

# CHELFORD PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 9<sup>TH</sup> JANUARY, 2020 at 7:30p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), C. Howlett, B. Brindley, G. Willis, L. Hunt.  
Members of the Public (1).  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

### 1. APOLOGIES FOR ABSENCE - None.

**DECISION a) To note that no apologies for absence had been received.**

Councillor D. Kent was absent from the meeting.

### 2. DECLARATIONS OF INTEREST - Councillor D. Wilson - Item 6(iv)(a) - Contributor/moderator to website.

**DECISION a) To receive and note the Declaration of Interest made by Cllr. D. Wilson.**

### 3. MINUTES -

- i) The Minutes of the Parish Council Meeting held 4<sup>th</sup> December, 2019 had been previously circulated to all Members.

**001/20 RESOLVED a) That the Minutes of the Parish Council Meeting held 4<sup>th</sup> December, 2019 be confirmed as a correct record and signed by the Chairman.**

Proposed: Councillor D. Wilson      Seconded: Councillor C. Howlett      All in favour

### 4. PUBLIC FORUM FOR QUESTIONS -

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

**DECISION a) To note that there were no questions received from members of the public.**

### 5. REPORTS FROM EXTERNAL ORGANISATIONS -

#### i) Gawsworth and Chelford Wards Policing Team -

- a) **Report on matters of interest / concern within Parish** - No police officers were available to attend the meeting, however, a written report had been made available which identified that, since 1<sup>st</sup> December, 2019, there had been an attempted theft from a shed at Hitch Lowes; suspicious persons and vehicle on Peover Lane; two 999 alarms (all in order); criminal damage at Mere Court; cows on A537; a road traffic collision on Chelford Road. 21 speeding vehicles had been recorded by the Police.

**DECISION a) To receive the report from Gawsworth & Chelford Wards Policing Team.**

- ii) **Cheshire East Ward Member Cllr. M. Asquith** - Borough Councillor M. Asquith was not present at the meeting to report. Members expressed disappointment that no apologies for absence or written report had been received.

**DECISION a) To note that Borough Councillor M. Asquith was not present at the meeting.**

- b) **That the Clerk contact Borough Councillor M. Asquith regarding attendance at future meetings.**

### 6. FINANCE -

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

Members considered the Financial Statement 2019/20 which was unanimously accepted.

- ii) **To authorise the following payments** - the Chairman outlined the basis of 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) **Receipts** - the Clerk reported that the following receipts had been received since the last meeting: None.

**002/20 RESOLVED a) That the Statement of Account, as at 9<sup>th</sup> January, 2020 be received and the Chairman'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.**

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Proposed: Councillor B. Brindley

Seconded: Councillor C. Howlett

All in favour

## 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 1<sup>st</sup> October, 2019 to 31<sup>st</sup> March, 2020 in the sum of £215.28. This is subject to Resolution 111/19 04/12/19 -** Councillor D. Wilson reported that he had received information which indicated that the Parish Plan Team, which initiated the Village website, was still in existence as the final disposal of funds had not yet been completed. Work had also commenced to create a new organisation which would be responsible for the website in the future. The Clerk requested that it be recorded that the advice provided at the last meeting had not changed.

- 003/20 RESOLVED** a) **That the advice of the Clerk and Responsible Financial Officer be received and duly noted.**  
b) **That a grant be made to Dr. A. Gildon to meet the hosting costs associated with the Chelford Village website for the period 1<sup>st</sup> October, 2019 to 31<sup>st</sup> March, 2020 in the sum of £215.28.**

Proposed: Councillor C. Howlett

Seconded: Councillor L. Hunt

All in favour

- b) **Knutsford Town Council - Grant towards provision of Citizens Advice Service in Knutsford in the sum of £295 -** Members discussed the grant request and noted that the service is available to all residents and can be essential for many who require support and/or advice.

- 004/20 RESOLVED** a) **That a grant be made Knutsford Town Council in the sum of £295.**

Proposed: Councillor C. Howlett

Seconded: Councillor B. Brindley

All in favour

- c) **Snelson Parish Council - Grant towards provision of a speed survey along Pepper Street. Total survey cost: £600 -** Members discussed the grant request, however, raised reservations regarding the strategy being adopted to tackle the perceived issue. It was considered that there may be more appropriate actions which could be taken to address the matter.

