

# CHELFORD PARISH COUNCIL

## MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD

THURSDAY 9<sup>TH</sup> MAY, 2019 at 7:30p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

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

### 1. ELECTION OF CHAIRMAN -

- i) The retiring Chairman invited nominations for Chairman for the 2019/20 civic year. One nomination was received in respect of Councillor Wilson.

039/19 RESOLVED a) That Councillor D. Wilson be elected as Chairman to Chelford Parish Council for the 2019/20 civic year.

b) That the Chairman's Declaration of Acceptance of Office be received.

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

### 2. DECLARATIONS OF ACCEPTANCE OF OFFICE -

- i) Declarations of Acceptance of Office were made by all Members of the Chelford Parish Council.

### 3. INTRODUCTION TO THE PARISH COUNCIL -

- i) The Chairman welcomed all Members to the Parish Council and outlined the role of Councillors, the Chairman and the Clerk. Members were reminded that Parish Council activities must be carried out in accordance with relevant procedures in a constructive and respectful manner and that it was important that declarations of interest are made at the appropriate time.

### 4. APOLOGIES FOR ABSENCE - None.

### 5. CODE OF CONDUCT -

- i) **Code of Conduct** - The Clerk reported that she had been in contact with the Cheshire East Council Legal Team regarding the Code of Conduct documents which had been circulated by ChALC. It appears that these are not presently suitable for adoption by Parish Councils and that appropriate replacement documents will be supplied as soon as possible.
- ii) **Registration of Interests Forms** - The Clerk reported that the Registration of Interest forms were also expected to be provided by Cheshire East Council in the coming days.

040/19 RESOLVED a) That, upon receipt, the Clerk circulate the revised Code of Conduct to all Members.

b) That the adoption of the Code of Conduct be deferred to a future meeting.

c) That the Clerk circulate Registration of Interests forms to all Members.

(All in favour)

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

### 6. DECLARATIONS OF INTEREST -

- i) Councillor D. Kent - Item 18(i) - Fundraiser for Chelford Community Hub and Chelford Together.
- ii) Councillor N. Jehan - Item 18(i) - Chairman of Chelford Community Hub.

### 7. ELECTION OF VICE CHAIRMAN -

- i) Nominations were invited in respect of the position of Vice Chairman. One nomination was received in respect of Councillor B. Brindley.

041/19 RESOLVED a) That Councillor B. Brindley be elected as Vice Chairman to Chelford Parish Council for the 2019/20 civic year.

Proposed Councillor D. Wilson      Seconded: Councillor G. Willis      All in favour

### 8. MINUTES -

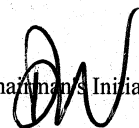
- i) The Minutes of the Parish Council Meeting held 11<sup>th</sup> April, 2019 had been previously circulated to all Members.

042/19 RESOLVED a) That the Minutes of the Parish Council Meeting held 11<sup>th</sup> April, 2019 be confirmed as a correct record and signed by the Chairman.

Proposed: Councillor D. Wilson      Seconded: Councillor G. Willis      All in favour

### 9. PUBLIC FORUM FOR QUESTIONS -

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



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## 10. REPORTS FROM EXTERNAL ORGANISATIONS -

### i) Gawsforth 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> April, 2019, there had been tools stolen from a vehicle on Dixon Drive, 999 alarms from Holmes Chapel Road and Broomfield Close, a deer on the highway and a vehicle seized for no insurance. It was also noted by Members that there had been some recent car break-ins within the Cricketers Green development. Dates for Police surgeries are available on the Parish Council website.
- b) **Chelford Ward Cluster Meeting - 16<sup>th</sup> April, 2019** - Councillor G. Willis reported that he had attended the meeting which had provided an update on the positive outcome of work to deter the use of mobile phones by tractor drivers. The Police continue to work with landowners in respect of issues relating to trespass by walkers, damage caused by walkers and livestock worrying by out of control dogs. Landowners are encouraged to report such incidents to the Police. The recent 'street a week' initiative, undertaken in Chelford, highlighted that rogue traders are the main issue for the residential area. Community Speed Watch is being encouraged by the Police, however, it was noted that volunteer recruitment is difficult in some Parishes.

