

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 10TH JANUARY, 2019 at 7:30p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), B. Brindley, J. Leach, A. Boon, B. Affleck, G. Willis.
Members of the Public (2).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - PCSO J. Short - Gawsworth & Chelford Policing Team.
Councillor L. Hunt - On holiday. [Received 15/01/19]
2. **DECLARATIONS OF INTEREST** - Councillor J. Leach - Item 15(i) - Member of the Parish Hall Management Committee.
3. **MINUTES** -
 - i) The Minutes of the Parish Council Meeting held 13th December, 2018 had been previously circulated to all Members.

001/19 RESOLVED a) **That the Minutes of the Parish Council Meeting held 13th December, 2018 be confirmed as a correct record and signed by the Chairman.**

Proposed: Councillor B. Brindley Seconded: Councillor J. Leach All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

Councillor B. Brindley reported that he had received complaints from residents regarding dog fouling on Chelford Footpath 1. At some locations along the footpath plastic bags, containing dog foul, are being hung on fences and trees.

- DECISION**
- a) **That the Clerk make enquiries regarding the provision of bins for dog waste.**
 - b) **That Councillor D. Wilson place a request on the Village Website for residents to be responsible in the disposal of dog waste.**

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

- i) **Gawsworth and Chelford Wards Policing Team** - No police officers were available to attend the meeting, however, a written report had been made available which identified that, since 1st December, 2018, the following incidents had taken place: theft of a roller from Station Road; theft from a business premises on Alderley Road; suspicious person/vehicle on Highland Drive; 999 alarm (all in order) on Peover Lane; 999 alarm (all in order) on Alderley Road; smashed window on Highland Drive; a driver failed to stop following a collision. It was also reported that the next Ward Cluster meeting will take place on 30th January, 2019.
- ii) **Cheshire East Ward Member Cllr. G. Walton** - Borough Councillor G. Walton reported that there was a Police Ward Cluster Meeting taking place in January, 2019. There is a proposal to hold a Rural Watch Meeting for the south Knutsford area. A meeting had taken place with residents regarding the condition of the footways within the Dixon Drive estate. Borough Councillor G. Walton considered that many of the issues identified may be resolved by the proposed slurry sealing of the footway. Borough Councillor G. Walton advised that he had received a complaint regarding parking outside Chelford surgery due to the removal of the yellow 'no parking' lines. Borough Councillor G. Walton advised that he had received a request for additional dropped kerbs from a resident, however, it was unlikely that Cheshire East Council would be able to deliver the proposed number of kerbs requested. A significant number of applications had been submitted for the New Homes Bonus Community Fund. These applications are presently being processed prior to decisions being made regarding allocation of the funding. Work on the Congleton Link Road is due to commence in the near future. There is a consultation taking place on proposed redevelopment of Brooks Lane area in Middlewich.

- DECISION**
- a) **That Councillor D. Wilson advise the resident of the position regarding additional dropped kerbs within the Dixon Drive estate.**
 - b) **That Councillor D. Wilson contact Chelford Surgery to ascertain whether they have received complaints about parking along Elmstead Road.**

6. **FINANCE** -

- i) **Financial Statement 2018/19 as at 10th January, 2019. (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. 001267 E. M. Maddock £735.44 Salary January 2019 & Expenses.
 - b) Cheque No. 001268 H.M. Revenue & Customs £33.98 Income Tax & NI contributions.
 - c) Cheque No. 001269 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (December 2018).

CHELFORD PARISH COUNCIL

d) Cheque No. 001270 Cheshire Community Action £630.00 Neighbourhood Plan Consultant support.

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

002/19 RESOLVED a) That the Statement of Account, as at 10th January, 2019 be received and the Chairman's observations duly noted.

b) That the schedule of 4 payments be approved and duly authorised.

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

Proposed: Councillor B. Affleck

Seconded: Councillor A. Boon

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) **Manchester Airport - Concert Tickets.** The Clerk reported that Manchester Airport had offered the Parish Council two complimentary concert tickets for a performance at the Bridgewater Hall, Manchester. Members considered possible uses of the tickets and it was suggested that two members of Friends of Chelford Station be nominated to receive the tickets in recognition of the work undertaken to maintain Chelford Station.

DECISION a) That the Clerk arrange for concert tickets for two members of Friends of Chelford Station.

b) **Resident - Complaint about hedge cutting debris on Chelford Footpath No. 1.** The Clerk reported that a complaint had been received from a resident regarding debris on Chelford Footpath No. 1. Unfortunately, attempts to contact the resident had been unsuccessful. Cheshire East Council had advised that the legislation relating to footpaths does not consider dogs, therefore, action can only be taken where the debris is considered to be obstructing the path.

