr/>

BANK (Natwest)

Business Reserve Account -	19,690.80		04/11/16
Add income/transfer received since above statement			
	<hr/> 0.00		
Less unrepresented cheques			
	<hr/> 0.00		
		19,690.80	12/01/17
Current Account -	20,573.82		05/12/16
Add income received since above Statement			
	<hr/> 0.00		
		0.00	
Less unrepresented cheques/ Transfer			
Approved -275.28			
For approval <hr/> -2,590.29			
	<hr/> -2,865.57		
		17,708.25	12/01/17
Total Bank Balances 12/01/17		<hr/> 37,399.05 <hr/>	

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CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 2, 10, 17, 23 November 2016, 1, 8, 15, 20 December 2016.
23/11/16	Health & Safety Training.
05/12/16	Clerks & Councillors Induction Training.
07/12/16	Self-Presentation & Media Skills Training.
08/12/16	Transparency Code Funding Reminder.
12/12/16	Parish Conference - 23 rd January, 2017.
19/12/16	Post Office Consultation.
20/12/16	Seasonal Greetings message.
	Cheshire East Council -
-	Traffic Management LAP Reports - 10, 17, 24 November 2016, 1, 8, 15, 22 December 2016, 5 January 2017.
-	Partnerships Newsletter - November/December 2016, Request for articles January/February 2017 edition.
-	Neighbourhood Planning drop-in sessions - 8, 14, 22, 30 November 2016, 13 December 2016.
-	Winter Service Decisions - 7-30 November 2016, 1-31 December 2016, 1-7 January 2017.
08/11/16	Maintenance of online Highway services.
09/11/16	Regulation of the Shale Gas Industry.
11/11/16	Decommissioning of Telephone Kiosks.
16/11/16	Greater Manchester Spatial Framework consultation.
18/11/16	Notification of provisional Taxbase 2017/18.
22/11/16	Consultation on Household Waste Recycling Centre provision.
25/11/16	Town & Parish Council Conference - Revision to start time.
25/11/16	Notification of intended closure of the Cheshire East Council Neighbourhood Planning Grant Scheme.
30/11/16	Intention to implement Four Day Free Parking initiatives in Cheshire East.
13/12/16	Equality Objectives Consultation.
14/12/16	Local Area Co-ordinator Newsletter.
16/12/16	Confirmation of Provisional Council Taxbase 2017/18.
	Cheshire Emergency Services -
10/11/16	Police & Crime Commissioner and Chief Constable's Roundup - October/November 2016.
12/12/16	Cheshire Fire & Rescue Service - Christmas message.
16/12/16	Police & Crime Commissioner and Chief Constable's Roundup - December 2016.
04/01/16	Police & Crime Commissioner - Consultation re: Police funding 2017/18.
	Rural Services Network -
-	Weekly News Digest - 7, 14, 21, 28 November 2016, 5, 12, 19 December 2016, 3 January 2017.
-	Rural Opportunities Bulletin - 7 December 2016, 4 January 2017.
-	Hinterland Newsletter - 11, 18, 25 November 2016, 2, 9, 16, 23 December 2016, 6 January 2017.
-	Rural Vulnerability Service - Fuel Poverty (November 2016), Rural Transport (November 2016), Rural Broadband (November 2016), Fuel Poverty (December 2016), Rural Transport (December 2016).
-	RSN Spotlight - Rural Health (November 2016), Rural Economy (December 2016).
21/12/16	Rural Health Conference - 28 th February, 2017.
	Other Correspondence -
-	Healthwatch Cheshire East - 23/11/16 - Invitation to Operational Board Meeting; 06/12/16 - e-Bulletin; 14/12/16 - Proposed service changes consultation; 21/12/16 - Seasons Greetings.
-	Public Sector Executive - Newsletter 7, 10, 14, 17, 21, 28 November 2016, 1, 5, 8, 12, 15, 19, 22 December 2016, 5 January 2017. 30/11/16 - Discounts on Philips Monitors; 21/12/16 - Seasons Greetings.
-	HMRC - 08/11/16 - Webinar support; 25/11/16 - Expenses & Benefits webinar; 28/11/16 - PAYE Details support; 05/12/16 - PAYE webinar support; 06/12/16 - National Minimum Wage calculations; 08/12/16 - Growing your business; 09/12/16 - Getting employee information right; 12/12/16 - Minimum wage e-guide; 15/12/16 - Employer Bulletin 63; 16/12/16 - Using Basic PAYE Tools; 21/12/16 - Guidance for paying the minimum wage; 22/12/16 - Raw Tobacco Approval Scheme; 04/01/17 - Apprenticeship benefits.
-	Manchester Airport - 10/11/16 - Feedback from Meetings with Town & Parish Councillors in September 2016; 16/12/16 - Christmas Greetings; 18/12/16 - e-Newsletter; 24/12/16 - Runway Closures 2017.
-	CPRE - 08/11/16 - Campaign Updates; 08/12/16 - Campaign Updates.

