

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 14TH JUNE, 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 the newly co-opted Member's Declaration of Acceptance of Office and Register of Interests form.
- ii) To receive Declarations of Interest on any items on the agenda.

3. MINUTES -

- i) To approve the Minutes of the Annual Parish Council meeting held 10th May, 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.
- iii) Manchester Airport - Airport visit and Runway/Transformation tour. (GW)
- iv) Meeting with Police & Crime Commissioner. (GW)

6. FINANCE -

- i) To receive and consider the Financial Statement 2018/19 as at 14th June, 2018. (Appendix A)
- ii) To authorise the following payments -
 - a) Cheque No. 001227 E. M. Maddock £761.50 Salary June 2018 & Expenses.
 - b) Cheque No. 001228 H.M. Revenue & Customs £43.41 Income Tax & NI contributions.
 - c) Cheque No. 001229 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (May 2018)
 - d) Cheque No. 001230 Cheshire County Playing Fields Association £20.00 Affiliation Fee 2018/19.
- iii) To note the following receipt since the last meeting -
 - a) Groundwork UK £4,979.00 Neighbourhood Plan Grant.
- iv) To receive the Internal Auditor's Action Plan 2017/18.

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) Resident - Concern about the upkeep of Chelford Station by the train operating company.
 - b) Manchester Airport - Draft Noise Action Plan (2019 - 2023) consultation. (Closes: 21/08/18)
- ii) To note other correspondence received since the date of the last ordinary meeting - Appendix B.

8. PLANNING -

- i) Applications for consideration -
 - a) 18/2307M - Small first floor extension above existing day room and demolition of rear porch - Cherry Trees, 2 Knutsford Road, Chelford. SK11 9AS
 - b) 18/2375M - Single storey rear and side extension with pitched roof - 15 Chillingham Close, Chelford. SK11 9FZ
 - c) 18/2669M - Demolition of existing detached three bay garage and erection of detached two bay garage with eaves accommodation - Astle Hall, Holmes Chapel Road, Chelford. SK11 9AQ
- ii) To receive an update in respect of development at Millbank Close, Chelford. (Clerk)

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9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
 - a) School 20mph zone signs - lack of designated end point of zone.
 - b) Remedial work to zebra crossing on Knutsford Road.
 - c) Flooding - Outside Alderlea, Knutsford Road.
 - d) Broken No Through Bollard - Dixon Drive.
 - e) Chelford Market Signs - Knutsford Road.
 - f) Yellow Parking Restriction Lines - Dixon Drive estate.
 - g) Condition of footway along Holmes Chapel Road from roundabout to St. John's Church.
 - h) Overhanging hedge - Dixon Drive.
- ii) To receive highway matters for attention from Members.

10. COMMUNITY -

- i) Chelford Bowling Club - To receive any updates available.
- ii) Potential Uses of Section 106 funds within Parish -
 - a) Cricketers Green Development - To receive feedback from a meeting with Cheshire East Council. (DW/BB)
 - b) Former Chelford Agricultural Centre site - To receive any updates available. (DW/BB/Clerk)
- iii) Defibrillator Provision - To receive an update on present position and to consider the request for the Parish Council to make a donation towards the project.
- iv) Litter Bins - To review litter bin provision within the Parish.
- v) Annual Parish Meeting - To receive feedback from residents following the Annual Parish Meeting.

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 tennis net condition. (DW)
- 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.

12. NEIGHBOURHOOD PLAN -

- i) To receive a report from the Neighbourhood Plan Steering Group meeting held 12th June, 2018.
- ii) To receive the Chelford Neighbourhood Plan Character Assessment document.

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) General Data Protection Regulations.

14. DATE OF NEXT MEETING - Thursday 12th July, 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) Cheshire East Council - Site Allocations & Development Policies Document Update.

E.M. Maddock

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

Dated 10th June, 2018.

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APPENDIX A

Financial Statement for 2018/19					
as at 14 June 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to May 2018 £.	Agenda Jun. 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	0.00	4,979.00	5,259.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund		0.00		186.56
30,685.30	Total Receipts	29,808.00	12,274.50	4,979.00	17,720.06
	Payments				
7,708.58	Salary (Clerk)	7,962.00	1,334.90	703.16	5,923.94
161.48	National Insurance (Employer)	0.00	0.00		0.00
580.73	Allowances (Clerk)	650.00	109.64	50.77	489.59
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		600.00
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	449.96	20.00	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	466.34	166.67	3,316.99
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	608.21	50.98	4,599.81
874.80	V.A.T.		153.23	33.33	
24,223.66	Total Payments	29,808.00	3,383.74	1,024.91	25,585.91

Cash/Bank Reconciliation	01/04/18	10/05/18	14/06/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	46,463.90	50,417.99
Add Total Receipts	29,808.00	12,274.50	4,979.00	17,720.06
Less Total Payments	-29,808.00	-3,383.74	-1,024.91	-25,585.91
Balance C/Fwd.	37,573.14	46,463.90	50,417.99	42,552.14
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	10/05/18	14/06/18	31/03/19
General Funds	8,795.55	18,021.10	22,026.17	14,160.32
Earmarked Reserves	28,777.59	28,442.80	28,391.82	28,391.82
	37,573.14	46,463.90	50,417.99	42,552.14

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CASH/BANK RECONCILIATION AS AT - 14th June 2018

