

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 8TH NOVEMBER, 2018

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 on any items on the agenda.

3. MINUTES -

- i) To approve the Minutes of the Parish Council meeting held 11th October, 2018 as a correct record and authorise signing by the Chairman.

4. PUBLIC FORUM FOR QUESTIONS -

5. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) Gawsworth and Chelford Wards Policing Team - Report on matters of interest / concern within the Parish.
- ii) Cheshire East Ward Member Cllr. G. Walton - Report on items of interest to the Parish Council.
- iii) ChALC - Annual Meeting - 25th October, 2018. (DW)
- iv) Cheshire Community Action - Annual General Meeting - 7th November, 2018. (GW)

6. FINANCE -

- i) To receive and consider the Financial Statement 2018/19 as at 8th November, 2018. (Appendix A)
- ii) To ratify the following payment -
 - a) Cheque No. 001256 The David Lewis Centre £144.87 Printing Neighbourhood Plan.
- iii) To authorise the following payments -
 - a) Direct Debit E-ON £13.98 Electricity Charges: 01/07/18 - 30/09/18.
 - b) Cheque No. 001257 E. M. Maddock £836.53 Salary November 2018 & Expenses.
 - c) Cheque No. 001258 H.M. Revenue & Customs £74.37 Income Tax & NI contributions.
 - d) Cheque No. 001259 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (October 2018).
 - e) Cheque No. 001260 RBL Poppy Appeal £50.00 Provision of Poppy Wreath and Donation.
 - f) Cheque No. 001261 Chelford Community Hub £15.00 Room Hire - 30/10/18.
- iv) To note the following receipts since the last meeting -
 - a) NatWest Bank plc. £0.86 Gross Interest - July 2018.
 - b) NatWest Bank plc. £0.84 Gross Interest - August 2018.
 - c) NatWest Bank plc. £0.76 Gross Interest - September 2018.
- v) Budget 2019/20 - To suggest any special items for inclusion within the 2019/20 budget.

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 - Pre-Budget Consultation 2019-22. (Closes 14/12/18)
 - b) Cheshire East Council - Member Code of Conduct and Standards Complaints Process Update.
 - c) Cheshire East Council - Publication of application forms for New Homes Bonus Community Fund.
(Closing date for applications: 31/12/18)
 - d) Cheshire Fire Authority - Draft Integrated Risk Management Plan 2019/2020 Consultation.
(Closes: 04/01/19)
 - e) David Wilson Homes (NW) - Notification of commencement of piling activity on site.
 - f) David Wilson Homes (NW) - Notification of intention to submit planning application for development of remaining land at former Chelford Agricultural Centre site in near future.

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- g) Resident - Concern regarding highway safety within the Parish.
- h) Zurich Insurance - Advice re: Trees Liabilities and Cemetery / Memorial Management.
- ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix B)

8. PLANNING -

- i) Application for consideration -
 - a) 18/5317M - 12 Mere Court, Chelford. SK11 9EB - To demolish old inefficient glass roof Victorian style conservatory and replace with new energy efficient solid / hybrid roofed Edwardian conservatory. width of the new conservatory will remain the same as the old one, but will extend to be inline with ground floor kitchen room.
 - b) 18/5347M - The Police Station, Oak Road, Chelford. SK11 9AY - Proposed 2-storey rear extension.
 - c) Any further applications received prior to the meeting will be included for consideration.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
 - a) Remedial work to zebra crossing on Knutsford Road.
 - b) Flooding - Outside Alderlea, Knutsford Road.
 - c) Broken No Through Bollard - Dixon Drive.
 - d) Zig-zag lines outside Chelford Primary School.
 - e) Footway condition in Dixon Drive estate - Update relating to proposed slurry sealing.
 - f) Footway condition in Dixon Drive estate - Update relating to removal of debris collected by volunteers.
 - g) Overhanging trees along north-eastern boundary of former Chelford Agricultural Centre site.
 - h) Damaged sign - Alderley Road.
 - i) Broken Window in Bus Passenger Shelter - Chelford Road.
 - j) Footway siding out - Knutsford Road (from Station to Parish Hall).
 - k) Query re Traffic Census on Dixon Drive (October 2018).
 - l) Overhanging hedge along Knutsford Road along Mere Court Park boundary.
 - m) Footpath (FP1) from Railway underpass to the former School - overgrown.
 - n) Query regarding necessity to provide signage to warn of new pedestrian crossing.
 - o) Fallen tree blocking bridleway (Snelson BR5).
 - p) Overhanging vegetation along footpath to rear of Dixon Drive estate (Chelford FP1)
- ii) To receive highway matters for attention from Members.

