

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY, 12TH OCTOBER, 2017
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 September, 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.
 - iii) Manchester Airport Meeting with Town/Parish Councillors - 19th September, 2017. (GW)
- 6. FINANCE -**
 - i) **To receive and consider the Financial Statement 2017/18 as at 12th October, 2017 - Appendix A.**
 - ii) **To authorise the following payments:**

a) Direct Debit	E-ON	£24.59 Electricity charges: 01/07/17 - 30/09/17.
b) Cheque No. 001171	Greenfingers Landscape Ltd.	£140.00 Ground Maintenance Contract (Sept. 2017).
c) Cheque No. 001172	Northwich Town Council	£678.60 Maintenance Tasks within Parish.
d) Cheque No. 001173	RBL Poppy Appeal	£50.00 Provision of Poppy Wreath and Donation.
 - iii) **To note the following receipts since last meeting:** None.
 - iv) **Budget 2018/19:** To consider special items for inclusion in 2018/19 budget.
- 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 East Council - Community Infrastructure Levy Draft Charging Schedule Consultation.
(Closing date: 06/11/17)
 - b) Resident - Concern regarding proposed telecommunications pole installation at Dixon Drive.
 - c) Resident - Concern regarding footway accessibility along Knutford Road.
 - d) Resident - Concern regarding condition of footways on Dixon Drive.
 - 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) 17/4875M - Change of use from unadopted and unregistered land to private garden - 3 Millbank Close, Chelford, Macclesfield, Cheshire. SK11 9SJ
 - b) Any further applications received prior to the meeting will be included.
 - ii) **Cricketers Green Development -** To receive an update on development at the site and any associated matters.
 - iii) **Former Chelford Market Site -** To receive an update, if available, on the future of the site.
 - iv) **Planning Appeal re: 16/1353M -** Delivery of water-sports and outdoor activity centre on the North and South Lakes of the former Mere Farm Quarry, including new vehicular access, car parking and multi-use building - Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley - To note that the appeal was dismissed by the Planning Inspector.

CHELFORD PARISH COUNCIL

AGENDA

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since previous meeting:
 - a) Street light column cover. (GW)
- ii) To receive highway matters for attention from Members.
- iii) To receive an update relating to the proposed removal of yellow parking restriction lines in the Dixon Drive estate.
- iv) To consider position in respect of the no through road bollards on Dixon Drive.

10. COMMUNITY -

- i) **Defibrillator Provision** - To receive information regarding future management of equipment.
- ii) **Mere Court Recreation Area** -
 - a) To note that the remedial work, following damage caused by a fallen tree, has been completed.
 - b) To retrospectively approve attendance at and to receive a report from a meeting regarding future improvements at the site. (DW)
- iii) **Christmas Tree Display** - To confirm arrangements for provision of Christmas Tree display.

11. ASSETS -

- i) **Chelford Activity Park - Maintenance & Management** -
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park. (AB)
 - b) To receive and consider estimates in respect of the work associated with the outcome of the summer inspection of trees at Chelford Activity Park. (Clerk)
 - c) To receive and consider an estimate in respect of winter maintenance at Chelford Activity Park. (Clerk)
- ii) **Chelford Activity Park - Usage & Hiring** - To receive an update on Chelford Activity Park facility bookings.
- iii) **Red Telephone Kiosks** -
 - a) To receive an update relating to ownership of land beneath the telephone kiosks.
 - b) To receive information relating to the refurbishment of the telephone kiosks.
- iv) **Transparency Code Funding** - To approve the content of the application for transparency code funding. (Clerk)

12. NEIGHBOURHOOD PLAN -

- i) To receive and consider the Neighbourhood Plan financial statement as at 12th October, 2017. (Appendix C)
- ii) To receive Minutes from Neighbourhood Plan Steering Group meetings held 5th October, 2017.
- iii) To receive and consider recommendations from the Neighbourhood Plan Steering Group on how to proceed with the project and to confirm that the proposed activities meet the obligations associated with the grant award.

