

# CHELFORD PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

**DATE: THURSDAY 14<sup>TH</sup> FEBRUARY 2019**

**TIME: 7:30 p.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 -**
  - i) To receive Declarations of Interest on any items on the agenda.
- 3. MINUTES -**
  - i) To approve the Minutes of the Parish Council meeting held 10<sup>th</sup> January, 2019 as a correct record and authorise signing by the Chairman.
- 4. PUBLIC FORUM FOR QUESTIONS -**
- 5. REPORTS FROM EXTERNAL ORGANISATIONS -**
  - i) Gawsworth and Chelford Wards Policing Team -
    - a) Report on matters of interest / concern within the Parish.
    - b) Ward Cluster Meeting - 30<sup>th</sup> January, 2019. (GW)
  - ii) Cheshire East Ward Member Cllr. G. Walton - Report on items of interest to the Parish Council.
- 6. FINANCE -**
  - i) To receive and consider the Financial Statement 2018/19 as at 14<sup>th</sup> February, 2019. (Appendix A)
  - ii) To authorise the following payments -

a) Direct Debit	E-ON	£13.98	Electricity Charges: 01/10/18 - 31/12/18.
b) Direct Debit	Information Commissioner's Office	£35.00	Data Protection Fee.
c) Cheque No. 001271	E. M. Maddock	£921.24	Salary January 2019 & Expenses.
d) Cheque No. 001272	H.M. Revenue & Customs	£94.25	Income Tax & NI contributions.
e) Cheque No. 001273	Greenfingers Landscape Ltd.	£200.00	Ground Maintenance Contract (January 2019).
f) Cheque No. 001274	Robertson & Partners	£237.90	Hedge Cutting - Chelford Activity Park.
g) Cheque No. 001275	Cheshire Community Action	£809.50	Neighbourhood Plan Consultant support.
h) Cheque No. 001276	Came & Company	£818.36	Insurance Premium 2019/20. (See item 6(iv) below)
  - iii) To note the following receipts since the last meeting -

a) NatWest Bank plc.	£3.32	Gross Interest - October, 2018
b) NatWest Bank plc.	£3.24	Gross Interest - November, 2018
c) NatWest Bank plc.	£3.35	Gross Interest - December, 2018
  - iv) To review insurance requirements for 2019/20.
- 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) Manchester Airport - Invitation to attend update meeting.
    - b) Cheshire East Council - Notification of cancellation of Town & Parish Council Conference 29/01/19.
    - c) Cheshire East Council - Mayor's Charity Sunday Lunch - 10<sup>th</sup> March, 2019.
  - ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix B)
- 8. PLANNING -**
  - i) Application for consideration -
    - a) 19/0316T - Works to trees - T1 Large Mature Oak. T2 Semi Mature Oak. T3 & T4 Large Mature Hollies. T5 Large over Mature Oak. T6 Large Mature Sycamore. T7, T8 and T9 Mature Norway Maples. T10

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Large Mature Holly. T11 Large Dead Cherry. G1 Large Mature Lime and Maples and G2 Large Mature Sycamore - Mere Court Play Area & Open Space, Mere Court, Chelford.

b) Any further applications received following issue of Agenda will be included for consideration.

### 9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

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

- a) Remedial work to zebra crossing on Knutsford Road.
- b) Damaged sign - Alderley Road.
- c) Query re Traffic Census on Dixon Drive (October 2018).
- d) Zig-zag lines outside Chelford Primary School.
- e) Footway condition within Dixon Drive estate - Update relating to proposed tar slurry sealing.
- f) Pothole - Knutsford Road, outside The White House.
- g) Broken Window in Bus Passenger Shelter - Chelford Road.
- h) Footway siding out - Knutsford Road (from Station to Parish Hall).
- i) Missing cover on street lighting column on Knutsford Road opposite to Parish Hall.
- j) Overgrown hedge - Pathway between Broomfield Close and Barncroft Close.
- k) Overgrown hedge - Knutsford Road (near railway bridge).
- l) Query re Parking on Elmstead Road.
- m) Verge repairs following water main replacement work along Dixon Drive.
- n) Overgrown hedge - Knutsford Road (from junction with Dixon Drive to junction with Mere Court).

ii) To receive highway matters for attention from Members.

