

# CHELFORD PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

THURSDAY, 14<sup>TH</sup> JULY, 2016, 7:30 p.m.

CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

To Members of Chelford Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

**1. APOLOGIES FOR ABSENCE -**

**2. DECLARATIONS OF INTEREST -**

**3. MINUTES -**

- i) To approve the Minutes of the Annual Parish Council Meeting held 12<sup>th</sup> May, 2016 as a correct record and authorise signing by the Chairman.
- ii) To approve the Minutes of the Extraordinary Parish Council Meeting held 9<sup>th</sup> June, 2016 as a correct record and authorise signing by the Chairman.
- iii) To confirm the Minutes of the Annual Parish Meeting held 17<sup>th</sup> May, 2016 as a correct record and authorise signing by the Chairman.

**4. PUBLIC FORUM FOR QUESTIONS (15 Mins) -**

**5. REPORTS FROM EXTERNAL ORGANISATIONS -**

- i) Knutsford Rural Policing Team - matters of interest /concern within the Parish.
- ii) Cheshire East Ward Member Councillor G. Walton.
- iii) ChALC Macclesfield Area Meeting (05/07/16). (Cllr. D. Wilson to report)

**6. ELECTION OF VICE-CHAIRMAN -**

**7. FINANCE -**

- i) **To receive and consider the Financial Statement 2016/17 as at 14<sup>th</sup> July, 2016 - Appendix A.**
- ii) **To authorise the following payments:**
  - a) Direct Debit E-ON £19.15 Electricity charges: 01/04/16 - 30/06/16.
  - b) Cheque No. 001112 E. M. Maddock £1,126.32 Salary 01/06/16 - 31/07/16 & Expenses.
  - c) Cheque No. 001113 H.M. Revenue & Customs £95.00 Employee Income Tax.
  - d) Cheque No. 001114 Chelford Primary School PTA £184.24 Grant towards Queen's 90<sup>th</sup> Birthday Celebrations.
  - e) Cheque No. 001115 CPRE £36.00 Annual Subscription 2016/17.
  - f) Cheque No. 001116 A. & O. Norbury £468.00 Summer Planting 2016.
- iii) **To note the following receipts since 01/04/16:**
  - a) NatWest Bank plc. (Business Reserve Account) £0.78 Gross Interest - April, 2016.
  - b) NatWest Bank plc. (Business Reserve Account) £0.86 Gross Interest - May, 2016.
  - c) NatWest Bank plc. (Business Reserve Account) £0.81 Gross Interest - June, 2016.
  - d) HM Revenue & Customs £849.50 VAT Repayment 2015/16.

**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) Mrs. D. L. Birch - Concern regarding noise nuisance from events at Astle Park.
  - b) Police & Crime Commissioner - Macclesfield: Join the Conversation Event - 19<sup>th</sup> July, 2016.
  - c) The Queen's 90<sup>th</sup> Birthday Celebrations Organising Committee - Acknowledgement of sponsorship of event.
  - d) NALC - 2016 - 2018 National Salary Award. (To approve and adopt.)
  - e) E-ON - Notification of increase in electricity charges from 01/07/16.
  - f) Cheshire East Council - Tour of Britain arrangements.
- ii) **To note other correspondence received since the date of the last ordinary meeting - Appendix B.**

**9. PLANNING & LICENSING APPLICATIONS -**

**i) Applications for consideration:**

- a) 16/2885M - Second storey side extension and single storey rear extension - 36 Clay Heyes, Chelford. SK11 9ST
- b) 16/3062W - Variation of Conditions 2, 4 & 5 of permission 10/3078W - Dingle Bank Quarry, Holmes Chapel Road, Lower Withington. SK11 9DR

