

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 14TH NOVEMBER 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 in any items on the agenda.
- 3. MINUTES -**
 - i) To approve the Minutes of the Parish Council meeting held 10th October, 2019 as a correct record and authorise signing by the Chairman.
- 4. PUBLIC FORUM FOR QUESTIONS -**
- 5. REPORTS FROM EXTERNAL ORGANISATIONS -**
 - i) Gawsworth & Chelford Wards Policing Team -
 - a) Report on matters of interest / concern within the Parish.
 - b) To nominate a representative to attend the Local Police Ward Cluster meeting on 19th November, 2019.
 - ii) Cheshire East Ward Member Cllr. M. Asquith - Report on items of interest to the Parish Council.
 - iii) ChALC Annual Meeting - 24th October, 2019. (Clerk)
 - iv) Local Parish Cluster Meeting - 6th November, 2019. (DW)
 - a) To receive a report from the meeting.
 - b) To receive and consider a suggestion to participate in a local area newsletter.
- 6. FINANCE -**
 - i) To receive and consider the Financial Statement 2019/20 as at 14th November, 2019. (Appendix A)
 - ii) To authorise the following payments -

a) Direct Debit	E-ON	£17.25	Electricity charges: 01/07/19 - 30/09/19.
b) Direct Debit	1&1 IONOS	£1.00	Email account fee - November 2019.
c) Cheque No. 001320	E. M. Maddock	£781.85	Salary - November, 2019 & Expenses.
d) Cheque No. 001321	H.M. Revenue & Customs	£4.06	Income Tax and National Insurance Contributions.
e) Cheque No. 001322	Greenfingers Landscape Ltd.	£205.99	Chelford Activity Park Maintenance - October 2019.
f) Cheque No. 001323	Northwich Town Council	£342.00	Winter Floral Displays.
 - iii) To note the following receipts since the last meeting -

a) NatWest Bank plc. - Business Reserve Account	£8.27	Gross Interest - July, 2019.
b) NatWest Bank plc. - Business Reserve Account	£7.52	Gross Interest - August, 2019.
c) NatWest Bank plc. - Business Reserve Account	£7.77	Gross Interest - September, 2019.
 - iv) Budget 2020/21 - To suggest any special items for inclusion within the 2020/21 budget.
 - v) To receive and consider a request from Chelford C of E Primary School for funding towards a feasibility assessment, design, construction and installation of two flag-type signs (non-primary route).
- 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) Holmes Chapel Parish Council - New Homes Bonus Scheme.
 - b) Manchester Airport - Tickets for Musical Performances.
 - c) Cheshire East Council - Pre-Budget Consultation Report 2020-2024. (Closes: 06/01/20)
 - d) Cheshire East Council - Community Governance Review - Part 1 Consultation. (Closes: 31/01/20)

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- ii) To note correspondence received since the date of the last ordinary meeting. (Appendix B)

8. PLANNING -

- i) Applications for consideration -
 - a) 19/2854M - Land at Chelford Road, Marthall - Advertisement consent for off-site main V board.
 - b) 19/4781M - The Manor House, Holmes Chapel Road, Chelford. SK11 9AH - Proposed garage refurbishment and extension. (19/4782M - Listed Building Consent application.)
 - c) 19/2513M - Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley. SK10 4SZ - Delivery of Watersports and Outdoor Activity Centre on the North Lake of the former Mere Farm Quarry, including new vehicular access, car parking, and multi-use building. [Amended application]
 - d) Any applications received following issue of Agenda will be included for consideration.
- ii) Former Coal Shed, Station Road - To receive an update on the future of the former Coal Shed.

9. NEIGHBOURHOOD PLAN -

- i) To note that the Chelford Neighbourhood Plan has been recommended for adoption by Cheshire East Council.