- ii) **Cheshire East Ward Member Cllr. M. Asquith** - Borough Councillor M. Asquith introduced himself to the Parish Council. It was reported that the political composition of Cheshire East Council had changed following the recent election. A new Leader of the Conservative Group was to be appointed along with a new Leader of the Council.

8:15p.m. - Borough Councillor M. Asquith excused himself from the meeting and left.

## 11. APPOINTMENT OF COMMITTEES -

- i) **Neighbourhood Plan Steering Group** - Members considered the re-appointment of the Neighbourhood Plan Steering Group as an advisory committee to the Parish Council on the same terms of reference as previously adopted.

**043/19 RESOLVED a) That the Neighbourhood Plan Steering Group be re-appointed on the same terms of reference as previously adopted.**

Proposed: Councillor C. Howlett

Seconded: Councillor L. Hunt

All in favour

## 12. CALENDAR OF MEETINGS -

- i) Members considered the dates of ordinary Parish Council Meetings 2019/20 and the Annual Parish Meeting 2020.

**044/19 RESOLVED a) That ordinary Parish Council Meetings take place on the second Thursday of each month.**

**b) That the 2020 Annual Parish Meeting take place on Tuesday 19<sup>th</sup> May, 2020.**

**c) That the Clerk arrange venues for the ordinary Parish Council Meetings and the Annual Parish Meeting 2020.**

Proposed: Councillor C. Howlett

Seconded: Councillor B. Brindley

All in favour

## 13. DOCUMENT DISTRIBUTION -

- i) **Electronic Transmission of Information** - The Clerk received confirmation from all Members that Agenda, Minutes and other Papers relating to Parish Council Meetings could be distributed electronically.

- ii) **Parish Councillor Email Accounts** - Members considered the merits of official Councillor email accounts.

**045/19 RESOLVED a) That all Members consent to receive Parish Council Meeting Agenda and other documents electronically to a nominated email account.**

**b) That the Clerk arrange for official email accounts be set up for each Councillor at a cost of 83p per month for the first year and £2 per month thereafter.**

Proposed: Councillor C. Howlett

Seconded: Councillor B. Brindley

All in favour

## 14. FINANCE -

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

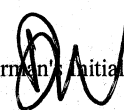
The Chairman explained the content of the Financial Statement to Members which was unanimously accepted by Members. Queries relating to asset maintenance and website fees were raised and responses provided by the Clerk.

- ii) **To authorise the following payments** - the Chairman outlined the basis of the following payments:

a) Cheque No. 001288 E. M. Maddock £813.53 Salary - May, 2019 & Expenses.

b) Cheque No. 001289 H.M. Revenue & Customs £11.05 National Insurance Contributions.

c) Cheque No. 001290 Greenfingers Landscape Ltd. £205.99 Chelford Activity Park Maintenance - April 2019.



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- d) Cheque No. 001291 Cheshire Association of Local Councils £376.20 Affiliation Fee 2019/20.
- e) Cheque No. 001292 Cheshire Community Action £50.00 Membership Fee 2019/20.
- f) Cheque No. 001293 CPRE £36.00 Membership Fee 2019/20.
- g) Cheque No. 001294 Play Safety Limited £164.40 RoSPA Inspection Fee.
- h) Cheque No. 001295 JDH Business Services Ltd. £183.60 Internal Audit Fee 2018/19.

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

- a) NatWest Bank plc. - Business Reserve Account £3.35\* Gross Interest - January, 2019.
- b) NatWest Bank plc. - Business Reserve Account £3.02\* Gross Interest - February, 2019.
- c) NatWest Bank plc. - Business Reserve Account £3.17\* Gross Interest - March, 2019.
- d) Cheshire East Borough Council £15,842.00 Precept 2019/20 (50%).

\*Received 2018/19, shown in balance brought forward 01/04/19.

- 046/19 RESOLVED**
- a) That the Statement of Account, as at 9<sup>th</sup> May, 2019 be received and the Clerk's observations duly noted.
  - b) That the Clerk circulate a summary of assets held by the Parish Council to Members.
  - c) That the schedule of 8 payments be approved and duly authorised.
  - d) That the report on receipts since the last meeting be received and duly noted.

