

# CHELFORD PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

**DATE: THURSDAY 13<sup>TH</sup> JUNE 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. CODE OF CONDUCT -**
  - i) To receive and adopt the Code of Conduct as provided by Cheshire East Council.
  - ii) To receive completed Register of Interests forms from Members.
- 3. DECLARATIONS OF INTEREST -**
  - i) To receive Declarations of Interest in any items on the agenda.
- 4. MINUTES -**
  - i) To approve the Minutes of the Annual Parish Council meeting held 9<sup>th</sup> May, 2019 as a correct record and authorise signing by the Chairman.
  - ii) To confirm the Minutes of the Annual Parish Meeting held 21<sup>st</sup> May, 2019 as a correct record.
- 5. PUBLIC FORUM FOR QUESTIONS -**
- 6. REPORTS FROM EXTERNAL ORGANISATIONS -**
  - i) Gawsworth & Chelford Wards Policing Team - Report on matters of interest / concern within the Parish.
  - ii) Cheshire East Ward Member Cllr. M. Asquith - Report on items of interest to the Parish Council.
- 7. DOCUMENT DISTRIBUTION -**
  - i) To confirm consent from Members of the Parish Council for Agenda and other Parish Council information to be transmitted in electronic form to the official Parish Councillor email accounts.
- 8. FINANCE -**
  - i) To receive and consider the Financial Statement 2019/20 as at 13<sup>th</sup> June, 2019. (Appendix A)
  - ii) To authorise the following payments -

a) Cheque No. 001297	E. M. Maddock	£789.88	Salary - June, 2019 & Expenses.
b) Cheque No. 001298	H.M. Revenue & Customs	£6.06	National Insurance Contributions.
c) Cheque No. 001299	Greenfingers Landscape Ltd.	£205.99	Chelford Activity Park Maintenance - May 2019.
d) Cheque No. 001300	South Cheshire Print	£93.60	Newsletter printing.
e) Cheque No. 001301	Office Reality Limited	£24.97	Table Tennis Equipment.
  - iii) To note the following receipts since the last meeting -

a) Cheshire East Borough Council	£125.00	Grant - Cleaning Projects.
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  - iv) To approve the implementation of direct debit payments for the Parish Council domain and email accounts.
- 9. 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) Nether Alderley Parish Council - Local Cluster Meeting.
  - ii) To note correspondence received since the date of the last ordinary meeting. (Appendix B)
- 10. PLANNING -**
  - i) Applications for consideration -
    - a) 19/2340M - Proposed first floor extension above existing ground floor lounge accommodation [Proposed Extension replaces first floor external balcony] - Mere Hall, Peover Lane, Chelford, Cheshire. SK11 9AL
    - b) 19/2513M - 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 - Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley, Cheshire. SK10 4SZ

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- c) Any applications received following issue of Agenda will be included for consideration.
- ii) Cheshire East Council - Site Allocations & Development Policies Document - To receive an update on preparation of the document and the potential implications for the Parish. (DW/BB)

### 11. NEIGHBOURHOOD PLAN -

- i) To receive an update on the present position.

### 12. ASSETS -

- i) Chelford Activity Park -
  - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park.
  - b) Annual RoSPA inspection report -
    - i) To receive an update regarding query raised about the scope of the report.
    - ii) To receive and consider the content of the RoSPA inspection report and determine actions required in relation thereto.
  - c) To receive booking requests for use of facilities at Chelford Activity Park.
- ii) Street Furniture -
  - a) To receive an update relating to the removal of existing planters and installation of replacement planters.
  - b) To consider the quotation for adding monthly planter watering to the existing floral display contract.

### 13. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
  - a) Damaged sign - Alderley Road.
  - b) Broken Windows (2) in Bus Passenger Shelter - Chelford Road.
  - c) Overgrown hedge - Knutsford Road (near railway bridge).
  - d) Verge repairs following water main replacement work along Dixon Drive.
  - e) Overgrown hedge - Knutsford Road (from junction with Dixon Drive to junction with Mere Court).
  - f) Provision of dropped kerbs within Dixon Drive estate and surrounding area.
  - g) Overgrown hedge - Knutsford Road (from Chelford Activity Park towards roundabout).
  - h) Unsecured bollard at no through islands on Dixon Drive.
  - i) Footway - Dixon Drive - Weeds protruding slurry seal.
  - j) Sign condition - Hitch Lowes.
  - k) Sign condition - Carter Lane - one sign missing, one sign difficult to read.
  - l) Sign missing - Woodlands End.
  - m) Footway vegetation either side of bus passenger shelter - Knutsford Road (near junction with Dixon Drive).
  - n) Litter bin condition - Knutsford Road (near to bus passenger shelter near Shell Garage).
  - o) Leaning bridleway signpost at end of Carter Lane.
  - p) Overgrown hedge - Knutsford Road (near to Telephone Exchange).
- ii) To receive highway matters for attention from Members.