10. ASSETS -

- i) Chelford Activity Park -
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park.
 - b) To note that ownership of the sports equipment and storage facilities at Chelford Activity Park have been transferred to the Parish Council.
 - c) To receive booking requests for use of facilities at Chelford Activity Park.
 - d) To receive complaints from residents regarding activities at Chelford Activity Park.
 - e) To receive and consider Parish Council position in respect of recent event at Chelford Activity Park.
 - f) To receive, if available, outcome of survey of trees at Chelford Activity Park.
 - g) To receive information relating to possible upgrade of play area at Chelford Activity Park.
 - h) To confirm the content of the maintenance specification for Chelford Activity Park.
- ii) Red Telephone Kiosks -
 - a) To consider possible future uses of the red telephone kiosks within the Parish.
 - b) To consider an interim management strategy for the red telephone kiosks.
- iii) Notice Boards -
 - a) To consider possible options relating to retention/replacement/disposal of existing notice boards.
 - b) To receive and consider information relating to provision of additional notice board within Cricketers Green site.

11. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
 - a) Hedges, trees and verges:
 - i) Ownership of footway vegetation either side of bus passenger shelter - Knutsford Road (near junction with Dixon Drive).
 - ii) Overgrown vegetation - Dixon Drive (adjacent to No. 10 Millbank Close).
 - iii) Hedge maintenance - Knutsford Road (near to station bridge).
 - iv) Overgrown hedge - Knutsford Road (from Chelford Activity Park towards roundabout). (Work complete.)
 - v) Footway - Alderley Road (from Yew Tree Farm to former School building). Footway siding out and vegetation trimming scheduled for 16th October, 2019. (Work complete.)
 - b) Carriageways and footways:
 - i) Blocked gullies - Knutsford Road (near to roundabout).
 - ii) Traffic counting strips on footway - Holmes Chapel Road (between roundabout and St. John's Church).
 - iii) Flooding outside Chelford Parish Hall, Knutsford Road.
 - c) Signage:
 - i) Damaged sign - Alderley Road. (Due to be repaired by April 2020)
 - ii) Query re installation of 'no through road' and 'give way' signs at Oak Road.
 - d) Street Assets:

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- i) Broken Windows (2) in Bus Passenger Shelter - Chelford Road.
- ii) To receive highway matters for attention from Members.
- iii) To receive and consider (if available) information relating to the provision of dropped kerbs within the Dixon Drive estate and surrounding area.
- iv) To receive an update (if available) relating to safety concerns associated with the zebra crossing on Knutsford Road.
- v) To receive an update (if available) relating to obstructive parking along Peover Lane.
- vi) Verge cutting within Parish -
 - a) To receive the outcome of a request to Cheshire East Council for costs of verge cutting within Parish.
 - b) To consider and determine, in principle, the request from resident volunteers regarding future verge cutting arrangements in Chelford.

12. COMMUNITY -

- i) Community Speed Watch - To receive update on activities.
- ii) Mere Court Park - To receive an update on improvement work at the site.
- iii) Post Office - To receive an update relating to the possible provision of an local outreach service.
- iv) Chelford Bowling Club - To receive information (if available) relating to the proposed disposal of the Bowling Club.
- v) Parish Appearance Improvement Project -
 - a) To receive an update relating to the replacement of the floral display planters.
 - b) To receive suggestions for possible further improvement work.
- vi) Parish Community Day - To receive an update on arrangements.

13. PARISH COUNCILLOR VACANCY -

- i) To receive an update on the formal advertising of the vacancy by Cheshire East Council.
- ii) To consider and determine co-option process for filling the vacancy (subject to item 13(i) above).

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Chelford Parish Hall (Part 2).
- iv) Parish Appearance Improvement Project -
 - a) Quotation for regular watering of replacement planters.
 - b) Parish Boundary Signs.
 - c) Village Gateways.
 - d) Bench Provision.
- v) Cheshire East Council - Hedge maintenance policy.
- vi) Cheshire East Council - Town & Parish Council Conference - 20th November, 2019. (DW/CH)

15. DATE OF NEXT MEETING - To be confirmed.

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)

- i) Clerk & Responsible Financial Officer -
 - a) To approve the undertaking of the annual Performance and Pay Review by the Chairman and Vice-Chairman.

E.M. Maddock

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

Dated 10th November, 2019.

