

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 12TH MARCH, 2020

TIME: 7:30 p.m.

VENUE: CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

To Members of Chelford Parish Council,

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

1. APOLOGIES FOR ABSENCE -

2. DECLARATIONS OF INTEREST -

- i) To receive Declarations of Interest in any items on the agenda.

3. MINUTES -

- i) To approve the Minutes of the Parish Council meeting held 18th February, 2020 as a correct record and authorise signing by the Chairman.

4. PUBLIC FORUM FOR QUESTIONS -

5. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) Gawsworth & Chelford Wards Policing Team - Report on matters of interest / concern within the Parish.
- ii) Cheshire East Ward Member Cllr. M. Asquith - Report on items of interest to the Parish Council.
- iii) Manchester Airport meeting with Town & Parish Council representatives - 10th March, 2020. (DW)

6. FINANCE -

- i) To receive and consider the Financial Statement 2019/20 as at 12th March, 2020. (Appendix A)

- ii) To authorise the following payments -

a)	Direct Debit	1&1 IONOS	£1.00	Email account fee - March, 2020.
b)	Cheque No. 001339	E. M. Maddock	£982.25	Salary - March, 2020 and Expenses.
c)	Cheque No. 001340	H.M. Revenue & Customs	£42.47	Income Tax and National Insurance Contributions.
d)	Cheque No. 001341	Greenfingers Landscape Ltd.	£205.99	Chelford Activity Park Maintenance - February, 2020.
e)	Cheque No. 001342	Cheshire East Borough Council	£350.00	Street Furniture Licence Fee.
f)	Cheque No. 001343	Chelford Parish Hall	£220.00	Room Hire 2019/20.
g)	Cheque No. 001344	Chelford Parish Hall	£17.50	Room Hire - Neighbourhood Plan.
h)	Cheque No. 001345	Groundwork UK	£894.71	Return of unused Neighbourhood Plan Grant funds.

- iii) To note the following receipts since the last meeting - None.

- iv) To approve the following additional earmarked reserves to be held by the Parish Council:

a)	Asset Refurbishment Fund	£2,134.00	(Additional funds as approved during budget setting process.)
b)	Planter replacement project	£3,295.00	
c)	Chelford Activity Park - Tree Maintenance	£1,980.00	
d)	Notice board replacement project	£1,500.00	
e)	Chelford Primary School signage project	£250.00	

- iv) To consider and approve the Financial Risk Assessment 2019/20. (Appendix B)

7. CORRESPONDENCE -

- i) To consider the specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate thereto -
 - a) David Wilson Homes Ltd. - Advance notification of piling works at Galloway Grange.
 - b) Cheshire East Council - Advance notification of date of Town & Parish Council Conference.
 - c) Manchester Airport - Departure Route Information Sheets.

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

8. PLANNING -

- i) Applications for consideration -
 - a) Any applications received following issue of Agenda will be included for consideration.
- ii) To note that planning application 19/2513M (Delivery of watersports and Outdoor Activity Centre on the North Lake of the former Mere Farm Quarry, including new vehicular access, car parking and multi-use building.) was recommended for approval with conditions at the Cheshire East Council Strategic Planning Board meeting held 26th February, 2020.
- iii) Former Coal Shed, Station Road - To receive an update on the future of the former Coal Shed.

9. ASSETS -

- i) Chelford Activity Park -
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park.
 - b) To receive booking requests for use of facilities at Chelford Activity Park.
 - c) To confirm the content of the Tree Work Application for submission to Cheshire East Council.
- ii) Notice Boards - To consider quotations for proposed new notice boards at Oak Road and Galloway Grange.
- iii) Replacement Planters - To approve the signing of the Street Furniture Licence Agreement in respect of the six new planters.
- iv) Replacement Parish Boundary Signs - To consider possible design options for the replacement signs.
- v) Telephone Kiosk, Knutsford Road - To receive an update relating to the future of the kiosk.

10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
 - a) Hedges, trees and verges:
 - i) Ownership of footway vegetation either side of bus passenger shelter - Knutsford Road (near junction with Dixon Drive).
 - b) Carriageways and footways:
 - i) Traffic counting strips on footway - Holmes Chapel Road (between roundabout and St. John's Church).
 - ii) Alderley Road - Potholes and flooding near railway bridge.
 - iii) Peover Lane - Flooding near to entrance to Mere Hall.
 - c) Signage:
 - i) Damaged sign - Alderley Road. (Due to be repaired by April 2020)
 - ii) Query re installation of 'no through road' and 'give way' signs at Oak Road.
 - d) Street Assets:
 - i) Broken windows (4) in bus passenger shelter - Chelford Road.
 - ii) Broken window in bus passenger shelter - Knutsford Road.
- ii) To receive highway matters for attention from Members.

