

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: WEDNESDAY 4TH DECEMBER 2019

TIME: 7:30 p.m.

VENUE: CHELFORD COMMUNITY HUB, ELMSTEAD 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 14th November, 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 note that the Local Police Ward Cluster meeting on 19th November, 2019 was cancelled.
- ii) Cheshire East Ward Member Cllr. M. Asquith - Report on items of interest to the Parish Council.
- iii) Cheshire East Council Town & Parish Council Conference - 20th November, 2019. (DW/GW)

6. FINANCE -

- i) To receive and consider the Financial Statement 2019/20 as at 4th December, 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, 2019 to 31st March, 2020 in the sum of £215.28.
- iii) To authorise the following payments -

a) Cheque No. 001324	E. M. Maddock	£824.21	Salary - December, 2019 & Expenses.
b) Cheque No. 001325	H.M. Revenue & Customs	£4.06	Income Tax and National Insurance Contributions.
c) Cheque No. 001326	Greenfingers Landscape Ltd.	£205.99	Chelford Activity Park Maintenance - November 2019.
d) Cheque No. 001327	Chelford Community Hub	£15.00	Room Hire.
e) Cheque No. 001328	Cheshire East Council	£350.00	Contribution towards Street Furniture Licence.
- iv) To note the following receipts since the last meeting - None.
- v) Internal Auditor 2019/20 - To appoint an Internal Auditor for the 2019/20 financial year.
- vi) Budget 2020/21. (Appendix B)
 - a) To consider and determine a revised budget in respect of 2019/20.
 - b) To consider and determine a budget in respect of 2020/21.
 - c) To consider precept requirements for 2020/21.

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 - Sewerage smell issues around Broomfield Close.
 - b) Resident - Complaint about 'Winter Wonderland' signage within Parish.
- ii) To note correspondence received since the date of the last ordinary meeting. (Appendix C)

8. PLANNING -

- i) Applications for consideration - None.

CHELFORD PARISH COUNCIL

AGENDA

9. ASSETS -

- i) Chelford Activity Park -
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park.
 - b) To receive booking requests for use of facilities at Chelford Activity Park.
 - c) To receive, if available, outcome of survey of trees at Chelford Activity Park.
- ii) Floral Display Planters - To approve to proceed with the street furniture licence for replacement planters.

10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive highway matters for attention from Members.

11. COMMUNITY -

- i) Parish Community Day - To receive an update on arrangements.
- ii) Newsletter - To consider and approve newsletter for printing and distribution.

12. PARISH COUNCILLOR VACANCY -

- i) To note that Cheshire East Council has advised that no by-election is required to fill the vacancy.

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

- i) Several items carried over from the meeting held 14th November, 2019.

14. DATE OF NEXT MEETING - Monday 9th January, 2020 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) Clerk & Responsible Financial Officer -
 - a) To receive and consider the outcome of the November, 2019 Performance and Pay Review.
- ii) Chelford Activity Park -
 - a) To receive information relating to recent communications relating to Chelford Activity Park.

E.M. Maddock

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

Dated 28th November, 2019.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX A

Financial Statement for 2019/20 as at 4th December 2019					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to Nov. 2019 £.	Agenda Dec. 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	38.83		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		631.04
31,527.19	Total Receipts	36,802.00	32,869.99	0.00	631.04
	Payments				
8,393.14	Salary (Clerk)	8,940.00	5,809.12	726.14	2,404.74
31.60	National Insurance (Employer)	0.00	25.92	3.24	-29.16
593.87	Allowances (Clerk)	675.00	406.50	85.24	183.26
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
51.11	Street Lighting (Electric & Repairs)	255.00	48.08		206.92
430.56	Website	60.00	4.15		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
35.00	Training	360.00	100.00		260.00
297.50	Room Hire	370.00	0.00	15.00	355.00
2,371.29	Chelford Activity Park - Maintenance	5,525.00	1,505.29	183.04	3,836.67
570.00	Chelford Village - Maintenance	3,100.00	851.00		2,249.00
118.00	Asset Maintenance	1,900.00	0.00		1,900.00
475.28	Asset Purchase	8,000.00	20.81	350.00	7,629.19
6045.57	Neighbourhood Plan	500.00	276.84		223.16
0.00	Contingency	750.00	0.00		750.00
1,022.16	V.A.T.		594.44	36.60	
23,409.98	Total Payments	36,802.00	10,663.35	1,399.26	25,370.43

