

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 11TH JANUARY, 2018 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), B. Brindley, A. Boon, K. Chaudhuri, G. Willis.
Members of Public (2).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor J. Leach - Unable to walk.
Councillor B. Affleck - Work commitments.

Decision a) To receive and approve the above apologies for absence.

2. **DECLARATIONS OF INTEREST** - Item 15(ii) - Clerk & Responsible Financial Officer.

3. **MINUTES** -

The Minutes of the Parish Council Meeting held 14th December, 2017 had been previously circulated to all Members.

- 01/18 **Resolved** a) That the Minutes of the Parish Council Meeting held 14th December, 2017 be confirmed as a correct record and signed by the Chairman.

Proposed Councillor B. Brindley

Seconded Councillor D. Wilson

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

No questions had been received from or were presented by members of the public.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

- i) **Knutsford Rural Policing Team** - No representatives from the Policing Team were present at the meeting to report.
- ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that he and Councillor D. Wilson had met with Cheshire East Highways Officers to discuss the removal of the yellow parking restriction lines within the Dixon Drive estate. It had been further proposed to install double yellow lines for a short stretch of Oak Road near to the junction with Knutsford Road. Borough Councillor G. Walton had received representations from a resident regarding the pothole near to St. John's Church which continues to reappear following repair work. Cheshire East Council will be holding a Town & Parish Council Conference in February, 2018. Improvement works are planned for the Crewe Green roundabout.

6. **FINANCE** -

- i) **Financial Statement 2017/18 as at 11th January, 2018** - (Appendix A)
Members considered the financial statement 2017/18 which was unanimously accepted.
- ii) **To authorise the following payments** - the Chairman outlined the basis of the following payments:
- | | | | | |
|----|-------------------|-----------------------------|---------|---|
| a) | Cheque No. 001193 | E. M. Maddock | £763.60 | Salary 01/12/17 - 31/12/17, Backpay & Expenses. |
| b) | Cheque No. 001193 | E. M. Maddock | £412.18 | Reimbursement of Transparency Fund expenditure. |
| c) | Cheque No. 001194 | H. M. Revenue & Customs | £113.73 | Income Tax & NI contributions. |
| d) | Cheque No. 001195 | Greenfingers Landscape Ltd. | £200.00 | Ground Maintenance Contract (Dec. 17). |
| e) | Cheque No. 001196 | East Cheshire Hospice | £50.00 | Donation re: Christmas Tree Collection. |
- iii) **Receipts** - the Clerk reported that the following receipts had been received since the last meeting: None.

- 02/18 **Resolved** a) That the Statement of Account, as at 11th January, 2018 be received and the Clerk's observations duly noted.

b) That the schedule of 5 payments be approved and duly authorised.

c) That the report on receipts since the last meeting be received and duly noted.

Proposed Councillor K. Chaudhuri

Seconded Councillor A. Boon

All in favour

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 Community Action - Best Kept Village Competition 2018.**
Borough Councillor G. Walton expressed support for the competition and outlined the judging process.

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- Decision** a) To defer decision whether to enter to the next meeting.
- b) **Knutsford Town Council - Request for donation to support Citizens Advice Bureau service.**
Members considered the usage information that had been supplied as part of the donation request and did not consider that this represented value for money.

03/18 **Resolved** a) **That the Clerk advise Knutsford Town Council that Chelford Parish Council will not make a donation towards the provision of Citizens Advice Bureau services in Knutsford for the 2018/19 financial year.**

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

- c) **Citizens Advice Bureau - Offer to present information to Parish Council meeting.**
Members considered that it would be more beneficial for any presentation to be made to residents rather than the Parish Council. The Clerk suggested that the presentation could be included within the Annual Parish Meeting.

Decision a) That the Clerk invite a representative of the Citizens Advice Bureau to attend the Annual Parish Meeting scheduled for May, 2018.

ii) **To receive and note other correspondence received since the date of the last ordinary meeting:**

(Appendix B)

Decision a) That other items of correspondence be received and noted.

8. PLANNING & LICENSING MATTERS -

- i) **Applications for consideration** - No new applications had been received.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

i) **Updates in respect of outstanding highway matters from/since previous meeting:**

- a) Pothole - Holmes Chapel Road - near to Post Office. (Work planned to resolve the persistent hole and secure the manhole cover.)
- b) Pothole - Holmes Chapel Road - near to St. John's Church. (Work planned to resolve the persistent hole.)
- c) Dead Tree - Alderley Road - opposite Shell Garage. (Removal of tree scheduled for 13th January, 2018.)
- d) Debris on Footway - Alderley Road. (Update awaited.)
- e) Pothole - Alderley Road - near to Alderley Road Business Park. (Work order programmed.)

ii) **To receive highway matters for attention from Members -**

- a) Hedges - Knutsford Road - The Clerk reported that a written complaint had been received regarding the hedges along Knutsford Road from 'The White House' to junction with Dixon Drive which had been forwarded to Cheshire East Council for their attention as the responsible Highways Authority.
- b) Zebra Crossing - Knutsford Road - It was reported that a number of residents had expressed concern regarding the safety of the zebra crossing. Several residents had experienced instances where vehicles had failed to stop at the crossing whilst others had experienced vehicles failing to stop even when they were proceeding across the crossing. Queries were raised as to why warning signs had not been installed on the highway notifying drivers of the new crossing.