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-	E-ON - 10/11/16 - Monthly Market Report; 15/12/16 - Monthly Market Report.
-	Unlock Democracy - 10/11/16 - Results of Brexit Survey; 16/11/16 - Campaign for lobbying register; 18/11/16 - Lobbying Bill success; 02/12/16 - Delivering Brexit; 06/12/16 - Beginners Guide to the UK Constitution; 07/12/16 - Brexit & the Constitution; 08/12/16 - Article 50 Hearing Day 4; 14/12/16 - Donation request.
-	Community & Voluntary Services - 18/11/16 - e-Bulletin; 02/12/16 - e-Bulletin; 15/12/16 - The Voice newsletter; 16/12/16 - e-Bulletin; 22/12/16 - e-Bulletin; 06/01/17 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - December 2016, January 2017.
07/11/16	Chelford Reference Group - Self Care Week.
09/11/16	British Red Cross - Open Garden Scheme. [Reminder: 05/12/16]
14/11/16	Macclesfield Town Council - Macclesfield Town Residents Association petition re car park review.
15/11/16	Enventure Research - Public consultation and engagement services.
-	AgeUK Cheshire East Newsletter - November 2016, December 2016.
22/11/16	Cheshire Community Action - Cancellation of 2017 Community Pride Competition.
22/11/16	Sandbach Town Council - Beauty & The Beast Pantomime Performance.
22/11/16	Cheshire Area for Cheshire Action - Knutsford War Memorial Hospital - Campaign for community ownership.
12/12/16	Cheshire Community Action - Neighbourhood Planning Newsletter (No. 4).
13/12/16	Dale Surveying - Proposed CTIL Telecommunications Mast - Radbroke Farm.
16/12/16	Came & Company - Christmas Message.
19/12/16	Cheshire Community Action - Community Asset Transfer Training.
20/12/16	Historic Towns Forum - December 2016 Newsletter.
28/12/16	North West Air Ambulance - Request for donation towards Air Ambulance Service.
	Advertisements -
-	07/11/16 - Primary Care Supplies - Defibrillators; 07/11/16 - Greenfingers Services - Ground Maintenance Services; 11/11/16 - Proludic - Moving offices; 11/11/16 - Realise Futures - Winter offers on picnic tables; 15/11/16 - Cheshire Grounds Maintenance - Maintenance Services; 22/11/16 - Kompan - Toddler Playground Equipment; 24/11/16 - Primary Care Supplies - Defibrillators; 25/11/16 - Proludic - Christmas Offers; 30/11/16 - Greenfingers Services - Arboricultural Services; 30/11/16 - Inteweb360 - Website services; 30/11/16 - Realise Futures - Picnic table discounts; 05/12/16 - Creative Play - Winter Playground Upgrades; 05/12/16 - Cheshire Grounds Maintenance - Ground Maintenance Services; 06/12/16 - Primary Care Supplies Communities - Defibrillators; 08/12/16 - Kompan Playgrounds - Winter Offers; 09/12/16 - Primary Care Supplies Communities - Defibrillators; 04/01/17 - Millennium Quest - Christmas Decorations & Installation services; 05/01/17 - Understanding ModernGov - Writing Techniques for Busy Professionals.