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

iv) **Grant from Cheshire East Council** - The Clerk reported that a grant, in the sum of £125, had been awarded by Cheshire East Council to the Parish Council towards projects relating to community clean-ups.

**DECISION** a) That the use of the grant funds be determined at the next meeting.

v) **Internal Audit Report 2018/19** - Members considered the Internal Audit Report (Page 4 of the Annual Governance and Accountability Return 2018/19). The report did not identify any items of non-compliance with the internal control objectives. The Internal Auditor's Action Plan stated, "No issues arising - the council's system of internal controls has been operated effectively throughout the financial year".

- 047/19 RESOLVED**
- a) To receive and note the internal audit report 2018/19 contained in the Annual Governance and Accountability Return.
  - b) To receive and note the comment within the Internal Auditor's Action Plan.

Proposed: Councillor N. Jehan Seconded: Councillor C. Howlett All in favour

vi) **Final Accounts and Audit Arrangements 2018/19** -

- a) To consider and approve the signing of the Annual Governance Statement 2018/19 (Section 1 of the Annual Governance and Accountability Return) for submission to the External Auditors - Members considered the Annual Governance Statement 2018/19 and unanimously agreed that 'yes' be recorded by items 1-8 and 'n/a' be recorded in respect of item 9 (Trust Funds).

- 048/19 RESOLVED**
- a) That the Annual Governance Statement (Section 1 of the Annual Return) record a 'yes' in respect of items 1 - 8 and a 'n/a' in respect of item 9.
  - b) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return 2018/19.

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

- b) To approve and adopt the 2018/19 Final Accounts and Supporting Notes - The Chairman presented the Final Accounts 2018/19 and Supporting Notes to the Council.

- 049/19 RESOLVED**
- a) The Final Accounts and Supporting Notes for the financial year ended 31<sup>st</sup> March, 2019 be duly approved and adopted. (Appendix B)

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

- c) To approve the signing of the Accounting Statements 2018/19 (Section 2 of the Annual Governance and Accountability Return) for submission to the External Auditors - The Chairman presented the Accounting Statements 2018/19 to the Council noting that these figures represented those outlined in the Final Accounts.

- 050/19 RESOLVED**
- a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 2 of the Annual Governance and Accountability Return 2018/19.

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



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## vii) Banking Arrangements -

- a) **Bank Authorised Signatories** - Members reviewed the existing arrangements for bank signatories.

**051/19 RESOLVED** a) That Mr. A. Boon be removed as an authorised bank signatory and that Councillor D. Kent be added to the list of authorised bank signatories.

Proposed Councillor N. Jehan

Seconded: Councillor D. Wilson

All in favour

- b) **Transfer of funds from current account to interest bearing reserve account** - The Clerk suggested that there may be an opportunity to temporarily transfer some funds to the interest bearing account.

**052/19 RESOLVED** a) That £25,000 be transferred from the current account to the interest bearing account.

Proposed Councillor B. Brindley

Seconded: Councillor L. Hunt

All in favour

## viii) VAT Reclaim -

- a) Members noted the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £1,022.16.

**DECISION** a) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £1,022.16.

## 15. CORRESPONDENCE -

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

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

## 16. PLANNING & LICENSING APPLICATIONS -

- i) **Applications for consideration -**

- a) 19/1849M - Variation of condition 2 on approved application 17/4040M - Erection of single dwelling - 1 Knutsford Road Cottages, Knutsford Road, Chelford. SK11 9AS

**DECISION** a) That no comments be submitted in respect of planning application 19/1849M.

- b) 19/1777M - Change of use of first floor from single residential unit (Use Class C3) to solicitor's office (Use Class B1) - First Floor, Chelford Greengrocers, Knutsford Road, Chelford. SK11 9AS

**DECISION** a) That the following comments be submitted in respect of planning application 19/1777M:

1. The arrangements for parking are wholly inadequate. There is no specifically designed parking forecourt at the front of the premises, which would accommodate vehicles as suggested. Any vehicles which attempted to park on the front would cause hazards for pedestrians and would obscure the view of drivers emerging from the road which services the commercial outlets at the rear. There is no drop down kerb for the purposes of vehicles and cars attempting to access the busy main road from the wide pavement which would present hazards to oncoming traffic.

