

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY, 11TH JANUARY, 2018
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 14th December, 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.
6. **FINANCE** -
 - i) **To receive and consider the Financial Statement 2017/18 as at 11th January, 2018** - Appendix A.
 - ii) **To authorise the following payments:**
 - a) Cheque No. 001193 E. M. Maddock £763.60 Salary 01/12/17 - 31/12/17, Backpay & Expenses.
 - b) Cheque No. 001193 E. M. Maddock £412.18 Reimbursement of Transparency Fund expenditure.
 - c) Cheque No. 001194 H. M. Revenue & Customs £113.73 Income Tax & NI contributions.
 - d) Cheque No. 001195 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (Dec. 2017).
 - e) Cheque No. 001196 East Cheshire Hospice £50.00 Donation re: Christmas Tree Collection.
 - iii) **To note the following receipts since last meeting:** None.
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) Cheshire Community Action - Best Kept Village Competition 2018.
 - b) Knutsford Town Council - Request for donation to support Citizens Advice Bureau service.
 - c) Citizens Advice Bureau - Offer to present information to Parish Council meeting.
 - ii) **To note other correspondence received since the date of the last ordinary meeting** - Appendix B.
8. **PLANNING & LICENSING APPLICATIONS** -
 - i) **Applications for consideration:**
 - a) Any applications received prior to the meeting will be included.
9. **HIGHWAY MAINTENANCE & ENHANCEMENTS** -
 - i) **To receive updates in respect of the following outstanding highway matters from/since previous meeting:**
 - a) Pothole - Holmes Chapel Road - near to Post Office.
 - b) Pothole - Holmes Chapel Road - near to St. John's Church. (Work complete.)
 - c) Dead Tree - Alderley Road - opposite Shell Garage. (Removal of tree scheduled for 13th January, 2018.)
 - d) Footway - Alderley Road.
 - e) Pothole - Alderley Road - near to Alderley Road Business Park.
 - ii) **To receive highway matters for attention from Members.**
 - iii) **Update regarding proposed removal of yellow parking restriction lines in the Dixon Drive estate.**
 - iv) **To consider position in respect of the no through bollards on Dixon Drive.**

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10. COMMUNITY -

- i) **Defibrillator Provision** - To receive information regarding future management of equipment.
- ii) **Mere Court Recreation Area** - To receive update regarding possible future improvements to site. (DW)
- iii) **Christmas Tree Display**
 - a) To receive the risk assessment and ongoing display inspection record.
 - b) To consider actions taken since last meeting in respect of Christmas Tree Display.
- iv) **Chelford Bowling Club** - To consider position in respect of the Community Right to Bid for the asset.

11. ASSETS -

- i) **Chelford Activity Park - Maintenance & Management -**
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park. (AB)
- ii) **Chelford Activity Park - Usage & Hiring** - To receive an update on Chelford Activity Park facility bookings.
- iii) **Parish Council Website** - To receive an update on development of Parish Council website. (Clerk)

12. NEIGHBOURHOOD PLAN -

- i) To receive an update on activities including the preparation of the second questionnaire. (DW)
- ii) To receive the Neighbourhood Plan Financial Statement as at 11th January, 2018 (Appendix C) and to receive an update on the financial position of the project. (Clerk)

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

- i) Refurbishment of Red Telephone Kiosks.
- ii) Review of Asset Security Arrangements.
- iii) Consideration of potential uses of s.106 funds within Parish.
- iv) Introduction of General Data Protection Regulations (GDPR).

14. DATE OF NEXT MEETING - Thursday 8th February, 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.

15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - (as required)

- i) **Parish Council Legal Document Storage.**
- ii) **Employee Pension Provision.**

E.M.Maddock

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

Dated 7th January, 2018.

