

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 13TH SEPTEMBER, 2018 at 7:30p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), L. Hunt, J. Leach, G. Willis, B. Brindley.

Members of the Public (19).

PC G. Charnock - Chelford & Gawsworth Wards Policing Team.

Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor A. Boon - Personal commitment.
Councillor B. Affleck - No reason provided.
Cheshire East Borough Councillor G. Walton.
PCSO J. Short - Chelford & Gawsworth Wards Policing Team.

71/18 **RESOLVED** a) **That the apologies for absence, as listed above, be received and approved.**

Proposed: Councillor D. Wilson

Seconded: Councillor B. Brindley

All in favour

2. **DECLARATIONS OF INTEREST** - None.

3. **MINUTES** -

- i) The Minutes of the Parish Council Meeting held 9th August, 2018 had been previously circulated to all Members.

72/18 **RESOLVED** a) **That the Minutes of the Parish Council Meeting held 9th August, 2018 be confirmed as a correct record and signed by the Chairman.**

Proposed: Councillor G. Willis

Seconded: Councillor B. Brindley

All in favour

- ii) The Minutes of the Extraordinary Parish Council Meeting held 29th August, 2018 had been previously circulated to all Members.

73/18 **RESOLVED** a) **That the Minutes of the Extraordinary Parish Council Meeting held 29th August, 2018 be confirmed as a correct record and signed by the Chairman.**

Proposed: Councillor B. Brindley

Seconded: Councillor G. Willis

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

A resident expressed concern that the broken bollard on Dixon Drive (near to the former Chelford Agricultural Centre) had not yet been replaced. Cheshire East Highways had recently visited the site and filled the hole with tarmac. Councillor D. Wilson reported that this issue was being pursued by the Parish Council and, at present, no information had been received advising that the bollard would not be replaced.

Several residents commented on the Cheshire East Council Site Allocations and Development Policies Document consultation documents. Concern was expressed regarding the proposal to remove approximately eight hectares of land from the Green Belt and designate the land as safeguarded land for future development. Queries were raised regarding the likely timescale within which safeguarded land would become available for development. Councillor D. Wilson advised that this would depend upon progress to meet the Cheshire East Council housing development targets. A further query was raised regarding the provision of infrastructure to support the development of safeguarded land. Councillor D. Wilson advised that issues of this nature would be considered if and when a planning application were submitted.

7:38p.m. - PC G. Charnock joined the meeting.

A resident advised that trees on the north-eastern boundary of former Chelford Agricultural Centre site, were presently overhanging into the pathway and gardens of adjacent properties. Councillor D. Wilson advised that the Parish Council would follow this matter up with a view to securing trimming work to the trees.

A resident reported that several arrows had been painted onto the footway at Dixon Drive, however, no repairs had been carried out. The resident asked whether the Parish Council was aware of proposed work and associated timescales? Councillor D. Wilson advised that no information had been received from Cheshire East Council, however, an enquiry would be submitted to establish whether any work was planned.

Concerns were raised regarding the deteriorating condition of footways within the Parish which were considered to present a hazard to some users. Councillor D. Wilson advised that defects notified to the Parish Council are reported to Cheshire East Council who are responsible for assessing the defects and undertaking any necessary repairs.

A resident asked why residents on Dixon Drive did not appear to be required to ensure that their hedges and shrubs did not encroach over the footways. Councillor D. Wilson reported that all residents should be taking responsibility for ensuring that their boundary hedges and shrubs do not encroach into footways and highways, therefore, a request will be made for Cheshire East Council to issue appropriate notices to offending residents.

CHELFORD PARISH COUNCIL

A resident reported that, if necessary, Cheshire East Council has the power to undertake remedial work and to re-charge this to the landowner. The Parish Council and residents present at the meeting acknowledged the work that was being done by a small group of volunteers to improve the appearance of the footways within the Dixon Drive estate.

Councillor D. Wilson asked the residents present at the meeting whether they considered it would be helpful to hold a public meeting in respect of the Cheshire East Council Site Allocations and Development Policies Document consultation. Those residents present at the meeting confirmed that the meeting may be helpful.

7:52p.m. - 17 members of the public excused themselves from the meeting and left.

5. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) **Gawsworth and Chelford Wards Policing Team** - PC G. Charnock introduced himself to the meeting and reported that the Policing Team consisted of himself, PCSO J. Short and PCSO D. Bell (part-time). PCSO J. Short is working on implementing Speed Watch groups across the Wards to assist in identifying specific speeding hot-spots. The Police report for August 2018 had identified the following issues: a male making nuisance calls on Knutsford Road; a ladder near to a window on Chelford Road (all in order); trespassing by individuals leaving footpath routes; a male walking on Holmes Chapel Road in dark clothing; a branch blocking Chelford Road; a vehicle being driven without a licence.

8:18p.m. - PC G Charnock and one member of the public excused themselves from the meeting and left.

The Clerk reported that a representative of the Parish Council was invited to a Ward Cluster meeting to discuss Policing issues of concern.

DECISION a) That Councillor L. Hunt represent the Parish Council at the Ward Cluster meeting.

- ii) **Cheshire East Ward Member Cllr. G. Walton** - Borough Councillor G. Walton was not present at the meeting to report.
- iii) **Cheshire East Council - New Homes Bonus Community Fund Meeting - 03/09/18** - Councillor D. Wilson reported that he attended the meeting at which the scheme to allocate £2million to community projects was outlined. Cheshire East area had been split into seven regions and the funds were allocated to each region in accordance with the net increase in housing for each area. Each area would award the funds applicable to their area in accordance with criteria which had been devised by Cheshire East Council. The Parishes within each area were asked to nominate one representative who would act as the communication channel between Cheshire East Council and the Parishes. The details of the scheme were questioned by those present at the meeting and disappointment was expressed regarding the administration of the scheme. The clerk advised that confirmation had been received that ChALC would act as the communication channel for the Knutsford area.
- iv) **Dingle Bank Quarry Liaison Meeting - 11/09/18** - Councillor B. Brindley reported that the meeting had commenced with a site tour. Extraction at the site is presently on target to be completed within existing time limits. Restoration work at the site is progressing well as extraction activities are completed. Improvement work, such as flattening roadways, has been undertaken at the site to improve efficiency of working practices together with the installation of equipment to reduce the amount of material which needs to be transported to the plant site. Some existing foliage at the site will be removed and the land restored to agricultural land together with features to support biodiversity. It was suggested that a visit may be arranged to allow the Parish Council and residents to visit the site prior to the conclusion of the restoration activities.

6. FINANCE -

- i) **Financial Statement 2018/19 as at 13th September, 2018.** (Appendix A)

Members considered the financial statement 2018/19 which was unanimously accepted.

- ii) **To authorise the following payments** - the Chairman outlined the basis of the following payments:

- | | | | |
|----------------------|------------------------------|-----------|---------------------------------------------------------|
| a) Cheque No. 001243 | E. M. Maddock | £769.16 | Salary September 2018 & Expenses. |
| b) Cheque No. 001244 | H.M. Revenue & Customs | £48.25 | Income Tax & NI contributions. |
| c) Cheque No. 001245 | Greenfingers Landscape Ltd. | £200.00 | Ground Maintenance Contract (August 2018). |
| d) Cheque No. 001246 | Cheshire Wildlife Trust Ltd. | £1,194.00 | Neighbourhood Plan - Habitat Survey. |
| e) Cheque No. 001247 | Northwich Town Council | £141.60 | Removal of planter and contents at Chelford Roundabout. |
| f) Cheque No. 001248 | PKF Littlejohn LLP | £240.00 | External Audit Fee 2017/18. |

- iii) **Receipts** - the Clerk reported that the following receipts had been received since the last meeting:

- | | | |
|----------------------------------|------------|------------------------|
| a) Cheshire East Borough Council | £12,274.50 | Precept 2018/19 (50%). |
|----------------------------------|------------|------------------------|

74/18 RESOLVED a) That the Statement of Account, as at 13th September, 2018 be received and the Chairman's observations duly noted.

b) That the schedule of 6 payments be approved and duly authorised.

CHELFORD PARISH COUNCIL

c) That the report on receipts since the last meeting be received and duly noted.

Proposed: Councillor J. Leach

Seconded: Councillor B. Brindley

All in favour

- iv) **External Audit Report 2017/18** - The Clerk reported that the External Audit Report 2017/18 had been received. The report states that, "On the basis of our review of Section 1 & 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".