2. A previously used retail outlet is located immediately below the current residential accommodation. Any cars parking on the wide pavement would therefore present hazards to people using these premises in the future.

3. The submitted plans do not show sufficient detail and no information is provided to how sleeping arrangements are to be accommodated.

4. No information is provided to show how the proposed changes meet with fire safety regulations

5. Policy LE1 in the emerging Chelford Neighbourhood Plan specifically mentions support for the conversion of existing non residential buildings. There is nothing in the policy which implies that there is support for change from residential to commercial use. Whilst the policy does state its support for new business opportunities, this does not imply that support will be given for new businesses at the expense residential use.

6. The above policy does refer to the creation of new employment opportunities, but in the policy justification, it is stated that these should be local in nature. However, no information is provided on how the business proposes to benefit the local community and provide local job opportunities. According to the application it would seem that some staff would be using the premises in preference to hotel or B&B accommodation and therefore not permanently based there.

Based on the above comments the Parish Council is currently unable to support the application.

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- c) 19/2000M - Single storey extension, loft conversion, external and internal renovations - Willow Glade, Peover Lane, Chelford. SK11 9AJ

**DECISION a) That the following comments be submitted in respect of planning application 19/2000M:**

**1. In the Application Form, under the section 'Materials', no mention is made of the extensive use of glass which is not considered to be complementary to the existing dwelling.**

**2. The quantity of wood cladding, in our view, is excessive and detracts from the visual appearance of the property.**

- d) No further planning applications had been received.

## 17. HIGHWAY MAINTENANCE & ENHANCEMENTS -

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

- a) Remedial work to zebra crossing on Knutsford Road. (Lighting upgrades and anti-skid surface now installed.)
- b) Damaged sign - Alderley Road. (Awaiting delivery of new sign.)
- c) Broken Windows (2) in Bus Passenger Shelter - Chelford Road. (Awaiting update.)
- d) Overgrown hedge - Knutsford Road (near railway bridge). (Inspection programmed for March/April 2019.)
- e) Verge repairs following water main replacement work along Dixon Drive. (Work due March/April 2019.)
- f) Overgrown hedge - Knutsford Road (from junction with Dixon Drive to junction with Mere Court). (Awaiting update.)
- g) Provision of dropped kerbs within Dixon Drive estate and surrounding area. (Considered by Knutsford Area Highways Group - No funding allocated for scheme, Borough Councillor G. Walton recommended scheme to be put on hold for consideration at meeting in September 2019.)
- h) Overgrown hedge - Knutsford Road (from Chelford Activity Park towards roundabout). (Notice being issued to landowner by Cheshire East Highways.)
- i) Unsecured bollard at no through islands on Dixon Drive. (Awaiting update.)
- j) Footway from Woodland Close to Dixon Drive - Weeds protruding slurry seal. (Remedial work undertaken - areas not treated re-reported.)
- k) Sign condition - Hitch Lowes. (Awaiting update.)
- l) Sign condition - Carter Lane - one sign missing, one sign difficult to read. (Awaiting update.)
- m) Sign missing - Woodlands End. (Awaiting update.)
- n) Footway vegetation either side of bus passenger shelter - Knutsford Road (near junction with Dixon Drive). (Awaiting update.)
- o) Litter bin condition - Knutsford Road (near to bus passenger shelter near Shell Garage). (Litter bin to be replaced by Cheshire East Council.)
- p) Leaning bridleway signpost at end of Carter Lane. (Re-planting work scheduled.)

**DECISION a) That the Clerk continue to request updates on the above outstanding items from Cheshire East Council.**

**b) That Borough Councillor M. Asquith be asked to support the request for an increased number of dropped kerbs within the Parish to assist with accessibility for residents.**

ii) To receive highway matters for attention from Members -

- a) Overgrown hedge - Knutsford Road (near to Telephone Exchange).

