

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 11TH OCTOBER, 2018

TIME: 7:30 p.m.

VENUE: CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

To Members of Chelford Parish Council,

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

- 1. APOLOGIES FOR ABSENCE -**
- 2. DECLARATIONS OF INTEREST -**
 - i) To receive Declarations of Interest on any items on the agenda.
- 3. MINUTES -**
 - i) To approve the Minutes of the Parish Council meeting held 13th September, 2018 as a correct record and authorise signing by the Chairman.
- 4. PUBLIC FORUM FOR QUESTIONS -**
- 5. REPORTS FROM EXTERNAL ORGANISATIONS -**
 - i) Gawsworth and Chelford Wards Policing Team -
 - a) Report on matters of interest / concern within the Parish.
 - b) Ward Cluster Meeting - 26/09/18. (LH)
 - ii) Cheshire East Ward Member Cllr. G. Walton - Report on items of interest to the Parish Council.
 - iii) Manchester Airport Meeting with Town & Parish Councillors - 18/09/18. (DW)
 - iv) Cheshire East Council Town & Parish Council Conference - 26/09/18. (DW)
 - v) David Wilson Homes - Sod Cutting Ceremony - 28/09/18. (DW)
- 6. FINANCE -**
 - i) To receive and consider the Financial Statement 2018/19 as at 11th October, 2018. (Appendix A)
 - ii) To receive request for grant, in the sum of £251.86, to purchase materials for the Before & After School Club at Chelford CE Primary School.
 - iii) To ratify the following payment -
 - a) Cheque No. 001249 The David Lewis Centre £26.76 Printing Flyers for Public Meeting.
 - iv) To authorise the following payments -

a) Cheque No. 001250 E. M. Maddock	£814.42	Salary September 2018 & Expenses.
b) Cheque No. 001251 H.M. Revenue & Customs	£74.57	Income Tax & NI contributions.
c) Cheque No. 001252 Greenfingers Landscape Ltd.	£200.00	Ground Maintenance Contract (September 2018).
d) Cheque No. 001253 Cheshire Community Action	£337.00	Neighbourhood Plan Consultant Support.
e) Cheque No. 001254 ANSA	£420.58	Provision of litter bin.
f) Cheque No. 001255 Cheshire East Council	£251.86	(Payment subject to Item 6(ii)) Purchase of materials for Before & After School Club at Chelford CE Primary School.
 - v) To note the following receipts since the last meeting - None.
- 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) Jones Homes (North West) Ltd. - Information regarding potential development site adjacent to Cricketers Green.
 - b) Manchester Airport - Invitation to attend performance at the Lowry Theatre.
 - c) Barratt Developments plc. - Offer to meet with Parish Council regarding the Cheshire East Council Site Allocations and Development Policies Document consultation and Chelford Neighbourhood Plan.
 - d) Cheshire East Remembrance Event at Tatton Park - 11/11/18.

CHELFORD PARISH COUNCIL

AGENDA

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

8. PLANNING -

- i) Application for consideration -
 - a) 18/4440M - 24 Robin Lane, Chelford. SK11 9AZ - Single storey rear extension and two storey extension to front of existing semi detached house.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
 - a) Remedial work to zebra crossing on Knutsford Road.
 - b) Flooding - Outside Alderlea, Knutsford Road.
 - c) Broken - No Through Bollard - Dixon Drive.
 - d) Zig-zag lines outside Chelford Primary School.
 - e) Footway condition in Dixon Drive estate.
 - f) Overhanging hedges in Dixon Drive estate.
 - g) Overhanging trees along north-eastern boundary of former Chelford Agricultural Centre site.
 - h) Damaged sign - Alderley Road.
- ii) To receive highway matters for attention from Members.

10. COMMUNITY -

- i) To consider whether the Parish Council wish to lay a poppy wreath at the 2018 Remembrance Service at St. John's Church.
- ii) To receive any updates available relating to the process for allocating Section 106 'community facilities' funds associated with the Cricketers Green Development. (DW)
- iii) Chelford Post Office -
 - a) To receive information from the Post Office regarding temporary closure.
 - b) To receive response from Esther McVey MP regarding closure of Post Office.
- iv) To receive any updates available relating to improvement works at Mere Court Park. (DW)
- v) To confirm arrangements for provision of Village Christmas Tree display by a local business. (BB)

11. ASSETS -

- i) Chelford Activity Park - Maintenance & Management -
 - a) To receive a summary of issues identified during inspections of Chelford Activity Park. (AB)
 - b) To approve hedge cutting to be arranged for boundary hedges of Chelford Activity Park.
- ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.

12. NEIGHBOURHOOD PLAN -

- i) To receive a report from the Neighbourhood Plan Steering Group meeting held 25th September, 2018.
- ii) To receive the Chelford Neighbourhood Plan financial statement as at 11th October, 2018. (Appendix C)

13. INFORMATION HANDLING POLICIES -

- i) To receive completed Personal Data Audit Questionnaires from Members.
- ii) To approve the deposition of archive Parish Council documents to the Cheshire Record Office.