Cash/Bank Reconciliation	01/04/19	14/11/19	04/12/19	31/03/20
Balance B/Fwd.	45,690.35	45,690.35	67,896.99	66,497.73
Add Total Receipts	36,802.00	32,869.99	0.00	631.04
Less Total Payments	-36,802.00	-10,663.35	-1,399.26	-25,370.43
Balance C/Fwd.	45,690.35	67,896.99	66,497.73	41,758.34
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/19	14/11/19	04/12/19	31/03/20
General Funds	18,526.76	41,166.24	39,766.98	15,027.59
Earmarked Reserves	27,163.59	26,730.75	26,730.75	26,730.75
	45,690.35	67,896.99	66,497.73	41,758.34

CHELFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 4th December 2019

CASH

Balance Brought Forward 01/04/19		
Current Account	24,969.15	
Business Reserve Account	20,721.20	
Plus Receipts	32,869.99	
Plus unrepresented cheque	<u>64.62</u>	
		32,934.61
		78,624.96
Less Payments		12,062.61
Balance Carried Forward 04/12/19		<u><u>66,562.35</u></u>

BANK (Natwest)

Business Reserve Account -	45,760.03		04/10/19
Add income/transfer received since above statement	<u>0.00</u>	0.00	
Less unrepresented cheques	<u>0.00</u>	<u>0.00</u>	
		45,760.03	04/12/19
Current Account -	23,565.48		05/11/19
Add income received since above Statement	<u>0.00</u>	0.00	
Less unrepresented cheques/ Transfer			
Approved 2019/20	-1,363.90		
For approval	<u>-1,399.26</u>	<u>-2,763.16</u>	
		20,802.32	04/12/19
Total Bank Balances 04/12/19		<u><u>66,562.35</u></u>	

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX B

CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2019/20 and 2020/21

		Projected 19/20 & Budget 2020/21	Variances 19/20	Balance as at 04/12/19
Clerk's Salary				
2019/20	£8,713.64 p.a. = £726.14 p.m. based upon 13 hrs. per week 3 months (Jan 20 - Mar 20) x £726.14 Contingency for Performance & Pay Review	2,179	0	
		330	-104	
		2,509	-104	2,405
2020/21	£8,889.40 p.a. = £740.78 p.m. based upon 13 hrs. per week Contingency for Performance & Pay Review Contingency for NJC Salary Award	8,890		
		1,026		
		992		
		10,908		
National Insurance (Employer)				
2019/20	3 months (Jan 20 - Mar 20)	59	-88	
		59	-88	-29
2020/21	Based on basic salary	200		
		200		
Allowances (Clerk)				
2019/20	Use of home as Office @ £10 p.m. Use of computer equipment @ £1 p.w. Travelling @ 45p per mile Broadband & Telephone Service @ £12 p.m. Contingency	30	0	
		13	0	
		46	0	
		36	0	
		59	0	
		184	0	184
2020/21	Use of home as Office @ £10 p.m. Use of computer equipment @ £1 p.w. Travelling @ 45p per mile Broadband & Telephone Service @ £12 p.m. Contingency	120		
		52		
		325		
		144		
		84		
		725		
Chairman/Member Allowances				
2019/20	Chairman's Allowance Other Member Allowances - Dec 19 - Mar 20	0	0	
		0	0	
		0	0	0
2020/21	Chairman's Allowance Other Member Allowances	0		
		0		
		0		
Administration				
2019/20	Stationary & General Office Supplies Postages Computer Consumables Contingency	60	0	
		40	0	
		70	0	
		80	0	
		250	0	250
2020/21	Stationary & General Office Supplies Postages Computer Consumables Contingency	65		
		45		
		75		
		85		
		270		

