

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 14TH MARCH 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 14th February, 2019 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 -
 - a) Report on matters of interest / concern within the Parish.
 - b) To nominate representative to attend the Chelford Ward Cluster Meeting on 16th April, 2019.
 - c) To receive information relating to the 'Street a Week' initiative.
- ii) Cheshire East Ward Member Cllr. G. Walton - Report on items of interest to the Parish Council.
- iii) Manchester Airport Meeting with Town & Parish Councillors - 05/03/19. (DW)
- iv) Cheshire East Council - Town & Parish Council Conference - 06/03/19. (BB/DW)
- v) Dingle Bank Quarry Liaison Group Meeting - 13/03/19. (BB)

6. FINANCE -

- i) To receive and consider the Financial Statement 2018/19 as at 14th March, 2019. (Appendix A)
- ii) To consider a request from Dr. A. Gildon for a grant to meet the hosting costs associated with the Chelford Village website for the period 1st October, 2018 to 30th September, 2019 in the sum of £430.56.
- iii) To consider a request from Friends of Chelford Station for a grant to cover costs incurred for servicing of brushcutter equipment in the sum of £64.62.
- iv) To authorise the following payments -
 - a) Cheque No. 001278 E. M. Maddock £892.41 Salary March 2019 & Expenses.
 - b) Cheque No. 001279 H.M. Revenue & Customs £35.38 Income Tax & NI contributions.
 - c) Cheque No. 001280 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (February 2019).
 - d) Cheque No. 001281 Chelford Parish Hall £477.50 Room Hire (Parish Council & Neighbourhood Plan Steering Group).
 - e) Cheque No. 001282 Chelford Community Hub £15.00 Room Hire.
- v) To note the following receipts since the last meeting -
 - a) Chelford Parish Plan Team £1,000.00 Donation - MUGA Maintenance.

7. PARISH COUNCIL POLICIES -

- i) To re-confirm Standing Orders as adopted.
- ii) To re-confirm Financial Regulations as adopted.
- iii) To review and confirm Financial Risk Assessment 2018/19. (Appendix B)

8. 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) Chelford Together - Notification of completion of fund raising for defibrillator equipment.

CHELFORD PARISH COUNCIL

AGENDA

- b) Resident - Information relating to complaint made about piling work at former Chelford Agricultural Centre.
- c) Chelford Surgery - Safety Central Community Group Sessions.
- d) Chelford Surgery - Application to change Practice Boundary.
- e) Cheshire East Council - Cheshire East Borough and Parish Council elections - 2nd May, 2019.

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

9. PLANNING -

- i) Applications for consideration - None.
 - a) Any applications received following issue of Agenda will be included for consideration.

10. 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. (Work agreed, awaiting date for completion.)
 - b) Damaged sign - Alderley Road. (Awaiting delivery of new sign.)
 - c) Footway condition within Dixon Drive estate. (Tar slurry sealing work now completed.)
 - d) Pothole - Knutsford Road, outside The White House. (Work complete.)
 - e) Broken Windows (2) in Bus Passenger Shelter - Chelford Road. (Awaiting repair work.)
 - f) Footway siding out - Knutsford Road (from Station to Parish Hall). (Work classed as 'non-urgent'.)
 - g) Overgrown hedge - Pathway between Broomfield Close and Barncroft Close. (Awaiting assessment.)
 - h) Overgrown hedge - Knutsford Road (near railway bridge). (Awaiting update.)
 - i) Query re Parking on Elmstead Road. (DW)
 - j) Verge repairs following water main replacement work along Dixon Drive. (Work due March/April 2019)
 - k) Remedial work on planted islands on Dixon Drive following utilities work. (Awaiting update.)
 - l) Overgrown hedge - Knutsford Road (from junction with Dixon Drive to junction with Mere Court). (Awaiting update.)
 - m) Provision of dropped kerbs within Dixon Drive estate. (To be considered by Knutsford Area Highways Group Meeting - 14/03/19)
- ii) To receive highway matters for attention from Members.

11. COMMUNITY -

- i) To note that the incumbent at St. John's Church is leaving and to record a vote of thanks for her contribution to the Parish.
- ii) To receive an update relating to the process for allocating Section 106 'community facilities' funds associated with the Cricketers Green Development.
- iii) Community Speed Watch - To receive update on activities.
- iv) Parish Council Newsletter - To receive feedback from residents on the latest newsletter.
- v) Mere Court Park - To note that improvement work has now commenced on site.
- vi) Parish Appearance - To consider possible options to improve the appearance of the Parish.

12. 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 and approve the quotation for Chelford Activity Park maintenance 2019/20.
- ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.
- iii) Notice Board, Station Road - To receive information on condition of notice board.

13. NEIGHBOURHOOD PLAN -

- i) To note the representations submitted to Cheshire East Council during the Regulation 16 consultation which closed on 8th March, 2019.