11. COMMUNITY -

- i) Community Speed Watch - To receive update on activities.
- ii) Chelford's Grand Day Out Event -
 - a) To receive an update on arrangements.
 - b) To receive an update on the financial arrangements for the event.
- iii) Chelford Bowling Club - To receive an update on the present position.
- iv) Mere Court Park - To receive an update on the improvement work being undertaken at the site.
- v) Local Parish Cluster Group - To receive an update on future activities.

12. PARISH COUNCILLOR VACANCY -

- i) To consider the co-option of a Councillor from the candidates who submitted expressions of interest.

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

- i) Dropped kerb information.
- ii) Zebra crossing information.
- iii) Obstructive parking along Peover Lane.
- iv) Footway accessibility within Parish.
- v) Parish Council Newsletter.
- vi) Parish Council Policy Updates.

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vii) Asset maintenance work.

viii) Chelford Parish Hall (Part 2).

ix) Dingle Bank Quarry Liaison Meeting Report.

- 14. DATE OF NEXT MEETING** - Thursday 9th April, 2020 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.

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

E.M. Maddock

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

Dated 8th March, 2020.

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APPENDIX A

Financial Statement for 2019/20 as at 12th March, 2020					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to Feb. 2020 £.	Agenda Mar. 2020 £.	Budget Balance £.
	Receipts				
24,549.00	Precept	31,684.00	31,684.00		0.00
0.00	Balances	5,118.00	0.00		0.00
24.39	Investment Interest	0.00	61.90		0.00
0.00	Sale of Assets	0.00	0.00		0.00
6,079.00	Grants, Donations & Refunds	0.00	125.00		0.00
0.00	Contra Income	0.00	64.62		0.00
874.80	V.A.T. Refund		1,022.16		827.09
31,527.19	Total Receipts	36,802.00	32,957.68	0.00	827.09
	Payments				
8,393.14	Salary (Clerk)	8,940.00	8,232.44	809.92	-102.36
31.60	National Insurance (Employer)	0.00	69.43	14.80	-84.23
593.87	Allowances (Clerk)	675.00	587.02	56.66	31.32
0.00	Chairman/Member Allowances	0.00	0.00		0.00
93.34	Administration	250.00	0.00	127.94	122.06
350.00	Audit Fees (Internal & External)	375.00	353.00		22.00
818.36	Insurance	1,000.00	550.30		449.70
114.62	Sect. 137 Donations	400.00	50.00		350.00
1,001.86	Grants	2,812.00	510.28		2,301.72
65.00	Parish Council Newsletter	360.00	217.95		142.05
51.11	Street Lighting (Electric & Repairs)	255.00	64.51		190.49
430.56	Website	60.00	27.45	0.83	31.72
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	497.20		72.80
35.00	Training	360.00	100.00		260.00
297.50	Room Hire	370.00	15.00	220.00	135.00
2,371.29	Chelford Activity Park - Maintenance	5,525.00	2,613.65	171.66	2,739.69
570.00	Chelford Village - Maintenance	3,100.00	851.00		2,249.00
118.00	Asset Maintenance	1,900.00	0.00		1,900.00
475.28	Asset Purchase	8,000.00	20.81	350.00	7,629.19
6045.57	Neighbourhood Plan	500.00	276.84	912.21	-689.05
0.00	Contingency	750.00	0.00		750.00
1,022.16	V.A.T.		777.19	49.90	
23,409.98	Total Payments	36,802.00	15,814.07	2,713.92	19,101.10

Cash/Bank Reconciliation	01/04/19	18/02/20	12/03/20	31/03/20
Balance B/Fwd.	45,690.35	45,690.35	62,833.96	60,120.04
Add Total Receipts	36,802.00	32,957.68	0.00	827.09
Less Total Payments	-36,802.00	-15,814.07	-2,713.92	-19,101.10
Balance C/Fwd.	45,690.35	62,833.96	60,120.04	41,846.03
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/19	18/02/20	12/03/20	31/03/20
General Funds	18,526.76	36,103.21	34,301.50	16,027.49
Earmarked Reserves	27,163.59	26,730.75	25,818.54	25,818.54
	45,690.35	62,833.96	60,120.04	41,846.03

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CASH/BANK RECONCILIATION AS AT - 12th March 2020

CASH

Balance Brought Forward 01/04/19	
Current Account	24,969.15
Business Reserve Account	20,721.20
Plus Receipts	32,957.68
	78,648.03
Less Payments	18,527.99
Balance Carried Forward 12/03/20	<u><u>60,120.04</u></u>