14. CHESHIRE EAST COUNCIL - SITE ALLOCATIONS AND DEVELOPMENT POLICIES DOCUMENT -

- i) To consider feedback received at the Public Meeting held 9th October, 2018.
- ii) To consider content of response to be submitted to the Site Allocations and Development Policies Document consultation. (Deadline for comments: 22/10/18)

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Parish Appearance.
- iv) Red Telephone Kiosk - Future uses.
- v) Neighbourhood Plan - Non-Planning Comments.

16. DATE OF NEXT MEETING - Thursday 8th November 2018 at 7:30p.m. at Chelford Parish Hall.

CHELFORD PARISH COUNCIL

AGENDA

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)
- i) Chelford Parish Hall - To consider position in respect of information received at meeting held 29th August, 2018.
 - ii) Clerk & Responsible Financial Officer -
 - a) To approve the undertaking of the annual appraisal.
 - b) To consider items for inclusion within the Appraisal Meeting.
 - c) To appoint Members to undertake the above review.



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

Dated 7th October, 2018.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX A

Financial Statement for 2018/19 as at 11 October 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Sept. 2018 £.	Agenda Oct. 2018 £.	Budget Balance £.
	Receipts				
22,485.00	Precept	24,549.00	24,549.00		0.00
0.00	Balances	0.00	0.00		0.00
5.05	Investment Interest	0.00	2.48		0.00
0.00	Sale of Assets	0.00	0.00		0.00
7,542.99	Grants, Donations & Refunds	5,259.00	4,979.00		280.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund (16/17)		874.80		718.23
30,685.30	Total Receipts	29,808.00	30,405.28	0.00	998.23
	Payments				
7,708.58	Salary (Clerk)	7,962.00	4,068.10	676.68	3,217.22
161.48	National Insurance (Employer)	0.00	0.00		0.00
580.73	Allowances (Clerk)	650.00	295.07	45.28	309.65
0.00	Chairman/Member Allowances	0.00	0.00		0.00
31.36	Administration	210.00	0.00		210.00
248.00	Audit Fees (Internal & External)	360.00	350.00		10.00
788.81	Insurance	1,750.00	0.00		1,750.00
592.36	Sect. 137 Donations	450.00	0.00		450.00
150.00	Grants	2,380.00	750.00	251.86	1,378.14
50.00	Parish Council Newsletter	100.00	65.00		35.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
80.78	Street Lighting (Electric & Repairs)	190.00	24.49		165.51
1,345.04	Website	482.00	0.00		482.00
570.00	Village Planters	600.00	285.00		315.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00	26.76	48.24
494.85	Subscriptions/Affiliation Fees	555.00	469.96		85.04
185.00	Room Hire	370.00	0.00		370.00
60.00	Training	140.00	35.00		105.00
2,476.87	Chelford Activity Park - Maintenance	3,950.00	1,173.02	166.67	2,610.31
0.00	Asset Maintenance	1,825.00	118.00		1,707.00
0.00	Asset Purchase	1,400.00	0.00	350.48	1,049.52
0.00	Contingency	500.00	0.00		500.00
7825.00	Neighbourhood Plan	5,259.00	2,665.22	504.03	2,089.75
874.80	V.A.T.		614.80	103.43	
24,223.66	Total Payments	29,808.00	10,913.66	2,125.19	17,487.38

Cash/Bank Reconciliation	01/04/18	13/09/18	11/10/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	57,064.76	54,939.57
Add Total Receipts	29,808.00	30,405.28	0.00	998.23
Less Total Payments	-29,808.00	-10,913.66	-2,125.19	-17,487.38
Balance C/Fwd.	37,573.14	57,064.76	54,939.57	38,450.42
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	13/09/18	11/10/18	31/03/19
General Funds	8,795.55	29,053.97	27,329.76	10,840.61
Earmarked Reserves	28,777.59	28,010.79	27,609.81	27,609.81
	37,573.14	57,064.76	54,939.57	38,450.42

CHELFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 11th October 2018

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	30,405.28
	<u>67,978.42</u>
Less Payments	13,038.85
Balance Carried Forward 11/10/18	<u><u>54,939.57</u></u>

BANK (Natwest)

Business Reserve Account -	19,699.29	05/07/18
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unrepresented cheques		
	<u>0.00</u>	
	19,699.29	11/10/18
Current Account -	40,588.48	05/09/18
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unrepresented cheques/ Transfer		
Approved	-3,223.01	
For Approval	<u>-2,125.19</u>	
	<u>-5,348.20</u>	
	35,240.28	11/10/18
Total Bank Balances 11/10/18	<u><u>54,939.57</u></u>	

