MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 12TH APRIL, 2018 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), B. Brindley, A. Boon, J. Leach, G. Willis, B. Affleck.

Members of Public (5).

Cheshire East Borough Councillor G. Walton.

Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

- 1. APOLOGIES FOR ABSENCE None.
- 2. **DECLARATIONS OF INTEREST** None.
- 3. MINUTES -

The Minutes of the Parish Council Meeting held 8th March, 2018 had been previously circulated to all Members.

28/18 Resolved a) That the Minutes of the Parish Council Meeting held 8th March, 2018 be confirmed as a correct record and signed by the Chairman.

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

4. PUBLIC FORUM FOR QUESTIONS -

Two residents expressed concern regarding flooding near to the entrance to the Shell garage on Knutsford Road during periods of wet weather. The water flows from the highway and causes flooding within the curtilage of the adjacent residential property. It was reported that the matter had been brought to the attention of the Chairman and Borough Councillor G. Walton who had referred it to the relevant Highways Officer.

Decision a) That the Clerk write to Cheshire East Council to support the report made by the residents and to request an update on what action is to be taken.

7:38p.m. - Two residents excused themselves from the meeting and left.

- 5. REPORTS FROM EXTERNAL ORGANISATIONS
 - i) **Knutsford Rural Policing Team** No representatives from the Policing Team were present at the meeting to report.
 - **Decision** a) That the Clerk write to the Knutsford Rural Policing Team requesting that they endeavour to attend a future meeting.
 - ii) Cheshire East Ward Member [Item deferred until after Item 8(ii)] Borough Councillor G. Walton reported that he had reported an overgrown hedge on Dixon Drive to Cheshire East Highways. Cheshire East Councillors had recently received training relating to the new General Data Protection Regulations which comes into force on 25th May, 2018. PC Mike Dawber had now left the Knutsford Rural Policing Team. Cheshire East Council is presently working towards the implementation of Community Infrastructure Levy. Meetings between Cheshire East Council and Parish Councils relating to the Local Plan Site Allocations process are to be held shortly.

Members brought to the attention of Borough Councillor Walton a number of issues which they requested be referred to the relevant officer at Cheshire East Council:

- 1. Broken bollard on Dixon Drive. The Clerk advised that this had already been reported to Cheshire East Council.
- 2. The signage for Chelford Market. It was requested that this be removed.
- 3. The camera equipment on the lighting column near to Chelford Cricket Ground on Holmes Chapel Road. It was requested that the purpose of this camera equipment be identified.
- iii) Dingle Bank Quarry Liaison Group Councillor B. Brindley reported that the quarry has now employed a new site manager. There are three areas of the quarry site that are still active. Final sand extraction is being undertaken at the same time as progressive restoration. Work at the Acre Nook site has been delayed due to inclement weather earlier in the year. Cheshire East Council continue to undertake monitoring at the site and recent noise and dust studies have not identified any issues. It was noted that February 2018 noise monitoring resulted in higher noise levels, however, this was attributed to lack of leaves on trees and larger working basins. Lower Withington Parish Council requested information about the Lapwing Hall Lake permissive footpath which is not currently open to the public. Sibelco assured the meeting that work was ongoing to secure the re-opening of the permissive path and to protect wildlife around the lake.
- 6. FINANCE -
 - i) Financial Statement 2018/19 as at 12th April, 2018 Members considered the financial statement 2018/19 which was unanimously accepted.

(Appendix A)



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ii) To ratify the following payments - the Chairman outlined the basis of the following 2017/18 payments:

a) Cheque No. 001210 Cheshire Community Hub

£60.00 Room Hire - Neighbourhood Plan.

b) Cheque No. 001211 Groundwork UK

£940.50 Return of unused Neighbourhood Plan

iii) **To authorise the following payments** - the Chairman outlined the basis of the following 2018/19 payments:

a) Cheque No. 001212 E. M. Maddock £814.44 Salary April 2018 & Expenses.

b) Cheque No. 001213 H. M. Revenue & Customs £71.94 Income Tax & NI contributions.

c) Cheque No. 001214 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (Mar. 2018).

d) Cheque No. 001215 Cheshire Association of Local £35.00 Training Fee (Clerk).