**DECISION a) That the Clerk report the above issue to Cheshire East Council.**

## 18. COMMUNITY -

- i) Updates relating to the process for allocating Section 106 'community facilities' funds associated with the Cricketers Green Development - No updates were available.
- ii) **Community Speed Watch** - Councillor B. Brindley reported that five sessions had been undertaken so far with the highest recorded speed being 49mph. During the course of the sessions it appears that the presence of the volunteers has had a positive impact upon the speed of traffic. Further activities are planned for the future.
- iii) **Parish Council Newsletter** - A draft newsletter was considered by Members. Suggestions were put forward for future newsletter items.

**053/19 RESOLVED a) That the Clerk arrange for the newsletters to be printed as previously arranged.**

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- b) That Members deliver the newsletters to properties within the Parish during the weekend of 18<sup>th</sup>-19<sup>th</sup> May, 2019.

Proposed Councillor D. Wilson

Seconded: Councillor B. Brindley

All in favour

## iv) Parish Appearance Improvement Project -

- a) **Replacement Planters** - Members considered quotations for the removal of existing planters and the installation of replacement planters. The Clerk reported that the street furniture licence issue had not yet been resolved with Cheshire East Council, therefore, until such time as the appropriate licence was in place the work could not proceed.

- 054/19 **RESOLVED** a) That the quotation for the removal of the existing planters be accepted.  
b) That the quotation for the installation of replacement planters, with 'Chelford' inscriptions to each side, be accepted.  
c) That the Clerk continue to pursue the street furniture licence with Cheshire East Council.  
d) That the Clerk be authorised to arrange for work to commence as soon as the street furniture licence is received.

Proposed: Councillor B. Brindley

Seconded: Councillor L. Hunt

All in favour

- b) **Refurbishment of Benches at Mere Court Park** - The Clerk reported that she had endeavoured to seek quotations for the work, however, only one response had been received. Members considered the quotation.

- 055/19 **RESOLVED** a) That the quotation for the refurbishment of the benches at Mere Court Park be accepted.  
b) That the Clerk make arrangements for the work to proceed.

Proposed: Councillor D. Kent

Seconded: Councillor B. Brindley

All in favour

- c) **Village Gateways** - The Clerk reported that a response was still awaited from Cheshire East Council.

9:44p.m. - One member of the public excused themselves from the meeting and left.

## 19. ASSETS -

### i) Chelford Activity Park - Maintenance & Management -

- a) **Routine Inspections of Chelford Activity Park** - No issues had been brought to the attention of the Clerk.  
b) **Replacement Table Tennis Equipment** - The Clerk reported that several estimates had been obtained for table tennis equipment, however, it was suggested that plastic paddles, which may have a longer outdoor longevity, be used in future. Members suggested that if the outdoor table tennis table was popular it may be possible to establish a local table tennis club.

- 056/19 **RESOLVED** a) That the estimate, in the sum of £20.81, be approved for eight table tennis paddles.  
b) That the Clerk enquire whether there is any s.106 funding for indoor sports remaining which could be used to explore and support the suggestion to set up a local table tennis club.

Proposed: Councillor N. Jehan

Seconded: Councillor B. Brindley

All in favour

- c) **Weekly inspections of Chelford Activity Park** - It was reported that it was necessary to undertake weekly inspections of Chelford Activity Park.

- 057/19 **RESOLVED** a) That Councillor B. Brindley be nominated to undertake weekly inspections at Chelford Activity Park.

Proposed: Councillor D. Wilson

Seconded: Councillor L. Hunt

All in favour

- d) **Annual RoSPA inspection report** - The Clerk reported that the Annual RoSPA inspection report had been received. Information had also been received from Cheshire East Council that a second inspection had been undertaken. Unfortunately, the two reports have identified differing defects, therefore, advice was being sought regarding how to proceed.

- 058/19 **RESOLVED** a) That consideration of the report be deferred to the next meeting.

Proposed: Councillor D. Wilson

Seconded: Councillor B. Brindley

All in favour

- ii) **Chelford Activity Park - Update on Facility Bookings** - The Clerk reported that no new booking requests had been received.

## 20. NEIGHBOURHOOD PLAN -

- i) **Independent Examination** - Councillor D. Wilson reported that the Independent Examiner had now produced the 'fact check' version of the Examination Report. The report suggests a small number of minor changes. It is expected that further advice on how to proceed will be provided by Cheshire East Council.





