

# CHELFORD PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

**DATE:** THURSDAY, 9<sup>TH</sup> NOVEMBER, 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:

The meeting will commence with a presentation from Manchester Airport regarding changes to the Dual Runway Operations commencing in Summer 2018.

- 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 12<sup>th</sup> October, 2017 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) ChALC Annual Meeting - 19<sup>th</sup> October, 2017. (DW)
- 6. FINANCE -**
  - i) **To receive and consider the Financial Statement 2017/18 as at 9<sup>th</sup> November, 2017 - Appendix A.**
  - ii) **To authorise the following payments:**

a) Cheque No. 001174	E. M. Maddock	£1,326.48 Salary 01/10/17 - 30/11/17 & Expenses.
b) Cheque No. 001175	H. M. Revenue & Customs	£98.20 Employee Income Tax.
c) Cheque No. 001176	Greenfingers Landscape Ltd.	£140.00 Ground Maintenance Contract (Oct. 2017).
d) Cheque No. 001177	Northwich Town Council	£342.00 Floral Displays - Summer 2017.
e) Cheque No. 001178	Cheshire Tree Surgeons Ltd.	£336.00 Tree work following Tree Inspection.
f) Cheque No. 001179	The David Lewis Centre	£38.40 Printing of Neighbourhood Plan Flyers.
  - iii) **To note the following receipts since last meeting:**

a) NatWest Bank plc. - Bank Interest (Business Reserve Account)	£0.17 July, 2017.
b) NatWest Bank plc. - Bank Interest (Business Reserve Account)	£0.17 August, 2017.
c) NatWest Bank plc. - Bank Interest (Business Reserve Account)	£0.16 September, 2017.
d) ChALC - Transparency Code Compliance Grant	£1,031.99
  - iv) **Budget 2018/19: (Appendix B)**
    - a) To consider and determine a revised budget in respect of 2017/18.
    - b) To consider and determine a budget in respect of 2018/19.
    - c) To consider precept requirements for 2018/19.
- 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) ChALC - Invitation to meeting with Police & Crime Commissioner - 5<sup>th</sup> December, 2017.
    - b) Cheshire East Council - Revised education travel policies consultation. [Closing date: 06/12/17]
  - ii) **To note other correspondence received since the date of the last ordinary meeting - Appendix C.**
- 8. PLANNING & LICENSING APPLICATIONS -**
  - i) **Applications for consideration:**
    - a) 17/5003M - Single classroom extension, associated toilets, store and cloakroom - Chelford C of E Primary

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School, Oak Road, Chelford. SK11 9AY

- b) 17/5297M - Conversion of existing maintenance shed outbuilding comprising alterations and adaption to form single dwellinghouse and associated external works - Maintenance Shed, The Coach House, Peover Lane, Chelford. SK11 9AN

- c) Any further applications received prior to the meeting will be included.

### ii) Appeals for consideration:

- a) 17/1814M - Demolition of existing garage and construction of new ancillary 1½ storey detached building - Astle Hall, Holmes Chapel Road, Chelford. SK11 9AQ

## 9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

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

- a) Street light column covers - Dixon Drive. (GW/DW)
- b) Pothole - Holmes Chapel Road - near to Post Office.
- c) Pothole - Chelford Roundabout.

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

## 10. COMMUNITY -

- i) **Remembrance Service, St. John's Church** - To nominate representative to lay the poppy wreath.
- ii) **Defibrillator Provision** - To receive information regarding future management of equipment.
- iii) **Mere Court Recreation Area** - To receive update regarding possible future improvements to site. (DW)
- iv) **Christmas Tree Display** - To confirm arrangements for provision of 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 regarding emergency work relating to a fallen tree branch and possible danger to Village Hall structure. (Clerk)
- c) To consider hedge cutting arrangements.
- d) To approve the purchase of keys to the litter bins to allow contractor to commence winter maintenance. (Clerk)

### ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.

### iii) Transparency Code Funding - To authorise the Clerk to proceed with actions relating to funding received. (Clerk)