Councils

e) Cheque No. 001216 Playsafety Limited £159.60 RoSPA Inspection - Chelford Activity Park.

f) Cheque No. 001217 Cheshire Association of Local £363.96 Affiliation Fee 2018/19.

g) Cheque No. 001218 Cheshire Community Action £50.00 Membership Fee 2018/19.

iv) Receipts - the Clerk reported that the following receipts had been received since the last meeting:

a) NatWest Bank plc. - Business Reserve Account £0.89* Gross Interest - January, 2018.

b) NatWest Bank plc. - Business Reserve Account £0.76* Gross Interest - February, 2018.

c) NatWest Bank plc. - Business Reserve Account £0.78* Gross Interest - March, 2018.

d) Cheshire East Borough Council £12,274.50 Precept 2018/19 (50%).

*Received 2017/18, shown in balance brought forward 01/04/18.

29/18 Resolved a) That the Statement of Account, as at 12th April, 2018 be received and the Clerk's observations duly noted.

b) That the schedule of 9 payments be approved and duly authorised.

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

Proposed Councillor A. Boon

Seconded Councillor B. Affleck

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 East Council - Consultation on proposals to bring in charges for new or replacement waste bins. Members considered the content of the consultation and noted that charges will not be applied when the waste bin is broken by the Cheshire East Council refuse collection operatives.

30/18 Resolved a) That a comment of no objections be submitted to the above consultation.

Proposed Councillor D. Wilson

Seconded Councillor B. Affleck

All in favour

b) Cheshire East Council - Local Plan Site Allocations and Development Policies Document Briefing Invitation. Details of the meetings had been previously circulated to Members.

Decision a) That the Clerk book places for Members of the Parish Council to attend the above meeting.

c) Cheshire East Council - Request for consent for inclusion in a consultation relating to football facilities. The Clerk reported that a consultation is expected in the coming months regarding football facilities and that consent has been requested for the Parish Council to be included within the consultee list

Decision a) That the Clerk notify Cheshire East Council that the Parish Council gives consent to be notified of the consultation.

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 -

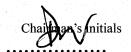
i) Applications for consideration -

 a) 18/1095M - Replacement dwelling with detached garage and new vehicular access following demolition of existing house, detached garage and outbuilding - Oak Tree House, Pepper Street, Chelford. SK11 9BE

Members considered the planning application and, whilst it was noted that the proposed dwelling was considerably larger than the original, did not raise any objections to the proposed development.

Decision a) That no objections be submitted in respect of planning application 18/1095M

18/1629M - Single storey extension - 8 Millbank Close, Chelford. SK11 9SJ Members considered the planning application and did not raise any objections.



Decision a) That no objections be submitted in respect of planning application 18/1629M.

8:12p.m. - Borough Councillor G. Walton joined the meeting.

ii) 18/0171M - Land at former Chelford Agricultural Centre, Dixon Drive, Chelford - Councillor D. Wilson reported that the application had been approved with conditions at the Cheshire East Council Northern Planning Committee held 11th April, 2018. Borough Councillor G. Walton advised that the sale of the parcel of land at the site under the ownership of Cheshire East Council was approved by Cabinet on 10th April, 2018.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) Updates in respect of outstanding highway matters from/since previous meeting:
 - a) **Pothole Outside Applewood House, Knutsford Road.** White lines are presently around the pothole.
 - b) School 20mph zone signs. The Clerk reported that the following response had been received from Cheshire East Council, "The Department for Transport has not specified for use on the public highway a sign local authorities may erect to advise motorists of the end of the 20mph speed limit." Clarification of the position had been requested from the Police, however, a response had not yet been received.
 - c) Condition of footways within Dixon Drive estate. A response was still awaited.
 - d) Flooding on footpath to rear of former Chelford Agricultural Centre. The footpath has been inspected by Cheshire East Council who advise that, "this rural path, leading to agricultural fields, is in good condition." The officer will continue to monitor for flooding.
 - e) **Possible remedial work to zebra crossing on Knutsford Road.** It was reported that Cheshire East Council officers are pursuing this matter.
 - f) Flooding outside Alderlea, Knutsford Road. This matter had been discussed at Item 4.
 - g) Broken Bollard, Dixon Drive. A response was still awaited.
- ii) To receive highway matters for attention from Members
 - a) Members noted that the yellow parking restriction lines within the Dixon Drive estate appeared to be marked for removal shortly.