CHELFORD PARISH COUNCIL

AGENDA

CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2019/20 and 2020/21

		Projected 19/20 & Budget 2020/21	Variances 19/20	Balance as at 04/12/19
Audit Fees				
2019/20	External Audit Fees 2018/19	0	0	
	Internal Audit Fees 2018/19	0	22	
		0	22	22
2020/21	External Audit Fees 2019/20	300		
	Internal Audit Fees 2019/20	175		
		475		
Insurance				
2019/20	Premium due 15/03/20	1,000	0	1,000
2020/21	Premium due 15/03/21	1,100		
Section 137 Donations				
2019/20	RBL Poppy Appeal	0	0	
	Contingency	350	0	
		350	0	350
2020/21	RBL Poppy Appeal	50		
	Contingency	350		
		400		
Grants				
2019/20	St. John's Church - Churchyard Maintenance	1,380	0	
	Chelford Village Website:			
	Oct 19 - Mar 20 - Website hosting costs	216	0	
	(Domain name - £1.80 p.m., Webmail facility - £4.20 p.m., Basic Hosting - £13.20 p.m., Website editing - £10.80 p.m., Social Network Integration - £10.80 p.m.)			
	Mar 20 - Sep 20 - (costs as above)	245	-29	
	Contingency:			
	Chelford C of E Primary School	250	0	
	Unspecified	750	0	
		2,841	-29	2,812
2020/21	St. John's Church - Churchyard Maintenance	1,380		
	Chelford Village Website (see 2020/21 for cost breakdown)	500		
	Contingency	1,000		
		2,880		
Parish Council Newsletters				
2019/20	Printing costs	156	48	
		156	48	204
2020/21	Printing costs	375		
		375		

CHELFORD PARISH COUNCIL

AGENDA

CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2019/20 and 2020/21

		Projected 19/20 & Budget 2020/21	Variances 19/20	Balance as at 04/12/19
Street Lighting				
2019/20	Electricity Oct 19 - Mar 20 (183 days x £0.179 = £32.76) net - say	35	-2	
	Provision for increase in electricity charges	24	0	
	Repairs Dec 19 - Mar 20	150	0	
		209	-2	207
2020/21	Annual Electric (366 x £0.179 per day = £65.20) net - say	70		
	Provision for Increase in Electricity	25		
	Repairs	175		
		270		
Website				
2019/20	Chelford Parish Council website (Domain due Jan. 20)	10	0	
	Councillor/Clerk email accounts	4	42	
		14	42	56
2020/21	Chelford Parish Council website	10		
	Councillor/Clerk email accounts	24		
	Contingency	16		
		50		
Professional Services				
2019/20	Provision of professional advice/services	500	0	
		500	0	500
2020/21	Provision of professional advice/services	1,000		
		1,000		
Advertising				
2019/20	None	0	100	100
2020/21	Provision	100		
Subscriptions/Affiliation Fees				
2019/20	Data Protection Registration (due 26/02/20)	35	5	
	ChALC	0	38	
	Cheshire County Playing Fields Association	0	25	
	Cheshire Community Action	0	0	
	CPRE	0	4	
		35	72	107
2020/21	Data Protection Registration	40		
	ChALC	415		
	Cheshire Community Action	50		
	CPRE	40		
		545		
Training				
2019/20	Training Provision - Members & Clerk	280	0	
	Clerk - Regional Training Seminars	0	-20	
		280	-20	260
2020/21	Training Provision - Members & Clerk	280		
	Clerk - Regional Training Seminars	100		
		380		