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APPENDIX A

Financial Statement for 2017/18 as at 11 January 2018						
Actual 2016/17 £.	Details	2017/18 Budget £.	2017/18 Budget Adjustments £.	Actual to Dec. 2017 £.	Agenda Jan. 2018 £.	Budget Balance £.
	Receipts					
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		1.16		0.00
0.00	Sale of Assets	0.00		0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00		4,982.99		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		737.48
18,596.23	Total Receipts	36,485.00		28,121.41	0.00	5,996.48
	Payments					
6,959.09	Salary (Clerk)	7,010.00	-713.00	5,490.62	741.98	1,490.40
489.00	HMRC - Overpayment of Income Tax	0.00	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00	12.90	12.90	-25.80
583.27	Allowances (Clerk)	650.00	0.00	443.00	53.83	153.17
0.00	Chairman/Member Allowances	0.00	0.00	0.00		0.00
28.82	Administration	210.00	0.00	4.48		205.52
100.00	Audit Fees (Internal & External)	350.00	102.00	248.00		0.00
1,365.85	Insurance	1,600.00	0.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	-79.00	379.36	50.00	349.64
1,380.00	Grants	1,530.00	0.00	150.00		1,380.00
50.00	Parish Council Newsletter	100.00	0.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	142.00	67.54		30.46
358.80	Website	450.00	-1,013.00	430.56	343.48	688.96
675.00	Village Planters	615.00	45.00	570.00		0.00
203.00	Tennis Coaching	0.00	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00	0.00		300.00
0.00	Advertising	75.00	75.00	0.00		0.00
464.85	Subscriptions/Affiliation Fees	515.00	20.00	459.85		35.15
152.50	Room Hire	350.00	97.00	0.00		253.00
0.00	Training	140.00	-20.00	60.00		100.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	371.00	1,976.86	166.67	1,485.47
1,059.00	Asset Maintenance	1,400.00	-1,700.00	0.00		3,100.00
657.97	Asset Purchase	1,200.00	0.00	0.00		1,200.00
11.23	Contingency	750.00	500.00	0.00		250.00
0.00	Neighbourhood Plan	14,000.00	5,259.00	2,874.60	68.62	5,797.78
652.26	V.A.T.			635.45	102.03	
17,076.03	Total Payments	36,485.00	3,086.00	13,853.22	1,539.51	18,743.75
	Cash/Bank Reconciliation					
		01/04/17		14/12/17	11/01/18	31/03/18
	Balance B/Fwd.	31,111.50		31,111.50	45,379.69	43,840.18
	Add Total Receipts	36,485.00		28,121.41	0.00	5,996.48
	Less Total Payments	-36,485.00		-13,853.22	-1,539.51	-18,743.75
	Balance C/Fwd.	31,111.50		45,379.69	43,840.18	31,092.91
	Cumulative Balances					
		Balance		Balance	Balance	Balance
		01/04/17		14/12/17	11/01/18	31/03/18
	General Funds	30,490.62		40,351.60	39,382.23	26,634.96
	Earmarked Reserves	620.88		5,028.09	4,457.95	4,457.95
		31,111.50		45,379.69	43,840.18	31,092.91

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CASH/BANK RECONCILIATION AS AT - 11 January 2018

CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	28,121.41
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	59,232.91
Less Payments	15,392.73
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Balance Carried Forward 11/01/18	<u><u>43,840.18</u></u>

BANK (Natwest)

Business Reserve Account -	19,692.92	03/11/17
Add income/transfer received since above statement		
	<hr/>	
	0.00	
Less unrepresented cheques		
	<hr/>	
	0.00	
		19,692.92 11/01/18
Current Account -	29,545.25	05/12/18
Add income received since above Statement		
	<hr/>	
	0.00	
		0.00
Less unrepresented cheques/ Transfer		
Approved	-3,858.48	
For approval	-1,539.51	
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	-5,397.99	
		24,147.26 11/01/18
Total Bank Balances 11/01/18		<u><u>43,840.18</u></u>