DECISION a) To receive and note the concerns of the resident and the response from Cheshire East Council.

c) **Northwich Town Council - Floral Displays Service Level Agreement 2019.** The Clerk reported that this agreement was a continuation of previous service provision. It was noted that clarification should be provided to Northwich Town Council that the service required may need to be amended should the floral display requirements change.

DECISION a) That approval be given for the Clerk & Responsible Financial Officer to authorise and submit the Service Level Agreement in respect of Floral Display provision.

d) **Knutsford Town Council - Request for donation towards provision of Citizens Advice Service.**

003/19 RESOLVED a) That no donation be made towards the provision of Citizens Advice Service at this time.

Proposed Councillor B. Affleck

Seconded: Councillor G. Willis

All in favour

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.

8:10p.m. - One member of the public excused themselves from the meeting and left.

8. PLANNING & LICENSING APPLICATIONS -

i) **Applications for consideration -**

a) 19/0056M - Removal of existing shop window, door, fascia, surface mounted cassette awning and entrance step. Installation of new paint finish timber shop windows, recessed automated door, fascia, stall riser and fully retractable traditional awning. Installation of new accessible recessed sloping entrance approach to doorway - Chelford Greengrocers, Knutsford Road, Chelford. SK11 9BB

004/19 RESOLVED a) That no comments be submitted in respect of planning application 19/0056M.

Proposed Councillor B. Affleck

Seconded: Councillor B. Brindley

All in favour

ii) **Appeal for consideration -**

a) 17/5297M - Conversion of existing maintenance shed outbuilding comprising alterations and adaption to form single dwellinghouse and associated external works - Maintenance Shed, The Coach House, Peover Lane, Chelford. SK11 9AN

DECISION a) That no comments be submitted to the appeal process in respect of planning application 17/5297M.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

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

a) Remedial work to zebra crossing on Knutsford Road. There was nothing to report.



CHELFORD PARISH COUNCIL

- b) Broken No Through Bollard - Dixon Drive. The broken bollard has been replaced.
- c) Damaged sign - Alderley Road. The sign has been sent to the design team for a new design and order. No timescale for completion is currently available.
- d) Query re Traffic Census on Dixon Drive (October 2018). No response had been received.
- e) Zig-zag lines outside Chelford Primary School. No response had been received.
- f) Footway condition within Dixon Drive estate. Update relating to proposed tar slurry sealing. The work will be included in a future programme of works which is based upon our asset management approach. No timescales are available at the current time.
- g) Pothole - Knutsford Road, outside The White House. The hole has been marked for repair.
- h) Broken Window in Bus Passenger Shelter - Chelford Road. The window had been repaired, however, a recent spate of vandalism has resulted in the window being broken again. The window is now awaiting a further repair.
- i) Footway siding out - Knutsford Road (from Station to Parish Hall). There is a very limited allocation of siding out works and the footway along Knutsford Road has not been assessed as urgent.
- j) Overhanging hedge along Knutsford Road along Mere Court Park boundary. The Highways Officer has personally walked the footway and does not consider this defect to be actionable at this time. It will be monitored under the routine safety inspections and actioned when required. It was reported that some trimming work may have been undertaken.
- k) Overhanging hedge along Knutsford Road from Chelford Parish Hall to Shell Garage. The Highways Officer has personally walked the footway and does not consider this defect to be actionable at this time. It will be monitored under the routine safety inspections and actioned when required.
- l) Missing cover on street lighting column on Knutsford Road opposite to Parish Hall. Repair to be completed in near future.

- DECISION**
- a) That the Clerk continue to request updates on the above outstanding items from Cheshire East Council.
 - b) That Borough Councillor G. Walton request an update relating to the improvement work to the zebra crossing.

ii) To receive highway matters for attention from Members -

- a) Members reported that complaints had been received regarding the hedges by the railway bridge which were causing cyclists to ride away from the kerb.

DECISION a) That the Clerk report the above issue to Cheshire East Council and Network Rail.

10. COMMUNITY -

- i) Updates relating to the process for allocating Section 106 'community facilities' funds associated with the Cricketers Green Development - There was nothing to report. Councillor D. Wilson reported that progress is still being made with work to improve Mere Court Park. Surveys and professional advice are being sought by Cheshire East Council and work should commence at the site soon.

8:45p.m. - Borough Councillor G. Walton excused himself from the meeting and left.