### 10. COMMUNITY -

- i) To receive an update relating to the process for allocating Section 106 'community facilities' funds associated with the Cricketers Green Development. (DW)
- ii) Community Speed Watch - To receive update on activities.
- iii) Parish Appearance - To consider possible options to improve the appearance of the Parish.
- iv) Newsletter - To approve the content, printing arrangements and delivery dates of the newsletter.
- v) To note that Friends of Chelford Station received a Highly Commended award in the 'Cheshire East Award' category at the recent Cheshire Best Kept Station Awards.

### 11. ASSETS -

- i) Chelford Activity Park - Maintenance & Management -
  - a) To receive a summary of issues identified during inspections of Chelford Activity Park. (AB)
- ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.

### 12. NEIGHBOURHOOD PLAN -

- i) To note that the Neighbourhood Plan Regulation 15 submission has been completed.
- ii) To note that the Neighbourhood Plan Regulation 16 consultation will close on 8<sup>th</sup> March, 2019.
- iii) To receive the Chelford Neighbourhood Plan financial statement as at 14<sup>th</sup> February, 2019. (Appendix C)

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Red Telephone Kiosk - Future uses.

### 14. DATE OF NEXT MEETING - Thursday 14<sup>th</sup> March, 2019 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) To receive and consider requested information from Chelford Parish Hall.

**E.M.Maddock**

Dr. E. M. Maddock PSLCC,  
Clerk & Responsible Financial Officer.

Dated 10<sup>th</sup> February, 2019.

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### APPENDIX A

Financial Statement for 2018/19 as at 14 February 2019					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Jan. 2019 £.	Agenda Feb. 2019 £.	Budget Balance £.
	<b>Receipts</b>				
22,485.00	Precept	24,549.00	24,549.00		0.00
0.00	Balances	0.00	0.00		0.00
5.05	Investment Interest	0.00	4.94	9.91	0.00
0.00	Sale of Assets	0.00	0.00		0.00
7,542.99	Grants, Donations & Refunds	5,259.00	5,079.00		180.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund (16/17)		874.80		986.26
<b>30,685.30</b>	<b>Total Receipts</b>	<b>29,808.00</b>	<b>30,507.74</b>	<b>9.91</b>	<b>1,166.26</b>
	<b>Payments</b>				
7,708.58	Salary (Clerk)	7,962.00	6,995.62	698.76	267.62
161.48	National Insurance (Employer)	0.00	27.99	1.81	-29.80
580.73	Allowances (Clerk)	650.00	492.96	43.21	113.83
0.00	Chairman/Member Allowances	0.00	0.00		0.00
31.36	Administration	210.00	0.00	79.42	130.58
248.00	Audit Fees (Internal & External)	360.00	350.00		10.00
788.81	Insurance	1,750.00	0.00	818.36	931.64
592.36	Sect. 137 Donations	450.00	50.00		400.00
150.00	Grants	2,380.00	1,001.86		1,378.14
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	37.80	13.31	138.89
1,345.04	Website	482.00	0.00		482.00
570.00	Village Planters	600.00	570.00		30.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	26.76		48.24
494.85	Subscriptions/Affiliation Fees	555.00	469.96	35.00	50.04
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	1,839.70	364.92	1,745.38
0.00	Asset Maintenance	1,825.00	118.00		1,707.00
0.00	Asset Purchase	1,400.00	350.48		1,049.52
0.00	Contingency	500.00	0.00		500.00
7825.00	Neighbourhood Plan	5,259.00	4,833.11	989.22	-563.33
874.80	V.A.T.		900.04	86.22	
<b>24,223.66</b>	<b>Total Payments</b>	<b>29,808.00</b>	<b>18,164.28</b>	<b>3,130.23</b>	<b>9,499.75</b>

