

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

TUESDAY 18TH FEBRUARY, 2020 at 7:30p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: B. Brindley, G. Willis, L. Hunt.
Members of the Public (2).
Cheshire East Borough Councillor M. Asquith.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor C. Howlett - Family commitment.
Councillor D. Kent - Unwell.
Councillor D. Wilson - Family commitment.

017/20 RESOLVED a) That the above list of apologies for absence had been received and approved.

Proposed: Councillor L. Hunt Seconded: Councillor G. Willis All in favour

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

DECISION a) To note that no Declaration of Interests were made by Members.

3. **MINUTES** -

- i) The Minutes of the Parish Council Meeting held 9th January, 2020 had been previously circulated to all Members.

018/20 RESOLVED a) That the Minutes of the Parish Council Meeting held 9th January, 2020 be confirmed as a correct record and signed by the Chairman.

Proposed: Councillor L. Hunt Seconded: Councillor G. Willis All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

No questions had been received from or were presented by members of the public.

DECISION a) To note that there were no questions received from members of the public.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

- i) **Gawsworth and Chelford Wards Policing Team** -

- a) **Report on matters of interest / concern within Parish** - A written report from the Police had been previously circulated to all Members which identified that, during January, 2020, the following incidents had taken place: a theft from Grangewood Drive; a lost dog recovered from Elmstead Road; a suspicious person at Batemill Lane and a report of criminal damage at Knutsford Road. Several letters had been issued by the Police to motorists who had been recorded speeding along Knutsford Road.

DECISION a) To receive the report from Gawsworth & Chelford Wards Policing Team.

- ii) **Cheshire East Ward Member Cllr. M. Asquith** - Borough Councillor M. Asquith reported that he had recently met with a highways officer to discuss several proposed schemes within the Parish. Consideration is presently being given to changing the parking restrictions along Station Road and Dixon Drive and extending the double yellow lines along Oak Road for a short length to deter parking near to the junction. Cheshire East Council is presently working through a programme to clear gullies blocked during recent inclement weather. The introduction of the committee system at Cheshire East Council, which was due to commence in May 2020, has been delayed.

DECISION a) To receive and note the report of Borough Councillor M. Asquith.

- iii) **Parish Cluster Meeting - 12th February, 2020** - Councillor G. Willis reported that he had attended the meeting at which several parishes were represented. The main issues for discussion related to service provision by the Police and Police & Crime Commissioner. Discussions relating to speed control, highway condition and increases in criminal activity highlighted concerns across the region. Concern was raised regarding the impact of significant residential development at Alderley Park on local services. There was general consensus that there needed to be positive action taken to increase the provision of walking and cycling routes within the Borough and it was suggested that a speaker be invited to discuss this matter at a future meeting.

DECISION a) To receive and note the report of Councillor G. Willis.

6. **FINANCE** -

- i) **To receive and consider the Financial Statement 2019/20 as at 18th February, 2020.** (Appendix A)
Members considered the Financial Statement 2019/20 which was unanimously accepted.

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

a) Direct Debit E-ON £17.25 Electricity Charges: 01/10/19 - 31/12/19.

b) Direct Debit 1&1 IONOS £24.97 Email account fee - January, 2020 &

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Web domain fee 2020 and 2021.

c) Direct Debit	1&1 IONOS	£1.00	Email account fee - February, 2020.
d) Cheque No. 001331	E. M. Maddock	£826.49	Salary - February, 2020 and Expenses.
e) Cheque No. 001332	H.M. Revenue & Customs	£42.47	Income Tax and National Insurance Contributions.
f) Cheque No. 001333	Greenfingers Landscape Ltd.	£205.99	Chelford Activity Park Maintenance - January, 2020.
g) Cheque No. 001334	Greenfingers Landscape Ltd.	£222.00	Chelford Activity Park - Repairs to grassed surface.
h) Cheque No. 001335	Cheshire Tree Surgeons Ltd.	£432.00	Chelford Activity Park - Tree Survey.
i) Cheque No. 001336	Knutsford Town Council	£295.00	Contribution towards provision of Citizens Advice Service in Knutsford.
j) Cheque No. 001337	A. Gildon	£215.28	Grant - Chelford Village website.
k) Cheque No. 001338	Zurich Municipal	£550.30	Insurance premium 2020/21.