10. COMMUNITY -

- i) **Defibrillator Provision** The Clerk reported that the sum raised, as at 14th February, 2018, was £1,183.
- ii) Chelford Bowling Club Councillor D. Wilson reported that he and Councillor B. Brindley had attended a meeting with the Chelford Bowling Club to receive an update on the present position. It appeared that the position was unchanged from the last update, however, a letter had been received from the Lady Bowlers expressing concern about the future of the asset.
- iii) **Potential Uses of s.106 funds within Parish** Councillor D. Wilson reported that no further progress had been made due to the officer at Cheshire East Council who is dealing with this matter being on leave.
- iv) **Newsletter** Councillor D. Wilson had previously forwarded a draft newsletter to Members for consideration. Suggestions were made of additional items to include within the newsletter.
- 31/18 Resolved a) That
- a) That Councillor D. Wilson review the newsletter to reflect the comments and suggestions made by Members and the Clerk.
 - b) That Councillor D. Wilson arrange for the printing of the newsletter to be undertaken by Chelford Primary School.
 - c) That the newsletters be delivered to all properties within the Parish during the week commencing 7th May, 2018.

Proposed Councillor A. Boon

Seconded Councillor B. Brindley

All in favour

v) Friends of Chelford Station - Councillor D. Wilson reported that Friends of Chelford Station had recently been awarded a sum of money to undertake a feasibility study for the conversion of the station building into a space available for community use.

11. ASSETS -

- i) Chelford Activity Park Maintenance & Management
 - a) Routine Inspections of Chelford Activity Park Councillor A. Boon reported that there were, at present, no issues causing concern.
 - b) **Annual RoSPA Inspection Report** The Clerk reported that only one action had been identified within the report. It is recommended that a safety bar is installed across the entry point to the slide to prevent children falling.
- 32/18 Resolved a) That the Clerk obtain estimates for the installation of a safety bar to the slide.

Proposed Councillor D. Wilson

Seconded Councillor B. Brindley

All in favour

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- ii) Chelford Activity Park Usage & Hiring The Clerk reported that a booking had been received for a caravan rally between 3rd 7th May, 2018. Interest had also been expressed for tennis coaching to take place on the MUGA, however, dates for this had not yet been made available.
- **Decision** a) That approval be given for use of Chelford Activity Park for a caravan event taking place between 3^{rd} 7^{th} May, 2018.
 - b) That, subject to availability, approval be given for the use of the MUGA for tennis coaching for the 2018 summer season.

12. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Plan Steering Group Minutes** The Minutes of the Neighbourhood Plan Steering Group meetings held 14th March, 2018 and 4th April, 2018 had been previously circulated to all Members.
- **Decision** a) That the Minutes of the Neighbourhood Plan Steering Group meetings held 14th March, 2018 and 4th April, 2018 be received.
 - ii) Neighbourhood Plan Steering Group Recommendations It was noted that there were four recommendations for consideration:
 - 1. That public consultation events be held in April, 2018.
 - 2. That the young persons consultation event not be pursued.
 - 3. That the quotation for support from Cheshire Community Action, in the sum of £3,509, be approved.
 - 4. That approval be given for the printing of consultation event materials by Eduprint.

33/18 Resolved

- a) That approval be given for public consultation events to take place in April, 2018.
- b) That the young persons consultation event not be pursued.
- c) That approval be given to accept the quotation from Cheshire Community Action for support in the sum of £3,509.
- d) That approval be given for consultation materials to be printed by Eduprint.

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

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

- i) Refurbishment of Red Telephone Kiosks (2).
- ii) Review of Asset Security Arrangements.
- iii) Asset Risk Assessment.
- **14. DATE OF NEXT MEETING** Thursday, 10th May, 2018 at 7:30 p.m. at Chelford Parish Hall. Note: Annual Parish Meeting Tuesday 15th May, 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.

Decision a) That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 15.

15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - None.

The meeting was declared closed by the Chairman at 9:13p.m.

경기 등	Signed:	Approval Date - 10 th May, 2018
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APPENDIX A

