

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 10TH JANUARY 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 13th December, 2018 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 - Report on matters of interest / concern within the Parish.
 - 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 10th January, 2019. (Appendix A)
 - ii) To authorise the following payments -

a) Cheque No. 001267	E. M. Maddock	£735.44	Salary January 2019 & Expenses.
b) Cheque No. 001268	H.M. Revenue & Customs	£33.98	Income Tax & NI contributions.
c) Cheque No. 001269	Greenfingers Landscape Ltd.	£200.00	Ground Maintenance Contract (December 2018).
d) Cheque No. 001270	Cheshire Community Action	TBC	Neighbourhood Plan Consultant support.
 - iii) To note the following receipts since the last meeting - None.
- 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 - Concert Tickets.
 - b) Resident - Complaint about hedge cutting debris on Chelford Footpath No.1.
 - c) Northwich Town Council - Floral Displays Service Level Agreement 2019.
 - d) Knutsford Town Council - Request for donation towards provision of Citizens Advice Service.
 - ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix B)
- 8. PLANNING -**
 - i) Applications for consideration - None.
 - a) Any applications received following issue of Agenda will be included for consideration.
 - ii) Appeals for consideration -
 - a) 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
- 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) Broken No Through Bollard - Dixon Drive.
 - c) Damaged sign - Alderley Road.
 - d) Query re Traffic Census on Dixon Drive (October 2018).
 - e) Zig-zag lines outside Chelford Primary School.
 - f) Footway condition within Dixon Drive estate - Update relating to proposed tar slurry sealing.

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- g) Pothole - Knutsford Road, outside The White House.
- h) Broken Window in Bus Passenger Shelter - Chelford Road.
- i) Footway siding out - Knutsford Road (from Station to Parish Hall).
- j) Overhanging hedge along Knutsford Road along Mere Court Park boundary.
- k) Overhanging hedge along Knutsford Road from Chelford Parish Hall to Shell Garage.
- l) Missing cover on street lighting column on Knutsford Road opposite to Parish Hall.
- 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 consider content and format of next Parish Council newsletter.

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 receive and note feedback received during the Regulation 14 consultation together with analysis report.
- ii) To receive an update on activities required to complete Regulation 15.

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 14th February, 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.



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

Dated 6th January, 2019.

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APPENDIX A

Financial Statement for 2018/19 as at 10 January 2019					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Dec. 2018 £.	Agenda Jan. 2019 £.	Budget Balance £.
	Receipts				
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		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		900.04
30,685.30	Total Receipts	29,808.00	30,507.74	0.00	1,080.04
	Payments				
7,708.58	Salary (Clerk)	7,962.00	6,296.86	698.76	966.38
161.48	National Insurance (Employer)	0.00	26.19	1.80	-27.99
580.73	Allowances (Clerk)	650.00	448.81	44.15	157.04
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	350.00		10.00
788.81	Insurance	1,750.00	0.00		1,750.00
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		152.20
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		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	1,673.03	166.67	2,110.30
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	4,178.40	24.71	1,055.89
874.80	V.A.T.		866.71	33.33	
24,223.66	Total Payments	29,808.00	16,564.86	969.42	13,173.76

Cash/Bank Reconciliation	01/04/18	13/12/18	10/01/19	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	51,516.02	50,546.60
Add Total Receipts	29,808.00	30,507.74	0.00	1,080.04
Less Total Payments	-29,808.00	-16,564.86	-969.42	-13,173.76
Balance C/Fwd.	37,573.14	51,516.02	50,546.60	38,452.88
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	13/12/18	10/01/19	31/03/19
General Funds	8,795.55	24,781.40	25,134.83	13,041.11
Earmarked Reserves	28,777.59	26,734.62	25,411.77	25,411.77
	37,573.14	51,516.02	50,546.60	38,452.88

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CASH/BANK RECONCILIATION AS AT - 10th January 2019

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	30,507.74
	<u>68,080.88</u>
Less Payments	17,534.28
Balance Carried Forward 10/01/19	<u><u>50,546.60</u></u>

BANK (Natwest)

Business Reserve Account -	19,701.75	05/10/18
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unpresented cheques		
	<u>0.00</u>	
	19,701.75	10/01/19
Current Account -	34,220.53	05/12/18
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unpresented cheques/ Transfer		
Approved	-2,406.26	
For Approval	<u>-969.42</u>	
	<u>-3,375.68</u>	
	30,844.85	10/01/19
Total Bank Balances 10/01/19	<u><u>50,546.60</u></u>	

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 13, 20 December 2018.
11/12/18	Temporary Clerk Position.
18/12/18	Christmas e-Card from the Mayor of Cheshire East Council.
20/12/18	Royal Garden Party 2019.
	Cheshire East Council -
-	Traffic Management LAP Reports - 13, 20 December 2018; 3 January 2019.
-	Connected Communities Newsletter - December 2018.
07/12/18	Invitation to Town & Parish Council Conference - 29 th January, 2019.
17/12/18	Holocaust Memorial Service - 25 th January, 2019.
19/12/18	Examiner's report on the draft Cheshire East Council Community Infrastructure Levy Charging Schedule.
	Cheshire Emergency Services -
24/12/18	Police Surgeries - January, 2019.
03/01/19	Stakeholder Bulletin.
	Rural Services Network -
-	Rural Bulletin - 11, 18 December 2018.
21/12/18	Seasons Greetings.
03/01/19	Happy New Year!
	Other Correspondence -
-	Public Sector Executive - 12, 13, 14, 17, 21 December 2018.
-	HMRC - 10/12/18 - Statutory Sick Pay Explained; 12/12/18 - Employer Bulletin 75; 14/12/18 - Staff parties, maternity pay and sick pay; 17/12/18 - Guide to paying employees early for festive period; 19/12/18 - National Minimum Wage webinars.
18/12/18	Manchester Airport - Seasons Greetings.
-	CPRE - 10/12/18 - Fieldwork Newsletter; 18/12/18 - Seasons Greetings; 22/12/18 - Thanks for support during 2018; 02/01/19 - Women and the Countryside.
-	Community & Voluntary Services - 17/12/18 - e-Bulletin; 03/01/19 - Training News.
-	Active Cheshire - 12/12/18 - Training Opportunities; 03/01/19 - Play boxes coming to Parks in Cheshire.
07/12/18	NatWest Bank plc. - A reminder of how we charge unarranged overdraft fees.
	Advertisements -
-	09/12/18 - Parish Council Websites - Over 70% Of Parish Council Websites Are Still Not Compliant; 10/12/18 - Proludic - Christmas Greetings; 10/12/18 - Primary Care Supplies - Defibrillators; 11/12/18 - TWM Traffic Controls - Christmas Greetings; 13/12/18 - Primary Care Supplies - Defibrillators; 19/12/18 - Kompan Playgrounds - Best bits of 2018; 19/12/18 - Amberol - Christmas Greetings; 19/12/18 - Gordon Ellis - Christmas Greetings; 03/01/19 - Primary Care Supplies - Defibrillators.