75/18 **RESOLVED** a) That the External Audit Report 2017/18 be received and duly noted.

b) That, given the above External Audit Report, the Clerk continue to use the same accounting principles for future AGAR returns.

Proposed: Councillor J. Leach

Seconded: Councillor B. Brindley

All in favour

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) **Resident - Complaint regarding development work at the former Chelford Agricultural Centre site.** Councillor D. Wilson reported that the complaint had been referred to David Wilson Homes for attention.
- b) **Resident - Query re: closure of Chelford Post Office.** Councillor D. Wilson reported that the Post Office had now closed, however, it appears that the re-opening of a Post Office service may have several constraints. It was reported that Esther McVey MP had been made aware of the situation, however, Members considered that the Parish Council should also contact Esther McVey MP to reinforce the views of residents.

DECISION a) That the Clerk write to Esther McVey MP to reinforce the views of residents that the closure of the Post Office is a significant loss to the community.

- c) **David Wilson Homes - Invitation to Chairman to attend Sod Cutting Ceremony for publicity material.** Councillor D. Wilson reported that he had been invited to the Sod Cutting Ceremony at the former Chelford Agricultural Centre site.

DECISION a) That Councillor D. Wilson attend the Sod Cutting Ceremony at the former Chelford Agricultural Centre site.

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

DECISION a) That other items of correspondence be received and noted.

8. PLANNING & LICENSING APPLICATIONS -

- i) Applications for consideration: None.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) Updates in respect of the following outstanding highway matters from/since the previous meeting:

- a) **Possible remedial work to zebra crossing on Knutsford Road** - Borough Councillor G. Walton had confirmed that Cheshire East Council will not sign off the installation of the zebra crossing until such time as the illumination issue has been resolved.
- b) **Flooding - Outside Alderlea, Knutsford Road** - No updates were available.
- c) **Broken No Through Bollard - Dixon Drive** - No date for replacing the bollard had been provided.
- d) **Condition of footway along Holmes Chapel Road from roundabout to St. John's Church** - Update received: The footway will be inspected as part of programmed inspection schedule.
- e) **School Zig-Zag Lines** - A response from Cheshire East Council was still awaited.

DECISION a) That the Clerk continue to request updates on the above items from Cheshire East Council.

- ii) To receive highway matters for attention from Members -

- a) Overhanging hedge along Knutsford Road from Chelford Parish Hall towards Chelford Roundabout.
- b) Broken window in bus passenger shelter on Chelford Road (opposite The Ivy House).

DECISION a) That the Clerk report the above issues to Cheshire East Council.

10. COMMUNITY -

- i) **Feedback from local business regarding suggestion to install advertisement sign** -

- a) Councillor D. Wilson reported that he had met with the business owner and advised that permission had not been given for the installation of a sign on the rear of the notice board at Station Road. It was suggested that the business owner may wish to pursue the installation of an appropriate independent sign. The business owner had offered to provide assistance to the Parish Council as appropriate.

CHELFORD PARISH COUNCIL

11. ASSETS -

i) Chelford Activity Park - Maintenance & Management -

a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon was not present at the meeting to report.

ii) **Chelford Activity Park - Update on Facility Bookings** - The Clerk reported that no bookings had been received since the last meeting.

12. NEIGHBOURHOOD PLAN -

i) **Neighbourhood Plan Steering Group Meeting held 6th September, 2018** - Councillor D. Wilson reported that the draft Neighbourhood Plan document was nearly complete and that it would be necessary to request a Strategic Environmental Assessment and commence the Regulation 14 consultation process. It was also planned to hold a public consultation event to share the final draft of the document with residents. Consideration was presently being given to the implications of the Cheshire East Council Site Allocations Development Policies Document. A meeting is scheduled with Cheshire Community Action to review the present position and confirm how to proceed.

ii) **Chelford Neighbourhood Plan financial statement as at 13th September, 2018** - Members considered the financial statement which was unanimously accepted. (Appendix C)

- 76/18 **RESOLVED**
- a) That approval be given for a Strategic Environmental Assessment to be requested at the appropriate time.
 - b) That approval be given to proceed with the Regulation 14 consultation at the appropriate time.
 - c) That approval be given to hold a public consultation event in the near future.
 - d) That the Neighbourhood Plan financial statement as at 13th September, 2018 be received.