CHELFORD PARISH COUNCIL

AGENDA

CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2019/20 and 2020/21

		Projected 19/20 & Budget 2020/21	Variances 19/20	Balance as at 04/12/19
Room Hire				
2019/20	Ordinary Parish Council Meetings	195	30	
	Annual Parish Meeting	28	2	
	Extra Ordinary Parish Council Meetings	40	0	
	Contingency	60	0	
		323	32	355
2020/21	Ordinary Parish Council Meetings	240		
	Annual Parish Meeting	30		
	Extra Ordinary Parish Council Meetings	40		
	Contingency	60		
		370		
Chelford Activity Park - Maintenance				
2019/20	Grass Cutting, Site Maintenance, Litter Bin emptying	515	45	
	Hedge Cutting	300	0	
	RoSPA Inspection	0	38	
	Tree Safety Inspection	270	330	
	Maintenance - Trees	500	0	
	Maintenance - Play Area Equipment	350	0	
	Maintenance - BMX Track	225	0	
	Maintenance - MUGA	500	0	
	Maintenance - Table Tennis Table	50	0	
	Maintenance - Seats & Picnic Benches	225	0	
	Maintenance - Barbeque	100	0	
	Contingency	388	0	
		3,423	413	3,836
2020/21	Grass Cutting, Site Maintenance, Litter Bin emptying	2,500		
	Hedge Cutting	300		
	RoSPA Inspection	175		
	Tree Safety Inspection	300		
	Maintenance - Trees	650		
	Maintenance - Play Area Equipment	450		
	Maintenance - BMX Track	225		
	Maintenance - MUGA	500		
	Maintenance - Table Tennis Table	50		
	Maintenance - Seats & Picnic Benches	300		
	Maintenance - Barbeque	100		
	Contingency	400		
		5,950		
Chelford Village - Maintenance				
2019/20	Summer Planting	0	15	
	Winter Planting	0	15	
	Parish Improvement Maintenance	2,219	0	
		2,219	30	2,249
2020/21	Summer Planting	300		
	Winter Planting	300		
	Parish Improvement Maintenance	2,500		
		3,100		

CHELFORD PARISH COUNCIL

AGENDA

CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2019/20 and 2020/21

		Projected 19/20 & Budget 2020/21	Variances 19/20	Balance as at 04/12/19
Asset Maintenance				
2019/20	Notice Boards	150	0	
	Bus Shelter	250	0	
	Telephone Kiosks	100	150	
	Benches	0	250	
	Planters	882	-782	
	Height Barrier	0	100	
	Speed Indicator Devices	0	400	
	Contingency	400	0	
		1,782	118	1,900
2020/21	Notice Boards	150		
	Bus Shelter	500		
	Telephone Kiosks	500		
	Benches	250		
	Planters	100		
	Height Barrier	100		
	Speed Indicator Devices	400		
	Speed Watch Equipment	120		
	Contingency	400		
		2,520		
Asset Purchase				
2019/20	Notice Board	1,500	0	
	Planters	3,150	1,000	
	Parish Improvement Assets	1,500	0	
	Contingency	479	0	
		6,629	1,000	7,629
2020/21	Notice Board (2)	1,500		
	Parish Boundary Signs	5,000		
	Audio Recording Equipment	120		
	Parish Improvement Assets	1,500		
	Contingency	500		
		8,620		
Neighbourhood Plan				
2019/20	Activities covered by 'Locality' grant	18	-295	
	Other activities	0	500	
		18	205	223
2020/21	Plan Review Provision	500		
		500		
Community Day				
2019/20	No provision	0	0	
		0	0	0
2020/21	Provision	2,000		
Other				
2019/20	Contingency provision	750	0	
		750	0	750
2020/21	Contingency provision	1,000		
	2019/20 Sub Totals	23,531	1,839	25,370

CHELFORD PARISH COUNCIL

AGENDA

CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2019/20 and 2020/21

2019/20 Income - Grants:	
Neighbourhood Plan: "Locality" Grant	
2019/20 Expenditure Projection and Savings Totals	
2020/21 Draft Budget Expenditure Total	
Less savings 2019/20	
Gross Council Tax Requirement 2020/21	