Decision a) That Borough Councillor G. Walton bring the concerns relating to the zebra crossing to the attention of Cheshire East Highways.

8:11p.m. - Borough Councillor G. Walton and one member of the public excused themselves from the meeting and left.

iii) **Update regarding proposed removal of yellow parking restriction lines in the Dixon Drive estate -**
Borough Councillor G. Walton had provided an update on this issue at Item 5(ii).

iv) **To consider position in respect of the no through bollards on Dixon Drive -** Members considered that no action should be taken until such time that a formal proposal is submitted to review the need for the bollards.

10. COMMUNITY -

i) **Defibrillator Provision** - It was reported that no further information had been received following the representations made by CTARA to the Knutsford Community First Responder Team.

Decision a) To defer a decision on this matter until the next meeting.

ii) **Mere Court Recreation Area - Update relating to possible future improvements at the site -** There was nothing to report. No further action is required in respect of this matter until such time that the proposals for the site are made available.

iii) **Christmas Tree Display -**

- a) **Risk Assessment and ongoing display inspection record -** The Risk Assessment for the Christmas

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Tree Display had been previously forwarded to the Clerk. Councillor D. Wilson advised that he would forward the ongoing inspection record to the Clerk shortly.

- b) **Actions taken since the last meeting in respect of the Christmas Tree Display** - The Clerk outlined activities that had taken place since the last meeting relating to the Christmas Tree Display. Unfortunately, anomalies had been identified within the processes adopted which had resulted in additional work to establish that the installation was safe. Advice had been received, highlighting deficiencies in the installation, which had been communicated to Chelford Farm Supplies who had subsequently disconnected the lights. The Clerk advised that it would be necessary to review arrangements in advance of the 2018 display in order to ensure that all required safety measures were implemented.

- Decision**
- a) That the Risk Assessment for the Christmas Tree Display be received.
 - b) That Councillor D. Wilson forward the ongoing inspection record to the Clerk.
 - c) That Councillor B. Brindley approach Chelford Farm Supplies to establish whether they are willing to accommodate revised arrangements for future Christmas Tree Displays.
 - d) That an expression of thanks be recorded to Mr. Nigel Ashley (Ashley Waller Auctioneers Ltd.) for providing the Christmas Tree and to Mr. R. Leach for providing lighting equipment.
- iv) **Chelford Bowling Club** - The Clerk reported that the sale moratorium period had been implemented. Members discussed information that had been provided by Chelford Bowling Club and also by Cheshire East Council.

- 04/18 **Resolved**
- a) That the Clerk advise Chelford Bowling Club that, based upon the information available, the Parish Council was not in a position to purchase the Bowling Club.
 - b) That the Parish Council is willing to provide assistance, where appropriate, to support the Bowling Club in securing the future of the existing Bowling Green or establishing a replacement.

Proposed Councillor D. Wilson

Seconded Councillor B. Brindley

All in favour

11. ASSETS -

i) Chelford Activity Park - Maintenance & Management -

- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that moles had returned to the play area.

- Decision**
- a) That Councillor B. Brindley arrange for the mole issue to be resolved and for the play area to be closed during the work.

ii) Chelford Activity Park - Usage & Hiring -

- a) **Update on Facility Bookings** - The Clerk reported that no hire requests had been received since the last meeting.

- iii) **Parish Council Website** - The Clerk reported that the new website was now live and content was being added.

12. NEIGHBOURHOOD PLAN -

- i) **Update on activities including preparation of the second questionnaire** - Councillor D. Wilson reported that he had circulated the draft questionnaire and was presently reviewing the comments received from members of the Steering Group. The questionnaire had also been reviewed by the consultant who had also offered advice.
- ii) **To receive the Neighbourhood Plan Financial Statement as at 11th January, 2018 (Appendix C) and to receive an update on the financial position of the project** - The financial statement was considered by Members and unanimously accepted. The Clerk reported that the End of Grant report had been submitted and she was now awaiting the Grant statement to allow return of unused funds. Consideration will need to be given to future funding required.

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

- i) Refurbishment of Red Telephone Kiosks.
- ii) Review of Asset Security Arrangements.
- iii) Consideration of potential uses of s.106 funds within Parish.
- iv) Introduction of General Data Protection Regulations (GDPR).

