

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 9TH JANUARY, 2020

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 in any items on the agenda.

3. MINUTES -

- i) To approve the Minutes of the Parish Council meeting held 4th December, 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 - 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.

6. FINANCE -

- i) To receive and consider the Financial Statement 2019/20 as at 9th January, 2020. (Appendix A)

- ii) To authorise the following payments -

- | | | | |
|----------------------|-----------------------------------|---------|--|
| a) Direct Debit | Information Commissioner's Office | £35.00 | Data Protection Fee 2020/21. |
| b) Direct Debit | 1&1 IONOS | £1.00 | Email account fee - December, 2019. |
| c) Cheque No. 001328 | E. M. Maddock | £947.90 | Salary - January, 2020, Backpay, Newsletter Printing & Expenses. |
| d) Cheque No. 001329 | H.M. Revenue & Customs | £77.82 | Income Tax and National Insurance Contributions. |
| e) Cheque No. 001330 | Greenfingers Landscape Ltd. | £205.99 | Chelford Activity Park Maintenance - December, 2019. |

- iii) To note the following receipts since the last meeting - None.

- iv) To consider the following requests for grants:

- a) To receive and consider further information relating to the grant request 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. This is subject to Resolution 111/19 04/12/19.
- b) Knutsford Town Council - Grant towards provision of Citizens Advice Service in Knutsford in the sum of £295.
- c) Snelson Parish Council - Grant towards provision of a speed survey along Pepper Street. Total survey cost: £600.

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) Cheshire East Council - Community Governance Review - Part 1 Consultation. (Closes: 31/01/20)
 - b) Cheshire East Council - Over Peover Neighbourhood Plan Regulation 16 Consultation. (Closes: 13/01/20)
 - c) Cheshire East Council - Notification of the final, approved taxbase for 2020/21.
 - d) Resident - Concerns raised regarding potential safety issue relating to the pond at Mere Court Park.
 - e) Resident - Concerns regarding tree maintenance work at Galloway Grange.
 - f) ChALC - 2020 Training Calendar.
- ii) To note correspondence received since the date of the last ordinary meeting. (Appendix B)

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8. PLANNING -

- i) Applications for consideration -
 - a) 19/2513M - Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley. SK10 4SZ - 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. [Amended application]
 - b) 19/5674M - The Coach House, Peover Lane, Chelford. SK11 9AN - Planning permission for replacement of the existing Gardener's Cottage, together with ancillary garaging/store and garden building and associated external works.
 - c) 19/5748M - 8 Mere Court, Chelford. SK11 9EB - Certificate of proposed lawful use for ground floor 4m rear extension.
 - d) 19/5871M - Astle Hall, Holmes Chapel Road, Chelford. SK11 9AQ - Lawful development certificate for a proposed construction of a single storey outbuilding to house a swimming pool.
 - e) Any applications received following issue of Agenda will be included for consideration.
- ii) Former Coal Shed, Station Road - To receive an update on the future of the former Coal Shed.

9. REVIEW OF PARISH COUNCIL RISK ASSESSMENTS & POLICIES -

- i) To note that policy updates will be circulated shortly for review at the next meeting.
- ii) To review the asset risk assessment and consider actions required in relation thereto. (Appendix C)
- iii) To consider and adopt a grant awarding policy. (Appendix D)

10. ASSETS -

- i) Chelford Activity Park -
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park.
 - b) To approve to proceed with the remedial work at Chelford Activity Park.
 - c) To receive booking requests for use of facilities at Chelford Activity Park.
 - d) To receive, if available, outcome of survey of trees at Chelford Activity Park.
- ii) Notice Boards -
 - a) To consider possible design options for the proposed additional notice board within the Cricketers Green site.
 - b) To consider possible design options for the proposed replacement notice board at Oak Road.
- iii) Floral Display Planters - To receive an update on progress to replace the floral display planters.
- iv) Parish Appearance Improvement Project -
 - a) To consider possible options relating to provision of replacement Parish boundary signs and/or Village Gateways.
 - b) To receive suggestions for possible further improvement work.

11. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
 - a) Hedges, trees and verges:
 - i) Ownership of footway vegetation either side of bus passenger shelter - Knutsford Road (near junction with Dixon Drive).
 - ii) Overgrown vegetation - Dixon Drive (adjacent to No. 10 Millbank Close).
 - iii) Hedge maintenance - Knutsford Road (near to station bridge).
 - b) Carriageways and footways:
 - i) Blocked gullies - Knutsford Road (near to roundabout).
 - ii) Traffic counting strips on footway - Holmes Chapel Road (between roundabout and St. John's Church).
 - iii) Flooding outside Chelford Parish Hall, Knutsford Road.
 - iv) Mud on footway at gateways on Knutsford Road between railway bridge and Chelford roundabout.
 - v) Dixon Drive - carriageway resurfacing work scheduled for 13th - 17th January, 2020.
 - c) Signage:
 - i) Damaged sign - Alderley Road. (Due to be repaired by April 2020)
 - ii) Query re installation of 'no through road' and 'give way' signs at Oak Road.

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d) Street Assets:

- i) Broken windows (2) in bus passenger shelter - Chelford Road.
- ii) Broken window in bus passenger shelter - Knutsford Road.
- ii) To receive highway matters for attention from Members.
- iii) To receive and consider (if available) information relating to the provision of dropped kerbs within the Dixon Drive estate and surrounding area.
- iv) To receive an update (if available) relating to safety concerns associated with the zebra crossing on Knutsford Road.
- v) To receive an update (if available) relating to obstructive parking along Peover Lane.
- vi) To receive an update (if available) relating to footway accessibility within Parish.

12. COMMUNITY -

- i) Community Speed Watch - To receive update on activities.
- ii) Inspiring Communities Day - To receive an update on arrangements.
- iii) Parish Council Newsletter -
 - a) To review the future format of the newsletter.
 - b) To receive a request from Chelford Surgery to include a surgery update insert with future newsletters.
- iv) Annual Parish Meeting - To consider possible options for the format/content of the Annual Parish Meeting scheduled to take place on Tuesday 19th May, 2020.
- v) s.106 funds associated with the Galloway Grange Development - To receive an update from Cheshire East Council relating to the allocation of the 'Recreation and Indoor Sports Facilities Commuted Sum' [£13,000].

13. PARISH COUNCILLOR VACANCY -

- i) To note that the vacancy for a Parish Councillor has been advertised within the Parish and that the closing date for expressions of interest forms to be submitted is 6p.m. on 31st January, 2020.

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

- i) Chelford Parish Hall (Part 2).

15. DATE OF NEXT MEETINGS -

- i) To note the date of the next meeting as Thursday 13th February, 2020 at 7:30p.m. at Chelford Parish Hall.
- ii) To consider the date/venue for the March, 2020 Parish Council meeting.

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) Clerk & Responsible Financial Officer - Parish Councillor support to assist with duties of Clerk.



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

Dated 5th January, 2020.

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APPENDIX A

Financial Statement for 2019/20 as at 9th January, 2020					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to Dec. 2019 £.	Agenda Jan. 2020 £.	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	64.62		0.00
874.80	V.A.T. Refund		1,022.16		665.54
31,527.19	Total Receipts	36,802.00	32,934.61	0.00	665.54
	Payments				
8,393.14	Salary (Clerk)	8,940.00	6,535.26	887.26	1,517.48
31.60	National Insurance (Employer)	0.00	29.16	25.47	-54.63
593.87	Allowances (Clerk)	675.00	491.74	51.04	132.22
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	61.95	142.05
51.11	Street Lighting (Electric & Repairs)	255.00	48.08		206.92
430.56	Website	60.00	4.15	0.83	55.02
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	35.00	72.80
35.00	Training	360.00	100.00		260.00
297.50	Room Hire	370.00	15.00		355.00
2,371.29	Chelford Activity Park - Maintenance	5,525.00	1,688.33	171.66	3,665.01
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		7,979.19
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.		631.04	34.50	
23,409.98	Total Payments	36,802.00	11,712.61	1,267.71	24,487.22

Cash/Bank Reconciliation	01/04/19	04/12/19	09/01/20	31/03/20
Balance B/Fwd.	45,690.35	45,690.35	66,912.35	65,644.64
Add Total Receipts	36,802.00	32,934.61	0.00	665.54
Less Total Payments	-36,802.00	-11,712.61	-1,267.71	-24,487.22
Balance C/Fwd.	45,690.35	66,912.35	65,644.64	41,822.96
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/19	04/12/19	09/01/20	31/03/20
General Funds	18,526.76	40,181.60	38,913.89	15,092.21
Earmarked Reserves	27,163.59	26,730.75	26,730.75	26,730.75
	45,690.35	66,912.35	65,644.64	41,822.96

