

# CHELFORD PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

**DATE:** THURSDAY 9<sup>TH</sup> AUGUST, 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 12<sup>th</sup> July, 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 - Report on matters of interest / concern within the Parish.
- ii) Cheshire East Ward Member Cllr. G. Walton - Report on items of interest to the Parish Council.

**6. FINANCE -**

- i) To receive and consider the Financial Statement 2018/19 as at 9<sup>th</sup> August, 2018. (Appendix A)
- ii) To authorise the following payments -
  - a) Direct Debit E-ON £13.68 Electricity charges: 01/04/18 - 30/06/18.
  - b) Cheque No. 001236 E. M. Maddock £787.71 Salary August 2018 & Expenses.
  - c) Cheque No. 001237 H.M. Revenue & Customs £64.94 Income Tax & NI contributions.
  - d) Cheque No. 001238 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (July 2018).
  - e) Cheque No. 001239 Cheshire Community Action £315.00 Neighbourhood Plan Consultant Support.
  - f) Cheque No. 001240 Boyd Sport & Play Ltd. £48.00 Tennis Net Winding Handle.
  - g) Cheque No. 001241 British Heart Foundation £600.00 Contribution towards defibrillator equipment.
  - h) Cheque No. 001242 Knutsford Community First Responder Team £150.00 Contribution towards defibrillator cabinet.
- iii) To note the following receipts since the last meeting -
  - a) NatWest Bank plc. £0.86 Gross Interest - April, 2018.
  - b) NatWest Bank plc. £0.84 Gross Interest - May, 2018.
  - c) NatWest Bank plc. £0.78 Gross Interest - June, 2018.
  - d) H.M. Revenue & Customs £874.80 VAT reclaim 2017/18.

**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) Cheshire East Council - Proposed Changes to Highways' Maintenance Priorities - Well Managed Highways Infrastructure Consultation - 05/07/18 - 27/08/18.
  - b) Cheshire East Council - Cemetery Strategy Consultation - 20/07/18 - 14/09/18.
- ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix B)

**8. PLANNING -**

- i) Applications for consideration -
  - a) 18/3216M - Double storey side extension and single storey rear extension - 1 Millbank Close, Chelford, Macclesfield, Cheshire. SK11 9SJ
  - b) 18/3593M - 2 storey side extension and single storey rear extension - 27 Clay Heys, Chelford. SK11 9ST

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- c) 18/3783D - Discharge of conditions 4, 5, 6, 9, 10 & 14 on application 18/1890M - Oak Tree House, Pepper Street, Chelford. SK11 9BE

- ii) Former Chelford Agricultural Centre site -

- a) To receive feedback from residents relating to work at the site.
- b) To receive feedback from Cheshire East Council relating to complaints received.

### 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) Chelford Market Signs - Knutsford Road.
  - e) Condition of footway along Holmes Chapel Road from roundabout to St. John's Church.
  - f) Overhanging hedge - Dixon Drive.
  - g) Zig-zag lines outside Chelford Primary School.
  - h) Sinking Pothole - Outside St. John's Church, Holmes Chapel Road.
- ii) To receive highway matters for attention from Members.
- iii) Footway railings - Knutsford Road -
  - a) To receive response to the request for footway railings.
  - b) To retrospectively approve attendance by the Chairman at a meeting with Cheshire East Council regarding the above request and to receive a report from the meeting.

### 10. COMMUNITY -

- i) Potential Uses of Section 106 funds within Parish -
  - a) Cricketers Green Development - To receive any updates available. (DW/BB)
  - b) Former Chelford Agricultural Centre site - To receive any updates available. (DW/BB)
- ii) Mere Court Park -
  - a) To receive and consider plan outlining proposed improvement work at Mere Court Park.
  - b) To receive and consider feedback from resident relating to above proposed improvement work.
- iii) Defibrillator Provision - To receive update on project.
- iv) Litter Bin - To receive an update relating to provision of a litter bin near to Dixon Court. (Clerk)
- v) Parish Appearance - To consider comments from residents regarding appearance of the Parish.

### 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 receive an update relating to issues identified by the annual RoSPA Inspection report. (Clerk)
  - c) To receive an update relating to the purchase of a replacement tennis net winding handle. (Clerk)
- ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.
- iii) Red Telephone Kiosks - To consider future use of the kiosks.
- iv) Floral Displays -
  - a) To receive an update on condition of floral displays.
  - b) To receive a report of missing plants from the floral displays.
  - c) To receive an update on condition of planters and action plan.

