

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 13TH JULY, 2017 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), A. Boon, K. Chaudhuri, B. Brindley, J. Leach.
Members of Public (21).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

The Chairman welcomed residents to the meeting and brought Item 4 forward to the beginning of the meeting.
19:48 - 19 members of the public left the meeting.

1. **APOLOGIES FOR ABSENCE** - None.

2. **DECLARATIONS OF INTEREST** - None.

3. **MINUTES** -

i) The Minutes of the Annual Parish Council Meeting held 11th May, 2017 had been previously circulated to all Members.

43/17 **Resolved a) That the Minutes of the Annual Parish Council Meeting held 11th May, 2017 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor J. Leach

Seconded Councillor K. Chaudhuri

All in favour

ii) The Minutes of the Extraordinary Parish Council Meeting held 28th June, 2017 had been previously circulated to all Members.

44/17 **Resolved a) That the Minutes of the Extraordinary Parish Council Meeting held 28th June, 2017 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor K. Chaudhuri

Seconded Councillor B. Brindley

All in favour

iii) The Minutes of the Annual Parish Meeting held 16th May, 2017 had been previously circulated to all Members.

45/17 **Resolved a) That the Minutes of the Annual Parish Meeting held 16th May, 2017 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor K. Chaudhuri

Seconded Councillor J. Leach

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

Mr. Wood (resident of Pott Shrigley) addressed the meeting in respect of his proposal to develop a new livestock market and additional community facilities at Marthall. Mr. Wood asked whether an expression of support for the project which aims to provide a replacement facility following the closure of Chelford Market could be provided by the Parish Council. Members advised that the Parish Council was not in a position to provide comment at this stage.

Several residents expressed concern that little detail was available regarding the proposals, therefore, requesting support from residents for the project was premature. It was also noted that the site was located within the Green Belt, therefore, may not be considered appropriate by many residents.

A resident reported that he understood efforts were being made to develop a shoot within the local area.

A resident asked the Parish Council to consider providing defibrillator equipment within the community. The resident was aware of several local Parish Councils that had provided equipment, however, it was noted that consideration would need to be given to determine an appropriate location for installation.

A resident reported that a suggestion had been made to the local doctors surgery for consideration to be given to the sharing of medical equipment amongst a number of surgeries in order to increase access to a variety of medical technologies within the community.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

i) **Knutsford Rural Policing Team** - No representatives from the Policing Team were present at the meeting to report.

ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that the local defibrillator initiative started in Knutsford and he had been invited to unveil the first equipment installed. The Cheshire East Local Plan was due to be presented for approval by Cheshire East Council later in July, 2017. The adopted document will allow greater defence of the housing land supply position during planning appeals. This is the final stage of a long process which Borough Councillor G. Walton has been actively involved with as Chairman of the task force set up to expedite delivery of the document.

CHELFORD PARISH COUNCIL

8. CORRESPONDENCE -

- i) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate in relation thereto:
- a) **Cheshire East Council - Notification that the outcome of the review of registration of Chelford Bowling Green as an asset of community value** - Members noted that the asset will remain on the register.
 - b) **Cheshire East Council - Supported Bus Service Review Consultation** - Members noted that, at present, the bus service to Chelford was to remain, therefore, no comments were considered necessary at this time.
 - c) **Mr. S. Stafford (Barratt Developments plc.)** - Notification of progress with acquiring development sites at Chelford Market and Yew Tree Farm. Members noted the information.
 - d) **Mrs. B. Okill** - The Clerk reported that this item of correspondence covered a number of issues and that a response had been obtained from the relevant authority in respect of many of the points raised.
 1. **'Removal of yellow lines from the village around the old market site'** - Response from Cheshire East Council Highways: "This would need to be requested via your local Councillor. It would then be raised within the Area Highway Group process." The Parish Council and Borough Councillor G. Walton discussed this issue and concluded that it may be beneficial for the yellow lines to remain at present in order to deter construction traffic from parking within the estate during development of the Market site. This position can be reviewed in due course.
 2. **Pavement re-surfacing at Dixon Drive near to Market site** - Response from Cheshire East Council Highways: "At present, there are no plans for further footpath work on Dixon Drive. The area will continually be monitored under our safety inspections."
 3. **Dogs at Mere Court** - Response from Cheshire East Council: "Cheshire East Council sadly have no legal powers to prevent dog walkers using the children's play area at Mere Court; we could, however, request the erection of new signage requesting that dogs be kept on a leash to deter use of such areas by dog walkers (if no such signage is already in place). The resident in question could also speak to our Anti Social Behaviour team on 0300 123 5030 about verbal abuse they received." Councillor D. Wilson suggested issuing a polite reminder to residents, via the Chelford Village website, to avoid using the play areas within the parish for dog walking.
 4. **Speeding on Knutsford Road** - Cheshire Police advise that speed monitoring along Knutsford Road has not taken place recently as there have not been any direct complaints. It is possible for a speeding complaint form to be submitted, however, the Parish Council must submit the details of the resident who made the complaint.
 5. **Overhanging Hedges - Knutsford Road** - Cheshire East Council Highways response: "I will inspect this location and if required a notice will be sent to the appropriate landowner."
 6. **Chelford Rose Day** - The Clerk reported that there is no information within the records held by the Parish Council relating to past Rose Day events. Members were also unable to offer any information. It was suggested that, should the resident wish to pursue this matter, the Parish Council may be able to offer support where appropriate.

Decision a) That the Clerk forward the above responses to Mrs. Okill.

ii) To receive and note other correspondence received since the date of the last ordinary meeting:
(Appendix B)

Decision a) That other items of correspondence be received and noted.

9. PLANNING & LICENSING MATTERS -

i) Applications for consideration - None.

ii) Planning Appeal -

- a) **16/1353M** - Delivery of water-sports and outdoor activity centre on the North and South Lakes of the former Mere Farm Quarry, including new vehicular access, car parking and multi-use building - Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley. Representations, prepared by Councillor D. Wilson, had been circulated to all Members prior to submission.

