

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 9TH AUGUST, 2018 at 7:30p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), L. Hunt, J. Leach, G. Willis, B. Brindley, B. Affleck.
Members of the Public (4).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor A. Boon - Personal commitment.
PCSO J. Short - Chelford & Gawsorth Wards Policing Team.

60/18 **RESOLVED** a) **That the apologies for absence, as listed above, be received and approved.**

Proposed Councillor B. Brindley Seconded: Councillor D. Wilson All in favour

2. **DECLARATIONS OF INTEREST** - None.

3. **MINUTES** -

i) The Minutes of the Parish Council Meeting held 12th July, 2018 had been previously circulated to all Members.

61/18 **RESOLVED** a) **That the Minutes of the Parish Council Meeting held 12th July, 2018 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor B. Affleck Seconded: Councillor B. Brindley All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

Councillor D. Wilson reported that he had recently attended an Afternoon Tea event with the Mayor of Cheshire East Council. The Chairmen of several local Town & Parish Councils were present at the meeting. It was noted that matters such as development, potholes and speeding were key issues for many Towns & Parishes. A discussion had been held regarding the way in which planning applications were processed and decided.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

i) **Gawsorth and Chelford Wards Policing Team** - The Clerk reported that a written report had been received from the Policing Team identifying the following incidents within the Parish: possible theft of television at Astle Lane; lost property at Knutsford Road; anti-social behaviour (individuals) on Alderley Road; anti-social behaviour (vehicles) at Chelford Roundabout; sheep in road (4 incidents); horses on Carter Lane; sheep in trailer on Peover Lane (all in order); vehicle with no documents on Station Road; drug driving on Chelford Road; road traffic collision on Knutsford Road; concern for safety of individual at Elmstead Road (all in order).

ii) **Cheshire East Ward Member Cllr. G. Walton** - Borough Councillor G. Walton reported that he had recently met PCSO J. Short at a local surgery event.

A meeting had been held regarding the request for additional railings along Knutsford Road. Cheshire East Highways had advised that further railings were not appropriate, however, it may be possible to undertake work to cut back the hedge and to side out the footway to maximise the width available to pedestrians.

No further information had been made available regarding work to improve the illumination of the new zebra crossing on Knutsford Road.

Resident complaints regarding work at the former Chelford Agricultural Centre site had been referred to Cheshire East Council planning officers. Work had been temporarily stopped at the site whilst further information relating to proposed activities was made available to the planning officers. Work had now recommenced. No further information was available regarding progress with the sale of the portion of land owned by Cheshire East Council.

8:00p.m. - One member of the public excused himself from the meeting and left.

6. **FINANCE** -

i) **Financial Statement 2018/19 as at 9th August, 2018.** (Appendix A)

Members considered the financial statement 2018/19 which was unanimously accepted.

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

- | | | | |
|----------------------|-----------------------------|---------|---|
| a) Direct Debit | E-ON | £13.68 | Electricity charges: 01/04/18 - 30/06/18. |
| b) Cheque No. 001236 | E. M. Maddock | £787.71 | Salary August 2018 & Expenses. |
| c) Cheque No. 001237 | H.M. Revenue & Customs | £64.94 | Income Tax & NI contributions. |
| d) Cheque No. 001238 | Greenfingers Landscape Ltd. | £200.00 | Ground Maintenance Contract (July 2018). |

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- e) Cheque No. 001239 Cheshire Community Action £315.00 Neighbourhood Plan Consultant Support.
- f) Cheque No. 001240 Boyd Sport & Play Ltd. £48.00 Tennis Net Winding Handle.
- g) Cheque No. 001241 British Heart Foundation £600.00 Contribution towards defibrillator equipment.
- h) Cheque No. 001242 Knutsford Community First £150.00 Contribution towards defibrillator cabinet.
Responder Team

iii) **Receipts** - the Clerk reported that the following receipts had been received since the last meeting:

- a) NatWest Bank plc. £0.86 Gross Interest - April, 2018.
- b) NatWest Bank plc. £0.84 Gross Interest - May, 2018.
- c) NatWest Bank plc. £0.78 Gross Interest - June, 2018.
- d) H.M. Revenue & Customs £874.80 VAT reclaim 2017/18.