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CASH/BANK RECONCILIATION AS AT - 9th January 2020

CASH

Balance Brought Forward 01/04/19	
Current Account	24,969.15
Business Reserve Account	20,721.20
Plus Receipts	32,934.61
	78,624.96
Less Payments	12,980.32
Balance Carried Forward 09/01/20	<u><u>65,644.64</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 unpresented cheques		
	<u>0.00</u>	
	<u>0.00</u>	
	45,760.03	09/01/20
Current Account -	22,200.58	05/12/19
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unpresented cheques/ Transfer		
Approved	-1,049.26	
For approval	-1,267.71	
Less payment already made	<u>1.00</u>	
	<u>-2,315.97</u>	
	19,884.61	09/01/20
Total Bank Balances 09/01/20	<u><u>65,644.64</u></u>	

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 28 November 2019; 6, 13, 20 December, 2019.
10/12/19	Cheshire Pension Fund - Consultation Session.
	Cheshire East Council -
-	Traffic Management LAP Reports - 28 November 2019; 5, 12, 19 December 2019.
04/12/19	Invitation for Chairman to attend the Holocaust Memorial Day Service - 27/01/20.
06/12/19	Community Governance Review - Initial information query.
10/12/19	Christmas Homelessness Service.
20/12/19	Connected Communities Newsletter.
	Cheshire Emergency Services -
18/12/19	Police & Crime Commissioner - Stakeholder Bulletin.
	Rural Services Network -
-	Rural Bulletin - 3, 10, 17, 27 December 2019.
-	Rural Funding Digest - December 2019.
23/12/19	Christmas Greetings.
	Other Correspondence -
-	Public Sector Executive - 28 November 2019; 3, 5, 10, 12, 17 December 2019.
-	HMRC - 06/12/19 - Payroll information, reports and benefits; 11/12/19 - Parties and social functions; 16/12/19 - Statutory payments; 18/12/19 - Payroll webinars.
-	Manchester Airport - 27/11/19 - Runway maintenance dates; 20/12/19 - Christmas Greetings.
-	CPRE - 05/12/19 - One week until the General Election; 14/12/19 - What next for the countryside?
-	Community & Voluntary Services - e-Bulletin - 6 December 2019. 09/12/19 - European Social Fund update.
-	Information Commissioner's Office - Newsletter - December 2019.
-	Cheshire & Warrington Growth Hub Newsletter - 19 December 2019.
29/11/19	Power for People - Request to support the Local Electricity Bill.
02/12/19	NatWest Bank plc. - Latest trends in innovation for business.
20/12/19	Came & Company - Christmas Greetings and opening hours.
23/12/19	Healthwatch Cheshire - Christmas Greetings.
	Advertisements -
-	28/11/19 - Notice Board Company - Church notice boards guaranteed before Christmas; 28/11/19 - Terrain Safety - Safe Council UK; 29/11/19 - Mallatite Ltd. - Traffic product maintenance; 29/11/19 - Primary Care Supplies - Black Friday Training Offers; 02/12/19 - Eibe - Complete playground packages; 05/12/19 - Primary Care Supplies - Christmas Defibrillator Offers; 06/12/19 - Primary Care Supplies - Glow in the dark signs for defibrillators; 06/12/19 - Amberol - Celebrity gardener at Amberol's 50 th Birthday event; 08/12/19 - East Cheshire Hospice - Christmas Tree collection services; 10/12/19 - Mallatite Ltd. - Pedestrian crossing equipment; 12/12/19 - Mallatite Ltd. - Aluminium lighting columns; 13/12/19 - Wicksteed - Christmas Greetings; 16/12/19 - Mallatite Ltd. - Passive safety posts; 17/12/19 - Kompan - Best bits of 2019; 17/12/19 - geViews - 5 day Christmas sale; 18/12/19 - Proludic - Christmas Greetings; 19/12/19 - Mallatite Ltd. - Intelligent traffic products; 19/12/19 - Playforce - Christmas Greetings; 19/12/19 - Primary Care Supplies 20/12/19 - Glow in the dark stickers for defibrillators; 22/12/19 - East Cheshire Hospice - Reminder for Christmas Tree collection services; 23/12/19 - Mallatite Ltd. - Christmas Greetings; 23/12/19 - Broxap - Christmas Greetings; 30/12/19 - Mallatite Ltd. - Twin amber flashing unit.