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

- i) ChALC Annual Meeting - 19th October, 2017. (BB/DW)

14. DATE OF NEXT MEETING - Thursday 9th November, 2017 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) To retrospectively approve a submission to Cheshire East Council regarding a social housing application.
- ii) To review Parish Council asset security arrangements.
- iii) To receive information relating to the recent Cheshire East Local Plan Call for Sites consultation.
- iv) Clerk & Responsible Financial Officer -
 - a) To approve the undertaking of the annual appraisal.
 - b) To consider items for inclusion within the Appraisal Meeting.
 - c) To appoint Members to undertake the above review.

E.M.Maddock

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

Dated 8th October, 2017.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX A

Financial Statement for 2017/18 as at 12 October 2017					
Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to Sep. 2017 £.	Agenda Oct. 2017 £.	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	0.49		0.00
0.00	Sale of Assets	0.00	0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00	3,951.00		5,049.00
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		368.16
18,596.23	Total Receipts	36,485.00	27,088.75	0.00	5,417.16
	Payments				
6,959.09	Salary (Clerk)	7,010.00	3,561.48		3,448.52
489.00	HMRC - Overpayment of Income Tax	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
583.27	Allowances (Clerk)	650.00	290.16		359.84
0.00	Chairman/Member Allowances	0.00	0.00		0.00
28.82	Administration	210.00	2.08		207.92
100.00	Audit Fees (Internal & External)	350.00	248.00		102.00
1,365.85	Insurance	1,600.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	329.36	50.00	320.64
1,380.00	Grants	1,530.00	0.00		1,530.00
50.00	Parish Council Newsletter	100.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	44.12	23.42	172.46
358.80	Website	450.00	215.28		234.72
675.00	Village Planters	615.00	0.00		615.00
203.00	Tennis Coaching	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
464.85	Subscriptions/Affiliation Fees	515.00	459.85		55.15
152.50	Room Hire	350.00	0.00		350.00
0.00	Training	140.00	60.00		80.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	716.35	682.17	2,601.48
1,059.00	Asset Maintenance	1,400.00	0.00		1,400.00
657.97	Asset Purchase	1,200.00	0.00		1,200.00
11.23	Contingency	750.00	0.00		750.00
0.00	Neighbourhood Plan	14,000.00	452.88		13,547.12
652.26	V.A.T.		230.56	137.60	
17,076.03	Total Payments	36,485.00	6,660.12	893.19	29,299.85
	Cash/Bank Reconciliation	01/04/17	14/09/17	12/10/17	31/03/18
	Balance B/Fwd.	31,111.50	31,111.50	51,540.13	50,646.94
	Add Total Receipts	36,485.00	27,088.75	0.00	5,417.16
	Less Total Payments	-36,485.00	-6,660.12	-893.19	-29,299.85
	Balance C/Fwd.	31,111.50	51,540.13	50,646.94	26,764.25
	Cumulative Balances	Balance	Balance	Balance	Balance
		01/04/17	14/09/17	12/10/17	31/03/18
	General Funds	30,490.62	46,296.45	45,403.26	21,520.57
	Earmarked Reserves	620.88	5,243.68	5,243.68	5,243.68
		31,111.50	51,540.13	50,646.94	26,764.25

CHELFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 12 October 2017

CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	27,088.75
	<hr/> 58,200.25
Less Payments	7,553.31
Balance Carried Forward 12/10/17	<hr/> 50,646.94 <hr/>

BANK (Natwest)

Business Reserve Account -	19,692.25		05/07/17
Add income/transfer received since above statement			
	<hr/> 0.00		
Less unpresented cheques			
	<hr/> 0.00		
		19,692.25	12/10/17
Current Account -	34,153.33		05/09/17
Add income received since above Statement			
	<hr/> 0.00		
		0.00	
Less unpresented cheques/ Transfer			
Approved	-2,305.45		
For approval	-893.19		
	<hr/> -3,198.64		
		30,954.69	12/10/17
Total Bank Balances 12/10/17		<hr/> 50,646.94 <hr/>	