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APPENDIX A

Financial Statement for 2019/20 as at 14th November 2019					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to Oct. 2019 £.	Agenda Nov. 2019 £.	Budget Balance £.
	Receipts				
24,549.00	Precept	31,684.00	31,684.00		0.00
0.00	Balances	5,118.00	0.00		0.00
24.39	Investment Interest	0.00	15.27	23.56	0.00
0.00	Sale of Assets	0.00	0.00		0.00
6,079.00	Grants, Donations & Refunds	0.00	125.00		0.00
0.00	Contra Income	0.00	0.00		0.00
874.80	V.A.T. Refund		1,022.16		594.44
31,527.19	Total Receipts	36,802.00	32,846.43	23.56	594.44
	Payments				
8,393.14	Salary (Clerk)	8,940.00	5,082.98	726.14	3,130.88
31.60	National Insurance (Employer)	0.00	22.68	3.24	-25.92
593.87	Allowances (Clerk)	675.00	349.97	56.53	268.50
0.00	Chairman/Member Allowances	0.00	0.00		0.00
93.34	Administration	250.00	0.00		250.00
350.00	Audit Fees (Internal & External)	375.00	353.00		22.00
818.36	Insurance	1,000.00	0.00		1,000.00
114.62	Sect. 137 Donations	400.00	50.00		350.00
1,001.86	Grants	2,812.00	0.00		2,812.00
65.00	Parish Council Newsletter	360.00	156.00		204.00
0.00	Christmas Trees & Lighting	0.00	0.00		0.00
51.11	Street Lighting (Electric & Repairs)	255.00	31.65	16.43	206.92
430.56	Website	60.00	3.32	0.83	55.85
0.00	Professional Services	500.00	0.00		500.00
26.76	Advertising	100.00	0.00		100.00
504.96	Subscriptions/Affiliation Fees	570.00	462.20		107.80
297.50	Room Hire	370.00	0.00		370.00
35.00	Training	360.00	100.00		260.00
2,371.29	Chelford Activity Park - Maintenance	5,525.00	1,333.63	171.66	4,019.71
570.00	Chelford Village - Maintenance	3,100.00	566.00	285.00	2,249.00
118.00	Asset Maintenance	1,900.00	0.00		1,900.00
475.28	Asset Purchase	8,000.00	20.81		7,979.19
0.00	Contingency	750.00	0.00		750.00
6045.57	Neighbourhood Plan	500.00	276.84		223.16
1,022.16	V.A.T.		502.12	92.32	
23,409.98	Total Payments	36,802.00	9,311.20	1,352.15	26,733.09

Cash/Bank Reconciliation	01/04/19	10/10/19	14/11/19	31/03/20
Balance B/Fwd.	45,690.35	45,690.35	69,225.58	67,896.99
Add Total Receipts	36,802.00	32,846.43	23.56	594.44
Less Total Payments	-36,802.00	-9,311.20	-1,352.15	-26,733.09
Balance C/Fwd.	45,690.35	69,225.58	67,896.99	41,758.34
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/19	10/10/19	14/11/19	31/03/20
General Funds	18,526.76	42,494.83	41,166.24	15,027.59
Earmarked Reserves	27,163.59	26,730.75	26,730.75	26,730.75
	45,690.35	69,225.58	67,896.99	41,758.34

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CASH/BANK RECONCILIATION AS AT - 14th November 2019

CASH

Balance Brought Forward 01/04/19	
Current Account	24,969.15
Business Reserve Account	20,721.20
Plus Receipts	32,869.99
	<hr/>
	78,560.34
Less Payments	10,663.35
Balance Carried Forward 14/11/19	<hr/>
	67,896.99

BANK (Natwest)

Business Reserve Account -	45,760.03		04/10/19
Add income/transfer received since above statement			
	<hr/>	0.00	
		0.00	
Less unpresented cheques			
	<hr/>	0.00	
		0.00	
		<hr/>	45,760.03 14/11/19
Current Account -	23,565.48		05/11/19
Add income received since above Statement			
	<hr/>	0.00	
		0.00	
Less unpresented cheques/ Transfer			
Approved 2018/19	-64.62		
Approved 2019/20	-30.00		
For approval	-1,352.15		
Less payments already issued	<hr/>	18.25	
		-1,428.52	
		<hr/>	22,136.96 14/11/19
Total Bank Balances 14/11/19		<hr/>	67,896.99