	295	
23,531	2,134	
41,738		
-2,134		
39,604		

Analysis of funds

01/04/19	Balance brought forward	45,690.35	
	Plus receipts (actual)	32,869.99	
	Less payments (actual)	-12,062.61	
	Plus receipts (projected)	631.04	
	Less payments (projected)	-23,531.00	
			43,597.77
	Less Earmarked Reserves:		
	Mere Court Improvements	-345.52	
	Community Project Fund	-18,132.57	
	Asset Refurbishment Fund	-4,000.00	
	Democratic Services Fund	-1,000.00	
	Transparency Code Grant	-117.50	
	MUGA Maintenance (PPT)	-1,000.00	
	Neighbourhood Plan (Locality)	-912.21	
	Neighbourhood Plan (PC)	-1,222.95	
			-26,730.75
31/03/20	General funds carried forward		<u>16,867.02</u>

Tax Base 2020/21 (Band D) and Precept impact on Property Bands

2019/20				2020/21			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		31.28	A	6/9		33.70
B	7/9		36.49	B	7/9		39.31
C	8/9		41.70	C	8/9		44.93
D	9/9	675.33	46.92	D	9/9	783.54	50.54
E	11/9		57.34	E	11/9		61.78
F	13/9		67.77	F	13/9		73.01
G	15/9		78.19	G	15/9		84.24
H	18/9		93.83	H	18/9		101.09
Precept		£31,684		Precept		£39,604	

Precepts		
Year	% increase	£
2016/17	29.53%	17,486
2017/18	28.59%	22,485
2018/19	9.18%	24,549
2019/20	29.06%	31,684
2020/21	25.00%	39,604

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX C

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 15, 22 November 2019.
15/11/19	Reminder for Cheshire East Council Town & Parish Council Conference - 20/11/19.
19/11/19	Anti-bullying commission.
26/11/19	Slides from Cheshire East Council Town & Parish Council Conference.
	Cheshire East Council -
-	Traffic Management LAP Reports - 14, 21 November 2019.
11/11/19	Notice of intention to dispose of selected red telephone kiosks.
20/11/19	Appointment of Director of Governance & Compliance and Monitoring Officer.
21/11/19	Slides and Feedback forms following Town & Parish Council Conference.
22/11/19	Pre-Election Publicity Guidance.
26/11/19	Crewe Place Brand Project survey.
	Cheshire East Council - Temporary Road Closures / Restrictions -
27/11/19	B5359 Alderley Road, Chelford for approximately 50m either side of the railway bridge - 24-25/02/20.
	Rural Services Network -
-	Rural Bulletin - 12, 19, 26 November 2019.
	Other Correspondence -
-	Public Sector Executive - 12, 14, 19, 21, 26 November 2019.
-	HMRC - 13/11/19 - Expenses and benefits; 15/11/19 - Online customer forum; 18/11/19 - Employing people - Key responsibilities; 20/11/19 - Guidance for employers regarding December payroll; 25/11/19 - Homeworking support; 28/11/19 - Celebrations, company cars and payroll.
-	CPRE - 23/11/19 - Ask your election candidates to back the countryside; 27/11/19 - Countryside Voice.
-	Community & Voluntary Services - e-Bulletin - 22 November 2019.
11/11/19	My Neighbourhood Plan - Planning Advisor services.
	Advertisements -
-	11/11/19 - Notice Board Company - Bus timetable display cases; 11/11/19 - Mallatite Ltd. - 5% discounts for online orders; 13/11/19 - Mallatite Ltd. - 5% off speed indicator devices; 14/11/19 - Kompan - Free design services; 14/11/19 - Amberol - Customer Survey; 19/11/19 - Mallatite Ltd. - Bollard sale; 20/11/19 - Playforce - Flash sale on multi-play towers; 19/11/19 - East Cheshire Hospice - Christmas Tree collection service; 27/11/19 - Playforce - 20% off multi-play towers; 28/11/19 - Kompan - Free design services.