62/18 RESOLVED a) **That the Statement of Account, as at 9th August, 2018 be received and the Chairman's observations duly noted.**

b) **That the schedule of 8 payments be approved and duly authorised.**

c) **That the report on receipts since the last meeting be received and duly noted.**

Proposed Councillor B. Affleck

Seconded: Councillor J. Leach

All in favour

7. CORRESPONDENCE -

i) To consider the specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate thereto:

a) **Cheshire East Council - Proposed Changes to Highways' Maintenance Priorities - Well Managed Highways Infrastructure Consultation - 05/07/18 - 27/08/18.**

Members considered proposed changes to highway maintenance and considered that the proposed changes may result in the more effective allocation of resources.

DECISION a) **That no response be submitted to the above consultation.**

b) **Cheshire East Council - Cemetery Strategy Consultation - 20/07/18 - 14/09/18.**

DECISION a) **That no response be submitted to the above consultation.**

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

The Clerk reported that an invitation to a meeting regarding the New Homes Bonus Community Fund had been received. Members were asked to advise the Clerk if they were interested in attending.

DECISION a) **That other items of correspondence be received and noted.**

8. PLANNING & LICENSING APPLICATIONS -

i) **Applications for consideration:**

a) **18/3216M** - Double storey side extension and single storey rear extension - 1 Millbank Close, Chelford, Macclesfield, Cheshire. SK11 9SJ

The Clerk reported that there appeared to be be parts of the planning application that were missing. A request had been submitted for the missing information to be made available. The planning officer was presently awaiting a response from the applicant.

DECISION a) **That the Clerk advise the planning officer that the Parish Council was not able to assess the application until such time that the full set of plans had been submitted.**

b) **18/3783D** - Discharge of conditions 4, 5, 6, 9, 10 & 14 on application 18/1890M - Oak Tree House, Pepper Street, Chelford. SK11 9BE

DECISION a) **That no comment be submitted in respect of planning application 18/3783M.**

ii) **Former Chelford Agricultural Centre site -**

a) **Feedback from residents relating to work at the site** - It was reported that several residents had expressed concern about work at the site. These concerns had been reported to Cheshire East Council by Borough Councillor G. Walton.

b) **Feedback from Cheshire East Council regarding complaints received** - Cheshire East Council had advised that work now being undertaken was in accordance with planning permission.

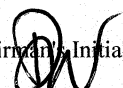
9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

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

a) **Possible remedial work to zebra crossing on Knutsford Road** - There was nothing to report.

b) **Flooding - Outside Alderlea, Knutsford Road** - It was reported that a blocked gully may be causing the flooding. Work will be scheduled to clear the gully.

c) **Broken No Through Bollard - Dixon Drive** - No date for replacing the bollard had been provided.



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- d) **Chelford Market Signs - Knutsford Road** - The signs have been removed.
- e) **Condition of footway along Holmes Chapel Road from roundabout to St. John's Church** - Awaiting response from Cheshire East Highways.
- f) **Overhanging hedge - Dixon Drive** - This work was now complete.
- g) **School Zig-Zag Lines** - A response from Cheshire East Council was still awaited.
- h) **Sinking pothole repair - Outside St. John's Church, Holmes Chapel Road** - This work was now complete.

DECISION a) **That the Clerk continue to request updates on the above items from Cheshire East Council.**

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

iii) **Footway railings - Knutsford Road** -

- a) **Response to request for highway railings** - Councillor D. Wilson reported that the request for railings had been refused. Cheshire East Highways had advised that further railings were not appropriate along Knutsford Road.
- b) **Retrospective approval for attendance by the Chairman at a meeting with Cheshire East Council regarding the request for highway railings** - Councillor D. Wilson reported that he had attended a meeting with Cheshire East Council in respect of the request for railings. The outcome of the meeting had been reported by Borough Councillor G. Walton at Item 5(ii).

