

# CHELFORD PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 12<sup>TH</sup> JULY, 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 (2).  
Cheshire East Borough Councillor G. Walton.  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor B. Affleck - Work commitment.  
Councillor A. Boon - Personal commitment.

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

3. **MINUTES** -

- i) The Minutes of the Parish Council Meeting held 14<sup>th</sup> June, 2018 had been previously circulated to all Members.

**52/18 RESOLVED a) That the Minutes of the Parish Council Meeting held 14<sup>th</sup> June, 2018 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor B. Brindley      Seconded: Councillor G. Willis      All in favour

- ii) The Minutes of the Annual Parish Meeting held 15<sup>th</sup> May, 2018 had been previously circulated to all Members.

**53/18 RESOLVED a) That the Minutes of the Annual Parish Meeting held 15<sup>th</sup> May, 2018 be confirmed as a correct record.**

Proposed Councillor B. Brindley      Seconded: Councillor D. Wilson      All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

Mr. M. Asquith reported that he had recently been selected as the Conservative Party Candidate for the Chelford Ward to stand at the 2019 Cheshire East Borough Council election.

The Clerk reported that representations had been received from a resident regarding activity at the former Chelford Agricultural Centre site. Concern had been expressed as to whether appropriate methods would be used to remove asbestos from the site. The resident had been advised that the Parish Council will inform Cheshire East Council if and when further complaints are received.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

- i) **Gawsworth and Chelford Wards Policing Team** - The Clerk reported that a written report had been received from the Policing Team identifying the following incidents within the Parish: theft of gardening equipment; a lost suitcase; six anti-social behaviour incidents within the parish; temporary traffic lights not working; enforcement against a drink driver and one road traffic collision.

Members expressed disappointment that the new Policing Team had not yet attended a meeting of the Parish Council to meet Members. Borough Councillor G. Walton advised that he was endeavouring to establish information relating to the new Policing structure for the area.

**DECISION a) That the Clerk send a further invitation to the Police to attend a future Parish Council meeting.**

**b) That the Clerk publish contact details for the local policing team on the Parish Council website.**

7:37p.m. - One member of the public arrived.

- ii) **Cheshire East Ward Member Cllr. G. Walton** - Borough Councillor G. Walton reported that a weather warning had been issued for tomorrow (13/07/18) for heavy storms. The latest edition of 'The Voice' newsletter from Cheshire East Council had now been published. Over 55% of waste collected by Cheshire East Council is now recycled placing them within the top 10% of local authorities in the country for recycling rates. Plans are in progress to launch food waste collection with green bins. No decision has yet been made regarding proposals to introduce charges for replacement household waste bins. Improvements have been made to the Cheshire East Council Customer Service Centres at Crewe and Macclesfield. Cheshire East Council has achieved a high rate of collection of Council Tax and Business Rates within the Borough. The 'Field to Fork' project at Tatton Park has now been launched. Progress is being made to develop the Crewe Masterplan which incorporates the new HS2 hub. A number of large highway development schemes across the Borough continue to progress. Cheshire East Council received over 6,000 planning applications in 2017 including a significant number of large scale development proposals. The preparation of the Local Plan Site Allocations Development Policy Document continues with a consultation expected in September, 2018. Consultations relating to the delivery of highway maintenance and burial provision are presently ongoing. The Chief Executive Officer at Cheshire East Council resigned earlier this week.

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## 6. FINANCE -

### i) Financial Statement 2018/19 as at 12<sup>th</sup> July, 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. 001231 E. M. Maddock £801.30 Salary July 2018 & Expenses.
- b) Cheque No. 001232 H.M. Revenue & Customs £74.37 Income Tax & NI contributions.
- c) Cheque No. 001233 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (June 2018).
- d) Cheque No. 001234 Northwich Town Council £342.00 Floral Displays.
- e) Cheque No. 001235 Cheshire Community Action £315.00 Neighbourhood Plan Consultant Support.

### iii) Receipts - the Clerk reported that the following receipts had been received since the last meeting: None.

**54/18 RESOLVED a) That the Statement of Account, as at 12<sup>th</sup> July, 2018 be received and the Clerk's observations duly noted.**

**b) That the schedule of 5 payments be approved and duly authorised.**

**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

## 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 - Town & Parish Council Conference - 26th September, 2018.

**DECISION a) That the Clerk submit an expression of interest to attend on behalf of Councillors B. Brindley, L. Hunt, G. Willis, D. Wilson.**

#### b) Planned Road Closures - 25th - 28th July, 2018 (from 19:00 to 05:00):

**Chelford Roundabout, Chelford.**

**Chelford Road, Chelford from Chelford Roundabout to outside Knowsley Farm.**

**DECISION a) To receive and note the information.**

#### c) Cheshire East Council - Proposed Changes to Highways' Maintenance Priorities - Well Managed Highways Infrastructure Consultation - 05/07/18 - 27/08/18.