## 12. NEIGHBOURHOOD PLAN -

- i) To receive and consider the Neighbourhood Plan financial statement as at 9<sup>th</sup> November, 2017. (Appendix D)
- ii) To receive Minutes from Neighbourhood Plan Steering Group meeting held 26<sup>th</sup> October, 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) Update regarding proposed removal of yellow parking restriction lines in the Dixon Drive estate.
- ii) To consider position in respect of the no through bollards on Dixon Drive.
- iii) Refurbishment of Red Telephone Kiosks.
- iv) Review of Asset Security Arrangements.
- v) Consideration of potential uses of s.106 funds within Parish.

## 14. DATE OF NEXT MEETING - Thursday 14<sup>th</sup> December, 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 - To receive and consider the November, 2017 Appraisal Report.

**E.M.Maddock**

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

Dated 5<sup>th</sup> November, 2017.

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### APPENDIX A

Financial Statement for 2017/18 as at 9 November 2017					
Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to Oct. 2017 £.	Agenda Nov. 2017 £.	Budget Balance £.
	<b>Receipts</b>				
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	0.49	0.50	0.00
0.00	Sale of Assets	0.00	0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00	3,951.00	1,031.99	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		510.89
<b>18,596.23</b>	<b>Total Receipts</b>	<b>36,485.00</b>	<b>27,088.75</b>	<b>1,032.49</b>	<b>5,769.89</b>
	<b>Payments</b>				
6,959.09	Salary (Clerk)	7,010.00	3,561.48	1,187.16	2,261.36
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	290.16	101.94	257.90
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	248.00		102.00
1,365.85	Insurance	1,600.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	379.36		320.64
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	67.54		172.46
358.80	Website	450.00	215.28		234.72
675.00	Village Planters	615.00	0.00	285.00	330.00
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	1,398.52	396.67	2,204.81
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	452.88	167.58	13,379.54
652.26	V.A.T.		368.16	142.73	
<b>17,076.03</b>	<b>Total Payments</b>	<b>36,485.00</b>	<b>7,553.31</b>	<b>2,281.08</b>	<b>27,161.50</b>
	<b>Cash/Bank Reconciliation</b>	<b>01/04/17</b>	<b>12/10/17</b>	<b>09/11/17</b>	<b>31/03/18</b>
	Balance B/Fwd.	31,111.50	31,111.50	50,646.94	49,398.35
	Add Total Receipts	36,485.00	27,088.75	1,032.49	5,769.89
	Less Total Payments	-36,485.00	-7,553.31	-2,281.08	-27,161.50
	<b>Balance C/Fwd.</b>	<b>31,111.50</b>	<b>50,646.94</b>	<b>49,398.35</b>	<b>28,006.74</b>
	<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
		<b>01/04/17</b>	<b>12/10/17</b>	<b>09/11/17</b>	<b>31/03/18</b>
	General Funds	30,490.62	45,403.26	44,290.25	22,898.64
	Earmarked Reserves	620.88	5,243.68	5,108.10	5,108.10
		<b>31,111.50</b>	<b>50,646.94</b>	<b>49,398.35</b>	<b>28,006.74</b>

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### CASH/BANK RECONCILIATION AS AT - 09 November 2017

#### CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	28,121.24
	<hr/> 59,232.74
Less Payments	9,834.39
Balance Carried Forward 09/11/17	<hr/> <b><u>49,398.35</u></b>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	19,692.75	05/10/17
Add income/transfer received since above statement		
	<hr/> 0.00	
Less unpresented cheques		
	<hr/> 0.00	
	19,692.75	09/11/17
<b>Current Account -</b>	31,847.88	05/10/17
Add income received since above Statement		
	<hr/> 1,031.99	
	1,031.99	
Less unpresented cheques/ Transfer		
Approved	-893.19	
For approval	-2,281.08	
	<hr/> -3,174.27	
	29,705.60	09/11/17
<b>Total Bank Balances 09/11/17</b>	<hr/> <b><u>49,398.35</u></b>	