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- c) 16/3064W - Variation of Conditions 2, 4 & 5 of permission 10/3080W - Dingle Bank Quarry, Holmes Chapel Road, Lower Withington. SK11 9DR
- d) 16/3200M - Variation to existing condition (ref: 15/5052M) condition 2. Removal of two large roof lights and insertion of 2 flat roof dormer windows on rear slope of extension - 5 Barncroft Close, Chelford. SK11 9SW
- e) 16/3287M - Non-Material Amendment to application 15/5807M - Removal of existing below ground fuel storage tanks and installation of 2 no new 60,000 litre double skin below ground storage tanks. Removal of existing forecourt canopy and installation of new at increased clear height of 4.5 metres min. Forecourt reinstatement including new pump islands and pumps. Replacement tank vent stack and re-location of air/water machine. 3 no. New car parking places - Chelford Garage, Alderley Road, Chelford. SK11 9AP
- f) Any further applications received prior to meeting will be included.
- ii) **Planning Application 10/3448M** - Chelford Agricultural Centre - Update on current position. (Cllr. D. Wilson to report)
- iii) **Planning Application 16/1353M** - Former Mere Farm Quarry - Update on current position. (Cllr. D. Wilson to report)

### 10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive an update on outstanding highway matters.
  - a) Dilapidated fencing, Holmes Chapel Road, from The Post Office towards Chelford Bridge.
  - b) Speed monitoring along A535 Holmes Chapel Road in vicinity of St. John's Church.
  - c) Broken verge retaining flags along Holmes Chapel Road near to St. John's Church.
  - d) Damaged sign along Alderley Road (opposite Alan F. Holmes Picture Framing).
  - e) Damaged lighting column near to Chelford Roundabout junction with Chelford Road.
  - f) Footway 'siding out' between Chelford Roundabout and St. John's Church, Holmes Chapel Road.
- ii) To receive highway matters for attention from Members.

### 11. ASSETS -

- i) Village Field -
  - a) To consider actions required in response to the RoSPA Inspection Report dated April, 2016. (Clerk to report)
  - b) To consider a request made at the Annual Parish Meeting for provision of a Croquet lawn at the Village Field.
  - c) To receive an update on Village Field bookings. (Clerk to report)
  - d) To receive concerns from a resident regarding non-play use of the Village Field. (Clerk to report)
  - e) To consider future management responsibility, usage, fees and charges of Village Field & facilities. (Clerk to report)
- ii) Chelford Village Website - To consider the Parish Council position in relation to responsibility and liability.  
(Cllr. D. Wilson to report)
- iii) Parish Council Noticeboards - To consider the securing of additional keys for the notice board at the Post Office.  
(Clerk to report)
- iv) Village Planters at Dixon Drive - To receive concerns from a resident relating to a potential conflict between highway user sight lines and the position/content of the planters. (Clerk to report)

### 12. VILLAGE MAINTENANCE/IMPROVEMENTS -

- i) To receive an update regarding improvement works at Mere Court Recreation Area. (Cllr. D. Wilson to report)
- ii) To receive an update regarding hedge cutting responsibilities. (Clerk to report)
- iii) Future Village Maintenance contract arrangements. (Clerk to report)

### 13. COMMUNITY FACILITY PROVIDERS -

- i) Astle Court Community Centre - To receive an update regarding the future management. (Clerk to report)
- ii) Parish Plan Team -
  - a) To receive an update on the current position of the Parish Plan Team. (Cllr. D. Wilson to report)
  - b) Outdoor Table Tennis Project - To receive an update regarding the proposed timing of concluding actions including transfer of guarantee documentation and formal notification of ownership transfer. (Cllr. J. Leach to report)
- iii) Parish Broadband - To receive an update on broadband infrastructure investment in Chelford. (Cllr. D. Wilson to report)
- iv) Parish Defibrillator - To receive an update on potential options for provision of equipment. (Clerk to report)
- v) Chelford Surgery - Retirement of Dr. P. Madden. (Cllr. D. Wilson to report)
- vi) Chelford Station Volunteers - To receive an update on future management. (Cllr. D. Wilson to report)

### 14. NEIGHBOURHOOD PLAN -

- i) To consider necessary action required to proceed with the production of the Neighbourhood Plan. (Cllr. D. Wilson to report)

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

- i) Parish Council Assets Register & Register of Deeds & Other Documents in respect of Parish Council owned/held assets.
- ii) Bus Shelter - Knutsford Road.
- iii) Parish Council Policy Review.

### **16. DATE OF NEXT MEETING - Thursday, 8<sup>th</sup> September, 2016 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.**

### **17. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - (as required)**

**E.M.Maddock**

Dr. E. M. Maddock CiLCA (Dist.),  
Clerk and Responsible Financial Officer.