**DECISION a) To defer this item to the next meeting.**

#### d) Resident - Request for consideration to be given to metal railings to be installed along Knutsford Road from junction with Station Road to Chelford Parish Hall. Members discussed the request and expressed general support for the proposal. It was considered that a further request should be submitted despite a previous request having been refused.

**DECISION a) That the Clerk forward details of the request to Borough Councillor G. Walton for submission to the Knutsford Area Highways Sub-Group for consideration.**

#### e) Resident - Request for Parish Council to take action to encourage residents within the Dixon Drive estate to number their properties. Members discussed the request

**DECISION a) That Councillor D. Wilson submit an article to the village website encouraging residents to display clear numbers outside their properties.**

#### f) Resident - Request for Parish Council to support request made to Cheshire Police for speed enforcement cameras to be installed on Knutsford Road. Members discussed the request and expressed general support for the proposal which aimed to reduce speeding by vehicles on Knutsford Road. It was considered that if the Police are not willing to install speed enforcement cameras that a request should be submitted to the Police for additional speed checks to be undertaken on Knutsford Road.

**DECISION a) That the Clerk submit a letter to the Police supporting action to be taken to enforce the speed limit on Knutsford Road.**

### 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.**

8:05p.m. - One member of the public excused themselves from the meeting and left.

## 8. PLANNING & LICENSING APPLICATIONS -

### i) Applications for consideration:

- a) **18/2763M** - Two storey side extension, single storey rear extension and removal of existing glass roof on orangery and replacement flat roof - 4 Burnt Acre, Chelford, Knutsford, Cheshire. SK11 9SS

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**DECISION** a) No comment.

ii) **Development at Millbank Close, Chelford** - The submission of an application is currently awaited.

## 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** - There was nothing to report.
- b) **Flooding - Outside Alderlea, Knutsford Road** - A further report of flooding, following recent rain, had been submitted to Cheshire East Council.
- c) **Broken No Through Bollard - Dixon Drive** - No date for replacing the bollard had been provided.
- d) **Chelford Market Signs - Knutsford Road** - Councillor D. Wilson reported that he had been approached by Jones Homes regarding these signs to establish whether a request to remove them had been submitted. Jones Homes were keen for the signs to be removed.
- e) **Condition of footway along Holmes Chapel Road from roundabout to St. John's Church** - Awaiting response from Cheshire East Highways.
- f) **Overhanging hedge - Dixon Drive** - Borough Councillor G. Walton reported that he had not received an update relating to this issue.
- g) **School Zig-Zag Lines** - A response from Cheshire East Council was still awaited.
- h) **Sinking pothole repair - Outside St. John's Church, Holmes Chapel Road** - No update received.

**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) Councillor D. Wilson reported that a group of residents had started work recently to clear the footway along Dixon Drive to improve the appearance of the estate with very positive results. Borough Councillor G. Walton reported that he encouraged community involvement to improve the appearance of public areas.

## 10. COMMUNITY -

i) **Potential Uses of Section 106 funds within Parish -**

- a) **Cricketers Green Development** - Councillor D. Wilson reported that the draft pro-formas, designed to support the allocation of the community facilities fund, have been passed to another officer at Cheshire East Council. Feedback from Cheshire East Council is awaited.
- b) **Former Chelford Agricultural Centre site** - Councillor D. Wilson reported that the section 106 agreement had now been made available to view. It is intended that these funds will provide long term benefit to the Parish and that the allocation and administration of the funds will be managed by Cheshire East Council.

Borough Councillor G. Walton reported that he had been approached by a resident regarding the use of funds at Mere Court. Councillor D. Wilson reported that a masterplan for the area was anticipated in the near future. A query was also raised regarding the intended purpose of the educational contribution.

ii) **Defibrillator Provision** - Councillor D. Wilson reported that the decision, made at the last meeting, regarding a contribution towards the provision of three defibrillators within the Parish had been communicated to the project organisers. The project organisers had expressed disappointment with the level of contribution and associated conditions, however, following a review of fund raising and project delivery a new, alternative, funding request had been submitted to the Parish Council for consideration. The Parish Council was now being asked to contribute £600 towards the provision of one defibrillator, through the British Heart Foundation scheme, together with a £150 contribution towards the cabinet within which the defibrillator will be housed.