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 21, 28 September; 5 October 2017.
13/09/17	Finance for Councillors and Introduction to VAT Training - 06/11/17.
14/09/17	Reminder: Chairmanship Basic Training - 25/09/17.
20/09/17	Reminder: Clerks & Councillors Induction Training - 05/10/17.
	Cheshire East Council -
-	Traffic Management LAP Reports - 14, 21, 28 September 2017; 5 October 2017.
-	Connected Communities Newsletter - September 2017.
-	Neighbourhood Planning Fortnightly Update - 15, 29 September 2017.
-	Spatial Planning Update - August 2017.
12/09/17	Legal challenge to Local Plan Strategy.
13/09/17	Proposed Public Spaces Protection Order re: Dog fouling and dog control consultation. (Closing date: 10/10/17)
26/09/17	Miscellaneous seed packs available for schools.
30/09/17	Scheduled Highway gully cleansing programme.
	Rural Services Network -
-	Weekly News Digest - 11, 18, 25 September 2017; 2 October 2017.
-	Rural Opportunities Bulletin - September 2017; October 2017.
-	Hinterland Newsletter - 15, 22, 29 September 2017; 6 October 2017.
-	Rural Vulnerability Service - Fuel Poverty (September 2017).
-	RSN Spotlight - Rural Economy (September 2017); Heart of the Village (September 2017).
	Other Correspondence -
-	Public Sector Executive - 11, 14, 18, 21, 25, 28 September 2017; 2 October 2017.
-	HMRC - 14/09/17 - Expenses, sick pay and avoiding penalties; 19/09/17 - Practical payroll support; 20/09/17 - Introduction to Health & Safety in the workplace; 22/09/17 - Statutory payments webinars; 01/10/17 - National Minimum Wage information; 03/10/17 - Payroll and expenses webinars; 05/10/17 - Benefits in Kind.
-	CPRE - 07/09/17 - Taking action for the environment; 13/09/17 - Campaigns Update.
-	E-ON - Energy Talk Newsletter - September 2017; 21/09/17 - Energy efficiency webinar.
-	Community & Voluntary Services - e-Bulletin - 15, 22, 29 September 2017; 6 October 2017; 26/09/17 - The Voice Newsletter.
-	Information Commissioner's Office - Newsletter - September 2017; October 2017.
-	Age UK - Newsletter - September 2017.
-	Cheshire Community Action - 25/09/17 - Cheshire County Playing Fields Association Annual General Meeting.
-	Civic Voice - War Memorial News - 19 September 2017; 3 October 2017; 19/09/17 - Less staff providing advice to local authorities is threatening the future of our historic environment.
20/09/17	NatWest Bank - Information re: Unarranged Overdraft Fees.
02/10/17	Congleton Neighbourhood Plan Regulation 14 Consultation.
	Advertisements -
-	19/09/17 - Primary Care Supplies - Defibrillators; 19/09/17 - INDO Lighting - LED street light upgrading; 20/09/17 - Ricochet TV - The Repair Shop seeking Ceramic Nativity Scene; 22/09/17 - Kompan - Reflecting on summer play days; 22/09/17 - Notice Board Company - Fire resistant notice boards; 27/09/17 - Garden Benches - Teak benches for Parish Councils; 02/10/17 - The Parish Notice Board Company - Autumn Sale; 05/10/17 - Parish Council Websites - Transparency Code Packages available; 05/10/17 - Campus Graphics - Parish Council Christmas Cards; 06/10/17 - Notice Board Company - Special Offers for Parish Councils.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 12 October 2017				
Details	2017/18 Budget £.	Actual to Sep. 2017 £.	Agenda Oct. 2017 £.	Budget Balance £.
Receipts				
Chelford Parish Council - Balances	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	3,741.00		5,259.00
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
Total Receipts	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	0.00		472.50
Consultant Fees (see Note 3)	157.50	0.00		157.50
Consultant Fees (see Note 4)	630.00	0.00		630.00
Consultant Fees (see Note 5)	315.00	0.00		315.00
Consultant Fees (see Note 6)	315.00	0.00		315.00
Consultant - Travel expenses	66.00	0.00		66.00
Room Hire	280.00	17.50		262.50
Publicity Costs	220.00	0.00		220.00
Printing Costs	840.00	177.54		662.46
Envelopes (2,400)	300.00	0.00		300.00
Purchase of OCSI Report	45.00	0.00		45.00
Refreshments at Consultation Events	100.00	0.00		100.00
Other	5,000.00			4,742.16
Salary (Clerk)		228.32		
National Insurance (Employer)		0.00		
Allowances (Clerk)		29.52		
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	8,741.00	452.88	0.00	8,288.12

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.