### 12. NEIGHBOURHOOD PLAN -

- i) To receive a report from the Neighbourhood Plan Steering Group meeting held 17<sup>th</sup> July, 2018.
- ii) To receive the Chelford Neighbourhood Plan financial statement as at 9<sup>th</sup> August, 2018. (Appendix C)

### 13. INFORMATION HANDLING POLICIES -

- i) To receive guidance information relating to Personal Data Breaches and Data Protection Impact Assessments.
- ii) To receive, for submission at the next meeting, Personal Data Audit Questionnaires.

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.

**15. DATE OF NEXT MEETING - Thursday 13<sup>th</sup> September, 2018 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.

**16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -**

(as required)



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

Dated 5<sup>th</sup> August, 2018.

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### APPENDIX A

Financial Statement for 2018/19 as at 09 August 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Jul. 2018 £.	Agenda Aug. 2018 £.	Budget Balance £.
	<b>Receipts</b>				
22,485.00	Precept	24,549.00	12,274.50		12,274.50
0.00	Balances	0.00	0.00		0.00
5.05	Investment Interest	0.00	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)		0.00	874.80	318.87
<b>30,685.30</b>	<b>Total Receipts</b>	<b>29,808.00</b>	<b>17,253.50</b>	<b>877.28</b>	<b>12,873.37</b>
	<b>Payments</b>				
7,708.58	Salary (Clerk)	7,962.00	2,714.74	676.68	4,570.58
161.48	National Insurance (Employer)	0.00	0.00		0.00
580.73	Allowances (Clerk)	650.00	199.03	45.14	405.83
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	150.00		210.00
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	0.00	750.00	1,630.00
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	11.46	13.03	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		75.00
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	799.68	206.67	2,943.65
0.00	Asset Maintenance	1,825.00	0.00		1,825.00
0.00	Asset Purchase	1,400.00	0.00		1,400.00
0.00	Contingency	500.00	0.00		500.00
7825.00	Neighbourhood Plan	5,259.00	1,134.56	445.83	3,678.61
874.80	V.A.T.		276.89	41.98	
<b>24,223.66</b>	<b>Total Payments</b>	<b>29,808.00</b>	<b>6,141.32</b>	<b>2,179.33</b>	<b>21,806.22</b>

Cash/Bank Reconciliation	01/04/18	12/07/18	09/08/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	48,685.32	47,383.27
Add Total Receipts	29,808.00	17,253.50	877.28	12,873.37
Less Total Payments	-29,808.00	-6,141.32	-2,179.33	-21,806.22
<b>Balance C/Fwd.</b>	<b>37,573.14</b>	<b>48,685.32</b>	<b>47,383.27</b>	<b>38,450.42</b>
<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/18</b>	<b>12/07/18</b>	<b>09/08/18</b>	<b>31/03/19</b>
General Funds	8,795.55	20,453.87	19,282.65	10,349.80
Earmarked Reserves	28,777.59	28,231.45	28,100.62	28,100.62
	<b>37,573.14</b>	<b>48,685.32</b>	<b>47,383.27</b>	<b>38,450.42</b>

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### CASH/BANK RECONCILIATION AS AT - 9<sup>th</sup> August 2018

#### CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	18,130.78
	<u>55,703.92</u>
Less Payments	8,320.65
Balance Carried Forward 09/08/18	<u><u>47,383.27</u></u>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	19,699.29	05/07/18
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unpresented cheques		
	<u>0.00</u>	
	19,699.29	09/08/18
<b>Current Account -</b>	31,995.98	05/07/18
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unpresented cheques/ Transfer		
Approved	-2,132.67	
For Approval	<u>-2,179.33</u>	
	<u>-4,312.00</u>	
	27,683.98	09/08/18
<b>Total Bank Balances 09/08/18</b>	<u><u>47,383.27</u></u>	