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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Red Telephone Kiosk - Future Uses.
- iv) Chelford Parish Hall (Pt. 2 item).
- v) Parish Council Profile.

## 22. DATE OF NEXT MEETINGS -

- i) Annual Parish Meeting - Tuesday 21<sup>st</sup> May, 2019 at 7:30p.m. at Chelford Parish Hall.
- ii) Thursday 13<sup>th</sup> June, 2019 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.

**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 23.

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

None.

The Meeting was declared closed by the Chairman at 10:00p.m.

Signed: 

Approval Date - 13<sup>th</sup> May, 2019

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## APPENDIX A

Financial Statement for 2019/20 as at 9th May 2019					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to Apr. 2019 £.	Agenda May 2019 £.	Budget Balance £.
<b>Receipts</b>					
24,549.00	Precept	31,684.00	0.00	15,842.00	15,842.00
0.00	Balances	5,118.00	0.00		0.00
24.39	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
6,079.00	Grants, Donations & Refunds	0.00	0.00		0.00
0.00	Contra Income	0.00	0.00		0.00
874.80	V.A.T. Refund		0.00		126.43
<b>31,527.19</b>	<b>Total Receipts</b>	<b>36,802.00</b>	<b>0.00</b>	<b>15,842.00</b>	<b>15,968.43</b>
<b>Payments</b>					
8,393.14	Salary (Clerk)	8,940.00	726.14	726.14	7,487.72
31.60	National Insurance (Employer)	0.00	3.24	3.24	-6.48
593.87	Allowances (Clerk)	675.00	16.33	73.19	585.48
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	0.00	153.00	222.00
818.36	Insurance	1,000.00	0.00		1,000.00
114.62	Sect. 137 Donations	400.00	0.00		400.00
1,001.86	Grants	2,812.00	0.00		2,812.00
65.00	Parish Council Newsletter	360.00	0.00		360.00
0.00	Christmas Trees & Lighting	0.00	0.00		0.00
51.11	Street Lighting (Electric & Repairs)	255.00	15.40		239.60
430.56	Website	60.00	0.00		60.00
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	0.00	462.20	107.80
297.50	Room Hire	370.00	0.00		370.00
35.00	Training	360.00	0.00		360.00
2,371.29	Chelford Activity Park - Maintenance	5,525.00	166.67	308.66	5,049.67
570.00	Chelford Village - Maintenance	3,100.00	0.00		3,100.00
118.00	Asset Maintenance	1,900.00	0.00		1,900.00
475.28	Asset Purchase	8,000.00	0.00		8,000.00
0.00	Contingency	750.00	0.00		750.00
6045.57	Neighbourhood Plan	500.00	0.00	22.01	477.99
1,022.16	V.A.T.		34.10	92.33	
<b>23,409.98</b>	<b>Total Payments</b>	<b>36,802.00</b>	<b>961.88</b>	<b>1,840.77</b>	<b>34,125.78</b>

Cash/Bank Reconciliation	01/04/19	11/04/19	09/05/19	31/03/20
Balance B/Fwd.	45,690.35	45,690.35	44,728.47	58,729.70
Add Total Receipts	36,802.00	0.00	15,842.00	15,968.43
Less Total Payments	-36,802.00	-961.88	-1,840.77	-34,125.78
<b>Balance C/Fwd.</b>	<b>45,690.35</b>	<b>44,728.47</b>	<b>58,729.70</b>	<b>40,572.35</b>
<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/19</b>	<b>11/04/19</b>	<b>09/05/19</b>	<b>31/03/20</b>
General Funds	18,526.76	17,564.88	31,588.12	13,430.77
Earmarked Reserves	27,163.59	27,163.59	27,141.58	27,141.58
	<b>45,690.35</b>	<b>44,728.47</b>	<b>58,729.70</b>	<b>40,572.35</b>



# CHELFORD PARISH COUNCIL

## CASH/BANK RECONCILIATION AS AT - 9<sup>th</sup> May 2019

### CASH

Balance Brought Forward 01/04/19	
Current Account	24,969.15
Business Reserve Account	20,721.20
Plus Receipts	15,842.00
	<u>61,532.35</u>
Less Payments	2,802.65
Balance Carried Forward 09/05/19	<u><u>58,729.70</u></u>