Decision a) To ratify the content of the representations submitted to the Planning Inspector in respect of the above appeal. (Appendix C)

iii) Development at former Eddie Stobart Ltd. site -

- a) To receive a report from a meeting with Cheshire East Council regarding the use of s106 contributions - Councillor B. Brindley reported that he and Councillor D. Wilson had met with representatives of Cheshire East Council to discuss the use of s.106 funds. Consideration is

CHELFORD PARISH COUNCIL

currently being given to improvements at Mere Court, however, further funds are available for other projects within the community. Councillor D. Wilson reported that the school will be consulted regarding proposed work at Mere Court and, once a draft project has been developed, the views of the Parish Council will be sought.

- b) **Update relating to development at the site and associated works** - Councillor D. Wilson reported that progress continues at the site which will deliver a mixture of dwelling size, type and tenure. It is anticipated that a sales office will be on site from November, 2017, however, there have already been a considerable number of expressions of interest submitted by potential occupiers.

The Clerk reported that the final design of the zebra crossing had been received with a request for any final comments. Members noted that the scheme had been previously discussed and approved as there were no suitable alternative locations for the crossing.

Decision a) That the Clerk advise Cheshire East Council that the Parish Council has no further comments to make given that there are no suitable alternative locations available.

- iv) **Chelford Market Site - Former Coal House** - Councillor D. Wilson reported that he had made enquiries regarding the future of the former coal house. It was understood that this building was included within the site that was currently being sold, however, the agents were willing to advise the purchaser that there was a wish for the building to be retained for community use.

10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

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

Issue:	Latest Update:
a) Broken verge retaining flags along Holmes Chapel Road near to St. John's Church.	13/07/17 - At present, they do not present a safety concern and will continually be monitored under our safety inspections. If deemed to be a concern to highway users, repairs will be carried out to ensure the safety of highway users.
b) Damaged 'Chelford Market' sign outside Dixon Court	13/07/17 - Chelford market sign to be removed as part of a sign maintenance programme to go ahead within the next month.
c) Dislodged 'Chelford' sign, Holmes Chapel Road.	13/07/17 - Chelford parish sign to be repaired as part of a sign maintenance programme to go ahead within the next month.
d) Overhanging hedge along Knutsford Road near to station bridge.	17/05/17 - There is no programme of work at this location at present and the area will be re-inspected in the summer. They have visited today and have not identified any current risk or danger.
e) Pothole near to St. John's Church, Holmes Chapel Road.	29/05/17 - Work complete.
f) Pothole near to Post Office, Holmes Chapel Road.	29/05/17 - Work complete.
g) Footway edging along Alderley Road.	13/07/17 - There are limited resources for edging off footpaths. It may be possible to put forward a case to have the worst of the area edged off.
h) Branch overhanging and debris on footway along Knutsford Road, near to telephone exchange, Knutsford Road.	13/07/17 - Site to be assessed and action taken as appropriate.
i) Suspicious material being poured down drains on Dixon Drive.	13/07/17 - The area will be inspected to ensure the gullies are in working order. It may be difficult to follow the matter up without evidence of the incident.

ii) To receive highway matters for attention from Members -

- a) Pothole near to railway bridge on Alderley Road. (DW)

11. COMMUNITY -

- i) **Chelford Primary School** - Members noted that Councillor D. Wilson had issued a letter of congratulations to the Headteacher in respect of good results from recent inspections.

9:05p.m. - Borough Councillor G. Walton excused himself from the meeting and left.

- ii) **Defibrillator Provision** - Members discussed the possibility of providing defibrillator equipment within the Parish and, whilst in principal supportive of the idea, it was considered that further

CHELFORD PARISH COUNCIL

information would be required prior to making a decision whether or not to proceed.

- Decision**
- a) That the Clerk secure information relating to the possible provision of defibrillator equipment for consideration at a future meeting.
 - b) That residents be invited, via an article on the Chelford Village website, to submit suggested locations for the equipment to the Clerk.

9:18p.m. - One resident excused himself from the meeting and left.

12. ASSETS -

i) Chelford Activity Park - Maintenance & Management -

- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that he had inspected the Chelford Activity Park on a weekly basis. It was noted that table tennis bats and balls continue to disappear or be damaged and replacements had been provided.
- b) **Maintenance Work** - The Clerk reported that quotations had been received from four contractors to undertake the tasks within the maintenance project (clean and paint two benches, fit domed nuts to the bolts on the MUGA basketball hoops, clean the safety surfaces under the swings and slide in the play area, re-paint the swing frame in the play area and to clean the swing seats). Members considered the content of the quotations.

50/17 Resolved a) That the Clerk arrange for the maintenance tasks to be completed by Northwich Town Council at a cost of £565.50 (ex. VAT).

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

ii) Chelford Activity Park - Usage & Hiring -

- a) **Update on Facility Bookings** - The Clerk reported that one booking had been received and later withdrawn. A presently unauthorised use of the Activity Park was being followed up to secure details of the activity. A further alleged proposed use for car parking had been refused on the grounds that no booking request or risk assessment had been submitted.
- b) **Standard Information Hire Form** - The Clerk presented a draft form for use by individuals/organisations wishing to hire Chelford Activity Park facilities. It was suggested that the Clerk meet with a representative of Chelford Parish Hall to discuss future hire arrangements.

Decision a) That the Standard Information Hire Form be approved. (Appendix D)

- b) That the Clerk & Responsible Financial Officer be authorised to meet with a representative of Chelford Parish Hall to discuss future hire arrangements.

iii) **Grass Splay, Knutsford Road (near to Chelford Parish Hall)** - The Clerk reported that the damage to the grassed surface caused by vehicles was currently being investigated by the electricity contractor. No further information had been made available. Members noted that the area had now grassed over again and that no further action was now required.

iv) Red Telephone Kiosks -

- a) **Purchase of Kiosks** - The Clerk reported that the purchase of the kiosks was now complete. Notices informing the public of the change of ownership had been displayed as required.
- b) **Future Use of Telephone Kiosks** - The Clerk reported that consideration should be given to future maintenance and insuring the kiosks against damage/loss. Consideration of the future use of the kiosks was deferred to a future meeting.

51/17 Resolved a) That authorisation be given for the Clerk to arrange for the telephone kiosks to be insured against loss and damage.

b) That the Clerk arrange for quotes to be secured regarding the restoration of the telephone kiosks.

c) That the future use of the kiosks be considered at a future meeting.