10. COMMUNITY -

- i) To receive any updates available relating to the process for allocating Section 106 'community facilities' funds associated with the Cricketers Green Development. (DW)
- ii) Chelford Post Office - To receive any updates available.
- iii) Community Speed Watch - To receive update on number of volunteers and equipment required.
- iv) Annual Parish Meeting 2019 - To consider a speaker for the Annual Parish Meeting scheduled for 14/05/19.

11. ASSETS -

- i) Chelford Activity Park - Maintenance & Management -
 - a) To receive a summary of issues identified during inspections of Chelford Activity Park. (AB)
- ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.

12. NEIGHBOURHOOD PLAN -

- i) To receive an update on Neighbourhood Plan activities since the last Parish Council meeting.
- ii) To receive the Chelford Neighbourhood Plan financial statement as at 8th November, 2018. (Appendix C)
- iii) To receive and consider comments received from residents which are not directly related to the Neighbourhood Plan. (Appendix D)

13. INFORMATION HANDLING POLICIES -

- i) To receive completed Personal Data Audit Questionnaires from Members.

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.

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- iii) Parish Appearance.
- iv) Red Telephone Kiosk - Future uses.
- v) Chelford Parish Hall.

15. DATE OF NEXT MEETING - Thursday 13th December 2018 at 7:30p.m. at Chelford Parish Hall.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

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

- i) Clerk & Responsible Financial Officer - To receive and consider the November, 2018 Appraisal Report.



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

Dated 4th November, 2018.

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APPENDIX A

Financial Statement for 2018/19 as at 08 November 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Oct. 2018 £.	Agenda Nov. 2018 £.	Budget Balance £.
	Receipts				
22,485.00	Precept	24,549.00	24,549.00		0.00
0.00	Balances	0.00	0.00		0.00
5.05	Investment Interest	0.00	2.48	2.46	0.00
0.00	Sale of Assets	0.00	0.00		0.00
7,542.99	Grants, Donations & Refunds	5,259.00	4,979.00		280.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund (16/17)		874.80		776.38
30,685.30	Total Receipts	29,808.00	30,405.28	2.46	1,056.38
	Payments				
7,708.58	Salary (Clerk)	7,962.00	4,744.78	676.68	2,540.54
161.48	National Insurance (Employer)	0.00	0.00		0.00
580.73	Allowances (Clerk)	650.00	340.35	50.90	258.75
0.00	Chairman/Member Allowances	0.00	0.00		0.00
31.36	Administration	210.00	0.00		210.00
248.00	Audit Fees (Internal & External)	360.00	350.00		10.00
788.81	Insurance	1,750.00	0.00		1,750.00
592.36	Sect. 137 Donations	450.00	0.00	50.00	400.00
150.00	Grants	2,380.00	1,001.86		1,378.14
50.00	Parish Council Newsletter	100.00	65.00		35.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
80.78	Street Lighting (Electric & Repairs)	190.00	24.49	13.31	152.20
1,345.04	Website	482.00	0.00		482.00
570.00	Village Planters	600.00	285.00		315.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
494.85	Subscriptions/Affiliation Fees	555.00	469.96		85.04
185.00	Room Hire	370.00	0.00		370.00
60.00	Training	140.00	35.00		105.00
2,476.87	Chelford Activity Park - Maintenance	3,950.00	1,339.69	166.67	2,443.64
0.00	Asset Maintenance	1,825.00	118.00		1,707.00
0.00	Asset Purchase	1,400.00	350.48		1,049.52
0.00	Contingency	500.00	0.00		500.00
7825.00	Neighbourhood Plan	5,259.00	3,196.01	319.04	1,743.95
874.80	V.A.T.		718.23	58.15	
24,223.66	Total Payments	29,808.00	13,038.85	1,334.75	16,210.78