DECISION a) **To receive and note the response from Cheshire East Highways regarding the request for railings along Knutsford Road.**

b) **That retrospective approval be given for Councillor D. Wilson to attend the meeting with representatives of Cheshire East Council.**

10. COMMUNITY -

i) **Potential Uses of Section 106 funds within Parish** -

- a) **Cricketers Green Development** - Councillor D. Wilson reported that he had been invited to attend a meeting with Cheshire East Council to discuss the process for allocating s.106 community funds.

DECISION a) **That approval be given for Councillors D. Wilson and B. Brindley to attend a meeting with Cheshire East Council to discuss the process for allocating s.106 community funds.**

- b) **Former Chelford Agricultural Centre site** - There was nothing to report.

ii) **Mere Court Park** -

- a) **Proposed improvements to Mere Court Park** - Councillor D. Wilson reported that the plan outlining the proposed improvements to Mere Court Park had been made available to residents via the website. Chelford Primary School had been involved in the development of the scheme and were supportive of the current proposals. Copies of the plans will be placed in the notice boards for information.
- b) **Feedback from residents on proposed improvements to Mere Court Park** - No comments had been received from residents.

8:43p.m. - Two members of the public excused themselves from the meeting and left.

DECISION a) **That Councillor D. Wilson advise Cheshire East Council that the Parish Council has no objections to the proposed plans subject to an assurance that Parish Council assets at the site will be retained.**

iii) **Defibrillator Provision** - Councillor D. Wilson reported that the Parish Council's involvement in this matter had now concluded.

iv) **Litter Bins** - The Clerk reported that, following the complaint received at a previous meeting, Cheshire East Council had agreed to site a bin on Knutsford Road and provide ongoing maintenance subject to the Parish Council funding the cost to purchase the litter bin. The Parish Council would have no future responsibility or liability for the litter bin.

63/18 RESOLVED a) **That approval be given for the purchase of a litter bin, in the sum of £350.48, for installation on Knutsford Road, Chelford.**

b) **That the above litter bin be donated to Cheshire East Council for installation and ongoing maintenance.**

Proposed Councillor B. Affleck

Seconded: Councillor J. Leach

All in favour

v) **Parish Appearance** - Councillor D. Wilson reported that a small number of residents had expressed concern regarding the appearance of the village. It was also reported that a resident had approached a local businessman regarding undertaking work to improve the appearance of the village in exchange for placing an advertisement on the rear of the notice board at Station Road. A community group had expressed interest in

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supporting initiatives to improve the village appearance.

Members of the Parish Council expressed concern regarding the proposed arrangement with a local businessman and did not consider that this was an appropriate course of action at this time. Further consideration of this matter would be required at a future meeting.

DECISION a) **That Councillor J. Leach advise the local businessman that permission was not granted for an advertisement to be placed on the rear of the notice board at Station Road.**

11. ASSETS -

i) Chelford Activity Park - Maintenance & Management -

- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon was not present at the meeting to report.
- b) **Annual RoSPA Inspection Actions** - The Clerk reported that responses had now been received from both Cheshire East Council and the RoSPA Inspector regarding the actions recommended in the RoSPA Inspection Report. It now appeared that it was not necessary to undertake work to modify the slide apparatus due to liability implications of such work.

64/18 RESOLVED a) **That the response from the RoSPA Inspector be received and duly noted.**

b) **That, based upon the advice received, no further work is required in respect of the RoSPA inspection report.**

Proposed Councillor D. Wilson

Seconded: Councillor B. Affleck

All in favour

ii) **Chelford Activity Park - Update on Facility Bookings** - The Clerk reported that no bookings had been received since the last meeting.

iii) **Red Telephone Kiosks** - Councillor D. Wilson reported that a local tradesman had offered to secure the kiosk if this was considered necessary.