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## AGENDA

## APPENDIX B

### CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2017/18 and 2018/19

#### Clerk's Salary

2017/18 £7,122.96 p.a. = £593.58 p.m. based upon 12 hrs. per week  
4 months (Dec 17 - Mar 18) x £593.58  
Contingency for Salary Review

2018/19 £7,122.96 p.a. = £593.58 p.m. based upon 12 hrs. per week  
Contingency for Salary Award

#### National Insurance (Employer)

2017/18 4 months (Dec 17 - Mar 18) (on basic pay)

2018/19 Based on basic salary

#### Allowances (Clerk)

2017/18 Use of home as Office @ £10 p.m.  
Use of computer equipment @ £1 p.w.  
Travelling @ 45p per mile  
Broadband & Telephone Service @ £12 p.m.  
Contingency

2018/19 Use of home as Office @ £10 p.m.  
Use of computer equipment @ £1 p.w.  
Travelling @ 45p per mile  
Broadband & Telephone Service @ £12 p.m.  
Contingency

#### Chairman/Member Allowances

2017/18 Chairman's Allowance  
Other Member Allowances - Dec 17 - Mar 18

2018/19 Chairman's Allowance  
Other Member Allowances

#### Administration

2017/18 Stationary & General Office Supplies  
Postages  
Computer Consumables  
Contingency

2018/19 Stationary & General Office Supplies  
Postages  
Computer Consumables  
Contingency

Projected 17/18 & Budget 2018/19	Variances 17/18	Balance as at 09/11/17
2,374	-113	
600	-600	
2,974	-713	2,261
7,123		
839		
7,962		
0	0	
0	0	0
0		
0		
40	0	
18	0	
118	0	
48	0	
34	0	
258	0	258
120		
52		
300		
144		
34		
650		
0	0	
0	0	
0	0	0
0		
0		
0		
50	0	
28	0	
55	0	
75	0	
208	0	208
50		
30		
55		
75		
210		

# CHELFORD PARISH COUNCIL

## AGENDA

### Audit Fees

2017/18 External Audit Fees 2016/17  
Internal Audit Fees 2016/17

2018/19 External Audit Fees 2017/18  
Internal Audit Fees 2017/18

### Insurance

2017/18 Premium due 15/03/18

2018/19 Premium due 15/03/19

### Section 137 Donations

2017/18 Railway Station  
Best Kept Village (Entry fee for 2018 Competition)  
RBL Poppy Appeal  
East Cheshire Hospice (Disposal of Christmas Tree)  
Contingency

2018/19 Best Kept Village (Entry fee for 2019 Competition)  
RBL Poppy Appeal  
East Cheshire Hospice (Disposal of Christmas Tree)  
Contingency

### Grants

2017/18 Churchyard Maintenance  
Contingency

2018/19 Churchyard Maintenance  
Contingency

### Parish Council Newsletters

2017/18 Printing costs

2018/19 Printing costs

### Christmas Trees & Lighting

2017/18 Provision of Christmas Tree & Lighting

2018/19 Provision of Christmas Tree & Lighting

Projected 17/18 & Budget 2018/19	Variances 17/18	Balance as at 09/11/17
0	100	
0	2	
0	102	102
200		
160		
360		
1,600	0	1,600
1,750		
0	-79	
50	0	
0	0	
50	0	
300	0	
400	-79	321
50		
50		
50		
300		
450		
1,380	0	
150	0	
1,530	0	1,530
1,380		
1,000		
2,380		
50	0	
50	0	50
100		
100		
300	0	
300	0	300
300		
300		

# CHELFORD PARISH COUNCIL

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### Street Lighting

2017/18 Electricity Oct 17 - Mar 18 (182 days x £0.13 = £23.66) net - say  
Provision for Increase in Electricity  
Repairs Nov 17 - Mar 18

2018/19 Annual Electric (365 x £0.13 per day = £47.45) net - say  
Provision for Increase in Electricity  
Repairs