14. DATE OF NEXT MEETING - Thursday, 8th February, 2018 at 7:30 p.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.

- 05/18 **Resolved**
- a) That the public and press be excluded from the meeting for the following item of business

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on the grounds that it could involve the likely disclosure of exempt information.

Proposed Councillor D. Wilson

Seconded Councillor B. Brindley

All in favour

9:17p.m. - One member of the public excused themselves from the meeting and left.

15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

i) Parish Council Legal Document Storage.

06/18 Resolved a) That the Clerk contact the existing supplier to confirm continuation of the arrangement.

Proposed Councillor D. Wilson

Seconded Councillor B. Brindley

All in favour

ii) Employee Pension Provision.

07/18 Resolved a) That the Chairman be authorised to sign a letter notifying the Clerk of the implementation of a postponement period.

Proposed Councillor D. Wilson

Seconded Councillor K. Chaudhuri

All in favour

The meeting was declared closed by the Chairman at 9:30p.m.

Signed: _____

Approval Date - 8th February, 2018

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APPENDIX A

Financial Statement for 2017/18 as at 11 January 2018

Actual 2016/17 £.	Details	2017/18 Budget £.	2017/18 Budget Adjustments £.	Actual to Dec. 2017 £.	Agenda Jan. 2018 £.	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		1.16		0.00
0.00	Sale of Assets	0.00		0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00		4,982.99		5,259.00
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		737.48
18,596.23	Total Receipts	36,485.00		28,121.41	0.00	5,996.48
Payments						
6,959.09	Salary (Clerk)	7,010.00	-713.00	5,490.62	741.98	1,490.40
489.00	HMRC - Overpayment of Income Tax	0.00	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00	12.90	12.90	-25.80
583.27	Allowances (Clerk)	650.00	0.00	443.00	53.83	153.17
0.00	Chairman/Member Allowances	0.00	0.00	0.00		0.00
28.82	Administration	210.00	0.00	4.48		205.52
100.00	Audit Fees (Internal & External)	350.00	102.00	248.00		0.00
1,365.85	Insurance	1,600.00	0.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	-79.00	379.36	50.00	349.64
1,380.00	Grants	1,530.00	0.00	150.00		1,380.00
50.00	Parish Council Newsletter	100.00	0.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	142.00	67.54		30.46
358.80	Website	450.00	-1,013.00	430.56	343.48	688.96
675.00	Village Planters	615.00	45.00	570.00		0.00
203.00	Tennis Coaching	0.00	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00	0.00		300.00
0.00	Advertising	75.00	75.00	0.00		0.00
464.85	Subscriptions/Affiliation Fees	515.00	20.00	459.85		35.15
152.50	Room Hire	350.00	97.00	0.00		253.00
0.00	Training	140.00	-20.00	60.00		100.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	371.00	1,976.86	166.67	1,485.47
1,059.00	Asset Maintenance	1,400.00	-1,700.00	0.00		3,100.00
657.97	Asset Purchase	1,200.00	0.00	0.00		1,200.00
11.23	Contingency	750.00	500.00	0.00		250.00
0.00	Neighbourhood Plan	14,000.00	5,259.00	2,874.60	68.62	5,797.78
652.26	V.A.T.			635.45	102.03	
17,076.03	Total Payments	36,485.00	3,086.00	13,853.22	1,539.51	18,743.75
Cash/Bank Reconciliation						
		01/04/17		14/12/17	11/01/18	31/03/18
	Balance B/Fwd.	31,111.50		31,111.50	45,379.69	43,840.18
	Add Total Receipts	36,485.00		28,121.41	0.00	5,996.48
	Less Total Payments	-36,485.00		-13,853.22	-1,539.51	-18,743.75
	Balance C/Fwd.	31,111.50		45,379.69	43,840.18	31,092.91
Cumulative Balances						
		Balance		Balance	Balance	Balance
		01/04/17		14/12/17	11/01/18	31/03/18
	General Funds	30,490.62		40,351.60	38,880.71	26,133.44
	Earmarked Reserves	620.88		5,028.09	4,959.47	4,959.47
		31,111.50		45,379.69	43,840.18	31,092.91

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CASH/BANK RECONCILIATION AS AT - 11 January 2018

CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	28,121.41
	<hr/> 59,232.91
Less Payments	15,392.73
Balance Carried Forward 11/01/18	<hr/> 43,840.18 <hr/>

BANK (Natwest)