Dated 10<sup>th</sup> July, 2016.

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APPENDIX A

Financial Statement for 2016/17 as at 14 July 2016					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to May 2016 £.	Agenda July 2016 £.	Budget Balance £.
	<b>Receipts</b>				
13,500.00	Precept	17,486.00	8,743.00		8,743.00
0.00	Balances	0.00	0.00		0.00
9.88	Investment Interest	0.00	0.00	2.45	0.00
0.00	Sale of Assets	0.00	0.00		0.00
3,862.00	Grants, Donations & Refunds	194.00	194.00		0.00
60.00	Contra Income	0.00	0.00		0.00
681.96	V.A.T. Refund (15/16)		0.00	849.50	143.80
<b>18,113.84</b>	<b>Total Receipts</b>	<b>17,680.00</b>	<b>8,937.00</b>	<b>851.95</b>	<b>8,886.80</b>
	<b>Payments</b>				
4,615.46	Salary (Clerk)	4,560.00	1,256.97	1,126.94	2,176.09
0.00	National Insurance (Employer)	0.00	0.00		0.00
911.67	Allowances (Clerk)	650.00	90.28	94.38	465.34
139.50	Chairman/Member Allowances	0.00	0.00		0.00
38.69	Administration	210.00	0.00		210.00
100.00	Audit Fees (Internal & External)	350.00	0.00		350.00
1,328.89	Insurance	1,500.00	0.00		1,500.00
280.64	Sect. 137 Donations	690.00	0.00	184.24	505.76
1,480.00	Grants - Churchyard Maintenance	1,380.00	0.00		1,380.00
50.00	Parish Council Newsletter	100.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
117.08	Street Lighting (Electric & Repairs)	225.00	18.24	18.24	188.52
358.80	Website	450.00	179.40		270.60
563.50	Village Planters	600.00	0.00	390.00	210.00
1,266.25	Village Field Maintenance	1,700.00	0.00		1,700.00
200.00	Hedge Cutting	300.00	0.00		300.00
130.00	Playground & Playing Field Inspections	300.00	133.00		167.00
297.00	Tennis Coaching	650.00	0.00		650.00
150.00	SIDS	400.00	0.00		400.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
35.00	Data Protection Registration	35.00	0.00		35.00
379.52	Subscriptions/Affiliation Fees	470.00	393.85	36.00	40.15
97.50	Room Hire	340.00	0.00		340.00
25.00	Training	120.00	0.00		120.00
1,373.00	Asset Purchase / Maintenance	1,225.00	7.50		1,217.50
0.00	Contingency	750.00	0.00		750.00
60.00	Contra Expenses	0.00	0.00		0.00
849.50	V.A.T.		64.89	78.91	
<b>14,847.00</b>	<b>Total Payments</b>	<b>17,680.00</b>	<b>2,194.13</b>	<b>1,928.71</b>	<b>13,700.96</b>
	<b>Cash/Bank Reconciliation</b>	<b>01/04/16</b>	<b>12/05/16</b>	<b>14/07/16</b>	<b>31/03/17</b>
	Balance B/Fwd.	29,591.30	29,591.30	36,334.17	35,257.41
	Add Total Receipts	17,680.00	8,937.00	851.95	8,886.80
	Less Total Payments	-17,680.00	-2,194.13	-1,928.71	-13,700.96
	<b>Balance C/Fwd.</b>	<b>29,591.30</b>	<b>36,334.17</b>	<b>35,257.41</b>	<b>30,443.25</b>
	<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
		<b>01/04/16</b>	<b>12/05/16</b>	<b>14/07/16</b>	<b>31/03/17</b>
	General Funds	27,068.94	33,811.81	32,735.05	27,920.89
	Earmarked Reserves	2,522.36	2,522.36	2,522.36	2,522.36
		<b>29,591.30</b>	<b>36,334.17</b>	<b>35,257.41</b>	<b>30,443.25</b>

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### CASH/BANK RECONCILIATION AS AT - 14 July 2016