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 6, 13, 20, 27 September 2018; 4 October 2018.
12/09/18	Relaunch of ChALC website.
	Cheshire East Council -
-	Traffic Management LAP Reports - 6, 13, 20 September 2018.
-	Connected Communities Newsletter - September/October 2018.
-	Neighbourhood Planning Fortnightly Update - 7, 21 September 2018; 5 October 2018.
-	Spatial Planning Update - September 2018.
10/09/18	Invitation to submit filming venues.
11/09/18	Local Plan Engagement.
13/09/18	'Connected to people' - Integration Strategy Conference - 24 th September 2018.
13/09/18	Local Information - Congleton / Holmes Chapel.
21/09/18	Local Information - Congleton / Macclesfield.
25/09/18	News Homes Bonus Presentation Information.
01/10/18	Local Information - Holmes Chapel / Sandbach / Congleton.
	Rural Services Network -
-	Rural Bulletin - 11, 18, 25 September 2018; 2 October 2018.
-	Rural Funding Digest - October 2018.
	Other Correspondence -
-	Public Sector Executive - 7, 10, 14, 17, 21, 24, 26, 28 September 2018; 1, 5 October 2018.
-	HMRC - 06/09/18 - Sick Pay, Maternity and Paternity Pay and Leave; 12/09/18 - Expenses & Benefits; 14/09/18 - Managing food and functions expenses; 19/09/18 - Introduction to Health & Safety; 21/09/18 - New Statutory Sick Pay online guide; 24/09/18 - Payroll matters; 27/09/18 - Getting PAYE right; 28/09/18 - National Minimum Wage updates; 01/10/18 - Top tips on trivial benefits; 04/10/18 - Maternity, paternity, sick pay and leave; 05/10/18 - Small business survey.
-	CPRE - 08/09/18 - Campaigns Update.
-	Community & Voluntary Services - 17/09/18 - e-Bulletin; 29/09/18 - Spotlight e-Bulletin.
-	Information Commissioner's Office - Newsletter - October 2018.
-	Age UK - Newsletter - September 2018.
-	Active Cheshire - 17/09/18 - Workplace Health & Wellbeing Award; 28/09/18 - Workshops and Training Opportunities.
-	Cheshire Community Action - 03/10/18 - Annual General Meeting.
-	Civic Voice - War Memorial News - 18 September 2018; 2 October 2018.
13/09/18	E-ON - Monthly Market Report
18/09/18	Royal Mail - Scam Mail information.
12/09/18	Resident - Update regarding maintenance at Chelford Station.
	Advertisements -
-	06/09/18 - Notice Board Company - Five Year Guarantees on Notice Boards; 11/09/18 - Town & Parish Council Websites - September Newsletter; 11/09/18 - Troy Planning + Design - Neighbourhood Plan support services; 14/09/18 - Kompan Playgrounds - Up to 50% Playground Equipment; 14/09/18 - Notice Board Company - Anti-Graffiti Protection; 17/09/18 - Wicksteed Playgrounds - Telephone line disruption; 19/09/18 - Primary Care Supplies - Defibrillators; 25/09/18 - Notice Board Company - New Prices; 27/09/18 - Realise Futures Eco-Furniture - New recycled plastic bench; 01/10/18 - Eibe - Product of the Month - Sand Play Unit; 02/10/18 - Primary Care Supplies - Defibrillators; 03/10/18 - Kompan Playgrounds - 25% Match Funding offer.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18/19 as at 11 October 2018				
Details	Total Budget £.	Actual to Sep. 2018 £.	Agenda Oct. 2018 £.	Budget Balance £.
Receipts				
Chelford Parish Council - Balances	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	8,999.67		0.33
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
Total Receipts	14,000.00	13,999.67	0.00	0.33
Payments				
Groundwork UK (DCLG)				
Grant used 01/07/17 - 31/12/17	3,741.00	2,401.17	}	0.00
Return of unused grant		1,339.83	}	
Groundwork UK (DCLG)				
Grant used 01/01/18 - 31/03/18	2,560.00	1,619.50	}	0.00
Return of unused grant		940.50	}	
Groundwork UK (MHCLG) (Note 1)				
Consultant Fee (Note 2)	3,150.00	630.00	157.50	2,362.50
Consultant Fee (Note 3)	315.00	0.00	157.50	157.50
Consultant Fee (Note 4)	975.00	995.00		-20.00
Consultant Fee (Note 5)	44.00	0.00	22.00	22.00
Room Hire	180.00	0.00		180.00
Printing Costs	292.00	238.42		53.58
Consultation Events	23.00	35.00		-12.00
Other	5,000.00			2,542.17
Salary (Clerk)		1,951.41	132.13	
National Insurance (Employer)		175.12	16.99	
Allowances (Clerk)		164.27	17.91	
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	16,280.00	10,490.22	504.03	5,285.75

Notes:

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