- 005/20 RESOLVED** a) **That no grant be made to Snelson Parish Council towards the provision of a speed survey along Pepper Street.**

Proposed: Councillor B. Brindley

Seconded: Councillor C. Howlett

All in favour

## 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.**

**DECISION** a) **That no response be submitted to the above consultation.**

- b) **Cheshire East Council - Over Peover Neighbourhood Plan Regulation 16 Consultation.**

**DECISION** a) **That no response be submitted to the above consultation.**

- c) **Cheshire East Council - Notification of the final, approved taxbase for 2020/21.** The Clerk reported that the taxbase had now been approved by Cheshire East Council. A small adjustment to the provisional figure will result in a small decrease to the charge applied to each property within the Parish.

**DECISION** a) **To receive and note the final, approved taxbase notification and the report of the Clerk.**

- d) **Resident - Concerns raised regarding potential safety issue relating to the pond at Mere Court Park.** The Clerk reported that a resident had raised concerns regarding damage to the fence around the pond at Mere Court Park and also flooding on land adjacent to the pond. The matter had been referred to Cheshire East Council for attention.

**DECISION** a) **To receive and note the report of the Clerk.**

- e) **Resident - Concerns regarding tree maintenance work at Galloway Grange.** The Clerk reported that a resident had raised concerns regarding work to trees at the Galloway Grange site. The concerns were referred to David Wilson Homes for attention. Information relating to the extent of tree work which will be undertaken at the site had been published on the Parish Council website for resident information.

**DECISION** a) **To receive and note the report of the Clerk.**

- f) **ChALC - 2020 Training Calendar.**

**DECISION** a) **That the ChALC Training Calendar be received and duly noted.**

- ii) To note correspondence received since the date of the last ordinary meeting. (Appendix B)

**DECISION** a) **That items of correspondence be received and noted.**

## 8. PLANNING & LICENSING APPLICATIONS -

- i) **Applications for consideration -**

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- 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]

**006/20 RESOLVED a) That an objection to planning application 19/2513M be submitted on the basis that, 'Chelford Parish Council wishes to reaffirm its previous responses and its objections to the proposals'.**

Proposed: Councillor C. Howlett      Seconded: Councillor D. Wilson      All in favour

- 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.

**007/20 RESOLVED a) That the following comment be submitted to Cheshire East Council:**  
**1. That Chelford Parish Council fully supports the views expressed by the Nature Conservation Officer in respect of the proposed development.**  
**2. That the proposed development will have a detrimental impact upon the openness of the Green Belt due to the increased size of the proposed dwelling.**  
**3. That the objectives and policies contained within the Chelford Neighbourhood Plan must be taken into consideration during the determination of the application.**

Proposed: Councillor C. Howlett      Seconded: Councillor D. Wilson      All in favour

- c) **19/5748M** - 8 Mere Court, Chelford. SK11 9EB - Certificate of proposed lawful use for ground floor 4m rear extension.

**008/20 RESOLVED a) That no comment be submitted in respect of planning application 19/5748M.**

Proposed: Councillor D. Wilson      Seconded: Councillor B. Brindley      All in favour

- 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.

**009/20 RESOLVED a) That no comment be submitted in respect of planning application 19/5871M.**

Proposed: Councillor D. Wilson      Seconded: Councillor B. Brindley      All in favour

- ii) **Former Coal Shed, Station Road** - There was nothing to report.

**DECISION a) To note that no update had been received in respect of the former coal shed.**

## **9. REVIEW OF PARISH COUNCIL RISK ASSESSMENTS & POLICIES -**

- i) **Policy Updates** - The Clerk reported that information relating to policy updates would be circulated in due course for consideration at a future meeting.

**DECISION a) To receive and note the report of the Clerk.**

- ii) **Asset Risk Assessment** - The Asset Risk Assessment had been previously circulated to Members. Members discussed the content of the report.