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APPENDIX C

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ASSET RISK ASSESSMENT & MANAGEMENT STRATEGY JANUARY 2020

Asset	Image	Observations	Risk Management
Notice Board - Dixon Drive		Structure is in good condition. Window becoming green.	Consider cleaning notice board to allow clear view of notices.
Notice Board - Oak Road		Notice board 'roof' deteriorating - several sections missing. Door is of an 'opening upwards' style with no securing mechanism for user.	Council proposed to replace notice board.
Notice Board - Peover Lane		Door slightly dropped. Bottom of frame becoming loose. Window slightly cloudy. Door is of an 'opening upwards' style with no securing mechanism for user.	Consider repairs to door and frame. Consider replacement window to allow clear view of notices. Consider options relating to removing the hazard to users when using door.
Notice Board - Station Road		Limited inspection due to access arrangements to the asset. Inadequate access for users to insert notices.	Consider options to remove hazard to users accessing the notice board.
Street Light Fitting - Alderley Road		Asset fixed onto roadside pole.	Light to be removed during pole replacement process.
Bus Passenger Shelter		Limited inspection due to location of asset. Significant vegetation growing on roof. Cracks within brickwork on front elevation. Debris within the shelter.	Full inspection required. Remove vegetation from structure to allow inspection of roof. Professional inspection of brickwork to identify possible defects. Clean debris from shelter.

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Asset	Image	Observations	Risk Management
Bench 1 - Dixon Drive (W)		No obvious defects identified. Bird droppings on bench.	Consider cleaning to encourage usage.
Bench 2 - Adj. Roundabout		No obvious defects identified.	
Bench 3 - Mere Court Park (nearest main entrance)		No obvious defects identified.	
Bench 4 - Mere Court Park (nearest Primary School)		No obvious defects identified.	
Speed Indicator Device - Knutsford Road (W)		No obvious defects identified.	Monitor hedge growth around solar panel which may impact upon functionality.
Speed Indicator Device - Knutsford Road (E)		No obvious defects identified.	







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Asset	Image	Observations	Risk Management
Planter 1 - Adj. Roundabout		Planter in very poor condition. Several protruding nails removed from the site. Much of structure has collapsed.	Remove planter.
Planter 2 - Adj Roundabout	N/A	Removed from site.	Write off asset register.
Planter 3 - Chelford Parish Hall (RHS entrance door)		Planter in poor condition. Damage to several rails.	Remove planter.
Planter 4 - Chelford Parish Hall (LHS entrance door)		Planter in fair condition.	Consider removal of planter.
Planter 5 - Station Road		Planter in poor condition. Several rails broken.	Remove planter.
Planter 6 - Oak Road (E)		Planter in fair condition.	Planter scheduled for removal in spring 2020.
Planter 7 - Oak Road (W)		Planter in poor condition. Loose rail on one side.	Remove planter.


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Asset	Image	Observations	Risk Management
Planter 8 - Dixon Drive (E)		Planter in very poor condition. Four rails removed from side as insecure with protruding nails.	Remove planter.
Planter 9 - Dixon Drive (W)		Planter in fair condition.	Planter scheduled for removal in spring 2020.
Hanging baskets (2) at Chelford Primary School	Not available	Items unaccounted for.	Write off asset register.
Floral window boxes at Chelford Shoppe	Not available	Items unaccounted for.	Write off asset register.
Floral display hay racks (2)	Not available	Items unaccounted for.	Write off asset register.
Height Restriction Barrier at Chelford Parish Hall car park		Structure appears in good condition. Locking mechanism not inspected due to access issues.	Further inspection required particularly in respect of operator health and safety issues. (See note 2 below)
Goal Post 1 - Mere Court Park (nearest pond)		Frame appears in good condition. Net appears to have deteriorating sections.	Review condition of nets and consider replacement when necessary.
Goal Post 2 - Mere Court Park (nearest A537)		Frame appears in good condition. Net appears to have deteriorating sections.	Review condition of nets and consider replacement when necessary.
Telephone Kiosk - Knutsford Road		Kiosk in fair structural condition (door alignment requires attention). Kiosk paintwork in poor condition.	Consider removal of kiosk from private land. Consider disposal or renovation and relocation of kiosk.