**55/18 RESOLVED** a) That a contribution of £600.00, towards the provision of one defibrillator within Chelford Parish, be made to the British Heart Foundation scheme.

b) That a contribution of £150.00 be made towards the cost of a cabinet to house the defibrillator purchased through the British Heart Foundation scheme.

Proposed Councillor G. Willis

Seconded: Councillor J. Leach

All in favour

iii) **Litter Bins** - The Clerk reported that, following the complaint received at the previous meeting, she was pursuing the provision of a litter bin near to the bus stop outside Dixon Court.

## 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.
- b) **Annual RoSPA Inspection Actions** - The Clerk reported that, following receipt of the RoSPA inspection

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report, conflicting advice had been received from Cheshire East Council regarding the suggested work. The insurers had provided a recommended course of action to resolve the matter to their satisfaction.

- 56/18 RESOLVED a) That approval be given for the Clerk to pursue the actions recommended by the insurers in order to resolve the present position.**

Proposed Councillor D. Wilson      Seconded: Councillor B. Brindley      All in favour

- c) **Tennis Net Condition** - The Clerk reported that a quotation for a replacement winding handle had been received in the sum of £40.00.

- 57/18 RESOLVED a) That the Clerk purchase the replacement winding handle for the tennis net.**

Proposed Councillor D. Wilson      Seconded: Councillor B. Brindley      All in favour

- ii) **Chelford Activity Park - Update on Facility Bookings** - The Clerk reported that no bookings had been received since the last meeting.
- iii) **Red Telephone Kiosks** - The Clerk reported that BT is able to remove the electricity supply if required, however, this is a lengthy process.
- iv) **Village Floral Displays** - It was reported that, unfortunately, the present dry weather conditions had negatively impacted upon the floral displays. Members volunteered to water the planters while the hot weather continues.

## 12. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Plan Steering Group Meeting held 26<sup>th</sup> June, 2018** - Councillor D. Wilson reported that policy writing was progressing well. The Wildlife and Habitat report had been received which had provided interesting information for inclusion within the Neighbourhood Plan document. It is anticipated that the draft Neighbourhood Plan will be complete by September, 2018.
- ii) **Chelford Neighbourhood Plan financial statement as at 12<sup>th</sup> July, 2018** - Members considered the financial statement which was unanimously accepted. (Appendix C)

- 58/18 RESOLVED a) That the Neighbourhood Plan financial statement as at 12<sup>th</sup> July, 2018 be received.**

Proposed Councillor D. Wilson      Seconded: Councillor B. Brindley      All in favour

## 13. INFORMATION HANDLING POLICIES -

- i) To consider and adopt (subject to inclusion of bespoke particulars) the following documents -

- a) General Data Protection Regulations (GDPR) -
- i) Privacy Notice - staff, councillors and role holders.
- ii) Privacy Notice - general.
- iii) Privacy Policy.
- iv) Subject access policy and template response letters.
- b) Information and Data Retention and Disposal Policy.
- c) Freedom of Information Publication Scheme.

The Clerk reported that the above form the first part of the policies required to cover information handling by the Parish Council and it was recommended that they be adopted as worded by NALC.

- 59/18 RESOLVED a) That, subject to the inclusion of bespoke particulars, the above list of policies be adopted as presented.**

Proposed Councillor D. Wilson      Seconded: Councillor B. Brindley      All in favour

## 14. 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.

## 15. DATE OF NEXT MEETING - Thursday 9<sup>th</sup> August, 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 16.**

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

None.

The Meeting was declared closed by the Chairman at 9:10p.m.

Signed: 