### Website

2017/18 Chelford Parish Council website - Transparency Code  
Chelford Village Website:  
Apr 17 - Sep 17 - Website hosting costs (fees as below)  
Oct 17 - Mar 18 - Website hosting costs  
(Domain name - £0.60 p.m., Webmail facility - £1.30 p.m.,  
Hardware rental - £6.00 p.m., Bandwidth rental - £6.00 p.m.,  
Cloud storage - £7.00 p.m., Loudhailer - £9.00 p.m.)  
Contingency

2018/19 Chelford Parish Council website  
Chelford Village Website:  
Apr 18 - Sep 18 - Website hosting costs (at 2017/18 fees as below)  
(Domain name - £0.60 p.m., Webmail facility - £1.30 p.m.,  
Hardware rental - £6.00 p.m., Bandwidth rental - £6.00 p.m.,  
Cloud storage - £7.00 p.m., Loudhailer - £9.00 p.m.)  
Oct 18 - Mar 19 - Website hosting costs (fees as above)  
Contingency for increase in service charge/service requirements

### Village Planters

2017/18 Summer Planting  
Winter Planting

2018/19 Summer Planting  
Winter Planting

### Professional Services

2017/18 Provision of professional advice/services

2018/19 Provision of professional advice/services

### Advertising

2017/18 None

2018/19 Provision

Projected 17/18 & Budget 2018/19	Variances 17/18	Balance as at 09/11/17
25	-3	
5	20	
0	125	
30	142	172
50		
15		
125		
190		
1,032	-1,032	
0		
216		
0	19	
1,248	-1,013	235
10		
216		
216		
40		
482		
0	0	
285	45	
285	45	330
300		
300		
600		
300	0	
300	0	300
300		
300		
0	75	75
75		

# CHELFORD PARISH COUNCIL

## AGENDA

### Subscriptions/Affiliation Fees

2017/18	Data Protection Registration (due 26/02/18)
	ChALC
	Cheshire County Playing Fields Association
	Cheshire Community Action
	CPRE

2018/19	Data Protection Registration
	ChALC
	Cheshire County Playing Fields Association
	Cheshire Community Action
	CPRE

### Room Hire

2017/18	Ordinary Parish Council Meetings @ £17.50 per meeting
	Annual Parish Meeting @ £30.00
	Extra Ordinary Parish Council Meetings @ £17.50 per meeting
	Contingency

2018/19	Ordinary Parish Council Meetings
	Annual Parish Meeting
	Extra Ordinary Parish Council Meetings
	Contingency

### Training

2017/18	Training Provision - Members & Clerk
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2018/19	Training Provision - Members & Clerk (Based on 4 attendances to ChALC Training sessions)
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### Chelford Activity Park - Maintenance

2017/18	Grass Cutting - Apr 17 - Oct 17 (14 visits)
	Hedge Cutting
	RoSPA Inspection
	Tree Safety Inspection
	Maintenance - Trees
	Maintenance - Play Area Equipment
	Maintenance - BMX Track
	Maintenance - MUGA
	Maintenance - Table Tennis Table
	Maintenance - Seats & Picnic Benches
	Maintenance - Barbeques
	Contingency

2018/19	Grass Cutting (14 visits)
	Hedge Cutting
	RoSPA Inspection
	Tree Safety Inspection
	Maintenance - Trees
	Maintenance - Play Area Equipment
	Maintenance - BMX Track
	Maintenance - MUGA
	Maintenance - Table Tennis Table
	Maintenance - Seats & Picnic Benches
	Maintenance - Barbeques
	Contingency

Projected 17/18 & Budget 2018/19	Variances 17/18	Balance as at 09/11/17
35	0	
0	11	
0	5	
0	0	
0	4	
35	20	55
55		
385		
25		
50		
40		
555		
158	-38	
30	0	
35	45	
30	90	
253	97	350
240		
30		
40		
60		
370		
100	-20	
100	-20	80
140		
140		
585	800	
300	0	
0	17	
0	0	
500	-780	
0	-266	
0	200	
250	225	
0	25	
0	-25	
0	25	
200	150	
1,835	371	2,206
1,450		
300		
150		
0		
500		
250		
200		
500		
25		
175		
25		
375		
3,950		

