

CHELFORD PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Date: Thursday 12th November 2020

Time: 7:30p.m.

Venue: Remote meeting via Zoom

Joining Details:

Meeting Link: <https://us04web.zoom.us/j/76274831928?wd=MDlpUWx3V0JJJaGlZSU5mZ2dVV05Cdz09>

Meeting ID: 762 7483 1928

Passcode: 3BM69k

E.M. Maddock

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

Dated 8th November, 2020

AGENDA

To Members of Chelford Parish Council,

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

- 1. Apologies for absence**
- 2. Declarations of Interest -**
 - (a) To receive Declarations of Interest in any items on the agenda.
- 3. Public Forum for Questions**
- 4. Reports from External Organisations**
 - (a) Gawsworth & Chelford Wards Policing Teams - Report on matters of interest / concern within the Parish.
 - (b) Cheshire East Ward Member Cllr. M. Asquith - Report on items of interest to the Parish Council.
- 5. Finance**
 - (a) To receive and consider the Financial Statement 2020/21 as at 12th November, 2020. (Appendix A)
 - (b) To authorise payments listed at Appendix B.
 - (c) To note receipts since the last meeting. (Appendix C)
 - (d) To receive the External Audit Report 2019/20. (Appendix D)
- 6. Planning & Licensing**
 - (a) To consider the following planning application -
 - i. 20/4597M - Unit 2, 16 Townfield Place, Chelford. SK11 9GG
Change of use from a ground floor office space (B1) to a gym (D2).
 - (b) To note that the following planning application has been determined:
 - i. 20/4603D - Chelford Agricultural Centre, Station Road, Chelford. SK11 9AX
Discharge of condition 32 on approval 18/0171M. (Approved)

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- (c) To receive an update relating to the former coal master's building at Station Road.
- (d) To receive an update following the Cheshire East Planning Update Session held 9th November, 2020.

7. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto -
 - i. ChALC - 'Standards Matter 2: Public Consultation and Public Sector Survey'. Closing date: 18th December, 2020. [Link to consultation information: <https://www.gov.uk/government/consultations/standards-matter-2-public-consultation-and-public-sector-survey>]
 - ii. Cheshire East Council - Draft Tenancy Strategy Consultation. Closing date: 18th January, 2021. [Link to consultation information: <https://surveys.cheshireeast.gov.uk/s/LAP1F0/>]
 - iii. Cheshire East Council - Notice of road closure: Pepper Street, Chelford between 20th January, 2021 and 10th February, 2021 to allow Electricity North West to carry out cabling works. [Alternative route: Pepper Street, Snelson Lane, Chelford Road and vice versa which is considered the most suitable route.]

8. Highway Maintenance and Enhancements

- (a) To receive updates, if available, relating to the following outstanding highway matters:
 - i. Alderley Road - potholes and flooding near to railway bridge.
 - ii. Damaged sign, Alderley Road.
 - iii. Uprooted signage at Dixon Drive and Pepper Street.
 - iv. Missing street name plate at Carter Lane.
 - v. Broken windows (4) in bus passenger shelter, Chelford Road.
 - vi. Broken window in bus passenger shelter, Knutsford Road.
 - vii. Planted area near to bus passenger shelter, Knutsford Road, Chelford.
 - viii. Condition of footway along Chelford Road (from Parish boundary to roundabout).
- (b) To receive highway matters for attention from Members.
- (c) To receive an update relating to accessibility of public right of way (Chelford FP3).

9. Community Issues

- (a) To receive an update on community speed watch activities.
- (b) To receive an update on Chelford Cricket Club.

10. Matters for inclusion on next/future meeting agenda

- (a) 2021/22 Budget.
- (b) Updates on ongoing asset refurbishment projects.
- (c) Update on improvement work at Mere Court Park.
- (d) Response from Cheshire East Council regarding concerns raised about the Licensing Application process.
- (e) Update on proposed refurbishment of the play area at Chelford Activity Park.
- (f) Report on responses to the Green Spaces Questionnaire.

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11. Dates of next meetings -

- (a) Ordinary meeting: Thursday 10th December, 2020.
- (b) Additional meeting to determine response to the Site Allocations and Development Policies Document consultation - Date to be confirmed.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 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.

12. Matters for consideration including those transferred from above items

(as required)

- (a) Clerk & Responsible Financial Officer - To approve the undertaking of the annual performance and salary review by the Chairman and Vice-Chairman.
- (b) To receive information relating to Chelford Community Hub.



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

Dated 8th November, 2020

For further information and copy agenda please contact:

Tel: 01477 571444 Email: clerk@chelfordparishcouncil.org.uk

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APPENDIX A

Financial Statement for 2020/21 as at 12th November 2020					
Actual 2019/20 £.	Details	2020/21 Budget £.	Actual to Oct. 20 £.	Agenda Nov. 20 £.	Budget Balance £.
	Receipts				
31,684.00	Precept	41,913.00	41,913.00		0.00
0.00	Balances	2,000.00	0.00		0.00
84.74	Investment Interest	0.00	15.21	1.15	0.00
0.00	Sale of Assets	0.00	0.00		0.00
411.62	Grants, Donations & Refunds	0.00	260.91		0.00
0.00	Contra Income	0.00	0.00		0.00
1,022.16	V.A.T. Refund & Income Tax adjustment		861.42	36.93	1,021.93
33,202.52	Total Receipts	43,913.00	43,050.54	38.08	1,021.93
	Payments				
9,042.36	Salary (Clerk)	10,908.00	5,783.82	826.26	4,297.92
84.23	National Insurance (Employer)	200.00	106.82	15.26	77.92
643.68	Allowances (Clerk)	725.00	213.61	26.33	485.06
0.00	Chairman/Member Allowances	0.00	0.00		0.00
127.94	Administration	270.00	51.66		218.34
353.00	Audit Fees (Internal & External)	475.00	169.00	200.00	106.00
550.30	Insurance	1,100.00	0.00		1,100.00
50.00	Sect. 137 Donations	400.00	50.00		350.00
510.28	Grants	2,880.00	570.00		2,310.00
217.95	Parish Council Newsletter	375.00	0.00		375.00
64.51	Street Lighting (Electric & Repairs)	270.00	32.50	16.43	221.07
28.28	Website	50.00	9.66		40.34
350.00	Professional Services	1,175.00	257.00		918.00
0.00	Advertising	100.00	0.00		100.00
497.20	Subscriptions/Affiliation Fees	545.00	462.20		82.80
100.00	Training	380.00	25.00		355.00
252.50	Room Hire	370.00	0.00		370.00
2,956.97	Chelford Activity Park - Maintenance	5,950.00	1,218.50	180.25	4,551.25
851.00	Chelford Village - Maintenance	3,100.00	1,127.00		1,973.00
0.00	Asset Maintenance	2,520.00	0.00		2,520.00
20.81	Asset Purchase	8,620.00	2,168.00		6,452.00
1,171.55	Neighbourhood Plan	500.00	0.00		500.00
0.00	Community Day	2,000.00	0.00		2,000.00
0.00	Contingency	1,000.00	13.36		986.64
861.42	V.A.T.		945.06	76.87	
18,733.98	Total Payments	43,913.00	13,203.19	1,341.40	30,390.34

Cash/Bank Reconciliation	01/04/20	06/10/20	12/11/20	31/03/21
Balance B/Fwd.	60,158.89	60,158.89	90,006.24	88,702.92
Add Total Receipts	43,913.00	43,050.54	38.08	1,021.93
Less Total Payments	-43,913.00	-13,203.19	-1,341.40	-30,390.34
Balance C/Fwd.	60,158.89	90,006.24	88,702.92	59,334.51
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/20	06/10/20	12/11/20	31/03/21
General Funds	25,431.35	58,573.70	57,270.38	27,901.97
Earmarked Reserves	34,727.54	31,432.54	31,432.54	31,432.54
	60,158.89	90,006.24	88,702.92	59,334.51

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CASH/BANK RECONCILIATION AS AT - 12th November, 2020

CASH

Balance Brought Forward 01/04/20	
Current Account	14,352.95
Business Reserve Account	45,805.94
Plus Receipts	43,088.62
	103,247.51
Less Payments	14,544.59
Balance Carried Forward 12/11/20	<u><u>88,702.92</u></u>

BANK (Natwest)

Business Reserve Account -	45,822.30	05/10/20
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>	45,822.30 12/11/20
Current Account -	51,998.33	05/10/20
Add income received since above Statement		
	<u>0.00</u>	0.00
Less unrepresented cheques/ Transfer		
Approved 2019/20	-565.28	
Approved	-7,508.87	
For Approval	-1,341.40	
Less payment from HMRC account credit	<u>297.84</u>	
	<u>-9,117.71</u>	
		42,880.62 12/11/20
Total Bank Balances 12/11/20	<u><u>88,702.92</u></u>	

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APPENDIX B

Payments for approval

a. Direct Debit	E-ON	£17.25	Electricity charges: July - September 2020
b. Cheque No 001364	Greenfingers Landscapes Ltd.	£216.30	Grounds maintenance - October 2020
c. Cheque No 001365	E. M. Maddock	£830.92	Salary November 2020, & allowances
d. Payment from Account credit	H.M. Revenue & Customs	£36.93	Income tax and National Insurance contributions
e. Cheque No 001366	PKF Littlejohn LLP	£240.00	External Audit fee 2019/20

APPENDIX C

Receipts

a. NatWest Bank plc.	£0.39	Gross interest - July 2020
b. NatWest Bank plc.	£0.35	Gross interest - August 2020
c. NatWest Bank plc.	£0.41	Gross interest - September 2020

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APPENDIX D

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **CHELFORD PARISH COUNCIL – CH0045**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that Sections 1 and 2 of the Annual Governance and Accountability Return were approved on 01/07/2020 but that the public rights period did not commence until 01/09/2020. The period set is not strictly in contravention of the timing permitted under the legislation introduced as a result of Covid-19, but it should be noted that this year's extension to allow later public inspection was intended to allow for authorities who were not able to approve their AGAR until as late as the statutory deadline of 31 August 2020.

Regulation 12 (3) of the Accounts and Audit Regs 2015 (signing and approval of the statement of accounts for Category 2 authorities) requires the Responsible Financial Officer, as soon as practicable after the date on which the authority complies with regulation 12 (2c) (re. accounts approved and signed following meeting), to do the following on behalf of the smaller authority:

- a) commence the period for the exercise of public rights in accordance with regulation 14 and regulation 15; and
- b) notify the local auditor of the date on which that period was so commenced.

We fully appreciate the difficulties arising as a result of coronavirus restrictions; however, please consider the requirements of the Accounts and Audit Regulations 2015, when setting the date for the approval of the AGAR in relation to the public rights period in future years.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

05/11/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)