Proposed Councillor D. Wilson

Seconded Councillor B. Brindley

All in favour

13. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Plan Terms of Reference** - Councillor D. Wilson reported that the Terms of Reference had been reviewed by the Neighbourhood Plan Steering Group. Members considered the content of the Terms of Reference and noted that the financial management of the group would remain with the Parish Council.

52/17 Resolved a) That the Terms of Reference of the Neighbourhood Plan Steering Group be approved.

(Appendix E)

Proposed Councillor B. Brindley

Seconded Councillor K. Chaudhuri

All in favour

- ii) **Neighbourhood Plan Grant Application** - The Chairman reported that an application in the sum of £3,741.00 had been submitted to 'Locality' to support the initial stages of the Neighbourhood Plan project.

CHELFORD PARISH COUNCIL

Decision a) That the Parish Council appoint a Neighbourhood Plan Steering Group which will act as an advisory committee to the Parish Council.

9:38p.m. - One resident excused herself from the meeting and left.

iii) **Conditions of the Neighbourhood Plan Grant** - The Clerk reported that the grant (as detailed at Item 13(ii)) was subject to a number of conditions:

- a) **That all goods and services will be procured and payments made in accordance with Parish Council procedure** - Members noted the condition.
- b) **That the activities of the Neighbourhood Plan Steering Group are covered by Public Liability and Employer Liability insurance** - Members noted the condition.
- c) **That activities are carried out in accordance with the Parish Council Health & Safety Policy** - The Clerk had previously circulated a draft Health & Safety policy to Members.
- d) **That any activities proposed by the Neighbourhood Plan Steering Group which involve working with children, young people or vulnerable adults will be approved in advance by the Parish Council and, where necessary, relevant individuals will take a DBS (Disclosure Barring Service) check before any activity takes place** - Members noted the condition.
- e) **That all activities associated with the Neighbourhood Plan will be undertaken in accordance with the requirements of the Data Protection Act** - Members noted the condition.

53/17 Resolved a) **That the Clerk & Responsible Financial Officer be authorised to arrange for the necessary insurance cover for the Neighbourhood Plan Steering Group.**
b) **That the draft Health & Safety policy be adopted as presented. (Appendix F)**
c) **That the conditions of the grant be accepted.**

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

iv) **Neighbourhood Plan Financial Statement as at 13th July, 2017** - Members considered the content of the financial statement which was unanimously accepted. (Appendix G)

54/17 Resolved a) **That the Neighbourhood Plan Statement of Account, as at 13th July, 2017 be received and the Chairman's observations duly noted.**

Proposed Councillor A. Boon Seconded Councillor K. Chaudhuri All in favour

v) **Neighbourhood Plan Steering Group Minutes** - The Minutes of the Neighbourhood Plan Steering Group meeting held 15th June, 2017 had been previously circulated to all Members.

Decision a) That the Minutes of the Neighbourhood Plan Steering Group meeting held 15th June, 2017 be received.

vi) **Neighbourhood Plan Steering Group Recommendations** - The recommendations contained within the Minutes of the Neighbourhood Plan Steering Group meeting held 15th June, 2017 were considered by Members. A query was raised whether any further quotations had been sought for planning consultant support. Councillor D. Wilson reported that no other quotations had been obtained, however, he had received positive feedback from other Parish Councils who were using the services of Cheshire Community Action. It was noted, however, that alternative support may be necessary for specialist surveys which may be required.

55/17 Resolved a) **That the recommendations of the Neighbourhood Plan Steering Group, as set out in the Minutes of the meeting held 15th June, 2017, be approved.**

Proposed Councillor B. Brindley Seconded Councillor A. Boon All in favour

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

i) Cheshire East Area Planning Update Meeting - 25th July, 2017. (DW)

15. DATE OF NEXT MEETING - Thursday, 14th September, 2017 at 7:30 p.m. at Chelford Parish Hall.

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

Decision a) **That a resolution to exclude the Press and Public from the remainder of the Meeting was not necessary as no items were to be considered at Item 16.**

16. 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 - 14th September, 2017

CHELFORD PARISH COUNCIL

APPENDIX A

Financial Statement for 2017/18 as at 13 July 2017					
Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to May 2017 £.	Agenda Jul. 2017 £.	Budget Balance £.
	Receipts				
17,486.00	Precept	22,485.00	11,242.50		11,242.50
0.00	Balances	5,000.00	0.00		0.00
6.73	Investment Interest	0.00	0.00	0.49	0.00
0.00	Sale of Assets	0.00	0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00	0.00	3,741.00	5,259.00
60.00	Chelford Activity Park Hire	0.00	0.00		0.00
0.00	Contra Income	0.00	0.00		0.00
849.50	V.A.T. Refund (16/17)		0.00	652.26	105.07
18,596.23	Total Receipts	36,485.00	11,242.50	4,393.75	16,606.57
	Payments				
6,959.09	Salary (Clerk)	7,010.00	1,187.16	1,187.16	4,635.68
489.00	HMRC - Overpayment of Income Tax	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
583.27	Allowances (Clerk)	650.00	94.29	101.58	454.13
0.00	Chairman/Member Allowances	0.00	0.00		0.00
28.82	Administration	210.00	2.08		207.92
100.00	Audit Fees (Internal & External)	350.00	148.00		202.00
1,365.85	Insurance	1,600.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	33.53	85.83	580.64
1,380.00	Grants	1,530.00	0.00		1,530.00
50.00	Parish Council Newsletter	100.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	20.95	23.17	195.88
358.80	Website	450.00	0.00	215.28	234.72
675.00	Village Planters	615.00	0.00		615.00
203.00	Tennis Coaching	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
464.85	Subscriptions/Affiliation Fees	515.00	459.85		55.15
152.50	Room Hire	350.00	0.00		350.00
0.00	Training	140.00	60.00		80.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	249.67	116.67	3,633.66
1,059.00	Asset Maintenance	1,400.00	0.00		1,400.00
657.97	Asset Purchase	1,200.00	0.00		1,200.00
11.23	Contingency	750.00	0.00		750.00
0.00	Neighbourhood Plan	14,000.00	0.00	132.16	13,867.84
652.26	V.A.T.		80.58	24.49	
17,076.03	Total Payments	36,485.00	2,386.11	1,886.34	32,317.62
	Cash/Bank Reconciliation				
		01/04/17	11/05/17	13/07/17	31/03/18
	Balance B/Fwd.	31,111.50	31,111.50	39,967.89	42,475.30
	Add Total Receipts	36,485.00	11,242.50	4,393.75	16,606.57
	Less Total Payments	-36,485.00	-2,386.11	-1,886.34	-32,317.62
	Balance C/Fwd.	31,111.50	39,967.89	42,475.30	26,764.25
	Cumulative Balances				
		Balance	Balance	Balance	Balance
		01/04/17	11/05/17	13/07/17	31/03/18
	General Funds	30,490.62	34,380.54	37,105.94	21,394.89
	Earmarked Reserves	620.88	5,587.35	5,369.36	5,369.36
		31,111.50	39,967.89	42,475.30	26,764.25