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### APPENDIX B

#### CORRESPONDENCE

<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 12, 19, 26 July 2018; 3 August 2018.
18/07/18	Employment Survey.
19/07/18	Vacancy - Temporary Finance Officer at Alsager Town Council.
03/08/18	Information request to Local Council schemes supporting vulnerable residents.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 19, 26 July 2018; 2 August 2018.
-	Connected Communities Newsletter - July/August 2018.
-	Neighbourhood Planning Fortnightly Update - 13, 27 July 2018.
09/07/18	Calveley Regulation 16 Neighbourhood Plan Consultation - 09/07/18 - 24/08/18.
16/07/18	Cheshire East to host first LGBT+ event in September.
16/07/18	Notification of Nether Alderley - Alderley Park No.2 Tree Preservation Order 2018.
18/07/18	Invite to Afternoon Tea with the Mayor of Cheshire East Borough Council.
20/07/18	Wrenbury Regulation 16 Neighbourhood Planning Consultation - 20/07/18 - 31/08/18.
31/07/18	Moston Regulation 16 Neighbourhood Planning Consultation - 31/07/18 - 14/09/18.
	<b>Cheshire Emergency Services -</b>
01/08/18	Stakeholder Bulletin.
	<b>Rural Services Network -</b>
-	Rural Bulletin - 10, 17, 24, 31 July 2018.
-	Rural Funding Digest - August 2018.
26/07/18	Joint working with Countryside and Community Research Institute.
	<b>Other Correspondence -</b>
-	Public Sector Executive - 6, 9, 13, 16, 20, 23, 24, 27, 30 July 2018; 2, 3 August, 2018.
-	HMRC - 09/07/18 - Expenses and Benefits; 10/07/18 - Health & Safety in the workplace; 12/07/18 - Payrolling expenses and benefits; 16/07/18 - Expenses and Benefits in Kind; 20/07/18 - Practical payroll support online; 23/07/18 - Expenses and benefits webinars; 25/07/18 - Brand new Statutory Sick Pay online guide; 27/07/18 - Expenses and Benefits; 02/08/18 - Delivering online help for employers.
-	CPRE - 07/07/18 - Campaign Update; 08/07/18 - Brownfield Toolkit release and Liverpool City Region; 14/07/18 - Invitation for nominations for new branch chairman; 28/07/18 - Campaign to stop fast-track fracking.
-	Community & Voluntary Services - 06/07/18 - e-Bulletin; 20/07/18 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - August 2018.
-	Age UK - Newsletter - July 2018.
-	Civic Voice - War Memorial News - 10 July 2018.
10/07/18	NatWest Bank plc - Changes to Terms of Account relating to foreign currency payments.
16/07/18	Chelford Primary School - Invitation to new classroom opening event.
17/07/18	United Utilities - Hosepipe ban starts 5th August, 2018.
19/07/18	E-ON - Monthly Market Report.
30/07/18	Ester McVey MP - Drop-in Event.
02/08/18	United Utilities - Hosepipe ban cancelled.
02/08/18	Rewind Festival - Notice of Fireworks.
	<b>Advertisements -</b>
-	09/07/18 - Scribe - Accounting software training; 09/07/18 - Shiver TV - New dating show seeking participants; 10/07/18 - Playground Packages from £12,000; 11/07/18 - Notice Board Company - Reasons to choose Notice Board Company; 12/07/18 - Wicksteed Playgrounds - Birds eye view of new installation at Barrhead, East Renfrewshire; 10/07/18 - Town & Parish Council Websites - July 2018 Newsletter; 26/07/18 - Primary Care Supplies - Defibrillators; 01/08/18 - Kompan Playgrounds - You & Me Swing Seats.

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### APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18/19 as at 09 August 2018				
Details	Total Budget £.	Actual to Jul. 2018 £.	Agenda Aug. 2018 £.	Budget Balance £.
<b>Receipts</b>				
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
<b>Total Receipts</b>	<b>14,000.00</b>	<b>13,999.67</b>	<b>0.00</b>	<b>0.33</b>
<b>Payments</b>				
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	0.00	315.00	2,835.00
Consultant Fee (Note 3)	315.00	315.00		0.00
Consultant Fee (Note 4)	975.00	0.00		975.00
Consultant Fee (Note 5)	44.00	0.00		44.00
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			1,368.88
Salary (Clerk)		3,011.40	111.11	
National Insurance (Employer)		238.90	14.09	
Allowances (Clerk)		249.99	5.63	
Chairman/Member Allowances		0.00		
Administration		0.00		
<b>Total Payments</b>	<b>16,280.00</b>	<b>10,389.71</b>	<b>445.83</b>	<b>5,444.46</b>

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