#### CASH

Balance Brought Forward 01/04/16	29,591.30
Plus Receipts	9,788.95
	<hr/> 39,380.25
Less Payments	4,122.84
Balance Carried Forward 14/07/16	<hr/> <b>35,257.41</b> <hr/>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	19,687.48		05/07/16
Add income/transfer received since above statement			
	<hr/> 0.00		
Less unrepresented cheques			
	<hr/> 0.00		
		19,687.48	14/07/16
<b>Current Account -</b>	17,558.64		05/07/16
Add income received since above Statement			
	<hr/> 0.00		
		0.00	
Less unrepresented cheques/ Transfer			
Approved	60.00		
For approval	<hr/> 1,928.71		
	<hr/> -1,988.71		
		15,569.93	14/07/16
<b>Total Bank Balances 14/07/16</b>		<hr/> <b>35,257.41</b> <hr/>	

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### APPENDIX B

#### CORRESPONDENCE

<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 19, 26 May 2016, 2, 9, 17, 23, 30 June 2016, 7 July 2016.
23/05/16	ChALC Newsletter - May 2016.
23/05/16	Advance notice of Macclesfield Area Meeting date: 5 <sup>th</sup> July, 2016 at Mottram St. Andrew Village Hall.
31/05/16	Planning Training Sessions.
31/05/16	Reminder: Power, Duties & Precept Training Session 15 <sup>th</sup> June, 2016.
09/06/16	ChALC Annual Meeting 2016 - Call for Motions.
09/06/16	Reminder: Clerks & Councillors Induction Training Session 30 <sup>th</sup> June, 2016.
30/06/16	Reminder: Management & Meetings Training Session 13 <sup>th</sup> July, 2016.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 12, 19, 26 May 2016, 2, 9, 16, 23, 30 June.
-	Partnerships Newsletter - May/June 2016.
16/05/16	Notice of Referendum.
08/06/16	Support available for Queen's Birthday Celebration events.
10/06/16	Invitation to Town & Parish Council Conference - 19 <sup>th</sup> July, 2016.
14/06/16	Partnerships Newsletter - Call for articles July/August 2016 edition.
16/06/16	Grants available for Central Heating for fuel poor households in your community.
17/06/16	Transport Services Solutions - Competition at Royal Cheshire County Show.
20/06/16	Section 106 Fact Sheet.
20/06/16	Surplus Vehicle Scheme.
09/06/16	Call for volunteer stewards for Tour of Britain.
14/06/16	Tour of Britain - Peloton Convoy outline.
01/07/16	National Scams Awareness Month.
	<b>Cheshire Emergency Services -</b>
11/05/16	Deputy Chief Constable Janette McCormick - Statement in relation to the change in threat level specific to Northern Ireland-related terrorism.
01/06/16	Police & Crime Commissioner and Chief Constable's report - May 2016.
14/06/16	Police & Crime Commissioner - Policing Priorities Survey.
04/07/16	Police & Crime Commissioner and Chief Constable's update - June 2016.
	<b>Rural Services Network -</b>
-	Weekly News Digest - 9, 16, 23, 31 May 2016, 6, 13, 21, 27 June 2016, 4 July, 2016.
-	Rural Opportunities Bulletin - June 2016, July 2016.
-	Hinterland Newsletter - 13, 20, 27 May 2016, 3, 10, 17, 24 June 2016, 1 July 2016.
-	Rural Vulnerability Service - Rural Transport (May 2016), Rural Broadband (May 2016), Fuel Poverty (June 2016), Rural Transport (June 2016).
-	RSN Spotlight - Rural Health (May 2016), Rural Economy (June 2016), Older People (June 2016).
17/05/16	RSN Seminar - Mind the [Rural] Gap - Access to Services and Rural Proofing - 6 <sup>th</sup> July, 2016 in London.
09/06/16	Rural Conference 2016 - 6-7 <sup>th</sup> September, 2016 in Cheltenham.
	<b>Other Correspondence -</b>
-	Healthwatch Cheshire East - 17/05/16 - Pharmacy Project; 25/05/16 - e-Bulletin; 30/06/16 - e-Bulletin.
-	Public Sector Executive - Newsletter 9, 12, 16, 19, 23, 26, 31 May 2016, 2, 6, 9, 13, 16, 20, 27, 30 June 2016, 4 July 2016.
-	HMRC - 12/05/16 - HSE & HMRC joint webinar; 23/05/16 - Benefits & expenses webinar; 27/05/16 - PAYE webinars; 06/06/16 - Updates on Tax Year changes; 10/06/16 - HMRC support to successfully operate PAYE; 13/06/16 - HSE & HMRC joint webinar; 14/06/16 - HMRC webinars; 17/06/16 - New dates for HMRC webinars; 21/06/16 - Getting PAYE right; 24/06/16 - Employee Benefits and Expenses; 25/06/16 - National Living Wage Information; 27/06/16 - Employer e-learning Opportunities; 28/06/16 - Statutory Payments Webinars; 29/06/16 - HSE & HMRC joint webinar.
-	Manchester Airport - 23/05/16 - Arts tickets; 14/06/16 - Overnight runway closure 14-15/06/16; 01/07/16 - Bloodhound Supersonic Car Event for schools and uniformed groups.