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 10, 17, 25 October 2019; 8 November 2019.
09/10/19	Reminder for Chairmanship Training - 06/11/19.
16/10/19	Further reminder for Healthy Living Half Day Workshop - October 2019.
08/11/19	Letter from Police & Crime Commissioner regarding Policing of Remembrance events.
	Cheshire East Council -
-	Traffic Management LAP Reports - 10, 17, 24, 31 October 2019; 7 November 2019.
01/10/19	Waste Strategy five yearly review. (Survey closes: 03/11/19)
09/10/19	Environmental Strategy 2019 - 2024 Consultation. (Closes: 24/11/19)
11/10/19	Connected Communities Newsletter.
16/10/19	Reminder for Town & Parish Council Conference - 20 th November, 2019.
22/10/19	Community Governance Review Information.
	Rural Services Network -
-	Rural Bulletin - 8, 15, 22, 28 October 2019; 5 November 2019.
-	Rural Funding Digest - November 2019.
	Other Correspondence -
-	Public Sector Executive - 9, 18, 26, 30 October 2019; 5, 7 November 2019.
-	HMRC - 14/10/19 - Training webinars; 18/10/19 - Getting ready for Brexit; 18/10/19 - Statutory payments; 22/10/19 - Employee expenses; 31/10/19 - Trivial benefits; 07/11/19 - Business travel.
-	Manchester Airport - 09/10/19 - Employment Opportunities; 17/10/19 - Employment Opportunities.
-	CPRE - 03/10/19 - Autumn events; 12/10/19 - Campaigns Update; 02/11/19 - Fracking campaign win; 09/11/19 - Campaigns Update.
-	Community & Voluntary Services - e-Bulletin - 11, 25 October 2019; 8 November 2019.
-	Information Commissioner's Office - Newsletter - October 2019; November 2019.
-	Cheshire Community Action - 14/10/19 - Annual General Meeting 06/11/19; 22/10/19 - Reminder for Annual General Meeting; 30/10/19 - Reminder for Annual General Meeting.
-	Cheshire & Warrington Growth Hub Newsletter - 22 October 2019.
09/10/19	FCC Communities Foundation Ltd. - Extension of FCC Communities Foundation Operational Area in Cheshire.
09/10/19	NatWest Bank - Boost your marketing knowledge.
25/10/19	Came & Company - Council Matters Newsletter.
-	E-ON - Monthly Market Report - October 2019.
	Advertisements -
-	02/10/19 - B&C Shelters - Autumn offers on bus passenger shelters; 03/10/19 - geViews - New planter options; 07/10/19 - Wicksteed - Playgrounds built to last; 07/10/19 - Eibe Play - Play facilities at affordable prices; 08/10/19 - Clean Safe Environments - Various services available to local councils; 09/10/19 - Amberol - Reminder of the golden sticker hunt; 09/10/19 - Kompan - Great savings to be made on swing seats, climbing towers and outdoor gym equipment; 10/10/19 - Mallatite Ltd. - Scotland site open day; 10/10/19 - Keep Britain Tidy - Combatting dog poo; 11/10/19 - Primary Care Supplies - Defibrillator and First Aid Training; 15/10/19 - Plantscape - Solar Christmas Trees; 16/10/19 - Kompan - Reminder of match funding competition; 17/10/19 - Notice Boards Online - Updateable Information Boards; 24/10/19 - Primary Care Supplies - Defibrillators; 28/10/19 - Primary Care Supplies - Glow in the dark stickers for defibrillators; 28/10/19 - Eibe - Local Areas Equipped for Play; 29/10/19 - Amberol - Successful planters; 31/10/19 - Kompan - One week left to enter match funding competition; 05/11/19 - Marmax - Recycled plastic street furniture; 07/11/19 - Primary Care Supplies - Defibrillators.