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

a) NatWest Bank plc.	£7.77	Gross Interest - October, 2019.
b) NatWest Bank plc.	£7.27	Gross Interest - November, 2019.
c) NatWest Bank plc.	£8.03	Gross Interest - December, 2019.

019/20 RESOLVED a) That the Statement of Account, as at 18th February, 2020 be received and the Chairman's observations duly noted.

b) That the schedule of 11 payments be approved and duly authorised.

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

Proposed: Councillor L. Hunt Seconded: Councillor G. Willis All in favour

iv) **Insurance Cover 2020/21** - Details of quotations and cover had been previously circulated to all Members.

020/20 RESOLVED a) That the quotation from Zurich Municipal for a three year long term agreement policy be accepted at a cost of £550.30 per annum.

Proposed: Councillor G. Willis Seconded: Councillor L. Hunt 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 - Comments re: dog fouling within the Parish.** The Clerk reported that the comments related to the Robin Lane and Dixon Drive (near to Galloway Grange) area of the Parish.

DECISION a) That the Clerk request additional signage to be installed to encourage residents to clear up after their dogs.

b) **Resident - Suggestions re: speed cameras through village, maintenance of footway along Chelford Road and provision of footway in the Corbishley Bridge area of Alderley Road.**

Members discussed the suggestions and made the following observations:

Speed cameras through the village: The Parish Council was presently undertaking community speed watch, however, the installation of permanent speed cameras would require permissions from relevant authorities and significant funding.

Footway along Chelford Road: It was noted that a significant portion of Chelford Road is within Nether Alderley Parish.

Footway provision in Corbishley Bridge area of Alderley Road: Borough Councillor M. Asquith reported that he was pursuing the flooding and road condition of this stretch of highway, however, provision of a footway would require significant funding and may be limited due to the railway bridge.

DECISION a) That the suggestions from the resident be received and duly noted.

c) Manchester Airport - Invitation to meeting with representatives of Town & Parish Councils.

DECISION a) That Councillor D. Wilson represent the Parish Council at the meeting.

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

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

8. PLANNING & LICENSING APPLICATIONS -

i) **Applications for consideration -**

a) **20/0269M** - 8 Mere Court, Chelford. SK11 9EB - Proposed ground floor rear extension.

021/20 RESOLVED a) No comment.

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Proposed: Councillor G. Willis

Seconded: Councillor L. Hunt

All in favour

- b) **20/0303M** - 7 Woodland Close, Chelford. SK11 9BZ - Certificate of proposed lawful use for a loft conversion.

022/20 RESOLVED a) No comment.

Proposed: Councillor G. Willis

Seconded: Councillor L. Hunt

All in favour

- c) Any applications received following issue of Agenda will be included for consideration - None.

DECISION a) To note that no further planning applications had been received.

- ii) **Former Coal Shed, Station Road** - There was nothing to report.

DECISION a) To note that no update had been received in respect of the former coal shed.

9. ASSETS -

i) Chelford Activity Park -

- a) **Routine Inspections of Chelford Activity Park** - Councillor B. Brindley reported that there had been a case of fly tipping within the play area which had now been resolved. No further issues had come to his attention during recent inspections.

DECISION a) To receive and note the report of Councillor B. Brindley.

- b) **Update on booking requests** - The Clerk reported that no new bookings had been received, however, several dog training session bookings had been cancelled.

DECISION a) To receive and note the changes to existing bookings at the site.

- c) **Tree Survey** - The outcome of the tree survey had been previously circulated to all Members. Members considered the content and concluded to proceed with the highest priority work relating to two trees at the site together with an ivy cut to all trees on site to support the long term vitality of the trees.

023/20 RESOLVED a) That the Clerk arrange for the suggested work to be undertaken to trees six and ten together with an ivy cut to all trees on site.

Proposed: Councillor L. Hunt

Seconded: Councillor B. Brindley

All in favour

- d) **Regular site maintenance for work period 2020 to 2023** - Quotations for the grass cutting and site maintenance had been previously circulated to Members.

024/20 RESOLVED a) That the quotation from Greenfingers Landscape Ltd. in the sum of £2,163 per annum be accepted.

Proposed: Councillor L. Hunt

Seconded: Councillor G. Willis

All in favour

ii) Notice Boards -

- a) **Design options for proposed notice boards at Oak Road and Cricketers Green** - The Clerk provided details of options available for the proposed notice boards.

DECISION a) That the Clerk obtain estimates for man-made timber notice boards, in a dark brown colour, with two side-opening doors (one locked for Parish Council use and one open access for community notices).