- ii) **Community Speed Watch** - The Clerk reported that she had recently met with a representative of the Police regarding speed watch and that arrangements were being made for volunteer training and the procurement of a speed gun and high visibility vests.
- iii) **Parish Appearance** - Councillor D. Wilson invited Members to put forward suggestions for work which could be undertaken to improve the appearance of the Parish. It was suggested that the replacement/maintenance of some Parish Council street furniture assets may make a significant contribution to the appearance of the Parish, however, further work may also be considered. It was noted that verge maintenance along Dixon Drive had been requested by a group of residents. Other suggestions included the installation of village gateways to more clearly define the village boundary. Members considered that the matter required further discussion at a future meeting. Members were invited to bring suggestions of other possible work to the next meeting for consideration.

DECISION a) That the Clerk undertake preliminary research into the suggestions made so far.

- iv) **Newsletter** - The Chairman invited Members to suggest content for the newsletter which was planned to be published in February, 2019.

DECISION a) That the content of the newsletter be discussed and confirmed at the next meeting.

11. ASSETS -

- i) **Chelford Activity Park - Maintenance & Management -**

- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that no major issues had been identified at the site. During recent inclement weather there had been leaves and small twigs on the

CHELFORD PARISH COUNCIL

ground, however, this was to be expected at this time of year. The tennis net had been removed and was presently in storage. It appears that moles are presently active in the play area.

DECISION a) That Councillor B. Brindley make arrangements for the clearance of the moles in the play area.

ii) **Chelford Activity Park - Update on Facility Bookings** - The Clerk reported that a request for an additional weekly dog training class to take place at Chelford Activity Park had been received. A further request had been made for a day booking of the whole site for a dog show with associated activities.

005/19 RESOLVED a) That approval be given for the additional weekly dog training class at Chelford Activity Park.

b) That approval be given, in principal, for the dog show event subject to the provision of further details and other required documentation.

Proposed: Councillor B. Affleck

Seconded: Councillor B. Brindley

All in favour

12. NEIGHBOURHOOD PLAN -

i) **Regulation 14 Consultation Update** - Councillor D. Wilson reported that the Regulation 14 consultation responses had been analysed by Cheshire Community Action and that the report was to be considered by the Neighbourhood Plan Steering Group next week.

ii) **Regulation 15 Update** - Councillor D. Wilson reported that advice from Cheshire East Council indicated that submission of the Neighbourhood Plan should take place at the earliest opportunity. It is proposed that the Neighbourhood Plan document will be submitted on or before 23rd January, 2019. Supporting documentation is presently being finalised and will be considered by the Neighbourhood Plan Steering Group next week. Following submission of the Neighbourhood Plan documents the remaining stages of the process are led by Cheshire East Council.

006/19 RESOLVED a) That approval be given for the Chelford Neighbourhood Plan and supporting documentation to be submitted to Cheshire East Council on or before 23rd January, 2019.

Proposed: Councillor B. Brindley

Seconded: Councillor J. Leach

All in favour

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

i) Review of Asset Security Arrangements.

ii) Asset Risk Assessment.

iii) Red Telephone Kiosk - Future Uses.

14. DATE OF NEXT MEETING - Thursday 14th February, 2019 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.

007/19 RESOLVED a) That the Public and Press be excluded from the remainder of the Meeting on the grounds that it could involve the likely disclosure of exempt information.

Proposed: Councillor D. Wilson

Seconded: Councillor B. Brindley

All in favour

9:15p.m. - One member of the public excused themselves from the meeting and left.

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

i) **Chelford Parish Hall** - The Clerk provided a verbal report to Members.

The Meeting was declared closed by the Chairman at 9:20p.m.

Signed:

Approval Date - 14th February, 2019

CHELFORD PARISH COUNCIL

APPENDIX A

Financial Statement for 2018/19 as at 10 January 2019					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Dec. 2018 £.	Agenda Jan. 2019 £.	Budget Balance £.
	Receipts				
22,485.00	Precept	24,549.00	24,549.00		0.00
0.00	Balances	0.00	0.00		0.00
5.05	Investment Interest	0.00	4.94		0.00
0.00	Sale of Assets	0.00	0.00		0.00
7,542.99	Grants, Donations & Refunds	5,259.00	5,079.00		180.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund (16/17)		874.80		900.04
30,685.30	Total Receipts	29,808.00	30,507.74	0.00	1,080.04
	Payments				
7,708.58	Salary (Clerk)	7,962.00	6,296.86	698.76	966.38
161.48	National Insurance (Employer)	0.00	26.19	1.80	-27.99
580.73	Allowances (Clerk)	650.00	448.81	44.15	157.04
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	350.00		10.00
788.81	Insurance	1,750.00	0.00		1,750.00
592.36	Sect. 137 Donations	450.00	50.00		400.00
150.00	Grants	2,380.00	1,001.86		1,378.14
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	37.80		152.20
1,345.04	Website	482.00	0.00		482.00
570.00	Village Planters	600.00	570.00		30.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	26.76		48.24
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	1,673.03	166.67	2,110.30
0.00	Asset Maintenance	1,825.00	118.00		1,707.00
0.00	Asset Purchase	1,400.00	350.48		1,049.52
0.00	Contingency	500.00	0.00		500.00
7825.00	Neighbourhood Plan	5,259.00	4,178.40	654.71	425.89
874.80	V.A.T.		866.71	33.33	
24,223.66	Total Payments	29,808.00	16,564.86	1,599.42	12,543.76