Business Reserve Account -	19,692.92	03/11/17
Add income/transfer received since above statement		
	<hr/> 0.00	
Less unrepresented cheques		
	<hr/> 0.00	
	19,692.92	11/01/18
Current Account -	29,545.25	05/12/18
Add income received since above Statement		
	<hr/> 0.00	
	0.00	
Less unrepresented cheques/ Transfer		
Approved	-3,858.48	
For approval	-1,539.51	
	<hr/> -5,397.99	
	24,147.26	11/01/18
Total Bank Balances 11/01/18	<hr/> 43,840.18 <hr/>	

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 20 December 2017.
13/12/17	Audit Training - 06/02/18.
	Cheshire East Council -
-	Traffic Management LAP Reports - 21 December 2017; 4 January 2018.
-	Neighbourhood Planning Fortnightly Update - 22 November 2017; 1, 15 December 2017.
-	Winter Service Decisions - 11-31 December 2017; 1-7 January 2018.
13/12/17	Cancellation of Budget Consultation Event & Town & Parish Council Conference.
13/12/17	Christmas Provision for Homeless.
18/12/17	Holocaust Memorial Day Event - 26 th January, 2018.
20/12/17	Disley and Newtown Neighbourhood Plan Regulation 16 Consultation. (20/12/17 - 09/02/18)
21/12/17	Feedback from Multi faith conference.
	Cheshire Emergency Services -
07/12/17	Police & Crime Commissioner - Stakeholder Bulletin.
22/12/17	Police & Crime Commissioner - Stakeholder Bulletin.
	Rural Services Network -
-	Weekly News Digest - 11, 18 December 2017; 2 January 2018.
-	Hinterland Newsletter - 15, 22 December 2017; 5 January 2018.
-	Rural Vulnerability Service - Fuel Poverty (December 2017); Rural Transport (December 2017); Rural Broadband (January 2018).
-	RSN Spotlight - Rural Economy (December 2017).
	Other Correspondence -
-	Public Sector Executive - 11, 15, 18, 22 December 2017; 2, 5 January 2018.
-	HMRC - 13/12/17 - Employer Bulletin 69; 14/12/17 - Statutory Payments.
-	Manchester Airport - 20/12/17 - Community Newsletter.
-	CPRE - 19/12/17 - Campaigns Update.
-	E-ON - 20/12/17 - Monthly Market Report.
-	Community & Voluntary Services - e-Bulletin - 20 December 2017; 5 January 2018; 19/12/17 - Voluntary Sector Framework Events.
-	Active Cheshire - 21/12/17 - Christmas Wishes.
-	Civic Voice - War Memorial News - 12 December 2017; 13/12/17 - War Memorial Event - February 2018.
	Advertisements -
-	12/12/17 - Notice Board Company - 15% pre-Christmas discounts; 14/12/17 - Primary Care Supplies - Defibrillators; 14/12/17 - Kompan - 50% pre-Christmas discounts; 14/12/17 - Queensbury Shelters - Christmas Wishes; 15/12/17 - Fenland Leisure - Christmas Wishes; 12/12/17 - Greenfingers Landscape Ltd. - Greenfingers awarded North West Ambulance Service maintenance contract; 15/12/17 - Greenfingers Landscape Ltd. - Christmas Wishes; 20/12/17 - Kompan - Reflecting on Play 2017; 20/12/17 - TWM Traffic - Christmas wishes.

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APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 11 January 2018					
Details	2017/18 Budget £.	Revised* 2017/18 Budget £.	Actual to Dec. 2017 £.	Agenda Jan. 2018 £.	Budget Balance £.
Receipts					
Chelford Parish Council - Balances	5,000.00	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	9,000.00	3,741.00		5,259.00
Grants / Donations	0.00	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00	0.00		0.00
Total Receipts	14,000.00	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	1,102.50	1,102.50		0.00
Consultant Fees (see Note 3)	157.50	157.50	157.50		0.00
Consultant Fees (see Note 4)	630.00	0.00	0.00		0.00
Consultant Fees (see Note 5)	315.00	315.00	315.00		0.00
Consultant Fees (see Note 6)	315.00	315.00	285.00		30.00
Consultant - Travel expenses	66.00	66.00	44.00		22.00
Room Hire	280.00	280.00	62.50		217.50
Publicity Costs	220.00	220.00	22.51		197.49
Printing Costs	840.00	840.00	343.16		496.84
Envelopes (2,400)	300.00	300.00	0.00		300.00
Purchase of OCSI Report	45.00	45.00	45.00		0.00
Refreshments at Consultation Events	100.00	100.00	24.00		76.00
Other	5,000.00	5,000.00			4,457.95
Salary (Clerk)			399.56	57.08	
National Insurance (Employer)			5.78	5.78	
Allowances (Clerk)			68.09	5.76	
Chairman/Member Allowances			0.00		
Administration			0.00		
Total Payments	8,741.00	8,741.00	2,874.60	68.62	5,797.78

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.

* - Grant variation approved by Groundwork UK.