CHELFORD PARISH COUNCIL

CASH/BANK RECONCILIATION AS AT - 13 July 2017

CASH

Balance Brought Forward 01/04/17	31,111.50	
Plus Receipts	15,636.25	
	46,747.75	
Less Payments	4,272.45	
Balance Carried Forward 13/07/17	42,475.30	

BANK (Natwest)

Business Reserve Account -	19,692.25	05/07/17
Add income/transfer received since above statement	0.00	
Less unrepresented cheques	0.00	
	19,692.25	13/07/17
Current Account -	24,529.39	05/07/17
Add income received since above Statement	0.00	
	0.00	
Less unrepresented cheques/ Transfer		
For approval	-1,886.34	
Payment already issued	140.00	
	-1,746.34	
	22,783.05	13/07/17
Total Bank Balances 13/07/17	42,475.30	

CHELFORD PARISH COUNCIL

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 5, 10, 18, 25 May 2017, 1, 8, 15, 22, 29 June 2017, 6 July 2017.
03/05/17	Amended Application Form for Transparency Code Fund.
11/05/17	Allotment Management Training.
12/05/17	Invitation to Police & Crime Commissioner's Meeting - 22 nd June, 2017. [Reminder: 20/06/17]
16/05/17	Invitation to Parish Forum - 13 th June, 2017. [Reminder: 25/05/17: 08/06/17]
17/05/17	Transparency Code Funding still available.
23/05/17	Cheshire East Area Planning Update - 25 th July, 2017. [Reminder: 06/07/17]
05/06/17	Reminder: Clerks & Councillors Induction Training - 5 th July, 2017.
14/06/17	Local Council Award Scheme Introduction Session - 3 rd August, 2017.
04/07/17	Reminder: Management and Meetings Training - 17 th July, 2017.
	Cheshire East Council -
-	Traffic Management LAP Reports - 3, 11, 18, 25 May 2017, 1, 8, 15, 22, 29 June 2017. 6 July 2017.
-	Partnerships Newsletter - May/June 2017; Call for articles July/August 2017.
-	Neighbourhood Planning drop-in sessions - 06/05/17 - Suspension of drop-in sessions until 31/05/17; 20/06/17.
-	Neighbourhood Planning Weekly Update - 30 June 2017, 7 July 2017.
-	Spatial Planning Update - April, 2017; May 2017.
-	Active Cheshire Team East Newsletter - May 2017, June 2017. 30/05/17 - Current staff vacancies.
04/05/17	Request for Parish Council details for publication on Cheshire East Council website.
10/05/17	Reminder: The Great Get Together.
10/05/17	Supreme Court judgment re Moorfields, Willaston.
12/05/17	Information relating to NHS cyber attack.
17/05/17	Notices re: Parliamentary Election 08/06/17.
18/05/17	Notice of Proposed Neighbourhood Plan - Weston and Basford Neighbourhood Plan.
19/05/17	Cheshire East Council 'Highways Hour' Events.
22/05/17	Film location enquiry - local food shop for BBC food series.
25/05/17	Mr. B. Gregory - Cheshire Wildlife Trust services for Neighbourhood Plans.
25/05/17	Statement re: UK National Threat Level and community events.
01/06/17	Adoption of the Cheshire East Design Guide Supplementary Planning Document.
14/06/17	Best Practice in British High Streets Event - 27 th July, 2017.
14/06/17	Willaston Neighbourhood Plan submission.
15/06/17	Local Council Award Scheme Introduction Session - 3 rd August, 2017.
19/06/17	New Highways Officer for Knutsford Rural Area.
21/06/17	Inspector's Final Report on the Examination of the Cheshire East Local Plan Strategy.
23/06/17	Royal London Site (Wilmslow) Development Framework Consultation. (Consultation closes: 4 th August, 2017)
05/07/17	Buerton Neighbourhood Plan Regulation 16 Consultation.
	Cheshire Emergency Services -
12/05/17	Road Safety Conference - 29 th June, 2017.
23/05/17	Statement re: Manchester Attack. [Updates: 24/05/17; 25/05/17; 26/05/17]
31/05/17	Relocation of Police & Crime Commissioner Office to Stockton Heath Police Station from 2 nd June, 2017.
06/06/17	Statement re: London Attack.
11/06/17	Police attendance at Parish Council meetings.
	Rural Services Network -
-	Weekly News Digest - 2, 8, 15, 22, 30 May 2017, 5, 12, 19, 26 June 2017, 3 July 2017.
-	Rural Opportunities Bulletin - May 2017; June 2017; July 2017.
-	Hinterland Newsletter - 5, 12, 19, 26 May 2017, 2, 9, 16, 23, 30 June 2017, 7 July 2017.
-	Rural Vulnerability Service - Rural Transport (May 2017); Rural Broadband (May 2017); Fuel Poverty (May 2017); Rural Transport (June, 2017).
-	RSN Spotlight - Young People (May 2017); Rural Economy (June 2017); Rural Health (June 2017).
23/05/17	Rural Conference 2017 - "The Infrastructure of Success - New Routes to Rural Economic Growth".