Cash/Bank Reconciliation	01/04/18	11/10/18	08/11/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	54,939.57	53,607.28
Add Total Receipts	29,808.00	30,405.28	2.46	1,056.38
Less Total Payments	-29,808.00	-13,038.85	-1,334.75	-16,210.78
Balance C/Fwd.	37,573.14	54,939.57	53,607.28	38,452.88
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	11/10/18	08/11/18	31/03/19
General Funds	8,795.55	27,329.76	26,164.64	11,010.24
Earmarked Reserves	28,777.59	27,609.81	27,442.64	27,442.64
	37,573.14	54,939.57	53,607.28	38,452.88

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CASH/BANK RECONCILIATION AS AT - 8th November 2018

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	30,407.74
	<u>67,980.88</u>
Less Payments	14,373.60
Balance Carried Forward 08/11/18	<u><u>53,607.28</u></u>

BANK (Natwest)

Business Reserve Account -	19,701.75	05/07/18
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unpresented cheques		
	<u>0.00</u>	
	19,701.75	08/11/18
Current Account -	37,365.47	05/10/18
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unpresented cheques/ Transfer		
Approved	-2,125.19	
For Approval	<u>-1,334.75</u>	
	<u>-3,459.94</u>	
	33,905.53	08/11/18
Total Bank Balances 08/11/18	<u><u>53,607.28</u></u>	

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 11, 18, 25 October 2018; 1 November 2018.
02/11/18	Invitation for Chairman to attend afternoon tea with Cheshire East Council Mayor.
	Cheshire East Council -
-	Traffic Management LAP Reports - 12, 18, 25 October 2018; 1 November 2018.
-	Connected Communities Newsletter - Call for articles November/December 2018.
03/10/18	Cheshire East Remembrance Event at Tatton Park.
08/10/18	Cheshire East Borough Council (Nether Alderley – Alderley Park No.3) Tree Preservation Order 2018.
12/10/18	Knutsford Regulation 16 Neighbourhood Plan Consultation - 12/10/18 - 23/11/18.
12/10/18	Congleton Regulation 16 Neighbourhood Plan Consultation - 12/10/18 - 23/11/18.
16/10/18	HS2 Information events.
16/10/18	Alsager neighbourhood area modification consultation - 16/10/18 - 27/11/18.
19/10/18	Middlewich Regulation 16 Neighbourhood Plan Consultation - 19/10/18 - 30/11/18.
23/10/18	Cheshire East Council Pre-Budget Consultation 2019-22 - Press Release.
24/10/18	Mayor's Charity Ball - 24/11/18.
	Cheshire Emergency Services -
30/10/18	Cheshire Neighbourhood Watch Association AGM - 7th November 2018.
	Rural Services Network -
-	Rural Bulletin - 9, 16, 23, 30 October 2018.
	Other Correspondence -
-	Public Sector Executive - 8, 12, 15, 19, 22, 26, 29 October 2018; 2 November 2018.
-	HMRC - 09/10/18 - Cars & Vans; 11/10/18 - Entertaining and travel; 12/10/18 - Employer Bulletin 74; 18/10/18 - Travel and Subsistence Expenses; 19/10/18 - Health & Safety in the workplace; 22/10/18 - Expenses and Benefits; 25/10/18 - Getting Payroll right; 29/10/18 - Introduction to Expenses and benefits; 31/10/18 - Statutory Payments Explained; 01/11/18 - Introduction to Health & Safety in the workplace.
-	Manchester Airport - 02/10/18 - Outreach Event dates; 31/10/18 - Community Newsletter.
-	CPRE - 06/10/18 - Campaigns Update; 02/11/18 - Cheshire Viewpoint Newsletter.
-	Community & Voluntary Services - 12/10/18 - e-Bulletin; 26/10/18 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - November 2018.
-	Age UK - Newsletter - October 2018.
-	Active Cheshire - 11/10/18 - Free Activator Workshop - Get Active On The Waterways; 19/10/18 - Workshops and Training opportunities; 26/10/18 - Apprenticeship Opportunity.
-	Cheshire Community Action - 23/10/18 - Reminder: Annual General Meeting; 30/10/18 - Further invitation to Annual General Meeting regarding Neighbourhood Planning.
-	Civic Voice - War Memorial News - 30 October 2018.
-	So Cheshire - Newsletter - October 2018.
09/10/18	Nantwich Town Council - Modern Slavery Awareness Event.
11/10/18	Cheshire East Resident - Independent Group call for change at Cheshire East Council.
16/10/18	E-ON - Monthly Market Report.
25/10/18	Minshull Vernon & District Parish Council - Vacancy for a Clerk.
30/10/18	Chelford Parish Council - Neighbourhood Plan Regulation 14 Consultation. (Closes 11/12/18)
01/11/18	NatWest Bank plc - Tips to boost your business.
	Advertisements -
-	11/10/18 - Notice Board Company - Support for purchasing notice boards; 15/10/18 - Primary Care Supplies - Defibrillators; 16/10/18 - Notice Board Company - 'V' Shaped Notice Boards; 18/10/18 - Kompan Playgrounds - 50% off outdoor fitness equipment; 22/10/18 - Notice Board Company - Installation services; 23/10/18 - Parish Notice Boards - Autumn sale; 25/10/18 - Town & Parish Council Websites - Newsletter; 31/10/18 - Kompan Playgrounds - 25% match funding offer.