# CHELFORD PARISH COUNCIL

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### Asset Maintenance

2017/18	Notice Boards
	Bus Shelter
	Telephone Kiosks
	Planters
	Height Barrier
	Speed Indicator Devices
	Contingency

2018/19	Notice Boards
	Bus Shelter
	Telephone Kiosks
	Benches
	Planters
	Height Barrier
	Speed Indicator Devices
	Contingency

### Asset Purchase

2017/18	Notice Board
	Planters
	Contingency

2018/19	Notice Board
	Planters
	Contingency

### Neighbourhood Plan

2017/18	Activities covered by 'Locality' grant
	Other activities

2018/19	Activities covered by 'Locality' grant
	Other activities

### Other

2017/18	Contingency provision
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2018/19	Contingency provision
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2017/18 Sub Totals

2017/18 Income - Grants:

Transparency Code Compliance Grant

Community Rail Partnership Grant

Neighbourhood Plan:

"Locality" Grant received

"Locality" Grant not received

2017/18 Expenditure Projection and Savings Totals

2018/19 Draft Budget Expenditure Total

Less Neighbourhood Plan 'Locality Grant'

Gross Council Tax Requirement 2018/19

Projected 17/18 & Budget 2018/19	Variances 17/18	Balance as at 09/11/17
0	150	
0	250	
3,000	-2,975	
0	75	
0	100	
0	400	
100	300	
3,100	-1,700	1,400
150		
250		
250		
200		
75		
100		
400		
400		
1,825		
600	0	
600	-200	
0	200	
1,200	0	1,200
600		
600		
200		
1,400		
3,514	5,259	
4,606	0	
8,120	5,259	13,379
5,259		
0		
5,259		
250	500	
250	500	750
500		
24,076	3,086	27,162
	1,032	
	210	
	3,741	
	-5,259	
24,076	2,810	
29,808		
-5,259		
24,549		

# CHELFORD PARISH COUNCIL

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### Analysis of funds

01/04/17	Balance brought forward	31,111.50
	Less payments (actual)	-9,834.39
	Plus receipts (actual)	28,121.24
	Less payments (projected)	-24,076.00
	Plus receipts (projected)	5,769.89
		<u>31,092.24</u>
	Less Earmarked Reserves:	
	Mere Court Improvements	-501.52
	Less Committed Funds	
	2016/17 Creditor (ANSA)	-927.15
	Chelford Primary School	-1,550.00
	Chelford Scouts	-98.28
	Less Community Project Fund	-18,132.57
	Less Asset Refurbishment Fund	-4,000.00
	Less Democratic Services Fund	-1,000.00
31/03/18	General funds carried forward	<u>4,882.72</u> *

\* Subject to success of Neighbourhood Plan grant application.

### Tax Base 2018/19 (Band D) and Precept impact on Property Bands

2017/18				2018/19 (Based on 2017/18 Tax Base)			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		24.14	A	6/9		26.36
B	7/9		28.17	B	7/9		30.75
C	8/9		32.19	C	8/9		35.15
D	9/9	620.84	36.22	D	9/9	620.84	39.54
E	11/9		44.27	E	11/9		48.33
F	13/9		52.31	F	13/9		57.12
G	15/9		60.36	G	15/9		65.90
H	18/9		72.43	H	18/9		79.08
Precept		£22,485		Precept		£24,549	

### Precepts

Year	% increase	£
2012/13	25.64%	9,800
2013/14	0.00%	9,800
2014/15	10.20%	10,800
2015/16	25.00%	13,500
2016/17	29.53%	17,486
2017/18	28.59%	22,485
2018/19	9.18%	24,549