CHELFORD PARISH COUNCIL

AGENDA

- ii) To receive and consider information on the proposed Independent Examiner and to approve the appointment.
- iii) To nominate an individual to act as the point of contact during the Examination Stage.
- iv) To note that the budget variation application was successful.
- v) To receive the Chelford Neighbourhood Plan financial statement as at 14th March, 2019. (Appendix D)

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Red Telephone Kiosks - Future uses.

15. DATE OF NEXT MEETING - Thursday 11th April, 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.

16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS

- (as required)

- i) Chelford Parish Hall. (If update available)



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

Dated 10th March, 2019.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX A

Financial Statement for 2018/19 as at 14 March 2019					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Feb. 2019 £.	Agenda Mar. 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	14.85		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	1,000.00	-820.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund (16/17)		874.80		1,019.59
30,685.30	Total Receipts	29,808.00	30,517.65	1,000.00	199.59
	Payments				
7,708.58	Salary (Clerk)	7,962.00	7,694.38	698.76	-431.14
161.48	National Insurance (Employer)	0.00	29.80	1.80	-31.60
580.73	Allowances (Clerk)	650.00	536.17	57.70	56.13
0.00	Chairman/Member Allowances	0.00	0.00		0.00
31.36	Administration	210.00	79.42	13.92	116.66
248.00	Audit Fees (Internal & External)	360.00	350.00		10.00
788.81	Insurance	1,750.00	818.36		931.64
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	51.11		138.89
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	504.96		50.04
185.00	Room Hire	370.00	0.00	297.50	72.50
60.00	Training	140.00	35.00		105.00
2,476.87	Chelford Activity Park - Maintenance	3,950.00	2,204.62	166.67	1,578.71
0.00	Asset Maintenance	1,825.00	118.00		1,707.00
0.00	Asset Purchase	1,400.00	350.48	127.37	922.15
0.00	Contingency	500.00	0.00		500.00
7825.00	Neighbourhood Plan	5,259.00	5,822.33	223.24	-786.57
874.80	V.A.T.		986.26	33.33	
24,223.66	Total Payments	29,808.00	21,294.51	1,620.29	7,912.79

Cash/Bank Reconciliation	01/04/18	14/02/19	14/03/19	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	46,796.28	46,175.99
Add Total Receipts	29,808.00	30,517.65	1,000.00	199.59
Less Total Payments	-29,808.00	-21,294.51	-1,620.29	-7,912.79
Balance C/Fwd.	37,573.14	46,796.28	46,175.99	38,462.79
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	14/02/19	14/03/19	31/03/19
General Funds	8,795.55	21,564.23	20,972.18	13,258.98
Earmarked Reserves	28,777.59	25,232.05	25,203.81	25,203.81
	37,573.14	46,796.28	46,175.99	38,462.79

CHELFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 14th March 2019

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	31,517.65
	<u>69,090.79</u>
Less Payments	22,914.80
Balance Carried Forward 14/03/19	<u><u>46,175.99</u></u>

BANK (Natwest)

Business Reserve Account -	19,711.66		04/01/19
Add income/transfer received since above statement			
	<u>1,000.00</u>	1,000.00	
Less unpresented cheques			
	<u>0.00</u>		
		20,711.66	14/03/19
Current Account -	27,322.52		05/03/19
Add income received since above Statement			
	<u>0.00</u>	0.00	
Less unpresented cheques/ Transfer			
Approved	-237.90		
For Approval	<u>-1,620.29</u>		
		<u>-1,858.19</u>	
		25,464.33	14/03/19
Total Bank Balances 14/03/19		<u><u>46,175.99</u></u>	

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX B

CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2018/19

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned and published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
Financial records	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2019/20.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2019/20.
Bank and banking	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Cash				
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

CHELFORD PARISH COUNCIL

AGENDA

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	Transparency Code.	L	Financial information published by RFO on Parish Council controlled website.	Review requirement to comply annually.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2019/20.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries, pensions and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
Legal powers	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2019/20.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX C