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Asset	Image	Observations	Risk Management
Telephone Kiosk - Adj. Roundabout		Kiosk in overall good structural condition.	Consider disposal or renovation of kiosk.
Christmas Tree lights	N/A	Items in storage.	Ensure PAT testing prior to future use.
Christmas Tree socket	N/A	Items in storage.	Ensure PAT testing prior to future use.
Tennis mini net system	Not available	Items unaccounted for.	Write off asset register.
Slocoach balls (60) and carry bag	Not available	Items unaccounted for.	Write off asset register.
Mini tennis rackets (12)	Not available	Items unaccounted for.	Write off asset register.
Table Tennis bats	N/A	New plastic bats purchased and held by site inspector.	Check number of bats held.
Table Tennis balls	N/A	Table tennis balls held on site.	Check number of balls held.
Tennis nets (2)	N/A	Net 1: Available for installation in spring. Net 2: Broken fixings	Order replacement parts for broken net.
Laptop computer	N/A	No issues identified.	
Speed radar gun and carry bag	N/A	Equipment held by Speed Watch team.	Defects to be reported by group as arising.
High viz jackets (5)	N/A	Equipment held by Speed Watch team.	Defects to be reported by group as arising.
Hand held tally counter	N/A	Equipment held by Speed Watch team.	Defects to be reported by group as arising.
Chelford Activity Park Play and Sports and Amenity Equipment	N/A	See note 3 below.	See note 3 below.
Chelford Activity Park - Trees	N/A	Awaiting report.	

Notes

1. Land assets inspected on regular basis as part of ongoing risk management.
2. Height Restriction Barrier: Guidance from Health & Safety Executive:

“Duty holders are reminded of their responsibilities in relation to barriers. They include:

- Carrying out a suitable risk assessment so that potential dangers are identified and precautions are put in place to ensure they are removed or controlled.
- Reviewing existing risk assessments where horizontal swing barriers are in use to determine whether elimination of the risk is possible. Horizontal swing barriers rely on human intervention to ensure they are locked open or locked shut, they are also susceptible to vandalism which can leave them in an unsafe position. Vertical lifting gates are a lower risk alternative, as is the provision of lower height swing barriers so that any collision will result in damage to the vehicle without causing any part of the barrier to enter the vehicle with possible fatal consequences.

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- Where horizontal barriers are used, making sure the barriers are adequately secured at all times whether open or shut (a padlock will suffice).
- Making sure the barriers are made visible by painting or marking with alternate red and white bands of adequate width to be clearly visible, so that persons do not inadvertently drive into them (additional local lighting may be required).
- Carrying out regular inspections to ensure that the methods of securing and visibility aspects have not deteriorated.
- Ensuring barriers are maintained in accordance with manufacturers instructions.
- Liaising with suppliers if your risk assessment reveals that securing and visibility requirements are inadequate.”

3. Chelford Activity Park:

RoSPA Report findings:

Item	Equipment Risk Level	Remedial Tasks Identified
Chelford Activity Park - Main site		
Seating	Very Low	None.
Cycle Racks (metal)	Very Low	None.
Litter Bins	Very Low	None.
Signage	Very Low	None.
Gate (between car park and field)	Low	Hazard: Trip hazard on pathway to gate where kerb stands proud of path. Risk Level: Low Task: Make level.
MUGA	Low	None.
Table Tennis Table	Low	None.
Cycle - BMX Track	Medium	None.
Chelford Activity Park - Play Area		
Gates (between car park and play area)	Low	None.
Signage	Very Low	None.
Boundary	Low	Hazard: Animal burrowing may give rise to tripping potential. Risk Level: Low Task: Monitor situation.
Picnic Tables	Low	None.
Barbeques	Medium	Hazard: Potential for structure to collapse due to loose bricks. Risk Level: Medium Task: Repair. [Item resolved]
Litter Bin	Very Low	None.
Planted area	Very Low	None.
Multi-play - Toddler	Medium	Hazard: Algae growth giving slippery conditions Risk Level: Medium Task: Powerwashing recommended, however, care should be taken to ensure that material can sustain high pressure washing. Hazard: Shrinkage / separation of the surface which may result in a trip hazard. Risk Level: Low Task: None.