# CHELFORD PARISH COUNCIL

## AGENDA

## APPENDIX C

### CORRESPONDENCE

<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 12, 19, 26 October 2017; 2 November 2017.
09/10/17	Reminder: Advanced Chairmanship Training - 08/11/17.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 12, 19, 26 October 2017; 2 November 2017.
-	Neighbourhood Planning Fortnightly Update - 13, 27 October 2017.
-	Spatial Planning Update - September/October 2017.
-	Winter Service Decisions - 27-31 October 2017; 1-4 November 2017.
11/10/17	Somerford Neighbourhood Plan Regulation 16 Consultation. [17/10/17 - Consultation extended.]
19/10/17	Deadline dates for articles for Connected Communities Newsletter.
20/10/17	Bollington Neighbourhood Plan Regulation 16 Consultation.
26/10/17	Multi faith conference - 'Partnership working to support local communities' - 18 November 2017.
	<b>Cheshire Emergency Services -</b>
30/10/17	Cheshire Fire Authority Draft Integrated Risk Management Plan 2018/19 Consultation.
	<b>Rural Services Network -</b>
-	Weekly News Digest - 9, 16, 23, 30 October 2017.
-	Rural Opportunities Bulletin - November 2017.
-	Hinterland Newsletter - 13, 20, 27 October 2017; 3 November 2017.
-	Rural Vulnerability Service - Rural Transport (October 2017).
-	RSN Spotlight - Rural Housing (October 2017); Rural Broadband (October 2017).
12/10/17	RSN Seminar - Rural Place, Rural Challenges - 22 November 2017.
	<b>Other Correspondence -</b>
-	Public Sector Executive - 9, 12, 16, 19, 23, 26, 30 October 2017; 2 November 2017.
-	HMRC - 09/10/17 - Sick Pay, Parental Leave & other statutory payments; 12/10/17 - Motoring expenses; 16/10/17 - Payroll for Company Directors; 18/10/17 - Health & Safety in the workplace; 19/10/17 - Babies and benefits; 20/10/17 - Employer Bulletin 68; 21/10/17 - Small Business Saturday Bus Tour; 23/10/17 - Staff parties & entertainment; 26/10/17 - Benefits in kind; 27/10/17 - Changes to payment methods; 30/10/17 - November webinars; 01/11/17 - Health & Safety in the workplace; 02/11/17 - Avoiding in-year penalties.
-	Manchester Airport - 10/10/17 - Runway Use Information.
-	CPRE - 12/10/17 - Campaigns Update; 30/10/17 - Cheshire Viewpoint Newsletter.
-	E-ON - Monthly Market Report - October 2017; 13/10/17 - Combined Heat & Power Webinar.
-	Community & Voluntary Services - e-Bulletin - 13 October 2017; 20/10/17 - The Voice Newsletter; 27/10/17 - e-Bulletin; 27/10/17 - Social Investments.
-	Information Commissioner's Office - Newsletter - November 2017.
-	Age UK - Newsletter - October 2017.
-	Active Cheshire - 12/10/17 - Active Lives Survey and Part of the MOVEment 2 Conference; 17/10/17 - Employment Opportunities; 30/10/17 - Cheshire & Warrington Blueprint to tackle physical inactivity; 31/10/17 - October 2017 Newsletter.
-	Cheshire Community Action - 09/10/17 - Annual General Meeting; 11/10/17 - Reminder: Cheshire County Playing Fields Association Annual General Meeting.
-	Civic Voice - War Memorial News - 17, 31 October 2017; 26/10/17 - Kasbah area of Grimsby Docks becomes newest Conservation Area in England.
-	Zurich Insurance plc - 13/10/17 - Changes to contact telephone numbers; 30/10/17 - Local Council Advisory Service.
17/10/17	So Cheshire - Halloween Newsletter.
24/10/17	Knutsford Town Council - Planning Training Course. [25/10/17 - Training Course fully booked]
	<b>Advertisements -</b>
-	19/09/17 - Primary Care Supplies - Defibrillators; 19/09/17 - INDO Lighting - LED street light upgrading; 22/09/17 - Kompan - Reflecting on summer play days; 22/09/17 - Notice Board Company - Fire resistance notice boards; 27/09/17 - Garden Benches - Teak benches for Parish Councils; 02/10/17 - The Parish Notice Board Company - Autumn Sale; 05/10/17 - Parish Council Websites - Transparency Code Packages available; 05/10/17 - Campus Graphics - Parish Council Christmas Cards; 06/10/17 - Notice Board Company - Special Offers for Parish Councils; 09/10/17 - Westminster Briefing - Women in Local Government Conference; 10/10/17 - Realise Futures Eco Furniture - Splinter Free Seating & Play Equipment; 11/10/17 - Primary Care Supplies - Defibrillators; 11/10/17 - B&C Shelters - Halloween Offers on Bus Shelters; 12/10/17 - Eibe - Swings & Roundabouts; 16/10/17 - Greenfingers Landscape Ltd. - Emergency Post-Storm Tree Work Services;