DECISION a) **That no action be taken at this time.**

iv) Village Floral Displays -

- a) **Condition of Floral Displays** - It was reported that recent watering of the planters had significantly improved their appearance. It had not, however, been possible to revive three of the floral displays.
- b) **Missing Plants from Floral Displays** - It was reported that several geraniums had been stolen from the planters at Dixon Drive. No further plants had gone missing.
- c) **Planter condition** - The Clerk reported that she had recently undertaken a risk assessment of the planters and one planter was near to collapsing. There was a significant risk from the planter, therefore, arrangements had been made for the planter to be removed tomorrow.

65/18 RESOLVED a) **To receive and note the content of the risk assessment undertaken by the Clerk.**

b) **That approval be given for the planter near to Chelford Roundabout to be removed on safety grounds.**

Proposed Councillor D. Wilson

Seconded: Councillor B. Brindley

All in favour

12. NEIGHBOURHOOD PLAN -

i) **Neighbourhood Plan Steering Group Meeting held 17th July, 2018** - Councillor D. Wilson reported that work had progressed well with the preparation of the Neighbourhood Plan document. Further work will be undertaken shortly to finalise the draft document. It was reported that a resident had enquired whether the Parish Council had considered the comments raised by residents which were not directly relevant to the Neighbourhood Plan. Members noted that many of the comments raised had been dealt with previously during the course of Parish Council business or were beyond the remit of the Parish Council.

ii) **Chelford Neighbourhood Plan financial statement as at 12th July, 2018** - Members considered the financial statement which was unanimously accepted. (Appendix C) The Clerk advised that there would be an additional charge (£20) for the provision of high quality maps from Cheshire Wildlife Trust.

66/18 RESOLVED a) **That non-Neighbourhood Plan comments raised by residents be explicitly recorded at a future meeting.**

b) **That the Neighbourhood Plan financial statement as at 12th July, 2018 be received.**

c) **That approval be given to purchase high quality maps from Cheshire Wildlife Trust.**

Proposed Councillor B. Brindley

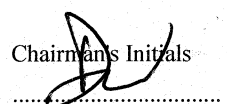
Seconded: Councillor D. Wilson

All in favour

13. INFORMATION HANDLING POLICIES -

i) **Personal Data Breaches and Data Protection Impact Assessments** - Guidance information had been previously circulated to all Members relating to Personal Data Breaches and Data Protection Impact Assessments.

ii) **Personal Data Audit Questionnaires** - Members were provided with Personal Data Audit Questionnaires for



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individual completion. Members were requested to complete the forms and submit them to the Clerk at the next meeting.

- DECISION**
- a) That the guidance information relating to Personal Data Breaches and Data Protection Impact Assessments be received.
 - b) That Personal Data Audit Questionnaires be completed by individual Members and submitted to the Clerk at the next meeting.

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Parish Appearance Review.
- iv) Christmas Tree Display.

15. DATE OF NEXT MEETING - Thursday 13th September, 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.

- DECISION**
- a) That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 16.

16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

None.

The Meeting was declared closed by the Chairman at 9:25p.m.

Signed: 

