

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 12TH JULY, 2018

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 14th June, 2018 as a correct record and authorise signing by the Chairman.
- ii) To confirm the Minutes of the Annual Parish Meeting held 15th May, 2018 as a correct record.

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 12th July, 2018. (Appendix A)
- ii) To authorise the following payments -
 - a) Cheque No. 001231 E. M. Maddock £801.30 Salary July 2018 & Expenses.
 - b) Cheque No. 001232 H.M. Revenue & Customs £74.37 Income Tax & NI contributions.
 - c) Cheque No. 001233 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (June 2018).
 - d) Cheque No. 001234 Northwich Town Council £342.00 Floral Displays.
 - e) Cheque No. 001235 Cheshire Community Action £315.00 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) Cheshire East Council - Town & Parish Council Conference - 26th September, 2018.
 - b) Planned Road Closures - 25th - 28th July, 2018 (from 19:00 to 05:00):
 - Chelford Roundabout, Chelford.
 - Chelford Road, Chelford from Chelford Roundabout to outside Knowsley Farm.
 - c) Cheshire East Council - Proposed Changes to Highways' Maintenance Priorities - Well Managed Highways Infrastructure Consultation - 05/07/18 - 27/08/18.
 - d) Resident - Request for consideration to be given to metal barriers to be installed along Knutsford Road from junction with Station Road to Chelford Parish Hall.
 - e) Resident - Request for Parish Council to take action to encourage residents within the Dixon Drive estate to number their properties.
 - f) Resident - Request for Parish Council to support request made to Cheshire Police for speed enforcement cameras to be installed on Knutsford Road.
- ii) To note other correspondence received since the date of the last ordinary meeting - Appendix B.

8. PLANNING -

- i) Applications for consideration -
 - a) 18/2763M - Two storey side extension, single storey rear extension and removal of existing glass roof on orangery and replacement flat roof - 4 Burnt Acre, Chelford, Knutsford, Cheshire. SK11 9SS
- ii) To receive an update in respect of development at Millbank Close, Chelford. (Clerk)

CHELFORD PARISH COUNCIL

AGENDA

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) Flooding - Outside Alderlea, Knutsford Road.
 - c) Broken - No Through Bollard - Dixon Drive.
 - d) Chelford Market Signs - Knutsford Road.
 - e) Condition of footway along Holmes Chapel Road from roundabout to St. John's Church.
 - f) Overhanging hedge - Dixon Drive.
- ii) To receive highway matters for attention from Members.

10. COMMUNITY -

- i) Potential Uses of Section 106 funds within Parish -
 - a) Cricketers Green Development - To receive any updates available. (DW/BB)
 - b) Former Chelford Agricultural Centre site - To receive any updates available. (DW/BB)
- ii) Defibrillator Provision - To receive feedback from the project organisers regarding the contribution towards the project resolved by the Parish Council at the last meeting.
- iii) Litter Bins - To review litter bin provision within the Parish.

11. ASSETS -

- i) Chelford Activity Park - Maintenance & Management -
 - a) To receive a summary of issues identified during inspections of Chelford Activity Park. (AB)
 - b) To receive an update relating to issues identified by the annual RoSPA Inspection report. (Clerk)
 - c) To receive an update relating to the purchase of a replacement tennis net winding handle. (Clerk)
- ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.
- iii) Red Telephone Kiosks - To consider future use of the kiosks.
- iv) Village Floral Displays - To consider and confirm arrangements for watering the planters.

12. NEIGHBOURHOOD PLAN -

- i) To receive a report from the Neighbourhood Plan Steering Group meeting held 26th June, 2018.
- ii) To receive the Chelford Neighbourhood Plan financial statement as at 12th July, 2018. (Appendix C)

13. INFORMATION HANDLING POLICIES -

- i) To consider and adopt (subject to inclusion of bespoke particulars) the following documents -
 - a) General Data Protection Regulations (GDPR) -
 - i) Privacy Notice - staff, councillors and role holders.
 - ii) Privacy Notice - general.
 - iii) Privacy Policy.
 - iv) Subject access policy and template response letters.
 - b) Information and Data Retention and Disposal Policy.
 - c) Freedom of Information Publication Scheme.

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.

15. DATE OF NEXT MEETING - Thursday 9th August, 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.

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

(as required)



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

Dated 8th July, 2018.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX A

Financial Statement for 2018/19					
as at 12 July 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Jun. 2018 £.	Agenda Jul. 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		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		276.89
30,685.30	Total Receipts	29,808.00	17,253.50	0.00	12,831.39
	Payments				
7,708.58	Salary (Clerk)	7,962.00	2,038.06	676.68	5,247.26
161.48	National Insurance (Employer)	0.00	0.00		0.00
580.73	Allowances (Clerk)	650.00	160.41	38.62	450.97
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		2,380.00
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		178.54
1,345.04	Website	482.00	0.00		482.00
570.00	Village Planters	600.00	0.00	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	633.01	166.67	3,150.32
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	659.19	475.37	4,124.44
874.80	V.A.T.		186.56	90.33	
24,223.66	Total Payments	29,808.00	4,408.65	1,732.67	23,943.57