Cash/Bank Reconciliation	01/04/18	10/01/19	14/02/19	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	49,916.60	46,796.28
Add Total Receipts	29,808.00	30,507.74	9.91	1,166.26
Less Total Payments	-29,808.00	-18,164.28	-3,130.23	-9,499.75
<b>Balance C/Fwd.</b>	<b>37,573.14</b>	<b>49,916.60</b>	<b>46,796.28</b>	<b>38,462.79</b>
<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/18</b>	<b>10/01/19</b>	<b>14/02/19</b>	<b>31/03/19</b>
General Funds	8,795.55	24,504.83	21,564.23	13,230.74
Earmarked Reserves	28,777.59	25,411.77	25,232.05	25,232.05
	<b>37,573.14</b>	<b>49,916.60</b>	<b>46,796.28</b>	<b>38,462.79</b>

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### CASH/BANK RECONCILIATION AS AT - 14<sup>th</sup> February 2019

#### CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	30,517.65
	<u>68,090.79</u>
Less Payments	21,294.51
Balance Carried Forward 14/02/19	<u><u>46,796.28</u></u>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	19,711.66	04/01/19
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unrepresented cheques		
	<u>0.00</u>	
		19,711.66 14/02/19
<b>Current Account -</b>	30,200.87	05/12/18
Add income received since above Statement		
	<u>0.00</u>	
		0.00
Less unrepresented cheques/ Transfer		
Approved	0.00	
For Approval	-3,130.23	
Less payment already issued	<u>13.98</u>	
	<u>-3,116.25</u>	
		27,084.62 14/02/19
<b>Total Bank Balances 14/02/19</b>	<u><u>46,796.28</u></u>	