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APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18/19 as at 08 November 2018				
Details	Total Budget £.	Actual to Oct. 2018 £.	Agenda Nov. 2018 £.	Budget Balance £.
Receipts				
Chelford Parish Council - Balances	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	8,999.67		0.33
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
Total Receipts	14,000.00	13,999.67	0.00	0.33
Payments				
Groundwork UK (DCLG)				
Grant used 01/07/17 - 31/12/17	3,741.00	2,401.17	}	0.00
Return of unused grant		1,339.83	}	
Groundwork UK (DCLG)				
Grant used 01/01/18 - 31/03/18	2,560.00	1,619.50	}	0.00
Return of unused grant		940.50	}	
Groundwork UK (MHCLG) (Note 1)				
Consultant Fee (Note 2)	3,150.00	787.50		2,362.50
Consultant Fee (Note 3)	315.00	157.50		157.50
Consultant Fee (Note 4)	975.00	995.00		-20.00
Consultant Fee (Note 5)	44.00	0.00		44.00
Room Hire	180.00	0.00	15.00	165.00
Printing Costs	292.00	238.42	136.87	-83.29
Consultation Events	23.00	35.00		-12.00
Other	5,000.00			2,375.00
Salary (Clerk)		2,083.54	132.13	
National Insurance (Employer)		192.11	16.99	
Allowances (Clerk)		182.18	18.05	
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	16,280.00	10,972.25	319.04	4,988.71

Notes:

- 1 - Grant period 25/05/18 - 31/03/19
- 2 - Policy & justification preparation
- 3 - Attending steering group meetings
- 4 - Technical Reports
- 5 - Travel Expenses

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APPENDIX D

Chelford Neighbourhood Plan

Issues raised by residents which are not directly related to the policies contained in the Neighbourhood Plan document.