Approval Date - 9<sup>th</sup> August, 2018

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## APPENDIX A

| Financial Statement for 2018/19<br>as at 12 July 2018 |                                      |                         |                              |                           |                         |
|---|--------------------------------------|-------------------------|------------------------------|---------------------------|-------------------------|
| Actual<br>2017/18<br>£.                               | Details                              | 2018/19<br>Budget<br>£. | Actual to<br>Jun. 2018<br>£. | Agenda<br>Jul. 2018<br>£. | Budget<br>Balance<br>£. |
|   | <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                         |                           | 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                         |                           | 276.89                  |
| <b>30,685.30</b>                                      | <b>Total Receipts</b>                | <b>29,808.00</b>        | <b>17,253.50</b>             | <b>0.00</b>               | <b>12,831.39</b>        |
|   | <b>Payments</b>                      |                         |                              |                           |                         |
| 7,708.58  | Salary (Clerk)                       | 7,962.00                | 2,038.06                     | 676.68                    | 5,247.26                |
| 161.48  | National Insurance (Employer)        | 0.00                    | 0.00                         |                           | 0.00                    |
| 580.73  | Allowances (Clerk)                   | 650.00                  | 160.41                       | 38.62                     | 450.97                  |
| 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                         |                           | 2,380.00                |
| 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                        |                           | 178.54                  |
| 1,345.04  | Website                              | 482.00                  | 0.00                         |                           | 482.00                  |
| 570.00  | Village Planters                     | 600.00                  | 0.00                         | 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                | 633.01                       | 166.67                    | 3,150.32                |
| 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                | 659.19                       | 475.37                    | 4,124.44                |
| 874.80  | V.A.T.                               |                         | 186.56                       | 90.33                     |                         |
| <b>24,223.66</b>                                      | <b>Total Payments</b>                | <b>29,808.00</b>        | <b>4,408.65</b>              | <b>1,732.67</b>           | <b>23,943.57</b>        |

| Cash/Bank Reconciliation   | 01/04/18         | 14/06/18         | 12/07/18         | 31/03/19         |
|----------------------------|------------------|------------------|------------------|------------------|
| Balance B/Fwd.             | 37,573.14        | 37,573.14        | 50,417.99        | 48,685.32        |
| Add Total Receipts         | 29,808.00        | 17,253.50        | 0.00             | 12,831.39        |
| Less Total Payments        | -29,808.00       | -4,408.65        | -1,732.67        | -23,943.57       |
| <b>Balance C/Fwd.</b>      | <b>37,573.14</b> | <b>50,417.99</b> | <b>48,685.32</b> | <b>37,573.14</b> |
| <b>Cumulative Balances</b> | <b>Balance</b>   | <b>Balance</b>   | <b>Balance</b>   | <b>Balance</b>   |
|                            | <b>01/04/18</b>  | <b>14/06/18</b>  | <b>12/07/18</b>  | <b>31/03/19</b>  |
| General Funds              | 8,795.55         | 22,026.17        | 20,453.87        | 9,341.69         |
| Earmarked Reserves         | 28,777.59        | 28,391.82        | 28,231.45        | 28,231.45        |
|                            | <b>37,573.14</b> | <b>50,417.99</b> | <b>48,685.32</b> | <b>37,573.14</b> |

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## CASH/BANK RECONCILIATION AS AT - 12<sup>th</sup> July 2018

### CASH

|                                  |                         |
|----------------------------------|-------------------------|
| Balance Brought Forward 01/04/18 | 37,573.14               |
| Plus Receipts                    | 17,253.50               |
|                                  | <u>54,826.64</u>        |
| Less Payments                    | 6,141.32                |
| Balance Carried Forward 12/07/18 | <u><u>48,685.32</u></u> |

### BANK (Natwest)

|  |                         |          |
|--|-------------------------|----------|
| <b>Business Reserve Account -</b>                  | 19,696.81               | 05/04/18 |
| Add income/transfer received since above statement |                         |          |
|  | <u>0.00</u>             |          |
| Less unrepresented cheques                         |                         |          |
|  | <u>0.00</u>             |          |
|  | 19,696.81               | 12/07/18 |
| <b>Current Account -</b>                           | 26,947.09               | 05/06/18 |
| Add income received since above Statement          |                         |          |
|  | <u>4,979.00</u>         |          |
|  | 4,979.00                |          |
| Less unrepresented cheques/ Transfer               |                         |          |
| Approved   | -1,204.91               |          |
| For Approval                                       | <u>-1,732.67</u>        |          |
|  | <u>-2,937.58</u>        |          |
|  | 28,988.51               | 12/07/18 |
| <b>Total Bank Balances 12/07/18</b>                | <u><u>48,685.32</u></u> |          |