# CHELFORD PARISH COUNCIL

## AGENDA

	16/10/17 - Street Furniture Direct - Update on furniture available; 17/10/17 - Arien Signs - October Brochure; 19/10/17 - Kompan - Playground packages for a range of budgets; 24/10/17 - INDO Lighting - Upgrade street lighting to LED; 25/10/17 - Realise Futures Eco Furniture - Heavy duty, graffiti proof outdoor seating; 25/10/17 - Greenfingers Landscape Ltd. - Greenfingers maintenance awarded Best Heart of England in Bloom Floral Display; 26/10/17 - David Hibberd - Themed play ships; 28/10/17 - Wicksteed - Match funding for play area projects; 30/10/17 - Notice Board Company - 5 Year Guarantee Church Outdoor Noticeboards; 30/10/17 - Parish Council Websites - Countdown to Transparency Code Fund Closure; 03/11/17 - Primary Care Supplies - Defibrillators.
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## APPENDIX D

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 09 November 2017					
Details	2017/18 Budget £.	Revised* 2017/18 Budget £.	Actual to Oct. 2017 £.	Agenda Nov. 2017 £.	Budget Balance £.
<b>Receipts</b>					
Chelford Parish Council - Balances	5,000.00	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	9,000.00	3,741.00		5,259.00
Grants / Donations	0.00	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00	0.00		0.00
<b>Total Receipts</b>	<b>14,000.00</b>	<b>14,000.00</b>	<b>8,741.00</b>	<b>0.00</b>	<b>5,259.00</b>
<b>Payments</b>					
Groundwork UK (DCLG) (see Note 1)					
Consultant Fees (see Note 2)	472.50	1,102.50	0.00		1,102.50
Consultant Fees (see Note 3)	157.50	157.50	0.00		157.50
Consultant Fees (see Note 4)	630.00	0.00	0.00		0.00
Consultant Fees (see Note 5)	315.00	315.00	0.00		315.00
Consultant Fees (see Note 6)	315.00	315.00	0.00		315.00
Consultant - Travel expenses	66.00	66.00	0.00		66.00
Room Hire	280.00	280.00	17.50		262.50
Publicity Costs	220.00	220.00	0.00		220.00
Printing Costs	840.00	840.00	177.54	32.00	630.46
Envelopes (2,400)	300.00	300.00	0.00		300.00
Purchase of OCSI Report	45.00	45.00	0.00		45.00
Refreshments at Consultation Events	100.00	100.00	0.00		100.00
Other	5,000.00	5,000.00			4,606.58
Salary (Clerk)			228.32	114.16	
National Insurance (Employer)			0.00		
Allowances (Clerk)			29.52	21.42	
Chairman/Member Allowances			0.00		
Administration			0.00		
<b>Total Payments</b>	<b>8,741.00</b>	<b>8,741.00</b>	<b>452.88</b>	<b>167.58</b>	<b>8,120.54</b>

### NOTES

- 1 - Grant funding period end date 31/12/2017.
- 2 - Design of flyer and questionnaires, data analysis and write up.
- 3 - Preparing vision and objectives.
- 4 - Analysis of Evidence Base.
- 5 - Advising and facilitating at consultation events.
- 6 - Attending Steering Group Meetings.

\* - Grant variation approved by Groundwork UK.