### 14. COMMUNITY -

- i) To consider and determine work and/or items to be funded by the Cheshire East Council grant for cleaning projects.
- 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 Appearance Improvement Project -
  - a) To receive an update regarding the proposal for 'Village Gateways'.
  - b) To receive suggestions for possible further improvement work.
- v) Parish Remembrance Activities -
  - a) To consider provision of large poppies for mounting on street lighting columns and silhouettes for display on Parish highway verges.
- vi) Parish Council Profile -
  - a) To consider possible opportunities to raise the profile of the Parish Council within the community.

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- b) To receive a suggestion for the Parish Council to support 'a Caring Community in Chelford' through methods such as support for Dementia Friends, Carers Awareness and End of Life Partnership.
- c) To receive a suggestion for a 'community day' within the Parish to promote local organisations.

**15. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -**

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Red Telephone Kiosks - Future uses.
- iv) Chelford Parish Hall. (Pt. 2 item)

**16. DATE OF NEXT MEETING - Thursday 11<sup>th</sup> July, 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.

**17. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -**  
(as required)

**E.M.Maddock**

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

Dated 9<sup>th</sup> June, 2019.

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### APPENDIX A

Financial Statement for 2019/20 as at 13th June 2019					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to May 2019 £.	Agenda Jun. 2019 £.	Budget Balance £.
	<b>Receipts</b>				
24,549.00	Precept	31,684.00	15,842.00		15,842.00
0.00	Balances	5,118.00	0.00		0.00
24.39	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
6,079.00	Grants, Donations & Refunds	0.00	0.00	125.00	0.00
0.00	Contra Income	0.00	0.00		0.00
874.80	V.A.T. Refund		0.00		180.52
<b>31,527.19</b>	<b>Total Receipts</b>	<b>36,802.00</b>	<b>15,842.00</b>	<b>125.00</b>	<b>16,022.52</b>
	<b>Payments</b>				
8,393.14	Salary (Clerk)	8,940.00	1,452.28	726.14	6,761.58
31.60	National Insurance (Employer)	0.00	6.48	3.24	-9.72
593.87	Allowances (Clerk)	675.00	89.52	66.56	518.92
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	153.00		222.00
818.36	Insurance	1,000.00	0.00		1,000.00
114.62	Sect. 137 Donations	400.00	0.00		400.00
1,001.86	Grants	2,812.00	0.00		2,812.00
65.00	Parish Council Newsletter	360.00	0.00	78.00	282.00
0.00	Christmas Trees & Lighting	0.00	0.00		0.00
51.11	Street Lighting (Electric & Repairs)	255.00	15.40		239.60
430.56	Website	60.00	0.00		60.00
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	0.00		360.00
2,371.29	Chelford Activity Park - Maintenance	5,525.00	475.33	171.66	4,878.01
570.00	Chelford Village - Maintenance	3,100.00	0.00		3,100.00
118.00	Asset Maintenance	1,900.00	0.00		1,900.00
475.28	Asset Purchase	8,000.00	0.00	20.81	7,979.19
0.00	Contingency	750.00	0.00		750.00
6045.57	Neighbourhood Plan	500.00	22.01		477.99
1,022.16	V.A.T.		126.43	54.09	
<b>23,409.98</b>	<b>Total Payments</b>	<b>36,802.00</b>	<b>2,802.65</b>	<b>1,120.50</b>	<b>33,059.37</b>

Cash/Bank Reconciliation	01/04/19	09/05/19	13/06/19	31/03/20
Balance B/Fwd.	45,690.35	45,690.35	58,729.70	57,734.20
Add Total Receipts	36,802.00	15,842.00	125.00	16,022.52
Less Total Payments	-36,802.00	-2,802.65	-1,120.50	-33,059.37
<b>Balance C/Fwd.</b>	<b>45,690.35</b>	<b>58,729.70</b>	<b>57,734.20</b>	<b>40,697.35</b>
<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/19</b>	<b>09/05/19</b>	<b>13/06/19</b>	<b>31/03/20</b>
General Funds	18,526.76	31,588.12	30,592.62	13,555.77
Earmarked Reserves	27,163.59	27,141.58	27,141.58	27,141.58
	<b>45,690.35</b>	<b>58,729.70</b>	<b>57,734.20</b>	<b>40,697.35</b>

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### CASH/BANK RECONCILIATION AS AT - 13<sup>th</sup> June 2019