CHELFORD PARISH COUNCIL

	Other Correspondence -
-	Healthwatch Cheshire East - 23/05/17 - Priorities survey.
-	Public Sector Executive - 2, 8, 11, 15, 18, 22, 25 May 2017, 1, 2, 5, 8, 12, 15, 19, 22, 26, 29 June 2017, 3, 6 July 2017.
-	HMRC - 03/05/17 - Introduction to Health & Safety in the workplace; 05/05/17 - Webinars in May; 09/05/17 - Expenses & Benefits webinars; 11/05/17 - Stay safe online; 19/05/17 - Statutory Pay & Leave for new parents; 24/05/17 - P11D information; 26/05/17 - Common expenses & benefits explained; 30/05/17 - Payroll Basics explained; 31/05/17 - Expenses & Benefits webinars; 02/06/17 - Statutory Payments advice; 06/06/17 - Avoiding PAYE reporting errors; 12/06/17 - Online support from HMRC; 16/06/17 - Payroll webinars; 20/06/17 - Statutory Sick Pay advice; 21/06/17 - Employer Bulletin 66; 23/06/17 - HMRC and Health & Safety Executive working together; 25/06/17 - PAYE support for employers; 28/06/17 - Expenses & Benefits webinars; 30/06/17 - Form P11D support; 06/07/17 - Introduction to Health & Safety in the workplace webinar; 07/07/17 - Payroll & Statutory Payments explained.
-	Manchester Airport - 15/05/17 - 2016 Departure Route Information; 24/05/17 - Increased flights due to Europa League Final; 05/06/17 - A538 Junction improvement works; 26/06/17 - 2016 Arrival Route Information.
-	CPRE - 04/05/17 - Fieldwork newsletter; 11/05/17 - Campaigns Update; 26/05/17 - Will all Parliamentary Candidates stand up for the countryside?; 01/06/17 - One week remaining until General Election; 14/06/17 - What does the election result mean for the countryside?
-	E-ON - 10/05/17 - Energy Talk Newsletter; 18/05/17 - Monthly Market Report; 13/06/17 - Monthly Market Report.
-	Unlock Democracy - 10/05/17 - 2015 Election expenses outcome; 18/05/17 - Repeal Bill; 24/05/17 - Unclear party positions re: Repeal Bill; 08/06/17 - Reminder to vote; 09/06/17 - Election result; 21/06/17 - The Queen's Speech.
-	Community & Voluntary Services - 05/05/17 - The Voice Newsletter; 10/05/17 - Fire Warden Training; 12/05/17 - e-Bulletin; 26/05/17 - e-Bulletin; 02/06/17 - The Voice Newsletter; 09/06/17 - e-Bulletin; 23/06/17 - e-Bulletin; 27/06/17 - Invitation to become a Member; 07/07/17 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - May 2017; June 2017; July 2017.
-	Age UK - Newsletter - May 2017; June, 2017.
03/05/17	Active Cheshire - Safeguarding & Protecting Children Workshop.
04/05/17	Sandbach Town Council - Proposed closure of household waste recycling centre at Arclid.
18/05/17	Cheshire Community Action - Relaunch of Best Kept Village Competition for 2018.
25/05/17	Historic Towns & Villages Forum - Survey on future programme of organisation.
02/06/17	Sandbach Town Council - Campaign to save Arclid Household waste recycling centre.
21/06/17	Mrs. L. Gregory-Jones - Invitation to informal meeting re: potential development at Mere Hills Farm.
03/07/17	Bollington Neighbourhood Plan - Statutory Consultation under regulation 14 of the Neighbourhood Planning (General) Regulations 2012.
06/07/17	Disley and Newtown Neighbourhood Plan - Statutory Consultation under regulation 14 of the Neighbourhood Planning (General) Regulations 2012.
	Advertisements -
-	Broxap Litter Bins & Recycling Units - 04/05/17 - Selection of Bollards; 09/05/17 - Stainless Steel Litter Bins; 30/05/17 - Litter & Recycling Bins; 09/06/17 - Picnic Benches.
-	03/05/17 - Primary Care Supplies - Defibrillators; 03/05/17 - Kompan - Outdoor Gym Equipment; 05/05/17 - Realise Futures Eco-Furniture - Recycled Plastic Furniture; 05/05/17 - B & C Shelter Solutions - Bus Shelter offers; 11/05/17 - Fenland Leisure & Online Playgrounds Ltd - Nowhere to Play Campaign; 12/05/17 - Greenfingers Landscape Ltd. - Grounds Maintenance SOS; 12/05/17 - Furnitubes - Street furniture; 17/05/17 - Kompan Playgrounds - Packages for £15,000 - £35,000 budgets; 22/05/17 - Primary Care Supplies - Defibrillators; 22/05/17 - Furnitubes - Street furniture; 23/05/17 - Kompan Playgrounds - Obstacle Course Packages; 23/05/17 - Plantscape UK - Street Furniture Clearance; 25/05/17 - Primary Care Supplies - Defibrillators; 25/05/17 - Greenfingers Landscape Ltd - Removal of invasive weeds; 05/06/17 - Garden Benches - Bench products available; 08/06/17 - Net Wise Training - Improving Parish Council websites; 08/06/17 - Kompan Playgrounds - Quick supply play equipment for under £6,000; 08/06/17 - Fenland Leisure Group - Summer Outdoor Fitness; 08/06/17 - Realise Futures Eco-Furniture - Recycled Plastic Furniture; 14/06/17 - Kompan Playgrounds - Hardwood ships and castles; 14/06/17 - B & C Shelter Solutions - Summer discounts on bus shelters; 14/06/17 - Cardiac Safe National Campaign - Defibrillators; 20/06/17 - Eibe Play - Play Equipment; 21/06/17 - Queensbury Shelters - Bus Shelters; 28/06/17 - Parish Council Websites - Final year of guaranteed website funding; 04/07/17 - Kompan Playgrounds - Win up to £40,000 matched funding; 07/07/17 - N Worth Contracting - Hedge & Verge cutting.
-	03/05/17 - AON UK Ltd. - Insurance Services; 11/05/17 - Civic Voice - Big Conservation Conversation; 19/05/17 - AON UK Ltd - Insurance Quote Application; 24/05/17 - Sandbach Town Council - Summer Events; 25/05/17 - 2D Law - Legal services; 31/05/17 - Seafarers UK - Merchant Navy Day; 06/06/17 - So Cheshire - General Election Candidates 2017; 07/06/17 - Sandbach Town Council - Wrestling at Sandbach Town Hall 07/07/17; 22/06/17 - Carers Trust - Employment Opportunities.