Proposed: Councillor D. Wilson

Seconded: Councillor B. Brindley

All in favour

13. INFORMATION HANDLING POLICIES -

i) **Personal Data Audit Questionnaires** - The Clerk reported that two Personal Data Audit Questionnaires had been previously received. No further questionnaires were submitted at the meeting.

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

i) Councillor D. Wilson reported that the Site Allocations and Development Policies Document was currently subject to consultation. The document identifies a site within the Parish for development during the current Local Plan period together with approximately 8 hectares of land to be removed from the Green Belt and designated as Safeguarded Land. It was considered that a Public Meeting should be called to ensure that the Parish Council is able to represent the views of residents in respect of the proposed allocations. Members considered whether it would be helpful for a Cheshire East Council Planning Officer to attend the Public Meeting to assist in explaining the detail of the proposals.

Members discussed several aspects of the consultation documents which appeared to contain, at times, conflicting information. Councillor D. Wilson suggested that Members should identify issues within the documents and forward these to him for collation so that the final representations can be confirmed at the next meeting of the Parish Council.

- DECISION**
- a) That a Public Meeting be held on 9th October, 2018 to seek the views of residents in respect of the Site Allocations and Development Policies Document consultation.
 - b) That an officer from Cheshire East Council be invited to the Public Meeting to assist with answering questions.
 - c) That Councillor D. Wilson draft a flyer, to be delivered to all properties within the Parish, to invite residents to attend the Public Meeting.
 - d) That approval be given for the flyers to be professionally printed.
 - e) That the Clerk arrange the venue booking for the Public Meeting.

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Parish Appearance Review.
- iv) Christmas Tree Display.
- v) Mere Court Park Improvements.
- vi) Red Telephone Kiosk - Future Uses.
- vii) Potential Uses of Section 106 funds in respect of the Cricketers Green Development.

CHELFORD PARISH COUNCIL

16. **DATE OF NEXT MEETING** - Thursday 11th October, 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.

DECISION a) That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 17.

17. **MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS** - None.

The Meeting was declared closed by the Chairman at 10:05p.m.

Signed:

Approval Date - 11th October, 2018

CHELFORD PARISH COUNCIL

APPENDIX A

Financial Statement for 2018/19 as at 13 September 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Aug. 2018 £.	Agenda Sep. 2018 £.	Budget Balance £.
	Receipts				
22,485.00	Precept	24,549.00	12,274.50	12,274.50	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		614.80
30,685.30	Total Receipts	29,808.00	18,130.78	12,274.50	894.80
	Payments				
7,708.58	Salary (Clerk)	7,962.00	3,391.42	676.68	3,893.90
161.48	National Insurance (Employer)	0.00	0.00		0.00
580.73	Allowances (Clerk)	650.00	244.17	50.90	354.93
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	200.00	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		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	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		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	1,006.35	166.67	2,776.98
0.00	Asset Maintenance	1,825.00	0.00	118.00	1,707.00
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	1,580.39	1,084.83	2,593.78
874.80	V.A.T.		318.87	295.93	
24,223.66	Total Payments	29,808.00	8,320.65	2,593.01	19,509.14

Cash/Bank Reconciliation	01/04/18	09/08/18	13/09/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	47,383.27	57,064.76
Add Total Receipts	29,808.00	18,130.78	12,274.50	894.80
Less Total Payments	-29,808.00	-8,320.65	-2,593.01	-19,509.14
Balance C/Fwd.	37,573.14	47,383.27	57,064.76	38,450.42
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	09/08/18	13/09/18	31/03/19
General Funds	8,795.55	19,282.65	29,053.97	10,439.63
Earmarked Reserves	28,777.59	28,100.62	28,010.79	28,010.79
	37,573.14	47,383.27	57,064.76	38,450.42



CHELFORD PARISH COUNCIL

CASH/BANK RECONCILIATION AS AT - 13th September 2018

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	30,405.28
	<u>67,978.42</u>
Less Payments	10,913.66
Balance Carried Forward 13/09/18	<u><u>57,064.76</u></u>

BANK (Natwest)