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 21, 28 February 2019; 7 March 2019.
12/02/19	Town & Parish Council Conference - 6 th March, 2019.
14/02/19	Code of Conduct Training - 7 th March 2019.
	Cheshire East Council -
-	Traffic Management LAP Reports - 14, 21, 28 February 2019; 7 March 2019.
-	Spatial Planning Update - February, 2019.
08/02/19	Mayor's Charity Sunday Lunch - 10 th March, 2019.
12/02/19	Town & Parish Council Conference - 6 th March, 2019.
12/02/19	Crewe Station Hub Development Strategy Consultation. Closes: 26/03/19.
15/02/19	Wilmslow Regulation 16 Neighbourhood Plan Consultation - 15/02/19 - 29/03/19.
27/02/19	Notice of adoption of the Cheshire East Community Infrastructure Levy Charging Schedule.
08/03/19	National Citizen Service.
	Rural Services Network -
-	Rural Bulletin - 12, 19, 26 February 2019; 5 March 2019.
-	Rural Funding Digest - March 2019.
	Other Correspondence -
-	Public Sector Executive - 12, 15, 18, 25 February 2019; 1, 5, 8 March 2019.
-	HMRC - 11/02/19 - What's new for 2019/20?; 13/02/19 - Motors and mobiles explained; 18/02/19 - Online payroll support; 20/02/19 - National Minimum Wage and sleep-in shifts; 21/02/19 - Payroll - key topics; 25/02/19 - End of year payroll tasks and payments; 27/02/19 - Changes to payroll for 2019/20; 01/03/19 - PAYE Desktop Viewer update; 04/03/19 - Social functions and parties; 07/03/19 - National Minimum Wage webinar; 08/03/19 - Statutory payments, starters and safety.
-	CPRE - 16/02/19 - Winter Raffle; 07/03/19 - March Newsletter; 09/03/19 - Campaigns Update.
-	Community & Voluntary Services - 15/02/19 - e-Bulletin; 25/02/19 - Spotlight e-Bulletin; 26/02/19 - Cyber Security Training; 01/03/19 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - March 2019.
-	Cheshire Community Action - 15/02/19 - Closure of the Cheshire County Playing Fields Association.
-	So Cheshire - Newsletter - February 2019.
14/02/19	Westminster Briefing - Assessing Housing Need: Delivering the Right Homes in the Right Places.
19/02/19	Cheshire & Warrington Growth Hub - Newsletter.
21/02/19	Marketing Cheshire - Cheshire Events Calendar.
21/02/19	Westminster Briefing - Enforcing standards in the private rented sector: policy update and good practice.
01/03/19	NatWest Bank plc - Getting ready for Making Tax Digital.
09/03/19	Terrain Safety - Essential Health and Safety news for your Council.
06/03/19	Westminster Briefing - 'Building a Safer Future: The Next Steps for Building regulations and Fire Safety'.
	Advertisements -
-	08/02/19 - Starboard Systems - Demonstration of new accounting package; 30/01/19 - Norris and Fisher - Insurance Services; 05/02/19 - Landale Fencing - Fencing, Landscaping and Groundwork services; 11/02/19 - Proludic - Play Time Newsletter; 12/02/19 - Play Force - Play Equipment Safety Inspections; 12/02/19 - Images by Hand - Maps for websites; 12/02/19 - Terrain Safety - How safe is your Council?; 13/02/19 - Primary Care Supplies - Defibrillators; 14/02/19 - TWM Traffic Controls - LED integrated traffic controls; 14/02/19 - Turley - Making sense of mixed-use town centres; 14/02/19 - Town & Parish Council Websites - Newsletter; 18/02/19 - Notice Board Company - Order cancellation discount available; 19/02/19 - Starboard Services Ltd - Accounting packages; 22/02/19 - Playforce - Special offers; 22/02/19 - Notice Board Company - End of financial year sale; 22/02/19 - Queensbury Shelters - February 2019 update; 25/02/19 - Kompan Playgrounds - 25% match funding offer; 27/02/19 - Playforce - Order now for installation before Easter; 27/02/19 - Sutcliffe Play - Five week lead times for play equipment; 28/02/19 - Carnegie UK Trust - Newsletter; 04/03/19 - Eibe Play - Visual Operational Inspections; 05/03/19 - Calor Gas Ltd. - Calor Rural Community Fund; 06/03/19 - Kompan Playgrounds - Outdoor fitness bikes; 07/03/19 - Notice Board Company - Wooden Lecterns.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX D

Chelford Neighbourhood Plan					
Financial Statement for 2017/18/19					
as at 14th March 2019					
Details	Total Budget £.	Budget Variations Approved Feb. 2019	Actual to Feb. 2019 £.	Agenda Mar. 2019 £.	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	-210.00	2,047.50		892.50
Consultant Fee (Note 3)	315.00	0.00	315.00		0.00
Consultant Fee (Note 4)	975.00	20.00	995.00		0.00
Consultant Fee (Note 5)	44.00	0.00	44.00		0.00
Room Hire	180.00	70.00	15.00	195.00	40.00
Printing Costs	292.00	108.00	375.29		24.71
Consultation Events	23.00	12.00	35.00		0.00
Other	5,000.00				1,452.22
Salary (Clerk)			2,996.79	24.81	
National Insurance (Employer)			316.89	3.43	
Allowances (Clerk)			205.86		
Chairman/Member Allowances			0.00		
Administration			0.00		
Total Payments	16,280.00		13,647.33	223.24	2,409.43

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