Financial Statement for 2018/19 as at 12 April 2018						
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Apr. 2018 £.	Agenda Apr. 2018 £.	Budget Balance £.	
	Receipts					
22,485.00	Precept	24,549.00	0.00	12,274.50	12,274.5	
0.00	Balances	0.00	0.00		0.0	
5.05	Investment Interest	0.00	0.00		0.0	
0.00	Sale of Assets	0.00	0.00		0.0	
7,542.99	Grants, Donations & Refunds	5,259.00	0.00		5,259.0	
0.00	Contra Income	0.00	0.00		0.0	
652.26	V.A.T. Refund (16/17)		0.00		59.9	
30,685.30	Total Receipts	29,808.00	0.00	12,274.50	17,593.4	
	Payments					
7,708.58	Salary (Clerk)	7,962.00	0.00	663.44	7,298.5	
161.48	National Insurance (Employer)	0.00	0.00		0.0	
580.73	Allowances (Clerk)	650.00	0.00	50.77	599.2	
0.00	Chairman/Member Allowances	0.00	0.00		0.0	
31.36	Administration	210.00	0.00		210.0	
248.00	Audit Fees (Internal & External)	360.00	0.00		360.0	
788.81	Insurance	1,750.00	0.00		1,750.0	
592.36	Sect. 137 Donations	450.00	0.00		450.0	
150.00	Grants	2,380.00	0.00		2,380.0	
50.00	Parish Council Newsletter	100.00	0.00		100.0	
0.00	Christmas Trees & Lighting	300.00	0.00		300.0	
80.78	Street Lighting (Electric & Repairs)	190.00	0.00		190.0	
1,345.04	Website	482.00	0.00		482.0	
570.00	Village Planters	600.00	0.00		600.0	
0.00	Professional Services	300.00	0.00		300.0	
0.00	Advertising 3	75.00	0.00		75.0	
494.85	Subscriptions/Affiliation Fees	555.00	0.00	413.96	141.0	
185.00	Room Hire	370.00	0.00	CARLEND FOR	370.0	
60.00	Training	140.00	0.00	35.00	105.0	
2,476.87	Chelford Activity Park - Maintenance	3,950.00	0.00	299.67	3,650.3	
0.00	Asset Maintenance	1,825.00	0.00		1,825.0	
0.00	Asset Purchase	1,400.00	0.00		1,400.0	
0.00	Contingency	500.00	0.00		500.0	
7825.00	Neighbourhood Plan	5,259.00	0.00	172.17	5,086.8	
874.80	V.A.T.	*	0.00	59.93		
24,223.66	Total Payments	29,808.00	0.00	1,694.94	28,172.9	
	Cash/Bank Reconciliation	01/04/18	01/04/18	12/04/18	31/03/19	
	Balance B/Fwd.	37,573.14	37,573.14	37,573.14	48,152.7	
	Add Total Receipts	29,808.00	0.00	12,274.50	17,593.4	
	Less Total Payments	-29,808.00	0.00	-1,694.94	-28,172.9	
	Balance C/Fwd.	37,573.14	37,573.14	48,152.70	37,573.1	
	Cumulative Balances	Balance	Balance	Balance	Balance	
		01/04/18	01/04/18	12/04/18	31/03/19	
	General Funds	8,795.55	8,795.55	19,547.28	8,967.7	
	Earmarked Reserves	28,777.59	28,777.59	28,605.42	28,605.4	
		37,573.14	37,573.14	48,152.70	37,573.1	



CASH/BANK RECONCILIATION AS AT - 12th April 2018

Balance Brought Forward 01/04/18 37,573.14 Plus Receipts 12,274.50 49,847.64 Less Payments 1,694.94 Balance Carried Forward 12/04/18 48,152.70 BANK (Natwest) 19,696.81 01/04/18 Add income/transfer received since above statement 0.00 Less unpresented cheques 19,696.81 12/04/18 Current Account - 20,286.33 01/04/18 Add income received since above Statement 12,274.50 12,274.50 Less unpresented cheques/ Transfer 29,410.00 -1,694.94 4,104.94 28,455.89 12/04/18 Total Bank Balances 12/04/18 48,152.70 48,152.70	<u>CASH</u>				
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28,455.89 12/04/18					
Total Bank Balances 12/04/18 48,152.70			-4,104.94	28,455.89	12/04/18
	Total Bank Balances 12/04	/18		48,152.70	



APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -			
-	ChALC Weekly Bulletin - 8, 15, 22, 28 March 2018; 5 April 2018.			
03/04/18	8 Reminder: Appraisals Training.			
1	Cheshire East Council -			
	Traffic Management LAP Reports - 8, 15, 22, 29 March 2018; 5 April 2018.			
<u>-</u>	Connected Communities Newsletter - March/April 2018.			
	Neighbourhood Planning Fortnightly Update - 9, 23 March 2018; 6 April 2018.			
	Spatial Planning Update - February/March 2018.			
	Winter Service Decisions - 5-31 March 2018; 1-8 April 2018.			
13/03/18	Changes to Bus Services from 1 st April, 2018. (Reminder: 22/03/18)			
19/03/18	Growth Programme - Grants for rural tourism in Cheshire & Warrington.			
22/03/18	Consultation on proposals to bring in charges for new or replacement bins.			
22/03/18	Reminder: Sustainable Modes of Travel to Schools (SMOTS) strategy consultation.			
29/03/18	Slides from Town & Parish Council Conference held 20 th February, 2018.			
06/04/18	Carer Respite Survey.			
	Cheshire Emergency Services -			
05/04/18	Police & Crime Commissioner - Stakeholder Bulletin.			
	Rural Services Network -			
1.	Weekly News Digest - 5, 12, 19, 26 March 2018; 3 April 2018.			
_	Rural Opportunities Bulletin - March 2018; April 2018.			
	Hinterland Newsletter - 9, 16, 23, 29 March 2018; 6 April 2018.			
	RSN Spotlight - Rural Economy (March 2018); Heart of the Village (March 2018); Rural Transport (March 2018).			
	Other Correspondence -			
	Public Sector Executive - 5, 9, 12, 16, 19, 26 March 2018; 4 April 2018.			
-	HMRC - 05/03/18 - Employer webinars; 07/03/18 - Changes to National Minimum Wage from 1 st April, 2018, 09/03/18 - Payroll webinars; 15/03/18 - Health & Safety in the Workplace; 19/03/18 - Payrolling, Phones and Penalties; 21/03/18 - Payroll Webinars; 23/03/18 - Guidance on finishing the Tax Year; 24/03/18 - Managing Sick Leave & Pay; 26/03/18 - Employer webinars; 28/03/18 - Health & Safety in the Workplace; 29/03/18 - Keep up to date with payroll changes.			
21/03/18	Manchester Airport - Forecourt changes at Manchester Airport.			
	CPRE - 14/03/18 - Campaigns Update; 28/03/18 - Bottle & Can Deposit Return System Announced by Government.			
- 	E-ON - 15/03/18 - Monthly Market Report; 22/03/18 - Energy Talk Newsletter.			
	Community & Voluntary Services - e-Bulletin - 12, 29 March 2018; 3 April 2018.			
	Age UK - Newsletter - March 2018.			
20/03/18	Cheshire Community Action - Extension to Best Kept Village Entry deadline.			
	Civic Voice - War Memorial News - 6, 22 March 2018; 3 April 2018.			
08/03/18	Keep Britain Tidy - Extension to GB Spring Clean due to inclement weather.			
09/03/18	Local Council Public Advisory Service - General Data Protection Regulations Information Pack.			
15/03/18	Mid Cheshire Against HS2 - Update on campaign.			
16/03/18	Age UK - Survey on how service is viewed by public.			
20/03/18	Moston Parish Council Neighbourhood Plan - Regulation 14 Consultation. (21/03/18 - 31/05/18)			
19/03/18	Channel 4 - 'How to Lose Weight Well' programme seeking participants in your area.			
28/03/18	Westminter Briefing - GDPR Training.			
28/03/18	Came & Company - Council Matters Newsletter.			
	Advertisements -			
	05/03/18 - Primary Care Supplies - Defibrillators; 08/03/18 - B&C Shelters - March Offers on Bus Passenger			

Shelters; 05/03/18 - Storm Saver - Water Harvesting Systems; 07/03/18 - Country Gates & Barriers - Premises Protection Systems; 13/03/18 - The App Office - Web Apps for Parish Councils; 13/03/18 - Sovereign Play - Offer to quote for playground project work; 16/03/18 - Kompan Playgrounds - Ships and Castles range; 16/03/18 - Notice Boards Online - Church Peg Letter Boards; 21/03/18 - Notice Board Company - Solar Powered Notice Boards; 22/03/18 - Kompan Playgrounds - 50% matched funding competition; 22/03/18 - Notice Board Company - Lectern Signs & Notice Boards; 22/03/18 - Online Playgrounds - Wet Pour Repair Kits; 22/03/18 - Eibe - Play Equipment for Councils & Developers; 22/03/18 - Country Gates & Barriers - Commercial Gates & Barriers; 25/03/18 - Morelock - Radar Speed Signs; 26/03/18 - Notice Board Company - Over stock clearance; 27/03/18 - Town & Parish Council Websites - Win a free website; 28/03/18 - Indo Lighting - Street Lighting services; 29/03/18 - Eibe - New website and discount offers; 04/04/18 - Primary Care Supplies - Defibrillators; 05/04/18 - Eibe - Spring rockers for summer; 06/04/18 - Primary Care Supplies - Defibrillators; 06/04/18 - Kompan - New range of swings and carousels; 06/04/18 - Online Playgrounds - April offers; 06/04/18 - Wicksteed Playgrounds - Free consultations.