Chelford Parish Council

Response to the Appeal by Cheshire Lakes Community Interest Company

LPA Ref: 16/1353M

Introduction

Chelford Parish Council, along with a neighbouring parish council, has consistently objected to the proposals presented in 16/1353M. Chelford Parish has a long association with the site in question, having had residents and councillors as representatives on the Quarry Liaison Group. The Group was instrumental in working with relevant bodies, including the LPA, to secure a strong restoration programme for the site, once the sand extraction ceased. As has been stated consistently throughout the series of planning meetings, the restoration programme was designed to meet to the original planning requirement as outlined below:

'...for the land to revert back to a mixture of agriculture, woodland, nature conservation habitat and a series of lakes with an element of public access through the existing public rights of way network.'

'...to ensure that the increased ecological habitat now established on the site is protected;' (p.16) 14/1944W

In essence, it was agreed by Cheshire East Council, through a 106 agreement, that this green belt site should be returned to its former state as described above, but importantly, it was also recognised that the site had conservation value and ecological worth which needed to be preserved and protected. The restoration programme was also designed with the approval of Airport authorities, to minimize the possible threat of bird strikes from geese. What is clear is that the site was not designated by the LPA as a possible future location for a sport facility, unlike other quarries.

It is the view of Chelford Parish Council that not only did the appellant fail to recognise the existing and potential conservation and ecological value of this site in the proposals of 16/1353M, but also, clearly misunderstood the design of the restoration programme to enhance bio diversity and provide effective control of particular bird species. The assessment of the site failed to give due consideration to the future impact of restoration. It is also our view that elements of the planning application were poorly researched (ecology), that conclusions regarding accessibility were inaccurate and little substantive evidence was presented to support economic arguments.

It is noted that in the appeal, the appellant makes considerable reference to proposals ref: 17/0510M which, in our view, are not subject to this appeal and as such irrelevant to the decision taken by the LPA in refusing 16/1353M. However, given that the appellant deliberately includes proposals from 17/0510M (which was also refused by the LPA) we feel duty bound to make comment on these as well as those in 16/1353M.

We make the point again that the changing composition of the Strategic Planning Board and whether or not councillors attend site visits, are not relevant arguments for appealing against planning decisions.

Bio Diversity

This proposed development is not environmentally sustainable. The appellant openly admits that the research undertaken in 16/1353M was inadequate, citing a single site visit (appeal section 7.54) from which erroneous conclusions were drawn. The assessment of the land surprisingly failed to recognise that restoration would take time to implement and that the site would change significantly over time. The research in 16/1353M was subject to considerable criticism by relevant authoritative bodies. A visit to the site now confirms the positive impacts that restoration is having on the environment but which will be negated by this proposed development.

Whilst the appellant may have taken steps to present a more detailed analysis (which was still subject to disagreement), the additional analysis by a different organisation does not form part of 16/1353M. It is clear from advice and assessment given by the LPA Conservation Officer, that the site was determined as having a nature conservation value at the scale of the Cheshire County/Region. Consequently, we would argue that this represents a site with significant conservation value and therefore should be afforded protection from the disturbance which this development will cause. We would also wish to point out that in the appellant's appeal, a number of the arguments referring to bird movements were not included in 16/1353M but were made in 17/0510M. However, the suggestions relating to bird movements are speculative and are open to question.

The NPPF gives strong guidance when considering planning and the environment. In particular, it stresses the need to 'conserve and enhance the natural environment' and to 'retain and enhance landscapes, visual amenity and bio diversity'.

CHELFORD PARISH COUNCIL

Further it states that when determining planning applications, local planning authorities should 'aim to conserve and enhance biodiversity' and take steps to identify areas of tranquility which have remained relatively undisturbed by noise and are prized for their recreational and amenity value. Chelford Parish Council strongly believes that 16/1353M fails to meet such criteria. This proposed development will not only have a negative impact on bio diversity but will impose unwarranted disturbance to an area not impacted by noise, light pollution or housing development and which is used by local residents and visitors to enjoy peaceful walks and other exercise.

We wish to emphasise the following points regarding mitigation. It is stated by the LPA Conservation Officer on more than one occasion, that mitigation will fail to compensate sufficiently for the negative impact on birds. This was clear in the Officer's assessment in 16/1353M and remained so with 17/0510M. Furthermore, it is commented that even with the proposed mitigation and compensation in place there would still be a broad loss of nature conservation value across much of the application site. It is therefore clear, that the proposed development will not satisfy NPPF guidance.

We remain highly sceptical of the mitigation proposals in 16/1353M and given that the appellant draws in 17/0510M as part of the appeal, we feel we must comment and strongly emphasise our previous concerns.

Nowhere in the plans is there any strong evidence explaining current understanding of the effectiveness of the proposed mitigation measures. Consequently we are left simply with a set of proposed measures, which do not offer any guarantees that the nature conservation of the site will be retained and enhanced. The appellant makes heroic assumptions but fails to produce any convincing evidence.

Nowhere can we find any assessment of the extent to which success of measures can be guaranteed. There is no information offered from similar projects to support statements about the level of success to be expected and there are no indicators of the degree of effectiveness of each measure.

There are no specified criteria against which the outcomes might be judged and no time frame offered against which success might be measured.

The impact assessment of mitigation measures seems to rest simply on their mere existence, a significant degree of wishful thinking and crossed fingers. We note the use of 'if', 'could' and 'might' in the assessment of the measures. We would ask where is plan B to deal with failure?

It is our view that at the second planning meeting, when the Chair's casting vote was used, the LPA had not given explicit and sufficient consideration to the relevant legislation regarding the protection of birds. The fact that a third meeting was held to consider the plans in the light of legislation, was right and proper and at that meeting it was confirmed that by accepting 16/1353M, the LPA could not comply with the legislation.

