

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY, 8TH FEBRUARY, 2018
TIME: 7:30p.m.
VENUE: CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

To Members of Chelford Parish Council,

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

- 1. APOLOGIES FOR ABSENCE -**
- 2. DECLARATIONS OF INTEREST -** To receive Declarations of Interest in any item on the Agenda.
- 3. MINUTES -**
 - i) To approve the Minutes of the Parish Council meeting held 11th January, 2018 as a correct record and authorise signing by the Chairman.
- 4. PUBLIC FORUM FOR QUESTIONS (15 Mins) -**
- 5. REPORTS FROM EXTERNAL ORGANISATIONS -**
 - i) Knutsford Rural Policing Team - matters of interest /concern within the Parish.
 - ii) Cheshire East Ward Member Councillor G. Walton.
- 6. FINANCE -**
 - i) **To receive and consider the Financial Statement 2017/18 as at 8th February, 2018 - Appendix A.**
 - ii) **To ratify the following payment:**
 - a) Cheque No. 001197 Groundwork UK £1,339.83 Return of unused Neighbourhood Plan Grant.
 - iii) **To authorise the following payments:**
 - a) Direct Debit E-ON £13.90 Electricity Charges: 01/10/17 - 31/12/17.
 - b) Direct Debit Information Commissioner's Office £35.00 Annual Registration Fee.
 - c) Cheque No. 001198 E. M. Maddock £1,720.70 Salary 01/02/18 - 28/02/18, Backpay & Expenses.
 - d) Cheque No. 001199 H. M. Revenue & Customs £752.29 Income Tax & NI contributions.
 - e) Cheque No. 001200 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (Jan. 2018).
 - iv) **To note the following receipts since last meeting:**
 - a) NatWest Bank plc. - Business Reserve Account £0.68 Gross Interest - November, 2017.
 - a) NatWest Bank plc. - Business Reserve Account £0.78 Gross Interest - December, 2017.
 - v) **To review insurance requirements for 2018/19.**
- 7. PARISH COUNCILLOR RESIGNATION -**
 - i) **To receive a letter of resignation from the position of Parish Councillor from Councillor K. Chaudhuri.**
 - ii) **To consider the process for filling of the vacancy.**
- 8. CORRESPONDENCE -**
 - i) **To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate in relation thereto:**
 - a) Cheshire Community Action - Best Kept Village Competition 2018. (Deferred from 11/01/18 meeting.)
 - ii) **To note other correspondence received since the date of the last ordinary meeting - Appendix B.**
- 9. PLANNING & LICENSING APPLICATIONS -**
 - i) **Applications for consideration:**
 - a) **18/0171M** - Demolition of all existing structures and buildings, remediation of the site and the erection of a residential led mixed use development comprising 89 no residential dwellings (use class C3) and 140 sq m (1,500 sq ft) of business floorspace (use class B1) together with landscaping, access points from Dixon Drive, car parking, an acoustic fence and associated infrastructure - Land at Former Chelford Agricultural Centre, Dixon Drive, Chelford.

CHELFORD PARISH COUNCIL

AGENDA

- b) **18/0195M** - First floor side extension over existing garage and single storey extension - 10 Woodland Close, Chelford, Macclesfield, Cheshire. SK11 9BZ
- c) **18/0361M** - Certificate of Lawful Proposed Use to show that the proposed buildings would be lawful under Classes A, B, C, D & E of the Town & Country Planning General Permitted Development Order 1995 as amended by the later version of the GPDO 2015 - The Gardener's Cottage, Peover Lane, Chelford. SK11 9AN
- d) Any applications received prior to the meeting will be included.

10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) **To receive updates in respect of the following outstanding highway matters from/since previous meeting:**
 - a) Pothole - Holmes Chapel Road - near to Post Office. (Work complete.)
 - b) Pothole - Holmes Chapel Road - near to St. John's Church. (Work complete.)
 - c) Dead Tree - Alderley Road - opposite Shell Garage. (Work complete.)
 - d) Footway - Alderley Road.
 - e) Pothole - Alderley Road - near to Alderley Road Business Park. (Work complete.)
 - f) Pothole - Outside Applewood House, Knutsford Road.
 - g) Hole around gully - Chelford Road - near to roundabout.
- ii) **To receive highway matters for attention from Members.**

11. COMMUNITY -

- i) **Defibrillator Provision** - To receive information regarding future provision of equipment.
- ii) **Chelford Bowling Club** - To receive any updates available.
- iii) **Potential Uses of s.106 funds within Parish** - To receive an update relating to the process by which Cheshire East Council expect potential projects to be identified and assessed in respect of potential future uses of s.106 funds.