**010/20 RESOLVED**

- a) That the Asset Risk Assessment be received. (Appendix C)**
- b) That Councillor D. Wilson clean the window of the notice board at Dixon Drive.**
- c) That the Clerk contact the owners of the Corner Shoppe regarding possible repairs to the notice board located on the external wall of the shop.**
- d) That the Clerk research possible options to mitigate the potential hazard to users of the notice board at Station Road.**
- e) That the Clerk establish present position in respect of the bus passenger shelter at Knutsford Road.**
- f) That Councillor D. Wilson clean the bench on Dixon Drive adjacent to the notice board.**
- g) That the Clerk obtain a quotation for the removal of the remaining three floral display planters.**
- h) That the hanging baskets, floral display window boxes and floral display hay racks be written off the Parish Council assets register.**
- i) That the tennis mini net system, slocoach balls, ball carry bag and mini tennis rackets be written off the Parish Council assets register.**
- j) That Councillor B. Brindley check the number of table tennis bats and balls currently held by the Parish Council and provide details to the Clerk.**
- k) That the Clerk obtain estimates for the replacements parts required for the damaged tennis net.**
- l) That the Clerk obtain estimates for the recommended tasks contained within the**

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## RoSPA report relating to Chelford Activity Park.

Proposed: Councillor C. Howlett      Seconded: Councillor B. Brindley      All in favour

- iii) **Grant Awarding Policy** - A draft Grant Awarding Policy had been previously circulated to all Members. Members discussed the content of the policy. (Appendix D)

- 011/20 RESOLVED a) That, subject to the following amendments, the Grant Awarding policy be approved as presented and implemented with immediate effect.**
- 1. Substitute 'will' with 'may' in paragraph three of section headed 'Grant Application Process'.**
  - 2. Insert 'normally' between words 'not' and 'be' in paragraph two of section headed 'Conditions of Funding'.**
  - 3. Remove references to subsidies in paragraphs eight and twelve of section headed 'Conditions of Funding'.**

Proposed: Councillor B. Brindley      Seconded: Councillor C. Howlett      All in favour

## 10. ASSETS -

### i) Chelford Activity Park -

- a) **Routine Inspections of Chelford Activity Park** - Councillor B. Brindley reported that there were no issues which had come to his attention.

**DECISION a) To receive and note the report of Councillor B. Brindley.**

- b) **Remedial work at Chelford Activity Park** - The Chairman reported that no further communications had been received from Chelford Parish Hall.

- 012/20 RESOLVED a) That approval be given for the remedial work at Chelford Activity Park to proceed.**

Proposed: Councillor C. Howlett      Seconded: Councillor B. Brindley      All in favour

- c) **Update on booking requests** - The Clerk reported that a booking request had been received for dog training sessions at Chelford Activity Park. Members discussed the booking request and, having regard to complaints received during 2019 and concern regarding potential conflicts of use, concluded that conditional approval should be granted which was subject to an ongoing review.

- 013/20 RESOLVED a) That conditional approval be given to the proposed use of Chelford Activity Park.**

Proposed: Councillor C. Howlett      Seconded: Councillor B. Brindley      All in favour

- d) **Tree Survey** - The Clerk reported that the report had not yet been received.

**DECISION a) To receive and note the report of the Clerk.**

### ii) Notice Boards -

- a) **Proposed notice board at Cricketers Green** - Members considered possible design options relating to the proposed notice board at Cricketers Green. It was suggested that the proposed notice board should be made from man-made timber to reduce maintenance costs.

**DECISION a) That the Clerk obtain estimates for man-made timber notice boards for consideration at a future meeting.**

- b) **Proposed notice board at Oak Road** - Members considered possible design options relating to the proposed notice board at Oak Road. It was suggested that the proposed notice board should be made from man-made timber to reduce maintenance costs.

**DECISION a) That the Clerk obtain estimates for man-made timber notice boards for consideration at a future meeting.**

- iii) **Floral Display Planters** - The Clerk reported that the final street furniture licence had not yet been received. It was noted that it would be necessary to progress the order for the replacement planters in the near future in order that they would be ready in time for the spring planting.

- 014/20 RESOLVED a) That the Clerk proceed to order the replacement planters.**

Proposed: Councillor D. Wilson      Seconded: Councillor L. Hunt      All in favour

### iv) Parish Appearance Improvement Project -

- a) **Proposed replacement Parish Boundary signs** - Members considered possible options relating to signage features at the Parish boundaries. It was considered that spatial restrictions at some entry points to the Parish would render village gateways unviable. It was suggested that replacement boundary signs would be a more appropriate option.