Green Belt

In spite of the attempts by the appellant create the impression that this is a relatively small site, just over 53 acres of green belt will be taken up with these proposals. That is a significant area of the green belt. The Parish Council is fully aware that sport and recreation can be used as a justification for the use of green belt land. However, we do not believe that in this case, there is sufficient justification for using green belt land. Our argument is based on the following:

The proposed activities are not demand driven and they do not represent a need in terms of additional recreational facilities. Cheshire East has many water based recreational sites, which are popular and within easy reach of the local population. The areas and sites around Chelford and other local parishes already provide considerable opportunities for recreation and exercise and are used extensively by residents. Consequently these proposals cannot be deemed to be exceptional in anyway or somehow be justified on the grounds that there are few recreational facilities available in the area. It is clear from the confused assessment of opening hours and times of the week, that there is uncertainty as to the likely use of the facilities. The evidence provided by the appellant in determining scale of activity is unclear and suggests a lack of confidence in determining the likely uptake of the activities.

We are also of the view that this proposed development will have a negative effect on the visual amenity of the land, a fact stated in the Planning Officer's information to the LPA when considering 16/1353M. Not only will there be painted cables, bird deflectors and pylons, but a car park for 100 vehicles and a large building with stages. It is hard to believe that this will not have a significant impact on the openness of the land, despite claims to the contrary.

Accessibility

The claims made by the appellant that this development is sustainable in terms of accessibility are disingenuous. The Planning Officer has previously stated that accessibility of the site is poor. This site is not close to the railway station but rather over 2000 metres away. The bus stops are a considerable distance away on the main Knutsford Macclesfield Road

CHELFORD PARISH COUNCIL

and bus services are infrequent and non-existent on Sunday. There are no purpose built footpaths or cycleways. Trains run every hour on weekdays but every two hours at weekends. The inevitable conclusion is that this site is poorly served by public transport and will result in access by car for the majority of users. Such a conclusion does not meet with the NPPF criteria for sustainability and also fails to support the NPPF aim of reducing pollution. Clearly access will be mainly by car, which will impact on local roads.

Economic Arguments

We remain unconvinced by the suggested economic benefits of 16/1353M. The appellant fails to produce any real evidence to substantiate the claims that this development will bring forth significant gains. At times the analysis of benefits is confusing—we have claims that the facility will bring people flocking into the area (no evidence is provided) and yet this is not supported by suggested erratic opening times during the year. National statistics (RYA 15) clearly show that wakeboarding is a low participation activity (0.6% of all those participating in water sports nationally) and is declining. Wakeboarding does not have some kind of mass appeal, it is rather the preserve of specialists and enthusiasts and the site may meet their needs but few others. This low participation appears to be confirmed by the appellant's lack of clarity in how extensively the proposed facility would be used and the rather confused traffic analysis which fails to reach any firm conclusions.

Whilst it is cited that 30 jobs will be created, the appellant has continually failed to identify whether these are full time, seasonal, part time or temporary. It is clear that many of these jobs will not be sustained throughout the year. The claims, which elevate the economic benefits of this application to a completely unrealistic level, seem to rest on nothing more than speculation, guesswork and comparisons with a site in Scotland. The appellant persists in using East Lothian as a single comparator on which to base a whole range of arguments and yet fails to offer any clear reasons as to why the Chelford site is deemed to be similar in demographic terms, its bio diversity or geographical location. The inclusion of a letter from the East Lothian Executive simply reinforces a simplistic approach to analysis.

Conclusion

Chelford Parish Council remains steadfastly opposed to this proposed development. The appellant's case is still based well trodden arguments, which have previously been considered by the LPA and rejected and consequently the grounds for appeal offer nothing new. The appeal has done little to convince Parish Councillors that this is a development in which benefits outweigh its costs. In essence, whatever benefits may arise from this proposed business, they are insufficient to negate the considerable costs imposed on this site and the Parish. Therefore we ask that this appeal be rejected.

CHELFORD PARISH COUNCIL

APPENDIX D

CHELFORD PARISH COUNCIL

REQUEST TO HIRE FACILITIES AT CHELFORD ACTIVITY PARK

Details of Organisation / Individual

Name of organisation	
Name of person completing this form	
Position within organisation	
Your address	
Your email address	
Your telephone number	

Details of Hire

Name of event	
Date & Time of start of hire	
Date & Time of end of hire	
Area(s) of Chelford Activity Park required (Please tick all that apply)	<input type="checkbox"/> Children's Play Area (to rear of Chelford Parish Hall) <input type="checkbox"/> Bike Track <input type="checkbox"/> MUGA / tennis court <input type="checkbox"/> Table Tennis Table <input type="checkbox"/> Main Playing Field area <input type="checkbox"/> Strip of Playing Field area nearest to Knutsford Road

Details of Use

Purpose of event	
Activities	
Number of individuals attending	
Will vehicle access to the site be required?	Yes / No
If yes please give details of number of and type of vehicles.	
Will your activity require equipment to be brought onto the site?	Yes / No
If yes, please give details.	

Declaration

1. I confirm that the above details are, to the best of my knowledge, correct and complete.
2. I confirm that I/my organisation holds appropriate insurance cover for the above activities evidence of which is supplied with this hire request form.
3. I confirm that a risk assessment of the above activities has been undertaken and a copy has been supplied with this hire request form. (See over for example format)
4. I accept responsibility for costs associated with making good any damage caused to equipment or the grassed surface at Chelford Activity Park during the period of hire.
5. I confirm that before commencement of the activity a site assessment will be undertaken to ensure that no additional hazards are present which may impact upon the safety of the participants.

Signed:

Date:

Print Name:

CHELFORD PARISH COUNCIL

Risk Assessment Example Format

Hazards	Who might be harmed and how	Control Measures to be applied

CHELFORD PARISH COUNCIL

APPENDIX E

NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

PURPOSE OF THE NEIGHBOURHOOD PLAN

Neighbourhood Plans are a government initiative under the Localism Bill designed to give local people the voice in deciding future development in their area. The Neighbourhood Plan must be consistent with the wider ambitions for growth and sustainability in the Cheshire East Council strategic planning framework. The Neighbourhood plan cannot stop development and cannot be contrary to that which Cheshire East Council and government policies have in place, but can determine: the standard of development and design; locations on which to build homes, shops, offices, 'social infrastructure' such as health centres and play areas; and 'green infrastructure' such as allotments and green areas.