BANK (Natwest)

Business Reserve Account -	45,783.10	03/01/20
Add income/transfer received since above statement		
	<u>0.00</u>	0.00
Less unrepresented cheques		
	<u>0.00</u>	0.00
	<u>0.00</u>	45,783.10 12/03/20
Current Account -	19,876.39	05/02/20
Add income received since above Statement		
	<u>0.00</u>	0.00
Less unrepresented cheques/ Transfer		
Approved	-2,825.53	
For approval	<u>-2,713.92</u>	
	<u>-5,539.45</u>	14,336.94 12/03/20
Total Bank Balances 12/03/20	<u><u>60,120.04</u></u>	

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FINANCIAL RISK ASSESSMENT - 2019/20

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned and published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2020.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2020.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	Transparency Code.	L	Financial information published by RFO on Parish Council controlled website.	Review requirement to comply annually.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2020.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries, pensions and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
Legal powers	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2020.

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CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 21, 28 February 2020; 6 March 2020.
26/02/20	Training sessions in March, 2020.
27/02/20	Toilet Tax survey.
04/03/20	Invitation to the Cheshire Anti-Bullying Commission Phase One report launch - 23/03/20.
	Cheshire East Council -
-	Traffic Management LAP Reports - 13, 20, 27 February 2020.
20/02/20	Withdrawal of the Hankelow Neighbourhood Plan from Regulation 16 consultation.
26/02/20	Shavington Neighbourhood Plan - Regulation 16 Consultation - 26/02/20 - 08/04/20.
	Other Correspondence -
-	CPRE - 21/02/20 - Star Count.
-	Cheshire & Warrington Growth Hub Newsletter - February 2020.
-	Community & Voluntary Services - e-Bulletin - 14, 28 February 2020.
-	HMRC - 12/02/20 - Employer Bulletin 82; 14/02/20 - Company Directors; 17/02/20 - Administrative Advisory Burden Board Survey; 19/02/20 - Workplaces and travel expenses; 21/02/20 - Payrolling expenses and benefits; 24/02/20 - Accurate reporting and toolkits; 26/02/20 - Cars, vans and home working; 28/02/20 - Payrolling and reports; 02/03/20 - National Minimum Wage increases in April; 04/03/20 - Employee entertainment expenses; 06/03/20 - Bumped heads to baby bumps - statutory pay explained.
-	Information Commissioner's Office - Newsletter - March 2020.
-	Public Sector Executive - 13, 18, 25, 27 February 2020; 2, 6 March 2020.
-	Rural Services Network - Rural Bulletin - 18, 25 February 2020; 3 March 2020.
-	Rural Services Network - Rural Funding Digest - March 2020.
-	E-ON - Monthly Market Report - February 2020.
12/02/20	Keep Britain Tidy - Reminder for Great British Spring Clean 2020.
19/02/20	NatWest Bank plc. - Confirmation of Payee is here.
24/02/20	Rural Services Network - Rural Strategy Roadshows.
25/02/20	NatWest Bank plc. - Digital strategy support.
	Advertisements -
-	12/02/20 - Sutcliffe Play - Spare parts available; 13/02/20 - Primary Care Supplies - Defibrillators; 13/02/20 - Running Imp - Materials for VE day anniversary events; 13/02/20 - Mallatite Ltd. - Traffic signs and sign plates; 18/02/20 - Mallatite Ltd. - Sign post and light packages; 17/02/20 - Notice Board Company - Storm damage offers; 19/02/20 - Kompan - Fitness equipment; 21/02/20 - Running Imp - Time running out for free delivery on VE day anniversary materials; 21/02/20 - Broadoak Properties Ltd. - National Grid's Warm Homes Fund; 24/02/20 - GeViews - Street furniture; 27/02/20 - Fabrications North East Ltd. - Remembrance Benches; 27/02/20 - Primary Care Supplies - 70% alcohol hand sanitiser; 28/02/20 - Schoolsapes - Playground options; 01/03/20 - Fabrications North East Ltd. - VE Day Memorial Planters; 02/03/20 - Eibe - Free wicker hut with any Playo range equipment purchase; 02/03/20 - Notice Boards Online - Weather resistant signage; 03/03/20 - Mallatite Ltd. - Sale of pedestrian crossing equipment; 05/03/20 - Kompan - Offers on play towers; 05/03/20 - Mallatite Ltd. - Signage supports; 05/03/20 - Calor - Rural Community Fund; 05/03/20 - Wicksteed Playgrounds - Playground design services; 06/03/20 - Amberol - Animal design bins.