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 20 December 2017.
13/12/17	Audit Training - 06/02/18.
	Cheshire East Council -
-	Traffic Management LAP Reports - 21 December 2017; 4 January 2018.
-	Neighbourhood Planning Fortnightly Update - 22 November 2017; 1, 15 December 2017.
-	Winter Service Decisions - 11-31 December 2017; 1-7 January 2018.
13/12/17	Cancellation of Budget Consultation Event & Town & Parish Council Conference.
13/12/17	Christmas Provision for Homeless.
18/12/17	Holocaust Memorial Day Event - 26 th January, 2018.
20/12/17	Disley and Newtown Neighbourhood Plan Regulation 16 Consultation. (20/12/17 - 09/02/18)
21/12/17	Feedback from Multi faith conference.
	Cheshire Emergency Services -
07/12/17	Police & Crime Commissioner - Stakeholder Bulletin.
22/12/17	Police & Crime Commissioner - Stakeholder Bulletin.
	Rural Services Network -
-	Weekly News Digest - 11, 18 December 2017; 2 January 2018.
-	Hinterland Newsletter - 15, 22 December 2017; 5 January 2018.
-	Rural Vulnerability Service - Fuel Poverty (December 2017); Rural Transport (December 2017); Rural Broadband (January 2018).
-	RSN Spotlight - Rural Economy (December 2017).
	Other Correspondence -
-	Public Sector Executive - 11, 15, 18, 22 December 2017; 2, 5 January 2018.
-	HMRC - 13/12/17 - Employer Bulletin 69; 14/12/17 - Statutory Payments.
-	Manchester Airport - 20/12/17 - Community Newsletter.
-	CPRE - 19/12/17 - Campaigns Update.
-	E-ON - 20/12/17 - Monthly Market Report.
-	Community & Voluntary Services - e-Bulletin - 20 December 2017; 5 January 2018; 19/12/17 - Voluntary Sector Framework Events.
-	Active Cheshire - 21/12/17 - Christmas Wishes.
-	Civic Voice - War Memorial News - 12 December 2017; 13/12/17 - War Memorial Event - February 2018.
	Advertisements -
-	12/12/17 - Notice Board Company - 15% pre-Christmas discounts; 14/12/17 - Primary Care Supplies - Defibrillators; 14/12/17 - Kompan - 50% pre-Christmas discounts; 14/12/17 - Queensbury Shelters - Christmas Wishes; 15/12/17 - Fenland Leisure - Christmas Wishes; 12/12/17 - Greenfingers Landscape Ltd. - Greenfingers awarded North West Ambulance Service maintenance contract; 15/12/17 - Greenfingers Landscape Ltd. - Christmas Wishes; 20/12/17 - Kompan - Reflecting on Play 2017; 20/12/17 - TWM Traffic - Christmas wishes.

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APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 11 January 2018					
Details	2017/18 Budget £.	Revised* 2017/18 Budget £.	Actual to Dec. 2017 £.	Agenda Jan. 2018 £.	Budget Balance £.
Receipts					
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
Total Receipts	14,000.00	14,000.00	8,741.00	0.00	5,259.00
Payments					
Groundwork UK (DCLG) (see Note 1)					
Consultant Fees (see Note 2)	472.50	1,102.50	1,102.50		0.00
Consultant Fees (see Note 3)	157.50	157.50	157.50		0.00
Consultant Fees (see Note 4)	630.00	0.00	0.00		0.00
Consultant Fees (see Note 5)	315.00	315.00	315.00		0.00
Consultant Fees (see Note 6)	315.00	315.00	285.00		30.00
Consultant - Travel expenses	66.00	66.00	44.00		22.00
Room Hire	280.00	280.00	62.50		217.50
Publicity Costs	220.00	220.00	22.51		197.49
Printing Costs	840.00	840.00	343.16		496.84
Envelopes (2,400)	300.00	300.00	0.00		300.00
Purchase of OCSI Report	45.00	45.00	45.00		0.00
Refreshments at Consultation Events	100.00	100.00	24.00		76.00
Other	5,000.00	5,000.00			4,457.95
Salary (Clerk)			399.56	57.08	
National Insurance (Employer)			5.78	5.78	
Allowances (Clerk)			68.09	5.76	
Chairman/Member Allowances			0.00		
Administration			0.00		
Total Payments	8,741.00	8,741.00	2,874.60	68.62	5,797.78

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.