#### CASH

Balance Brought Forward 01/04/19	
Current Account	24,969.15
Business Reserve Account	20,721.20
Plus Receipts	15,967.00
	<hr/>
	61,657.35
Less Payments	3,923.15
Balance Carried Forward 13/06/19	<hr/> <hr/>
	<b>57,734.20</b>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	20,721.20	05/04/19
Add income/transfer received since above statement		
	<hr/> 25,000.00	
	25,000.00	
Less unpresented cheques		
	<hr/>	
	0.00	
	45,721.20	13/06/19
<b>Current Account -</b>	39,913.89	03/05/19
Add income received since above Statement		
	<hr/> 125.00	
	125.00	
Less unpresented cheques/ Transfer		
Approved 2018/19	-64.62	
Approved 2019/20	-1,840.77	
Transfer Approved 2019/20	-25,000.00	
For approval	<hr/> -1,120.50	
	-28,025.89	
	12,013.00	13/06/19
<b>Total Bank Balances 13/06/19</b>	<hr/> <hr/>	
	<b>57,734.20</b>	

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### APPENDIX B

#### CORRESPONDENCE

<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 9, 16, 30 May 2019; 6 June 2019.
15/05/19	Chairmanship Training Session - 05/06/19.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 2, 9 May 2019.
14/05/19	Site Allocations and Development Policies Document (SADPD) Meeting Invitation.
17/05/19	Film Locations Database.
23/05/19	Volunteering & Apprenticeships in Cheshire East.
31/05/19	Acton, Edleston and Henhull Neighbourhood Plan - Regulation 16 Consultation - 31/05/19 - 12/07/19.
	<b>Rural Services Network -</b>
-	Rural Bulletin - 8, 14, 21, 29 May 2019; 4 June 2019.
-	Rural Funding Digest - June 2019.
	<b>Other Correspondence -</b>
-	Public Sector Executive - 3, 10, 13, 22, 29 May 2019.
-	HMRC - 02/05/19 - Statutory payments advice; 07/05/19 - Supporting Employers; 09/05/19 - Trivial expenses and benefits; 16/05/19 - Reporting annual pay, deductions, expenses and benefits; 20/05/19 - Expenses, benefits and company directors; 29/05/19 - Key information, benefits and reports; 03/06/19 - Help to complete P11D forms; 06/06/19 - Sick Pay, Health & Safety, Maternity Pay.
-	Manchester Airport - 15/05/19 - Employment Opportunities; 07/06/19 - Employment Opportunities.
-	CPRE - 09/05/19 - The world calls for a #CleanPlanet; 11/05/19 - Campaigns Update; 18/05/19 - Join the mass lobby for action on climate change.
-	Community & Voluntary Services - e-Bulletin - 10, 24 May 2019; 7 June 2019.
-	Information Commissioner's Office - Newsletter - June 2019.
-	Town & Parish Council Websites - Newsletter - May, 2019.
-	Terrain Safety - 06/05/19 - Introducing SafeCouncil.uk; 13/05/19 - Is your council safe and compliant?; 25/05/19 - Health & Safety update.
08/05/19	Cheshire & Warrington Growth Hub Newsletter - 8, 30 May 2019.
25/05/19	Resident - Complaint regarding parking restrictions in Alderley Edge.
03/06/19	NatWest Bank plc - Getting HR policy right.
03/06/19	Civic Voice - What do communities want from their local authority planning department?
	<b>Advertisements -</b>
-	02/05/19 - Notice Board Company - New Nimbus Notice Boards; 08/05/19 - Primary Care Supplies - Defibrillators; 08/05/19 - Kompan - Tucker Family Park Australia; 09/05/19 - Plantscape - Traffic calming using planters; 10/05/19 - Amberol - What's your favourite colour of planter?; 10/05/19 - Parish Notice Board Company - New Price List; 10/05/19 - Sutcliffe Play - New play equipment; 13/05/19 - Primary Care Supplies - Defibrillators; 14/05/19 - Plantscape - Planters offer solution to traffic control; 14/05/19 - Wicksteed - Stadium MUGA range; 16/05/19 - Jupiter Play - Yalp interactives can help tackle childhood obesity; 15/05/19 - Notice Board Company - 25% off selected notice boards; 20/05/19 - Mallatite Ltd. - Speed Indicator Devices; 22/05/19 - Kompan - Unique Play Packages from £14,000; 22/05/19 - Plantscape - Plan ahead for a solar Christmas; 23/05/19 - Playforce - Playground package for £9,999; 23/05/19 - Noticeboards Online - 10% off Shield Noticeboards; 28/05/19 - Eibe Play - Designing the perfect playground; 30/05/19 - Schoolscapes - Transform Your Park into a Hive of Activity this Summer; 01/06/19 - N.Worth Contracting - Maintenance Services; 04/06/19 - Calor Rural Community Fund - Only two weeks left to vote.