PURPOSE OF THE NEIGHBOURHOOD PLAN STEERING GROUP

Chelford Parish Council has established a Neighbourhood Plan Steering Group ("NPSG"). The purpose of the NPSG is to act in an advisory capacity to the Parish Council who will oversee the development of the Chelford Neighbourhood Plan. The aim of the Plan will be to preserve and enhance the local area consistent with the desired character for Chelford Parish, whilst allowing for sustainable economic and social development.

RESPONSIBILITIES OF THE NPSG

- The NPSG will act as an advisory group to Chelford Parish Council.
- Liaise and support Chelford Parish Council in the preparation of the Plan.
- Ensure the process is carried out in a democratic, transparent and fair fashion.
- Ensure the plan is truly representative of the local community and that all decisions are fully evidenced and supported through consultation.
- Make recommendations to Chelford Parish Council on resourcing the plan.
- Make recommendations to Chelford Parish Council on involving the wider community in the plan.
- Support Chelford Parish Council in taking the plan through the formal examination.
- Support Chelford Parish Council in finding consensus through the referendum process and ultimately securing community endorsement of the Neighbourhood Plan.
- Representatives will be expected to give feedback to the organisations that they may be representing.
- Decisions made by the NPSG should normally be made by consensus at the NPSG meeting.
- The NPSG shall not have power to exercise on behalf of Chelford Parish Council, any authority, nor to incur expenditure.

MEMBERSHIP AND QUORUM

- Membership of the NPSG shall comprise, Residents of the Chelford and adjoining parishes, Representatives of organisations within the Parish and Chelford Parish Councillors.
- Membership of the NPSG shall comprise no more than 12 persons.
- The steering group will elect a Chairman.
- The Steering Group shall be quorate when one third (4) of members are present.

FREQUENCY, TIMING AND PROCEDURE OF MEETINGS

- The NPSG shall aim to meet a minimum of quarterly.
- Meetings can be held in any appropriate location as authorised by Chelford Parish Council.
- Formal minutes shall be taken at all meetings, by an appointed person, and will be published on the Chelford Village website.

DECLARATIONS OF INTEREST

- All members of the NPSG must declare any personal interest that may be perceived as being relevant to the recommendations made by the NPSG. This may include membership of an organisation, ownership or interest in land or business or any other matter likely to be relevant to the work undertaken by the Steering Group.

CHELFORD PARISH COUNCIL

APPENDIX F

CHELFORD PARISH COUNCIL HEALTH & SAFETY POLICY

1. Introduction

- 1.1 Chelford Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2 The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- 1.3 The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

2. Aims of the Health & Safety Policy

- 2.1 To provide as far as is reasonably practicable:
 - 2.1.01 A safe place of work and a safe working environment.
 - 2.1.02 Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
 - 2.1.03 Systems of work that are safe and without risks to health.
 - 2.1.04 Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
 - 2.1.05 Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
 - 2.1.06 Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

3. Arrangements and responsibilities for carrying out the Health and Safety Policy

- 3.1 As the Council's safety officer, the Clerk will:
 - 3.1.01 Keep informed of relevant health and safety legislation.
 - 3.1.02 Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
 - 3.1.03 Make effective arrangements to implement the Health and Safety Policy.
 - 3.1.04 Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
 - 3.1.05 Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain records of risk assessments, summarised in the minutes.
 - 3.1.06 Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the specified scope of work and will be provided with a copy of the Council's Health & Safety Policy.
 - 3.1.07 Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
 - 3.1.08 Maintain a central record of notified accidents.
 - 3.1.09 When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
 - 3.1.10 Act as the contact and liaison point for the Health and Safety Executive.

CHELFORD PARISH COUNCIL

CHELFORD PARISH COUNCIL

HEALTH & SAFETY POLICY

- 3.2. All employees, contractors and voluntary helpers will:
- 3.2.01 Co-operate fully with the aims and requirements of the Council's Health & Safety Policy and comply with Codes of Practice for Health and Safety.
 - 3.2.02 Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
 - 3.2.03 Take reasonable care for the health and safety of other people who may be affected by their activities.
 - 3.2.04 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
 - 3.2.05 Not misuse any plant, equipment tools or materials.
 - 3.2.06 Report any accidents or hazardous incidents to the Clerk.

CHELFORD PARISH COUNCIL

APPENDIX G

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 13 July 2017				
Details	2017/18 Budget £.	Actual to May 2017 £.	Agenda Jul. 2017 £.	Budget Balance £.
Receipts				
Chelford Parish Council - Balances	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	0.00	3,741.00	5,259.00
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
Total Receipts	14,000.00	5,000.00	3,741.00	5,259.00
Payments				
Groundwork UK (DCLG) (see Note 1)				
Consultant Fees (see Note 2)	472.50	0.00		472.50
Consultant Fees (see Note 3)	157.50	0.00		157.50
Consultant Fees (see Note 4)	630.00	0.00		630.00
Consultant Fees (see Note 5)	315.00	0.00		315.00
Consultant Fees (see Note 6)	315.00	0.00		315.00
Consultant - Travel expenses	66.00	0.00		66.00
Room Hire	280.00	0.00		280.00
Publicity Costs	220.00	0.00		220.00
Printing Costs	840.00	0.00		840.00
Envelopes (2,400)	300.00	0.00		300.00
Purchase of OCSI Report	45.00	0.00		45.00
Refreshments at Consultation Events	100.00	0.00		100.00
Other	5,000.00			4,867.84
Salary (Clerk)		0.00	114.16	
National Insurance (Employer)		0.00		
Allowances (Clerk)		0.00	18.00	
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	8,741.00	0.00	132.16	8,608.84

NOTES

- 1 - Grant funding period end date 31/12/2017.
- 2 - Design of flyer and questionnaires, data analysis and write up.
- 3 - Preparing vision and objectives.
- 4 - Analysis of Evidence Base.
- 5 - Advising and facilitating at consultation events.
- 6 - Attending Steering Group Meetings.