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### APPENDIX B

#### CORRESPONDENCE

<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 10, 14 (reissue), 17, 24, 31 January 2019; 7 February 2019.
07/01/19	Maintenance Services offered by Northwich Town Council.
08/01/19	Local Industrial Strategy Event - 1 <sup>st</sup> March 2019.
06/02/19	Health & Safety Training - 6 <sup>th</sup> March 2019.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 17, 24, 31 January 2019; 7 February 2019.
10/01/19	Consultation on Brooks Lane Draft Development Framework Supplementary Planning Document - 14/01/19 - 25/02/19.
11/01/19	Advance notice of Mayor's Charity Sunday Lunch - 10 <sup>th</sup> March 2019.
23/01/19	Reminder: Town & Parish Council Conference - 29 <sup>th</sup> January, 2019.
23/01/19	Poynton Regulation 16 Neighbourhood Plan Consultation - 23/01/19 - 08/03/19.
23/01/19	Chelford Regulation 16 Neighbourhood Plan Consultation - 23/01/19 - 08/03/19.
24/01/19	Local Information Bulletin - South.
07/02/19	Pride in the Park Picnic - 29 <sup>th</sup> June 2019.
	<b>Rural Services Network -</b>
-	Rural Bulletin - 8, 15, 22, 29 January 2019; 5 February 2019.
-	Rural Funding Digest - January 2019; February 2019.
	<b>Other Correspondence -</b>
-	Public Sector Executive - 4, 7, 11, 14, 18, 21, 25, 28 January 2019; 1, 4, 8 February 2019.
-	HMRC - 21/01/19 - Help and support email service; 23/01/19 - Payroll priorities; 25/01/19 - Information for employers; 31/01/19 - What's new for employers in 2019/20?; 04/02/19 - Trivial benefits and staff parties; 07/02/19 - Making statutory payments clearer; 08/02/19 - Employer Bulletin 76.
-	Manchester Airport - 26/01/19 - Runway Maintenance Dates 2019.
-	CPRE - 12/01/19 - Campaigns Update; 26/01/19 - Star Count 2019; 02/02/19 - Campaigns Update.
-	Community & Voluntary Services - 07/01/19 - e-Bulletin; 15/01/19 - GRIPP Digital Seminar - Resources; 18/01/19 - e-Bulletin; 01/02/19 - e-Bulletin; 05/02/19 - Families Together Project; 06/02/19 - GRIPP Digital Seminar - Cyber Security; 08/02/19 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - February 2019.
-	Active Cheshire - 08/01/19 - Workshops and Training Opportunities; 18/01/19 - Training Opportunities; 08/02/19 - Workshops and Training Opportunities.
-	Cheshire Community Action - 17/01/19 - Cheshire County Playing Fields Association Annual General Meeting.
-	So Cheshire - Newsletter - January 2019.
15/01/19	Came & Company - A new future for the Stackhouse Poland Group.
17/01/19	Cheshire and Warrington Local Enterprise Partnership - Local Industrial Strategy Events. [Reminder 25/01/19]
17/01/19	Town & Parish Council Websites - Newsletter.
18/01/19	Terrain Safety - Updates re: working in open spaces and managing bouncy castles.
25/01/19	Civic Voice - Building Better, Building Beautiful Commission Survey.
25/01/19	Poynton Town Council - Poynton Regulation 16 Neighbourhood Plan Consultation - 23/01/19 - 08/03/19.
31/01/19	Jones Homes (North West) Ltd. - Chelford Neighbourhood Plan Regulation 16 response.
08/02/19	Keep Britain Tidy - Great British Spring Clean.
	<b>Advertisements -</b>
-	07/01/19 - Congleton Town Council - Maintenance Services; 08/01/19 - Glendale Managed Services Ltd. - Maintenance services; 10/01/19 - Schoolscapes Ltd. - Outdoor Play Options; 10/01/19 - Marmax Products Ltd. - Recycled Outdoor Furniture Offer; 11/01/19 - Sutcliffe Playgrounds - Playground equipment; 14/01/19 - Eibe - Themed Play Area; 16/01/19 - Kompan Playgrounds - 25% matched funding opportunity; 16/01/19 - J. Hall - Website services; 16/01/19 - Proludic - 2019 Catalogue; 17/01/19 - Starboard Services Ltd. - HMRC's Making Tax Digital; 18/01/19 - Notice Board Company - Notice Boards for Pocket Parks; 17/01/19 - Marmax Recycled Products - Recycled plastic street furniture; 21/01/19 - Primary Care Supplies - Defibrillators; 23/01/19 - Sovereign Play - Free quotes for play equipment; 24/01/19 - Starboard Systems Ltd. - Accounting Support Packages; 30/01/19 - TWM Traffic Controls - New website launched; 31/01/19 - Schoolscapes - Outdoor play

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equipment; 31/01/19 - Kompan Playgrounds - Up to 40% off play and outdoor fitness equipment; 01/02/19 - Wicksteed - Match funding competition; 06/02/19 - Kompan Playgrounds - New 2019 catalogue; 07/02/19 - Wicksteed - Design services in the region; 07/02/19 - Sutcliffe Play - Newsletter; 08/02/19 - Primary Care Supplies - Defibrillators.

### APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18/19 as at 14th February 2019				
Details	Total Budget £.	Actual to Jan. 2019 £.	Agenda Feb. 2019 £.	Budget Balance £.
<b>Receipts</b>				
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
<b>Total Receipts</b>	<b>14,000.00</b>	<b>13,999.67</b>	<b>0.00</b>	<b>0.33</b>
<b>Payments</b>				
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	1,417.50	630.00	1,102.50
Consultant Fee (Note 3)	315.00	157.50	157.50	0.00
Consultant Fee (Note 4)	975.00	995.00		-20.00
Consultant Fee (Note 5)	44.00	22.00	22.00	0.00
Room Hire	180.00	15.00		165.00
Printing Costs	292.00	375.29		-83.29
Consultation Events	23.00	35.00		-12.00
Other	5,000.00			1,480.46
Salary (Clerk)		2,843.81	152.98	
National Insurance (Employer)		295.78	21.11	
Allowances (Clerk)		200.23	5.63	
Chairman/Member Allowances		0.00		
Administration		0.00		
<b>Total Payments</b>	<b>16,280.00</b>	<b>12,658.11</b>	<b>989.22</b>	<b>2,632.67</b>

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