- iii) **Floral Display Planters** - The Clerk reported that the quotation for the removal of the remaining three floral display planters had been received. This work would be undertaken at the same time as the removal of the other planters and installation of the new planters.

025/20 RESOLVED a) That the quotation, in the sum of £294, for the removal of the three remaining planters be accepted.

Proposed: Councillor L. Hunt

Seconded: Councillor B. Brindley

All in favour

- iv) **Asset Maintenance** - The Clerk reported that Councillor D. Wilson had completed the cleaning of the notice board and bench along Dixon Drive.

DECISION a) To note the actions of Councillor D. Wilson.

10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

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

a) Hedges, trees and verges:

- i) Ownership of footway vegetation either side of bus passenger shelter - Knutsford Road (near junction with Dixon Drive). (No update available.)

- ii) Hedge maintenance - Knutsford Road (near to station bridge). (Work complete.)

b) Carriageways and footways:

- i) Traffic counting strips on footway - Holmes Chapel Road (between roundabout and St. John's Church). (Matter re-reported to Cheshire East Council.)

- ii) Flooding outside Chelford Parish Hall, Knutsford Road. (Work complete.)

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- iii) Mud on footway at gateways on Knutsford Road between railway bridge and Chelford roundabout. (Footway cleared of debris during recent siding out works along Knutsford Road. Regular cleaning of gateway by contractor is presently being undertaken.)
- iv) Dixon Drive - carriageway resurfacing work scheduled for 13th - 17th January, 2020. (No update available.)
- v) Alderley Road - Potholes and flooding near railway bridge. (Matter being pursued by Borough Councillor M. Asquith.)
- vi) Dixon Drive - pothole (opposite junction with Woodland Close). (Pothole filled.)

c) Signage:

- i) Damaged sign - Alderley Road. (Due to be repaired by April 2020)
- ii) Query re installation of 'no through road' and 'give way' signs at Oak Road. (No update available.)

d) Street Assets:

- i) Broken windows (2) in bus passenger shelter - Chelford Road. It was reported that two further windows have been broken in the shelter.
- ii) Broken window in bus passenger shelter - Knutsford Road. It was reported that there was broken glass on the floor around the shelter. (No update available.)

DECISION a) To receive and note the above updates in respect of outstanding highway matters.
b) That the Clerk continue to pursue the above highway matters which still require attention.

ii) To receive highway matters for attention from Members -

- i) The following issues were reported: None.

DECISION a) To note that no further highway issues had been reported.

11. COMMUNITY -

- i) **Community Speed Watch** - Councillor G. Willis reported that community speed watch activities had re-commenced.

DECISION a) To receive and note the report of Councillor G. Willis.

- ii) **Inspiring Communities Day** - Councillor L. Hunt reported that a meeting to progress the plans was due to take place in the coming days. The theme of the event will be 'Chelford's Grand Day Out'.

DECISION a) To receive and note the report of Councillor L. Hunt.

- iii) **Chelford Bowling Club** - It was reported that the Bowling Green had recently been sold at auction. The intentions of the new owner were presently unknown, however, it was understood that there is concern locally about the future of the site.

DECISION a) To receive and note the update in respect of Chelford Bowling Club.

- iv) **Mere Court Park** - It was reported that improvement work at the site had been delayed due to inclement weather. It is anticipated that the replacement play area will be installed as soon as ground conditions allow. Further work at the site will be undertaken in due course.

DECISION a) To receive and note the update in respect of Mere Court Park.

- v) **Section 106 funds associated with the Galloway Grange Development** - The Clerk reported that all the suggestions received for recreation and indoor sports facilities related to audio and projection equipment.

026/20 RESOLVED a) That the Clerk submit the suggestion of audio and projection equipment to Cheshire East Council.

Proposed: Councillor L. Hunt

Seconded: Councillor B. Brindley

All in favour

12. PARISH COUNCILLOR VACANCY -

- i) **Co-option process** - Expressions of interest from four candidates had been previously circulated to all Members.

027/20 DECISION a) That the co-option be deferred to the next meeting due to the limited number of Members present at the meeting.

Proposed: Councillor B. Brindley

Seconded: Councillor L. Hunt

All in favour

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

- i) Dropped kerb information.
- ii) Zebra crossing information.
- iii) Obstructive parking along Peover Lane.
- iv) Footway accessibility within Parish.
- v) Parish Council Newsletter.