Cash/Bank Reconciliation	01/04/18	13/12/18	10/01/19	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	51,516.02	49,916.60
Add Total Receipts	29,808.00	30,507.74	0.00	1,080.04
Less Total Payments	-29,808.00	-16,564.86	-1,599.42	-12,543.76
Balance C/Fwd.	37,573.14	51,516.02	49,916.60	38,452.88
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	13/12/18	10/01/19	31/03/19
General Funds	8,795.55	24,781.40	24,504.83	13,041.11
Earmarked Reserves	28,777.59	26,734.62	25,411.77	25,411.77
	37,573.14	51,516.02	49,916.60	38,452.88

CHELFORD PARISH COUNCIL

CASH/BANK RECONCILIATION AS AT - 10th January 2019

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	30,507.74
	<u>68,080.88</u>
Less Payments	18,164.28
Balance Carried Forward 10/01/19	<u><u>49,916.60</u></u>

BANK (Natwest)

Business Reserve Account -	19,701.75	05/10/18
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unrepresented cheques		
	<u>0.00</u>	
	19,701.75	10/01/19
Current Account -	34,220.53	05/12/18
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unrepresented cheques/ Transfer		
Approved -2,406.26		
For Approval <u>-1,599.42</u>		
	<u>-4,005.68</u>	
	30,214.85	10/01/19
Total Bank Balances 10/01/19	<u><u>49,916.60</u></u>	

CHELFORD PARISH COUNCIL

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 13, 20 December 2018.
11/12/18	Temporary Clerk Position.
18/12/18	Christmas e-Card from the Mayor of Cheshire East Council.
20/12/18	Royal Garden Party 2019.
	Cheshire East Council -
-	Traffic Management LAP Reports - 13, 20 December 2018; 3 January 2019.
-	Connected Communities Newsletter - December 2018.
07/12/18	Invitation to Town & Parish Council Conference - 29 th January, 2019.
17/12/18	Holocaust Memorial Service - 25 th January, 2019.
19/12/18	Examiner's report on the draft Cheshire East Council Community Infrastructure Levy Charging Schedule.
	Cheshire Emergency Services -
24/12/18	Police Surgeries - January, 2019.
03/01/19	Stakeholder Bulletin.
	Rural Services Network -
-	Rural Bulletin - 11, 18 December 2018.
21/12/18	Seasons Greetings.
03/01/19	Happy New Year!
	Other Correspondence -
-	Public Sector Executive - 12, 13, 14, 17, 21 December 2018.
-	HMRC - 10/12/18 - Statutory Sick Pay Explained; 12/12/18 - Employer Bulletin 75; 14/12/18 - Staff parties, maternity pay and sick pay; 17/12/18 - Guide to paying employees early for festive period; 19/12/18 - National Minimum Wage webinars.
18/12/18	Manchester Airport - Seasons Greetings.
-	CPRE - 10/12/18 - Fieldwork Newsletter; 18/12/18 - Seasons Greetings; 22/12/18 - Thanks for support during 2018; 02/01/19 - Women and the Countryside.
-	Community & Voluntary Services - 17/12/18 - e-Bulletin; 03/01/19 - Training News.
-	Active Cheshire - 12/12/18 - Training Opportunities; 03/01/19 - Play boxes coming to Parks in Cheshire.
07/12/18	NatWest Bank plc. - A reminder of how we charge unarranged overdraft fees.
	Advertisements -
-	09/12/18 - Parish Council Websites - Over 70% Of Parish Council Websites Are Still Not Compliant; 10/12/18 - Proludic - Christmas Greetings; 10/12/18 - Primary Care Supplies - Defibrillators; 11/12/18 - TWM Traffic Controls - Christmas Greetings; 13/12/18 - Primary Care Supplies - Defibrillators; 19/12/18 - Kompan Playgrounds - Best bits of 2018; 19/12/18 - Amberol - Christmas Greetings; 19/12/18 - Gordon Ellis - Christmas Greetings; 03/01/19 - Primary Care Supplies - Defibrillators.