- 015/20 RESOLVED a) That the Clerk obtain examples of possible boundary sign designs for consideration at a future meeting.**

Proposed: Councillor B. Brindley      Seconded: Councillor L. Hunt      All in favour

- b) **Possible further improvement work** - None.

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**DECISION a) To note that no further suggestions for improvement work were submitted.**

## 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). No update available.
    - ii) Overgrown vegetation - Dixon Drive (adjacent to No. 10 Millbank Close). This matter is resolved.
    - iii) Hedge maintenance - Knutsford Road (near to station bridge). Northern Rail have scheduled the work to be completed next week.
  - b) Carriageways and footways:
    - i) Blocked gullies - Knutsford Road (near to roundabout). Work complete.
    - ii) Traffic counting strips on footway - Holmes Chapel Road (between roundabout and St. John's Church). No update available.
    - iii) Flooding outside Chelford Parish Hall, Knutsford Road. No update available.
    - iv) Mud on footway at gateways on Knutsford Road between railway bridge and Chelford roundabout. Mud at one gateway has been removed. Mud at the second gateway is still present.
    - v) Dixon Drive - carriageway resurfacing work scheduled for 13<sup>th</sup> - 17<sup>th</sup> January, 2020. Members noted that past resurfacing work within the estate had covered the 'pink' tarmac with grey which had not been welcomed by some residents.
  - 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. No update available.
  - d) Street Assets:
    - i) Broken windows (2) in bus passenger shelter - Chelford Road. Awaiting repair.
    - ii) Broken window in bus passenger shelter - Knutsford Road. Awaiting repair.

**DECISION a) To receive and note the above updates in respect of outstanding highway matters.**  
**b) That the Clerk continue to pursue the above highway matters which still require attention.**

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

- i) The following issues were reported: None.

**DECISION a) To note that no further highway issues had been reported.**

## iii) Dropped kerb provision within Parish - The Clerk reported that the requested plan of dropped kerbs within the Parish had still not been provided.

**DECISION a) To receive and note the report of the Clerk.**

## iv) Safety concerns associated with the zebra crossing on Knutsford Road - The Clerk reported that no response had been received in respect of this matter.

**DECISION a) To receive and note the report of the Clerk.**

## v) Obstructive parking on Peover Lane - The Clerk reported that no response had been received in respect of this matter.

**DECISION a) To receive and note the report of the Clerk.**

## vi) Footway accessibility within Parish - The Clerk reported that no response had been received in respect of this matter.

**DECISION a) To receive and note the report of the Clerk.**

## 12. COMMUNITY -

### i) Community Speed Watch - Councillor D. Wilson reported that, following a short break in activities, the team will be resuming activities shortly.

**DECISION a) To receive and note the report of Councillor D. Wilson.**

### ii) Inspiring Communities Day - Councillor L. Hunt reported that a meeting with local groups had been held to begin to make arrangements for the Community Day. Many ideas have been suggested and work is continuing to develop a plan for the day.

**DECISION a) To receive and note the report of Councillor L. Hunt.**

### iii) Newsletter -

- a) **Future format of Parish Council newsletter** - Councillor C. Howlett suggested that there may be

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opportunity to increase the scope and content of the newsletter to include information from local organisations. An example of a newsletter was presented to Members. It was suggested that further consideration needed to be given to the suggestion.

**DECISION a) That Members give further consideration to the suggested change of format and scope of the newsletter at a future meeting.**

**b) Request from Chelford Surgery to include a surgery update in future Parish Council newsletters -** Councillor D. Wilson reported that he had received a request from Chelford surgery for an information insert to be distributed with the Parish Council newsletter.

**DECISION a) That Councillor D. Wilson advise Chelford Surgery that the present newsletter is being reviewed and that this request will be considered as part of the review process.**

**iv) Annual Parish Meeting -** The Clerk reported that the Annual Parish Meeting is currently scheduled to take place on Tuesday 19<sup>th</sup> May, 2020. It was suggested that the speaker who had been unable to attend last year's meeting could be invited to attend to talk about recycling and related issues.