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vi) Parish Council Policy Updates.

vii) Chelford Parish Hall (Part 2).

14. **DATE OF NEXT MEETING** - Thursday 12th March, 2020 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 15.

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

None.

The Meeting was declared closed by the Chairman at 8:45p.m.

Signed:

Approval Date - 12th March, 2020

APPENDIX A

CHELFORD PARISH COUNCIL

Financial Statement for 2019/20 as at 18th February, 2020					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to Jan. 2020 £.	Agenda Feb. 2020 £.	Budget Balance £.
Receipts					
24,549.00	Precept	31,684.00	31,684.00		0.00
0.00	Balances	5,118.00	0.00		0.00
24.39	Investment Interest	0.00	38.83	23.07	0.00
0.00	Sale of Assets	0.00	0.00		0.00
6,079.00	Grants, Donations & Refunds	0.00	125.00		0.00
0.00	Contra Income	0.00	64.62		0.00
874.80	V.A.T. Refund		1,022.16		777.19
31,527.19	Total Receipts	36,802.00	32,934.61	23.07	777.19
Payments					
8,393.14	Salary (Clerk)	8,940.00	7,422.52	809.92	707.56
31.60	National Insurance (Employer)	0.00	54.63	14.80	-69.43
593.87	Allowances (Clerk)	675.00	542.78	44.24	87.98
0.00	Chairman/Member Allowances	0.00	0.00		0.00
93.34	Administration	250.00	0.00		250.00
350.00	Audit Fees (Internal & External)	375.00	353.00		22.00
818.36	Insurance	1,000.00	0.00	550.30	449.70
114.62	Sect. 137 Donations	400.00	50.00		350.00
1,001.86	Grants	2,812.00	0.00	510.28	2,301.72
65.00	Parish Council Newsletter	360.00	217.95		142.05
51.11	Street Lighting (Electric & Repairs)	255.00	48.08	16.43	190.49
430.56	Website	60.00	5.81	21.64	32.55
0.00	Professional Services	500.00	0.00		500.00
26.76	Advertising	100.00	0.00		100.00
504.96	Subscriptions/Affiliation Fees	570.00	497.20		72.80
35.00	Training	360.00	100.00		260.00
297.50	Room Hire	370.00	15.00		355.00
2,371.29	Chelford Activity Park - Maintenance	5,525.00	1,859.99	753.66	2,911.35
570.00	Chelford Village - Maintenance	3,100.00	851.00		2,249.00
118.00	Asset Maintenance	1,900.00	0.00		1,900.00
475.28	Asset Purchase	8,000.00	20.81		7,979.19
6045.57	Neighbourhood Plan	500.00	276.84		223.16
0.00	Contingency	750.00	0.00		750.00
1,022.16	V.A.T.		665.71	111.48	
23,409.98	Total Payments	36,802.00	12,981.32	2,832.75	21,765.12

Cash/Bank Reconciliation	01/04/19	09/01/20	18/02/20	31/03/20
Balance B/Fwd.	45,690.35	45,690.35	65,643.64	62,833.96
Add Total Receipts	36,802.00	32,934.61	23.07	777.19
Less Total Payments	-36,802.00	-12,981.32	-2,832.75	-21,765.12
Balance C/Fwd.	45,690.35	65,643.64	62,833.96	41,846.03
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/19	09/01/20	18/02/20	31/03/20
General Funds	18,526.76	38,912.89	36,103.21	15,115.28
Earmarked Reserves	27,163.59	26,730.75	26,730.75	26,730.75
	45,690.35	65,643.64	62,833.96	41,846.03

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CASH/BANK RECONCILIATION AS AT - 18th February 2020

CASH

Balance Brought Forward 01/04/19	
Current Account	24,969.15
Business Reserve Account	20,721.20
Plus Receipts	32,957.68
	78,648.03
Less Payments	15,814.07
Balance Carried Forward 18/02/20	<u><u>62,833.96</u></u>

BANK (Natwest)

Business Reserve Account -	45,783.10		03/01/20
Add income/transfer received since above statement			
	<u>0.00</u>	0.00	
Less unrepresented cheques			
	<u>0.00</u>	<u>0.00</u>	
		45,783.10	18/02/20
Current Account -	19,876.39		05/02/20
Add income received since above Statement			
	<u>0.00</u>	0.00	
Less unrepresented cheques/ Transfer			
Approved	-35.00		
For approval	-2,832.75		
Less payment already made	<u>42.22</u>		
	<u>-2,825.53</u>		
		17,050.86	18/02/20
Total Bank Balances 18/02/20		<u><u>62,833.96</u></u>	