Approval Date - 13th September, 2018

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APPENDIX A

Financial Statement for 2018/19 as at 09 August 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Jul. 2018 £.	Agenda Aug. 2018 £.	Budget Balance £.
	Receipts				
22,485.00	Precept	24,549.00	12,274.50		12,274.50
0.00	Balances	0.00	0.00		0.00
5.05	Investment Interest	0.00	0.00	2.48	0.00
0.00	Sale of Assets	0.00	0.00		0.00
7,542.99	Grants, Donations & Refunds	5,259.00	4,979.00		280.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund (16/17)		0.00	874.80	318.87
30,685.30	Total Receipts	29,808.00	17,253.50	877.28	12,873.37
	Payments				
7,708.58	Salary (Clerk)	7,962.00	2,714.74	676.68	4,570.58
161.48	National Insurance (Employer)	0.00	0.00		0.00
580.73	Allowances (Clerk)	650.00	199.03	45.14	405.83
0.00	Chairman/Member Allowances	0.00	0.00		0.00
31.36	Administration	210.00	0.00		210.00
248.00	Audit Fees (Internal & External)	360.00	150.00		210.00
788.81	Insurance	1,750.00	0.00		1,750.00
592.36	Sect. 137 Donations	450.00	0.00		450.00
150.00	Grants	2,380.00	0.00	750.00	1,630.00
50.00	Parish Council Newsletter	100.00	65.00		35.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
80.78	Street Lighting (Electric & Repairs)	190.00	11.46	13.03	165.51
1,345.04	Website	482.00	0.00		482.00
570.00	Village Planters	600.00	285.00		315.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
494.85	Subscriptions/Affiliation Fees	555.00	469.96		85.04
185.00	Room Hire	370.00	0.00		370.00
60.00	Training	140.00	35.00		105.00
2,476.87	Chelford Activity Park - Maintenance	3,950.00	799.68	206.67	2,943.65
0.00	Asset Maintenance	1,825.00	0.00		1,825.00
0.00	Asset Purchase	1,400.00	0.00		1,400.00
0.00	Contingency	500.00	0.00		500.00
7825.00	Neighbourhood Plan	5,259.00	1,134.56	445.83	3,678.61
874.80	V.A.T.		276.89	41.98	
24,223.66	Total Payments	29,808.00	6,141.32	2,179.33	21,806.22

Cash/Bank Reconciliation	01/04/18	12/07/18	09/08/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	48,685.32	47,383.27
Add Total Receipts	29,808.00	17,253.50	877.28	12,873.37
Less Total Payments	-29,808.00	-6,141.32	-2,179.33	-21,806.22
Balance C/Fwd.	37,573.14	48,685.32	47,383.27	38,450.42
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	12/07/18	09/08/18	31/03/19
General Funds	8,795.55	20,453.87	19,282.65	10,349.80
Earmarked Reserves	28,777.59	28,231.45	28,100.62	28,100.62
	37,573.14	48,685.32	47,383.27	38,450.42

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CASH/BANK RECONCILIATION AS AT - 9th August 2018

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	18,130.78
	<u>55,703.92</u>
Less Payments	8,320.65
Balance Carried Forward 09/08/18	<u><u>47,383.27</u></u>

BANK (Natwest)