Issue raised	Response / Action
'We need development of wraparound childcare at Chelford School'	Chelford CE Primary School has now set up a Before and After School Club, with the support of external organisations, to increase childcare available within the Parish.
'We need more community events'	There are many community activities available to residents hosted by Chelford Community Hub, Chelford Parish Hall and other local organisations. Should residents consider that there are additional activities/events which should be introduced representations should be made to an appropriate hosting body. (No examples provided within the comments of types of activity/event.)
'More community activities'	
'Keep the Post Office'	This matter is not within the remit of the Neighbourhood Plan or the Parish Council. Since the closure of the Post Office the Parish Council has set up a link between the Post Office and a local organisation to explore options relating to the development of a temporary outreach service whilst permanent accommodation investigated.
'Bring back the bank or an ATM machine'	This matter is not within the remit of the Neighbourhood Plan or Parish Council. There is an ATM at the Shell Garage, however, the reintroduction of a local bank or further ATMs would be a commercial decision on behalf of a financial services organisation.
'We need more shops, cafés, a chippy, a Sainsbury's'	The Neighbourhood Plan includes policies to support the development of commercial activity within the Parish, however, market opportunities will determine future business investment within the Parish.
'More shops, I have to go to Alderley Edge / Knutsford.'	
'We need more shops and a post office / bank in the centre of the village. '	
'There are no cafes, no real meeting places to go and have a coffee with friends. It's a boring place to live with no real buzz. Don't make it so difficult for new businesses to set up.'	
'We need the train to stop twice an hour'	Public transport routes and frequency are not matters which can be determined through the Neighbourhood Plan as these are commercial decisions taken by individual service providers. The Neighbourhood Plan has identified that bus and train services operate hourly services to Chelford. Transport policies also support improvements which will sustain the rail and bus services to the Parish.
'More trains should stop at Chelford'	
'I would like to see train stop more frequently in Chelford, at least twice an hour. '	
'More public transport'	
'Bus services should be more frequent'	
'Public transport to go down Dixon Drive as the elderly living there are marooned.'	
'Better bus service other than every two hours would be great. Would help people to get to the shops outside office / working hours as some of us aren't in the village during the day.'	

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Issue raised	Response / Action
'We need a locally based taxi firm'	The Parish Council understands that there are existing taxi companies operating from the Parish along with other taxi companies operating from nearby towns.
'The roads and pavements need to be better maintained'	<p>The Parish Council reports highway defects to Cheshire East Council on a regular basis and monitors the progress of repairs. Siding out of Knutsford Road (from the station to the Parish Hall) is to take place in the future. Slurry sealing of the pavement along Dixon Drive is also scheduled to take place in the 2018/19 financial year.</p> <p>A volunteer group has also undertaken work to clear debris and improve the appearance of pavements within the Dixon Drive estate.</p>
'The village needs tidying up as it is a mess'	<p>The Parish Council will be considering, in the near future, possible additional actions which can be taken to enhance the appearance of the village. Floral displays, at various locations within the Parish, are provided twice per year by the Parish Council. Grass cutting is provided by Cheshire East Council on a regular basis throughout the growing season. Chelford Together provides floral displays around Chelford Community Hub. Friends of Chelford Station provide regular maintenance of the areas around the Station.</p> <p>Unfortunately, Parish appearance is dependent upon a large number of landowners (e.g. businesses and domestic property owners), therefore, a collective responsibility needs to be adopted to promoting an attractive village.</p>
'Hedges need to be better maintained'	Hedge maintenance is the responsibility of individual landowners. Where hedges pose a risk to highway safety Cheshire East Council is able to take action to ensure trimming work is undertaken.
'Dog walkers should be encouraged to pick up poo and appropriate bins installed'	The Parish Council is able to engage the services of the Cheshire East Community Wardens to address particular 'hot spots' for dog fouling, however, specific locations need to be identified. This matter can be monitored by the Parish Council and a review undertaken to determine what, if any, action is required.
'Keep the Bowling Green'	The Parish Council supported the registration of the Bowling Green as an Asset of Community Value, however, the long term future of the Bowling Green is dependent upon decisions taken by the landowner.
'The village field should not be rented out to outsiders'	The Parish Council has undertaken a review of arrangements relating to the hiring of Chelford Activity Park. At present, the number of hirings per year is relatively low and should not extensively impede enjoyment of the facility. This matter will be kept under periodic review.
'We need to ensure that Knutsford Road is not used as a race track and we have a police force who do something about it'	The Parish Council regularly raises issues relating to speeding with the local policing team. Speed checks have been undertaken along Knutsford Road and efforts are presently being made (by the Police and Parish Council) to establish a community speed watch group.
'The speed of traffic through the village should be far more strictly controlled and enforced'	
'Don't build any more houses'	The Neighbourhood Plan will need to be in general conformity with National and Local Planning Policies. In practice, this means that Cheshire East Council will allocate a target number of houses to be provided in Chelford. The Neighbourhood Plan has policies which seek to ensure that any new development is of the right type, size, tenure and design for Chelford.
'No need for further housing development'	
'No new development in Chelford'	