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Item	Equipment Risk Level	Remedial Tasks Identified
		<p>Hazard: Significant corrosion on this item. Risk Level: Low Task: De-scale back to good metal and coat with lead free paint, using appropriate precautions. Repairs may be necessary where corrosion is severe.</p> <p>Hazard: Access fails entrapment requirements. Risk Level: Low Task: The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.</p> <p>Hazard: Slide bar not fitted across the access to the slide. Risk Level: Low Task: The unit was installed prior to the publication of the current standards. There is no requirement to make retrospective changes.</p> <p>Hazard: Head entrapment under the barriers and to the side of the slide. Risk Level: Low Task: No reasonably practicable action is identified.</p>
Rocker - Seesaw	Low	<p>Hazard: Under seat dampers are cracked. They may not be effective in damping. Risk Level: Low Task: Replace cracked items.</p>
Carousel	Low	<p>Hazard: Surface has holes in it. Risk Level: Low Task: Monitor for deterioration and replace when necessary.</p>
Rocker - Turtle	Low	<p>Hazard: Surface deterioration. Risk Level: Low Task: Consider installation of grass matting to protect the ground and prevent a muddy experience.</p>
Swing	Medium	<p>Hazard: Algae growth giving slippery conditions. Risk Level: Medium Task: Powerwashing recommended, however, care should be taken to ensure that material can sustain high pressure washing.</p>

4. Parish Boundary Signs:

Parish Boundary signs are located at:

- Holmes Chapel Road (South of Congleton Lane)
- Chelford Road (at entry to 40mph zone)
- Alderley Road (adj. Corbishley Bridge)
- Knutsford Road (Opposite Egerton Arms)

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APPENDIX D

CHELFORD PARISH COUNCIL

GRANT AWARDING POLICY

Introduction to Policy

A grant is any payment made by the Council to be used by an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Council. The Council awards grants, at its discretion, to Parish organisations which can demonstrate a clear need for financial support to benefit the Parish by:

- Providing a service
- Enhancing the quality of life
- Improving the environment
- Promoting the Parish of Chelford in a positive way.

Grant Application Process

1. The Clerk to the council will receive all applications and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.
2. Applicants will be required to complete an application form. All questions on the application form should be fully answered and additional appropriate information, which supports an application, should be provided.
3. In addition to the application form organisations will be required to provide the following supporting information:
 - a copy of their written constitution or details of their aims and purpose,
 - full details of the project or activity,
 - demonstration that the grant will be of benefit to the local community within the Parish,
 - the proportion or number of beneficiaries living in the electoral area,
 - demonstration of a clear need for the funding,
 - a copy of the previous years accounts or, for new initiatives, a detailed budget and business plan.
4. The Council will expect to receive in writing to the Clerk any expression of interest for a possible grant application exceeding £200 by 31st October of the financial year prior to the funds being required in order that budget provision can be considered. Grants up to £200 in value will be considered at the first available meeting following receipt of all required information.
5. The Council will make the decision on which grants to award. All applicants will be contacted following the Council's decision.
6. The Council has a limited budget each year and guidance can be given to applicants as to how much money is likely to be available in a specific financial year.

Conditions of Funding

1. The organisation must be either nonprofit or charitable. Applications will not be considered from private organisations operated as a business to make a profit or surplus.
2. Grants will not be made to individuals.
3. Grants will not be made retrospectively.
4. Applications will not normally be considered from national organisations or local groups with access to funds from national 'umbrella' or 'parent' organisations, unless funds are not available from their national bodies, or the funds available are inadequate for a specified project.
5. An organisation should have a bank account in its own name with two authorized representatives required to sign each cheque.

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6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for and evidence of expenditure should be supplied to the Council as requested.
7. Only one application for a grant will be considered from each organisation in any one financial year.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
9. Each application will be assessed on its own merits.
10. The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.
11. Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.
12. The Council may make the award of any grant or subsidy as it considers appropriate in the event of any unforeseen urgent event.
13. Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

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APPLICATION FOR GRANT

To be completed and submitted with the supporting information required as per the Grant Application Process (3) of the Grant Awarding Policy.

1. Name of Organisation	
2. Name, Address and Position of Contact in Organisation	
3. Telephone Number and/or Email Address of Contact	
4. Is the Organisation a Registered Charity? If yes, please state Charity Number	
5. Amount of grant requested?	
6. For what purpose or project is the grant requested?	
7. What will be the total cost of the project? If applying for other grants/matched funds for the project please provide details.	
8. When will the money be spent?	
9. Who will benefit from the project?	

If you require assistance in completing the application form or submitting the supporting information please contact the Clerk to the Council:

Dr. E. M. Maddock, The Folly Farm, Swettenham Lane, Swettenham, Congleton, Cheshire. CW12 2LB.
Tel: 01477 571444
Email: clerk@chelfordparishcouncil.org.uk

Signed:

Date:

Name (In capitals):