Business Reserve Account - 19,699.29 05/07/18

Add income/transfer received since above statement

0.00

Less unrepresented cheques

0.00

19,699.29 09/08/18

Current Account - 31,995.98 05/07/18

Add income received since above Statement

0.00
0.00

Less unrepresented cheques/ Transfer

Approved -2,132.67
For Approval -2,179.33
-4,312.00

27,683.98 09/08/18

Total Bank Balances 09/08/18 47,383.27

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 12, 19, 26 July 2018; 3 August 2018.
18/07/18	Employment Survey.
19/07/18	Vacancy - Temporary Finance Officer at Alsager Town Council.
03/08/18	Information request to Local Council schemes supporting vulnerable residents.
	Cheshire East Council -
-	Traffic Management LAP Reports - 19, 26 July 2018; 2 August 2018.
-	Connected Communities Newsletter - July/August 2018.
-	Neighbourhood Planning Fortnightly Update - 13, 27 July 2018.
09/07/18	Calveley Regulation 16 Neighbourhood Plan Consultation - 09/07/18 - 24/08/18.
16/07/18	Cheshire East to host first LGBT+ event in September.
16/07/18	Notification of Nether Alderley - Alderley Park No.2 Tree Preservation Order 2018.
18/07/18	Invite to Afternoon Tea with the Mayor of Cheshire East Borough Council.
20/07/18	Wrenbury Regulation 16 Neighbourhood Planning Consultation - 20/07/18 - 31/08/18.
31/07/18	Moston Regulation 16 Neighbourhood Planning Consultation - 31/07/18 - 14/09/18.
	Cheshire Emergency Services -
01/08/18	Stakeholder Bulletin.
	Rural Services Network -
-	Rural Bulletin - 10, 17, 24, 31 July 2018.
-	Rural Funding Digest - August 2018.
26/07/18	Joint working with Countryside and Community Research Institute.
	Other Correspondence -
-	Public Sector Executive - 6, 9, 13, 16, 20, 23, 24, 27, 30 July 2018; 2, 3 August, 2018.
-	HMRC - 09/07/18 - Expenses and Benefits; 10/07/18 - Health & Safety in the workplace; 12/07/18 - Payrolling expenses and benefits; 16/07/18 - Expenses and Benefits in Kind; 20/07/18 - Practical payroll support online; 23/07/18 - Expenses and benefits webinars; 25/07/18 - Brand new Statutory Sick Pay online guide; 27/07/18 - Expenses and Benefits; 02/08/18 - Delivering online help for employers.
-	CPRE - 07/07/18 - Campaign Update; 08/07/18 - Brownfield Toolkit release and Liverpool City Region; 14/07/18 - Invitation for nominations for new branch chairman; 28/07/18 - Campaign to stop fast-track fracking.
-	Community & Voluntary Services - 06/07/18 - e-Bulletin; 20/07/18 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - August 2018.
-	Age UK - Newsletter - July 2018.
-	Civic Voice - War Memorial News - 10 July 2018.
10/07/18	NatWest Bank plc - Changes to Terms of Account relating to foreign currency payments.
16/07/18	Chelford Primary School - Invitation to new classroom opening event.
17/07/18	United Utilities - Hosepipe ban starts 5th August, 2018.
19/07/18	E-ON - Monthly Market Report.
30/07/18	Ester McVey MP - Drop-in Event.
02/08/18	United Utilities - Hosepipe ban cancelled.
02/08/18	Rewind Festival - Notice of Fireworks.
	Advertisements -
-	09/07/18 - Scribe - Accounting software training; 09/07/18 - Shiver TV - New dating show seeking participants; 10/07/18 - Playground Packages from £12,000; 11/07/18 - Notice Board Company - Reasons to choose Notice Board Company; 12/07/18 - Wicksteed Playgrounds - Birds eye view of new installation at Barrhead, East Renfrewshire; 10/07/18 - Town & Parish Council Websites - July 2018 Newsletter; 26/07/18 - Primary Care Supplies - Defibrillators; 01/08/18 - Kompan Playgrounds - You & Me Swing Seats.

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APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18/19 as at 09 August 2018				
Details	Total Budget £.	Actual to Jul. 2018 £.	Agenda Aug. 2018 £.	Budget Balance £.
Receipts				
Chelford Parish Council - Balances	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	8,999.67		0.33
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
Total Receipts	14,000.00	13,999.67	0.00	0.33
Payments				
Groundwork UK (DCLG)				
Grant used 01/07/17 - 31/12/17	3,741.00	2,401.17	}	0.00
Return of unused grant		1,339.83	}	
Groundwork UK (DCLG)				
Grant used 01/01/18 - 31/03/18	2,560.00	1,619.50	}	0.00
Return of unused grant		940.50	}	
Groundwork UK (MHCLG) (Note 1)				
Consultant Fee (Note 2)	3,150.00	315.00	315.00	2,520.00
Consultant Fee (Note 3)	315.00	0.00		315.00
Consultant Fee (Note 4)	975.00	0.00		975.00
Consultant Fee (Note 5)	44.00	0.00		44.00
Room Hire	180.00	0.00		180.00
Printing Costs	292.00	238.42		53.58
Consultation Events	23.00	35.00		-12.00
Other	5,000.00			2,799.03
Salary (Clerk)		1,765.22	111.11	
National Insurance (Employer)		151.91	14.09	
Allowances (Clerk)		153.01	5.63	
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	16,280.00	8,959.56	445.83	6,874.61

Notes:

- 1 - Grant period 25/05/18 - 31/03/19
- 2 - Policy & justification preparation
- 3 - Attending steering group meetings
- 4 - Technical Reports
- 5 - Travel Expenses