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## APPENDIX B

### CORRESPONDENCE

|                 |   |
|-----------------|---|
| <b>Received</b> | <b>Cheshire Association of Local Councils (ChALC) -</b>   |
| -               | ChALC Weekly Bulletin - 14, 21, 28 June 2018; 5 July 2018.  |
| 13/06/18        | Reminder: Update on the future for Cheshire Archives - 10th July, 2018.   |
| 26/06/18        | Feedback from Cheshire and Warrington Local Enterprise Partnership Transport Strategy Consultation meeting.   |
|                 | <b>Cheshire East Council -</b>  |
| -               | Traffic Management LAP Reports - 21, 28 June 2018; 5 July 2018.   |
| -               | Connected Communities Newsletter - Call for articles July/August 2018.  |
| -               | Neighbourhood Planning Fortnightly Update - 15, 29 June 2018.   |
| -               | Spatial Planning Update - June 2018.  |
| 21/06/18        | Live Well Cheshire East.  |
|                 | <b>Rural Services Network -</b>   |
| -               | Weekly News Digest - 11, 18, 25 June 2018.  |
| -               | Hinterland Newsletter - 15, 22 June 2018.   |
| -               | RSN Spotlight - Rural Economy (June 2018); Older People in Rural Areas (June 2018); Rural Transport (June 2018).  |
| -               | Rural Bulletin - 3 July 2018.   |
| -               | Rural Funding Digest - July 2018.   |
|                 | <b>Other Correspondence -</b>   |
| -               | Public Sector Executive - 11, 15, 18, 22, 25, 29 June 2018; 2 July 2018.  |
| -               | HMRC - 11/06/18 - Payroll information and benefits; 14/06/18 - PAYE, Payroll and form P11D; 18/06/18 - Basics to Benefits in Kind; 21/06/18 - P11D or payroll benefits; 23/06/18 - Health & Safety in the workplace; 25/06/18 - Expenses, benefits and end of year reports; 29/06/18 - Statutory Payments explained; 02/07/18 - Help with P11D report; 03/07/18 - Paying the National Minimum Wage correctly; 05/07/18 - Meals and Wheels benefits explained.   |
| -               | CPRE - 11/06/18 - Planning a green future for the Liverpool City region; 27/06/18 - Proposed changes to exploratory fracking permissions.   |
| -               | Community & Voluntary Services - 22/06/18 - e-Bulletin; 06/07/18 - e-Bulletin.  |
| -               | Information Commissioner's Office - Newsletter - July 2018.   |
| -               | Age UK - Newsletter - June 2018.  |
| -               | Civic Voice - War Memorial News - 12, 20, 26 June 2018.   |
| 21/06/18        | So Cheshire - Newsletter.   |
| 21/06/18        | Knutsford Neighbourhood Plan: Regulation 14 Consultation. (Closes 02/07/18)   |
| -               | E-ON - 12/06/18 - Monthly Market Report; 03/07/18 - Energy Talk Newsletter.   |
|                 | <b>Advertisements -</b>   |
| -               | 12/06/18 - Town & Parish Council Websites - June Newsletter; 12/06/18 - Primary Care Supplies - Defibrillators; 12/06/18 - Notice Board Company - Wooden Notice Boards; 13/06/18 - Proludic - World Cup Offers; 22/06/18 - Realise Futures Eco Futures - Recycled plastic benches; 23/06/18 - Police Surgery in Bosley; 23/06/18 - Dog Event at Lower Withington Parish Hall; 26/06/18 - Primary Care Supplies - Defibrillators; 28/06/18 - Notice Board Company - Introductory Offers; 02/07/18 - Primary Care Supplies - Defibrillators; 03/07/18 - Scribe Accounts - Accounting Software Training. |

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## APPENDIX C

| Chelford Neighbourhood Plan        |                    |                           |                        |                      |
|------------------------------------|--------------------|---------------------------|------------------------|----------------------|
| Financial Statement for 2017/18/19 |                    |                           |                        |                      |
| as at 14 July 2018                 |                    |                           |                        |                      |
| Details                            | Total Budget<br>£. | Actual to Jun. 2018<br>£. | Agenda Jul. 2018<br>£. | Budget Balance<br>£. |
| <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             | 0.00                      |                        | 315.00               |
| 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           |                           |                        | 1,499.71             |
| Salary (Clerk)                     |                    | 2,879.27                  | 132.13                 |                      |
| National Insurance (Employer)      |                    | 221.91                    | 16.99                  |                      |
| Allowances (Clerk)                 |                    | 238.74                    | 11.25                  |                      |
| Chairman/Member Allowances         |                    | 0.00                      |                        |                      |
| Administration                     |                    | 0.00                      |                        |                      |
| <b>Total Payments</b>              | <b>16,280.00</b>   | <b>9,914.34</b>           | <b>475.37</b>          | <b>5,890.29</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