APPENDIX B

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CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 10, 17, 23, 31 January 2020; 7 February 2020.
17/01/20	Town & Parish Council representatives meeting with Police & Crime Commissioner - 4 th February, 2020.
07/02/20	Reminder for Chairmanship Training.
	Cheshire East Council -
-	Traffic Management LAP Reports - 2, 9, 16, 23, 30 January 2020; 6 February 2020.
13/01/20	Hankelow Neighbourhood Plan - Regulation 16 Consultation - 13/01/20 - 24/02/20.
16/01/20	Proposed Expansion of Wilmslow High School.
17/01/20	Extension of consultation event relating to proposed expansion of Wilmslow High School.
22/01/20	Update on preparation of Site Allocations and Development Policies Document and Brook Lane, Middlewich Draft Development Framework.
23/01/20	Strategic Planning Update.
29/01/20	Eaton Neighbourhood Plan - Regulation 16 Consultation - 29/01/20 - 11/03/20.
03/02/20	Mayor's Civic Service Invitation.
	Cheshire East Council - Temporary Road Closures / Restrictions -
20/01/20	B5359 Alderley Road, Chelford for approximately 50m either side of the railway bridge - 04-07/02/20.
21/01/20	Station Road, Chelford from the junction with Dixon Drive to the junction with Knutsford Road - 17-21/02/20.
	Other Correspondence -
-	CPRE - 18/01/20 - Campaigns Update; 08/02/20 - Campaigns Update.
-	Cheshire & Warrington Growth Hub Newsletter - 27 January 2020.
-	Community & Voluntary Services - e-Bulletin - 17, 20, 24, 31 January 2020.
-	HMRC - 30/01/20 - Payrolling expenses and benefits; 03/02/20 - Mileage and motors; 05/02/20 - Statutory payments explained; 10/02/20 - Cars, vans and entertainment.
-	Information Commissioner's Office - Newsletter - January 2020; February 2020. 28/01/20 - Privacy innovation grants programme.
-	Manchester Airport - 22/01/20 - Manchester Airport Future Airspace Update; 03/02/20 - Airport Academy Courses.
-	Public Sector Executive - 14, 16, 21, 23, 28 January 2020; 4, 11 February 2020.
-	Rural Services Network - Rural Bulletin - 14, 21, 28, 30 January 2020; 4, 11 February 2020.
-	Rural Services Network - Rural Funding Digest - January 2020; February 2020.
-	E-ON - Monthly Market Report - January 2020.
09/01/20	Crewe Town Council - Crewe Potato and Seed Day 2020.
09/01/20	Cheshire Fire Authority - Draft Integrated Risk Management Plan 2020-2024 consultation. (Closes: 20/03/20)
28/01/20	Keep Britain Tidy - Get ready for the Great British Spring Clean 2020.
27/01/20	Alderley Edge Parish Council - Neighbourhood Plan Regulation 14 Consultation - 27/01/20 - 09/03/20.
	Advertisements -
-	15/01/20 - Primary Care Supplies - Defibrillator and CPR Training; 16/01/20 - Proludic - New area manager; 21/01/20 - Sutcliffe Play - New website; 22/01/20 - Kompan - 9m high play giants; 22/01/20 - Running Imp - Products to celebrate VE day anniversary; 22/01/20 - Jupiter Play - New area play consultant; 23/01/20 - Furnitubes International - A decade of product highlights; 28/01/20 - Notice Board Company - Offers of Notice Boards; 29/01/20 - Primary Care Supplies - Defibrillator clearance sale; 31/01/20 - Arien Signs Ltd - Signs available for Parish Councils; 31/01/20 - Amberol - Self watering planters; 01/02/20 - Running Imp - Free delivery on VE day anniversary materials; 02/02/20 - Primary Care Supplies - Complete First Aid Systems; 03/02/20 - Eibe - New play products for 2020; 04/02/20 - Notice Boards Online - New Signum notice boards; 07/02/20 - Kompan - Play towers; 07/02/20 - Mallatite Ltd. - Speed Indicator Devices; 10/02/20 - Primary Care Supplies - Complete First Aid systems; 11/02/20 - Sovereign Play - Free quotation service available.