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	17,253.50
	<hr/> 54,826.64
Less Payments	4,408.65
Balance Carried Forward 14/06/18	<hr/> 50,417.99 <hr/>

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	14/06/18
Current Account -	28,843.86	01/05/18
Add income received since above Statement		
	<hr/> 4,979.00	
	<hr/> 4,979.00	
Less unpresented cheques/ Transfer		
Approved (2017/18)	-200.00	
Approved (2018/19)	-1,876.77	
For Approval	-1,024.91	
	<hr/> -3,101.68	
	<hr/> 30,721.18	14/06/18
Total Bank Balances 14/06/18	<hr/> 50,417.99 <hr/>	

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 3, 10, 17, 24, 31 May 2018; 7 June 2018.
08/05/18	Request To Promote Barrowden Parish Council (Leics.) Building Control SCA Proposal Survey.
14/05/18	Cheshire and Warrington Local Enterprise Partnership - Draft Transport Strategy Consultation.
14/05/18	Further update re: General Data Protection Regulation requirements.
22/05/18	Supplier of outdoor furniture suitable for wheelchair users.
30/05/18	Self Care Workshop - 5 th June, 2018.
05/06/18	'Being a good Councillor' Training - 28 th June, 2018.
07/06/18	Police & Crime Commissioner - Volunteering Opportunities with Cheshire Police.
07/06/18	NALC Newsletter.
08/06/18	Cheshire and Warrington Local Enterprise Partnership draft Transport Strategy consultation event - 12 th June, 2018.
	Cheshire East Council -
-	Traffic Management LAP Reports - 3, 10, 17, 24, 31 May 2018; 7 June 2018.
-	Connected Communities Newsletter - May/June 2018.
-	Neighbourhood Planning Fortnightly Update - 4, 18 May 2018; 1 June 2018.
30/05/18	Changes to comments on planning applications on Cheshire East Council website.
06/06/18	Cheshire East Reflects Engagement - Armistice Weekend Events.
	Cheshire Emergency Services -
11/05/18	Cheshire Fire Authority - Macclesfield Prince's Trust Community Project.
	Rural Services Network -
-	Weekly News Digest - 8, 14, 21, 29 May 2018; 4 June 2018.
-	Rural Opportunities Bulletin - May 2018; June 2018.
-	Hinterland Newsletter - 4, 11, 18, 25 May 2018; 1, 8 June 2018.
-	Rural Vulnerability Service - Rural Transport (May 2018); Rural Broadband (May 2018); Fuel Poverty (May 2018).
-	RSN Spotlight - Rural Health & Social Care (May 2018).
29/05/18	Rural Conference 2018.
	Other Correspondence -
-	Public Sector Executive - 4, 8, 11, 14, 18, 21, 25, 31 May 2018; 4, 8 June 2018.
-	HMRC - 03/05/18 - Parties, phones and working from home; 05/05/18 - Health & Safety in the workplace; 08/05/18 - Expenses, benefits and in-year penalties; 10/05/18 - Employer reports and forms; 14/05/18 - Health & Safety in the workplace; 16/05/18 - Expenses & Benefits; 22/05/18 - Barbeques, birthdays and benefits in kind; 25/05/18 - Managing sick leave and pay; 25/05/18 - Advice on maternity, paternity and sick pay; 31/05/18 - Expenses and benefits; 31/05/18 - Identifying genuine contact from HMRC; 02/06/18 - Health & Safety in the workplace; 07/06/18 - Employer filing obligations.
-	Manchester Airport - 03/05/18 - 2017 Departure Information; 05/06/18 - Express Drop-Off Arrangement update.
-	CPRE - 04/05/18 - Campaign Update; 10/05/18 - Cheshire Branch AGM & Talk; 09/06/18 - Campaigns Update.
-	Community & Voluntary Services - 11/05/18 - e-Bulletin; 25/05/18 - e-Bulletin; 08/06/18 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - May 2018; June 2018.
-	Age UK - Newsletter - May 2018.
-	Historic Towns & Villages Forum - 04/05/18 - Understanding Local Distinctiveness Seminar.
-	Civic Voice - War Memorial News - 3, 15, 29 May 2018.
15/05/18	E-ON - Monthly Market Report.
17/05/18	Influential - Cheshire and Warrington Local Enterprise Partnership Draft Transport Strategy.
07/06/18	Local Council Public Advisory Service - Support services for Town & Parish Councils.
	Advertisements -
-	10/05/18 - Notice Board Company - New range of church signs; 17/05/18 - Notice Board Company - Fifteen year guarantee on new notice boards; 18/05/18 - Netwise UK - Website compliance with GDPR; 22/05/18 - The App Office - GDPR compliant apps; 22/05/18 - Troy Planning - Neighbourhood Plan Update; 22/05/18 - Notice Board

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	Company - 10% off notice board orders in May 2018; 24/05/18 - The App Office - GDPR compliant websites; 24/05/18 - Eibe - Castle themes play; 24/05/18 - Notice Board Company - Wooden effect notice boards; 24/05/18 - Primary Care Supplies - Defibrillators; 24/05/18 - TWM Traffic Control Systems - Village gateway signs; 30/05/18 - Notice Board Company - Notice Boards with Legs; 07/06/18 - Eibe - Swings & Roundabouts.
	25/05/18 - Westminster Briefing - Local Government GDPR Briefing.