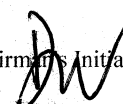
Business Reserve Account -	19,699.29	05/07/18
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unrepresented cheques		
	<u>0.00</u>	
	19,699.29	13/09/18
Current Account -	30,364.63	03/08/18
Add income received since above Statement		
	<u>12,274.50</u>	
	12,274.50	
Less unrepresented cheques/ Transfer		
Approved	-2,680.65	
For Approval	<u>-2,593.01</u>	
	<u>-5,273.66</u>	
	37,365.47	13/09/18
Total Bank Balances 13/09/18	<u><u>57,064.76</u></u>	

CHELFORD PARISH COUNCIL

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 3, 16, 23, 30 August 2018.
06/08/18	Cheshire West & Chester Council - Code of Conduct Training.
	Cheshire East Council -
-	Traffic Management LAP Reports - 16, 23, 30 August 2018.
-	Connected Communities Newsletter - Call for articles September/October 2018.
-	Neighbourhood Planning Fortnightly Update - 10, 24 August 2018.
07/08/18	New Homes Bonus Community Fund.
23/08/18	Know Your Numbers Week - Blood Pressure Testing.
	Rural Services Network -
-	Rural Bulletin - 7, 14, 21, 29 August 2018; 4 September 2018.
-	Rural Funding Digest - September 2018.
	Other Correspondence -
-	Public Sector Executive - 6, 10, 13, 17, 20, 24, 28 August, 2018; 3 September 2018.
-	HMRC - 07/08/18 - Health & Safety in the workplace; 09/08/18 - Introduction to expenses and benefits; 22/08/18 - Common payroll mistakes; 24/08/18 - Changes to GCSEs; 30/08/18 - PAYE basics; 31/08/18 - Managing sick leave and pay; 03/09/18 - Typical employee benefits.
16/08/18	Manchester Airport - Invitation to Manchester Airport Meeting.
-	CPRE - 11/08/18 - Campaigns Update; 25/08/18 - Campaign against fracking; 30/08/18 - Fieldwork Newsletter.
-	Community & Voluntary Services - 07/08/18 - Spotlight e-Bulletin; 17/08/18 - e-Bulletin; 31/08/18 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - September 2018.
-	Age UK - Newsletter - August 2018.
09/08/18	Cheshire Community Action - Community Led Housing Event.
-	Civic Voice - War Memorial News - 7, 21 August 2018; 4 September 2018.
07/08/18	Healthwatch Cheshire East - Employment opportunity.
08/08/18	Middlewich Neighbourhood Plan: Regulation 14 Consultation. (Closes 19/09/18)
11/08/18	Resident - Notification of national petition regarding defibrillator provision in public places.
12/08/18	Chelford Together - The Lee Cooper Foundation.
14/08/18	Healthwatch Cheshire East - Newsletter.
15/08/18	E-ON - Monthly Market Report.
31/08/18	North West Air Ambulance Charity - Brew with the Crew for North West Air Ambulance Charity.
29/08/18	Healthwatch Cheshire East - Macmillan Coffee Morning - 28th September, 2018.
	Advertisements -
-	08/08/18 - Notice Board Company - New product catalogue; 09/08/18 - Eibe - Toddler play equipment; 13/08/18 - Fawns - 'Pick Up Sticks' Climbing Frames; 14/08/18 - Primary Care Supplies - Defibrillators; 14/08/18 - Notice Board Company - New Interpretation Panels; 16/08/18 - Eibe - Funding opportunities for play areas; 17/08/18 - Primary Care Supplies - Defibrillators for Dental Practices; 20/08/18 - Notice Board Company - Notice board overstock sale; 21/08/18 - Sport & Play Consulting - Supporting Parish Councils with new sport or play projects; 23/08/18 - Playground Projects Ltd. - Play equipment; 23/08/18 - Starboard Systems Ltd. - Accounting Support Packages; 23/08/18 - Notice Board Company - Notice Boards with Legs; 05/09/18 - Monster Play - Support for developing outdoor play schemes.



CHELFORD PARISH COUNCIL

APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18/19 as at 13 September 2018				
Details	Total Budget £.	Actual to Aug. 2018 £.	Agenda Sep. 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		2,520.00
Consultant Fee (Note 3)	315.00	0.00		315.00
Consultant Fee (Note 4)	975.00	0.00	995.00	-20.00
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			2,709.20
Salary (Clerk)		1,876.33	75.08	
National Insurance (Employer)		166.00	9.12	
Allowances (Clerk)		158.64	5.63	
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	16,280.00	9,405.39	1,084.83	5,789.78

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