### BANK (Natwest)

<b>Business Reserve Account -</b>	20,721.20	05/04/19
Add income/transfer received since above statement		
	<u>0.00</u>	
	0.00	
Less unpresented cheques		
	<u>0.00</u>	
	20,721.20	09/05/19
<b>Current Account -</b>	25,033.77	05/04/19
Add income received since above Statement		
	<u>15,842.00</u>	
	15,842.00	
Less unpresented cheques/ Transfer		
Approved 2018/19	-64.62	
Approved 2019/20	-961.88	
For approval	<u>-1,840.77</u>	
	-2,867.27	
	38,008.50	09/05/19
<b>Total Bank Balances 09/05/19</b>	<u><u>58,729.70</u></u>	

# CHELFORD PARISH COUNCIL

## APPENDIX B

### CHELFORD PARISH COUNCIL

#### Summary Receipts & Payments Account for the year ended 31st March, 2019

2017/18		2018/19
£.	<u>Receipts</u>	£.
22,485.00	Precept	24,549.00
5.05	Investment Interest	24.39
0.00	Sale of assets	0.00
7,542.99	Grants, Donations & Refunds	6,079.00
652.26	V.A.T. Refund	874.80
<u>30,685.30</u>	Total Receipts	<u>31,527.19</u>
	<u>Payments</u>	
7,708.58	Salary (Clerk)	8,393.14
161.48	National Insurance (Employer)	31.60
580.73	Allowances (Clerk)	593.87
0.00	Member Allowances	0.00
31.36	Administration	93.34
248.00	Audit Fees (internal & external)	350.00
788.81	Insurance	818.36
592.36	Donations - Sect. 137	114.62
150.00	Grants	1,001.86
50.00	Parish Council Newsletter	65.00
0.00	Christmas Trees & Lighting	0.00
80.78	Street Lighting (Electric & Repairs)	51.11
1,012.54	Website	430.56
570.00	Village Planters	570.00
0.00	Professional Services	0.00
0.00	Advertising	26.76
494.85	Subscriptions / Affiliation Fees	504.96
185.00	Room Hire	297.50
60.00	Training	35.00
2,476.87	Chelford Activity Park - Maintenance	2,371.29
0.00	Asset Maintenance	118.00
332.50	Asset Purchase	475.28
0.00	Contingency	0.00
7,825.00	Neighbourhood Plan	6,045.57
874.80	V.A.T.	1,022.16
<u>24,223.66</u>	Total Payments	<u>23,409.98</u>
31,111.50	Balance B/Fwd. 01/04/18	37,573.14
30,685.30	Add Total Receipts	31,527.19
-24,223.66	Less Total Payments	-23,409.98
<u>37,573.14</u>	Balance C/Fwd. 31/03/19	<u>45,690.35</u>
	<u>Analysis of Cumulative Funds</u>	
19,696.81	NatWest Business Reserve Account	20,721.20
17,876.33	NatWest Bank Current Account	24,969.15
<u>37,573.14</u>	Total	<u>45,690.35</u>
	<u>Above Funds held for the following purposes:-</u>	
8,795.55	General Funds	18,526.76
28,777.59	Earmarked Reserves	27,163.59
0.00	Capital Reserves	0.00
<u>37,573.14</u>		<u>45,690.35</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2019 and reflects its receipts and payments during the year.

# CHELFORD PARISH COUNCIL

## CHELFORD PARISH COUNCIL SUPPORTING NOTES 2018/19

### Assets

During the year the following assets were purchased at the cost shown:-

Litter Bin	£350.48
Speed Radar Gun	£114.98
High Viz Jackets (5)	£7.83
Hand held tally counter	£1.99

During the year the following assets were disposed of for the amount shown:-

Litter Bin	£350.48
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At the 31st March, 2019 the following assets were held:-

Full list of assets & values, following comprehensive review  
& identification, in Assets Register

Total value: £82,696.09

### Leases

At the year end the following leases were in operation:- None

### Borrowings

As at close of business on 31st March, 2019 the following loans to the Council were outstanding:- None

### Debts

At the year end the following debts were outstanding and due to the Council.