**DECISION a) That the Clerk invite the speaker to attend the Annual Parish Meeting on 19<sup>th</sup> May, 2020.**

**v) Section 106 funds associated with the Galloway Grange Development -** The Clerk reported that Cheshire East Council had indicated that it may be possible to progress the allocation and spending of s.106 funds to be used for recreation and indoor sports facilities. The Parish Council had been asked to create a 'long-list' of suggestions, in consultation with Chelford Parish Hall, to be submitted to Cheshire East Council for consideration. A short-list would then be identified of possible uses which would benefit the greatest number of users.

**DECISION a) That the Clerk invite Chelford Parish Hall to provide a 'long-list' of possible uses for the available funds.**

**b) That Members of the Parish Council submit their suggestions to the Clerk.**

## **13. PARISH COUNCILLOR VACANCY -**

**i) Co-option process -** The Clerk reported that the vacancy had now been advertised on the Parish Council website, on Parish Council notice boards and within the latest newsletter. The closing date for applications is 31<sup>st</sup> January, 2020.

**DECISION a) To receive and note the report of the Clerk.**

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

**i) Chelford Parish Hall (Part 2).**

## **15. DATE OF NEXT MEETINGS -**

**i) February, 2020 -** Several Members reported that they would be unable to attend the next meeting of the Parish Council. It was suggested that the date of the meeting be changed to ensure a quorum of Members were available.

**DECISION a) That the next meeting be held on Tuesday 18<sup>th</sup> February, 2020 at Chelford Parish Hall.**

**ii) March, 2020 -** The Clerk reported that confirmation of the room booking had not yet been received in respect of the March, 2020 meeting. No objections were raised to retaining the meeting on the original date.

**DECISION a) That the Clerk secure a venue for the meeting scheduled for 12<sup>th</sup> March, 2020.**

**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.**

**016/20 RESOLVED a) That the above resolution not be made and the following items of business be deferred to a future meeting on the grounds that the meeting had already extended beyond 10:00p.m.**

Proposed: Councillor D. Wilson

Seconded: Councillor B. Brindley

All in favour

## **16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -**

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

The Meeting was declared closed by the Chairman at 10:26p.m.

Signed: .....

Approval Date - 18<sup>th</sup> February, 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 £.
	<b>Receipts</b>				
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
<b>31,527.19</b>	<b>Total Receipts</b>	<b>36,802.00</b>	<b>32,934.61</b>	<b>0.00</b>	<b>665.54</b>
	<b>Payments</b>				
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	
<b>23,409.98</b>	<b>Total Payments</b>	<b>36,802.00</b>	<b>11,712.61</b>	<b>1,267.71</b>	<b>24,487.22</b>

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
<b>Balance C/Fwd.</b>	<b>45,690.35</b>	<b>66,912.35</b>	<b>65,644.64</b>	<b>41,822.96</b>
<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/19</b>	<b>04/12/19</b>	<b>09/01/20</b>	<b>31/03/20</b>
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
	<b>45,690.35</b>	<b>66,912.35</b>	<b>65,644.64</b>	<b>41,822.96</b>

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## CASH/BANK RECONCILIATION AS AT - 9<sup>th</sup> 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)

<b>Business Reserve Account -</b>	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>	0.00
	<u>0.00</u>	45,760.03 09/01/20
<b>Current Account -</b>	22,200.58	05/12/19
Add income received since above Statement		
	<u>0.00</u>	0.00
Less unrepresented 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
<b>Total Bank Balances 09/01/20</b>	<u><u>65,644.64</u></u>	



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## APPENDIX B

### CORRESPONDENCE







<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 28 November 2019; 6, 13, 20 December, 2019.
10/12/19	Cheshire Pension Fund - Consultation Session.
	<b>Cheshire East Council -</b>
-	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.
	<b>Cheshire Emergency Services -</b>
18/12/19	Police & Crime Commissioner - Stakeholder Bulletin.
	<b>Rural Services Network -</b>
-	Rural Bulletin - 3, 10, 17, 27 December 2019.
-	Rural Funding Digest - December 2019.
23/12/19	Christmas Greetings.
	<b>Other Correspondence -</b>
-	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.
	<b>Advertisements -</b>
-	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 <sup>th</sup> 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

### CHELFORD PARISH COUNCIL


#### 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 may 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 31<sup>st</sup> 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 normally 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.
6. The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be

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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 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 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](mailto:clerk@chelfordparishcouncil.org.uk)

Signed: .....

Date: .....

Name (In capitals): .....