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-	CPRE - 13/05/16 - Campaign to stop Greenfield development; 24/06/16 - Results of Light Pollution and Dark Skies survey; 28/06/16 - Update re campaign to stop Greenfield development.
-	E-ON - Monthly Market Report - May 2016, June 2016. 02/06/16 - Energy Market Regulation Update presentations.
-	Unlock Democracy - 09/05/16 - Petition re fair voting system; 20/05/16 - Election Expenses Investigation; 24/06/16 - Brexit - what now?
-	Community & Voluntary Services - 09/05/16 - e-bulletin; 11/05/16 - Volunteer Gala night 9 <sup>th</sup> June 2016; 20/05/16 - e-bulletin; 27/05/16 - The Voice newsletter; 03/06/16 - e-bulletin; 08/06/16 - Training in the Macclesfield Area; 14/06/16 - Training News; 17/06/16 - e-bulletin; 22/06/16 - The Voice Newsletter; 01/07/16 - e-bulletin.
02/06/16	East Cheshire Hospice Christmas Tree Collection - Awarded the Queen's Award for Voluntary Service.
02/06/16	Information Commissioner - Newsletter - June 2016.
05/06/16	Mr. P. Lai - Petition re: Action to reduce suicide.
06/06/16	Knutsford Town Council - Town Ranger Services.
27/06/16	Cheshire and Wirral Partnership NHS Foundation Trust - Trust Magazine - June 2016.
27/06/16	Age UK Cheshire East - Men in Sheds.
	<b>Advertisements -</b>
-	Broxap Litter Bins & Recycling Units - 10/05/16 - Heavy Duty Litter Bins; 11/05/16 - Access control & Traffic management; 17/05/16 - Derby E Range Litter Bins; 18/05/16 - Outdoor Picnic Units; 24/05/16 - Double Capacity Bins; 25/05/16 - Steel Bollards; 31/05/16 - Vandal Resistant Litter and Recycling Bins; 01/06/16 - Bespoke signage; 07/06/16 - Dog Waste Bins; 08/06/16 - Heavy Duty Seats and Benches; 14/06/16 - Steel Litter Bins; 15/06/16 - Low Maintenance Stainless Steel Bollards; 21/06/16 - Round Litter and Recycling Bins; 22/06/16 - Heavy Duty Tree Grilles and Tree Guards; 28/06/16 - Cast Iron Litter Bins; 05/07/16 - Revitalise your Parish.
-	11/05/16 - Parish Council Website services; 20/05/16 - Realise Futures Eco Furniture; 21/05/16 - Glasdon Street Furniture; 23/05/16 - HAGS Play Equipment; 01/06/16 - Kompan Gym Equipment; 09/06/16 - Cheshire Community Development Trust - DBS & Payroll services; 15/06/16 - Phoenix Systems Services Ltd; 16/06/16 - Kompan Play Equipment Price Reduction; 16/06/16 - Realise Futures Play Fire Engine offer; 07/06/16 - Expression Media Ltd. - Induction Loops, Sound Systems and Video Projection; 28/06/16 - Unipart Dorman - Traffic Calming Products; 30/06/16 - Realise Futures Eco Furniture - New play Fire Engine.