VAT reclaim	£1,022.16
Employee Income Tax Refund	£489.00
	<u>£1,511.16</u>

### Capital Reserves

None

### Farmarked Reserves

Mere Court Improvements	£501.52
Community Project Fund	£18,132.57
Asset Refurbishment Fund	£4,000.00
Democratic Services Fund	£1,000.00
Transparency Code Grant	£117.50
Neighbourhood Plan (PC funds)	£1,454.79
Neighbourhood Plan (Grant funds)	£957.21
MUGA Maintenance (Parish Plan Grant)	£1,000.00
	<u>£27,163.59</u>

### Tenancies

During the year the following tenancies were held:- None

### Section 137 Payments

The limit for spending under Sect. 137 of the Local Government Act 1972 for the Council in the year of account was £8,300.16 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
RBL Poppy Appeal	Donation	£50.00
Friends of Chelford Station	Donation	£64.62
		<u>£114.62</u>

### Agency Work

During the year the Council undertook the following agency work on behalf of other local authorities:- None

### Advertising and Publicity

The following costs for advertising and publicity were incurred during the year:- None

### Contingent Liabilities

None

### Pensions

For the year of account the Council made no contribution to staff pensions.

# CHELFORD PARISH COUNCIL

## APPENDIX C

### CORRESPONDENCE

<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 11, 18, 25 April 2019.
09/04/19	ChALC Employment / Recruitment Manual.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 11, 18, 25 April 2019.
18/04/19	Mayor's fundraising event - The Clink Restaurant at HMP Styal - 18 <sup>th</sup> May 2019.
26/04/19	Mental Health Awareness Week (13-19 May, 2019).
	<b>Rural Services Network -</b>
-	Rural Bulletin - 9, 16, 24 April 2019.
	<b>Other Correspondence -</b>
-	Public Sector Executive - 8, 12, 15, 26, 29 April 2019.
-	HMRC - 08/04/19 - Starting the new tax year; 11/04/19 - Employer Bulletin 77; 12/04/19 - Mobiles and automobiles; 15/04/19 - Payroll tasks, reports and payments; 23/04/19 - Are you prepared for 2019/20?; 25/04/19 - Problems with forms P11D and P60?; 29/04/19 - Getting payroll right.
-	CPRE - 13/04/19 - Celebrating 70 years of our National Parks; 18/04/19 - CPRE Cheshire's manifesto for the countryside; 27/04/19 - Branch AGM and Sandstone Ridge Talk.
-	Community & Voluntary Services - 12/04/19 - e-Bulletin; 26/04/19 - e-Bulletin.
	Town & Parish Council Websites - Newsletter - April, 2019.
30/03/19	Terrain Safety - New Health & Safety Resource.
09/04/19	Came & Company - Notification of completion of acquisition of Stackhouse Poland by Gallagher.
09/04/19	Terrain Safety - Health & Safety Updates.
25/04/19	Goostrey & Holmes Chapel Art Club - Art Exhibition - Sunday 19 <sup>th</sup> May, 2019.
	<b>Advertisements -</b>
-	09/04/19 - Mallatite Ltd. - Traffic Bollards; 11/04/19 - Calor Rural Community Fund - Only three weeks to go for applications; 11/04/19 - Sutcliffe Play - Play equipment for Easter; 11/04/19 - Schoolscapes - Transform Your Park into a Hive of Activity this Summer; 12/04/19 - Notice Board Company - Tempest Notice Boards; 11/04/19 - Stormsaver - Rain Water Harvesting Systems; 12/04/19 - Mallatite Ltd. - Revised design of Jerol Posts; 15/04/19 - Eibe Play - What makes the ideal children's playground?; 16/04/19 - Kompan - New range of play structures for 1-12 year olds; 16/04/19 - Primary Care Supplies - Defibrillators; 17/04/19 - Nemesis Fireworks - Professional display providers; 17/04/19 - Plantscape - Spend the last of your budget; 24/04/19 - Proludic - Dynamic Playground Structures; 25/04/19 - Mallatite Ltd. - Electric vehicle charging points; 26/04/19 - Marmax - Junior picnic bench offer.