Cash/Bank Reconciliation	01/04/18	14/06/18	12/07/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	50,417.99	48,685.32
Add Total Receipts	29,808.00	17,253.50	0.00	12,831.39
Less Total Payments	-29,808.00	-4,408.65	-1,732.67	-23,943.57
Balance C/Fwd.	37,573.14	50,417.99	48,685.32	37,573.14
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	14/06/18	12/07/18	31/03/19
General Funds	8,795.55	22,026.17	20,453.87	9,341.69
Earmarked Reserves	28,777.59	28,391.82	28,231.45	28,231.45
	37,573.14	50,417.99	48,685.32	37,573.14

CHELFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 12th July 2018

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	17,253.50
	<hr/> 54,826.64
Less Payments	6,141.32
Balance Carried Forward 12/07/18	<hr/> <u>48,685.32</u>

BANK (Natwest)

Business Reserve Account -	19,696.81	05/04/18
Add income/transfer received since above statement		
	<hr/> 0.00	
Less unpresented cheques		
	<hr/> 0.00	
	<hr/> 19,696.81	12/07/18
Current Account -	26,947.09	05/06/18
Add income received since above Statement		
	<hr/> 4,979.00	
	<hr/> 4,979.00	
Less unpresented cheques/ Transfer		
Approved	-1,204.91	
For Approval	-1,732.67	
	<hr/> -2,937.58	
	<hr/> 28,988.51	12/07/18
Total Bank Balances 12/07/18	<hr/> <u>48,685.32</u>	

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 21, 28 June 2018; 5 July 2018.
13/06/18	Reminder: Update on the future for Cheshire Archives - 10th July, 2018.
26/06/18	Feedback from Cheshire and Warrington Local Enterprise Partnership Transport Strategy Consultation meeting.
	Cheshire East Council -
-	Traffic Management LAP Reports - 21, 28 June 2018; 5 July 2018.
-	Connected Communities Newsletter - Call for articles July/August 2018.
-	Neighbourhood Planning Fortnightly Update - 15, 29 June 2018.
-	Spatial Planning Update - June 2018.
21/06/18	Live Well Cheshire East.
	Rural Services Network -
-	Weekly News Digest - 11, 18, 25 June 2018.
-	Hinterland Newsletter - 15, 22 June 2018.
-	RSN Spotlight - Rural Economy (June 2018); Older People in Rural Areas (June 2018); Rural Transport (June 2018).
-	Rural Bulletin - 3 July 2018.
-	Rural Funding Digest - July 2018.
	Other Correspondence -
-	Public Sector Executive - 11, 15, 18, 22, 25, 29 June 2018; 2 July 2018.
-	HMRC - 11/06/18 - Payroll information and benefits; 14/06/18 - PAYE, Payroll and form P11D; 18/06/18 - Basics to Benefits in Kind; 21/06/18 - P11D or payrolling benefits; 23/06/18 - Health & Safety in the workplace; 25/06/18 - Expenses, benefits and end of year reports; 29/06/18 - Statutory Payments explained; 02/07/18 - Help with P11D report; 03/07/18 - Paying the National Minimum Wage correctly; 05/07/18 - Meals and Wheels benefits explained.
-	CPRE - 11/06/18 - Planning a green future for the Liverpool City region; 27/06/18 - Proposed changes to exploratory fracking permissions.
-	Community & Voluntary Services - 22/06/18 - e-Bulletin; 06/07/18 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - July 2018.
-	Age UK - Newsletter - June 2018.
-	Civic Voice - War Memorial News - 12, 20, 26 June 2018.
21/06/18	So Cheshire - Newsletter.
21/06/18	Knutsford Neighbourhood Plan: Regulation 14 Consultation. (Closes 02/07/18)
-	E-ON - 12/06/18 - Monthly Market Report; 03/07/18 - Energy Talk Newsletter.
	Advertisements -
-	12/06/18 - Town & Parish Council Websites - June Newsletter; 12/06/18 - Primary Care Supplies - Defibrillators; 12/06/18 - Notice Board Company - Wooden Notice Boards; 13/06/18 - Proludic - World Cup Offers; 22/06/18 - Realise Futures Eco Futures - Recycled plastic benches; 23/06/18 - Police Surgery in Bosley; 23/06/18 - Dog Event at Lower Withington Parish Hall; 26/06/18 - Primary Care Supplies - Defibrillators; 28/06/18 - Notice Board Company - Introductory Offers; 02/07/18 - Primary Care Supplies - Defibrillators; 03/07/18 - Scribe Accounts - Accounting Software Training.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX C

Chelford Neighbourhood Plan				
Financial Statement for 2017/18/19				
as at 14 July 2018				
Details	Total Budget £.	Actual to Jun. 2018 £.	Agenda Jul. 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	0.00	315.00	2,835.00
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			1,499.71
Salary (Clerk)		2,879.27	132.13	
National Insurance (Employer)		221.91	16.99	
Allowances (Clerk)		238.74	11.25	
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	16,280.00	9,914.34	475.37	5,890.29

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