12. ASSETS -

- i) **Chelford Activity Park - Maintenance & Management -**
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park. (AB)
- ii) **Chelford Activity Park - Usage & Hiring** - To receive an update on Chelford Activity Park facility bookings.

13. NEIGHBOURHOOD PLAN -

- i) To receive and consider the Neighbourhood Plan financial statement as at 8th February, 2018. (Appendix C)
- ii) To receive Minutes from Neighbourhood Plan Steering Group meeting held 25th January, 2018.
- iii) To receive and consider recommendations from the Neighbourhood Plan Steering Group on how to proceed with the project and to confirm that the proposed activities meet the obligations associated with the grant award.

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

- i) Refurbishment of Red Telephone Kiosks.
- ii) Review of Asset Security Arrangements.
- iii) Introduction of General Data Protection Regulations (GDPR).

15. DATE OF NEXT MEETING - Thursday 8th March, 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.

16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - (as required)

E.M.Maddock

Dr. E. M. Maddock CILCA (Dist.),
Clerk and Responsible Financial Officer.

Dated 4th February, 2018.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX A

Financial Statement for 2017/18 as at 08 February 2018						
Actual 2016/17 £.	Details	2017/18 Budget £.	2017/18 Budget Adjustments £.	Actual to Jan. 2018 £.	Agenda Feb. 2018 £.	Budget Balance £.
	Receipts					
17,486.00	Precept	22,485.00		22,485.00		0.00
0.00	Balances	5,000.00		0.00		0.00
6.73	Investment Interest	0.00		1.16	1.46	0.00
0.00	Sale of Assets	0.00		0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00		4,982.99		5,259.00
60.00	Chelford Activity Park Hire	0.00		0.00		0.00
0.00	Contra Income	0.00		0.00		0.00
849.50	V.A.T. Refund (16/17)			652.26		771.47
18,596.23	Total Receipts	36,485.00		28,121.41	1.46	6,030.47
	Payments					
6,959.09	Salary (Clerk)	7,010.00	713.00	6,232.60	832.93	657.47
489.00	HMRC - Overpayment of Income Tax	0.00	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00	25.80	135.68	-161.48
583.27	Allowances (Clerk)	650.00	0.00	496.83	45.28	107.89
0.00	Chairman/Member Allowances	0.00	0.00	0.00		0.00
28.82	Administration	210.00	0.00	4.48		205.52
100.00	Audit Fees (Internal & External)	350.00	-102.00	248.00		0.00
1,365.85	Insurance	1,600.00	0.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	79.00	429.36		349.64
1,380.00	Grants	1,530.00	0.00	150.00		1,380.00
50.00	Parish Council Newsletter	100.00	0.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	-142.00	67.54	13.24	17.22
358.80	Website	450.00	1,013.00	774.04	571.00	117.96
675.00	Village Planters	615.00	-45.00	570.00		0.00
203.00	Tennis Coaching	0.00	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00	0.00		300.00
0.00	Advertising	75.00	-75.00	0.00		0.00
464.85	Subscriptions/Affiliation Fees	515.00	-20.00	459.85	35.00	0.15
152.50	Room Hire	350.00	-97.00	0.00		253.00
0.00	Training	140.00	20.00	60.00		100.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	-371.00	2,143.53	166.67	1,318.80
1,059.00	Asset Maintenance	1,400.00	1,700.00	0.00		3,100.00
657.97	Asset Purchase	1,200.00	0.00	0.00		1,200.00
11.23	Contingency	750.00	-500.00	0.00		250.00
0.00	Neighbourhood Plan	14,000.00	-5,259.00	2,943.22	2,227.93	3,569.85
652.26	V.A.T.			737.48	33.99	
17,076.03	Total Payments	36,485.00	-3,086.00	15,392.73	4,061.72	14,716.02
	Cash/Bank Reconciliation	01/04/17		11/01/18	08/02/18	31/03/18
	Balance B/Fwd.	31,111.50		31,111.50	43,840.18	39,779.92
	Add Total Receipts	36,485.00		28,121.41	1.46	6,030.47
	Less Total Payments	-36,485.00		-15,392.73	-4,061.72	-14,716.02
	Balance C/Fwd.	31,111.50		43,840.18	39,779.92	31,094.37
	Cumulative Balances	Balance		Balance	Balance	Balance
		01/04/17		11/01/18	08/02/18	31/03/18
	General Funds	30,490.62		38,880.71	35,708.55	27,023.00
	Earmarked Reserves	620.88		4,959.47	4,071.37	4,071.37
		31,111.50		43,840.18	39,779.92	31,094.37

CHELFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 8th February 2018

CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	28,122.87
	<hr/> 59,234.37
Less Payments	19,454.45
Balance Carried Forward 08/02/18	<hr/> 39,779.92 <hr/>

BANK (Natwest)

Business Reserve Account -	19,694.38		05/01/18
Add income/transfer received since above statement			
	<hr/> 0.00		
Less unrepresented cheques			
	<hr/> 0.00		
		19,694.38	08/02/18
Current Account -	28,412.05		05/01/18
Add income received since above Statement			
	<hr/> 0.00		
		0.00	
Less unrepresented cheques/ Transfer			
Approved	-4,264.79		
For approval	-4,061.72		
	<hr/> -8,326.51		
		20,085.54	08/02/18
Total Bank Balances 08/02/18		<hr/> 39,779.92 <hr/>	

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 11, 18, 25 January 2018; 1 February 2018.
16/01/18	Royal Garden Party 2018.
17/01/18	Appraisals - A modern Makeover and Motivation.
22/01/18	Last call for Transparency Code applications.
	Cheshire East Council -
-	Traffic Management LAP Reports - 18 January 2018; 1 February 2018.
-	Connected Communities Newsletter - January/February 2018.
-	Neighbourhood Planning Fortnightly Update - 12, 26 January 2018.
-	Spatial Planning Update - January 2018.
-	Winter Service Decisions - 8-31 January 2018; 1-4 February 2018.
09/01/18	Town & Parish Council Conference - 20 th February 2018. [18/01/18 - Agenda for event.]
17/01/18	Knutsford Neighbourhood Area Modification Consultation. (17/01/18 - 28/02/18)
18/01/18	Health & Wellbeing Strategy Review.
25/01/18	Request for details of grant funding schemes.
	Rural Services Network -
-	Weekly News Digest - 8, 15, 22, 29 January 2018.
-	Rural Opportunities Bulletin - January 2018.
-	Hinterland Newsletter - 12, 19, 26 January 2018; 2 February 2018.
-	Rural Vulnerability Service - Fuel Poverty (January 2018); Rural Transport (January 2018).
-	RSN Spotlight - Rural Housing (January, 2018).
	Other Correspondence -
-	Public Sector Executive - 8, 12, 15, 19, 22, 26 January 2018; 23/11/17 - Budget 2017 - What does it mean for the public sector; 10/01/18 - Certificate in Terrorism Studies course; 25/01/18 - Development of Staff Leadership & Management.
-	HMRC - 29/01/18 - Functions, Food and Fuel; 31/01/18 - What's new for employers in 2018/19?
-	Manchester Airport - 17/01/18 - January Blues Competition for tickets to George's Marvellous Medicine.
-	CPRE - 11/01/18 - Campaigns Update.
-	Community & Voluntary Services - e-Bulletin - 19 January 2018; 2 February 2018; 09/01/18 - Training News; 12/01/18 - The Voice Newsletter; 23/01/18 - Changes to Cheshire East Council community grant application procedure.
-	Information Commissioner's Office - Newsletter - January 2018; February 2018.
-	Age UK - Newsletter - January 2018.
-	Historic Towns & Villages Forum - 16/01/18 - Supporting Historic High Streets seminar.
-	Civic Voice - War Memorial News - 9, 24, January 2018; 16/01/18 - First World War Memorials "Sharing Success" event.
-	Zurich Insurance plc - 21/12/17 - Winter Health & Safety; 25/01/18 - Risk Management Seminars; 02/02/18 - Blurred Lines - Who owns the risk?
08/01/18	Place & Space Seminar - Neighbourhood and Urban Renewal in post-Brexit Britain.
09/01/18	Poynton Town Council - Poynton Neighbourhood Plan - Regulation 14 Consultation. (Consultation closes: 20/03/18)
10/01/18	Brain Tumour Research - Using local influence to support finding a cure.
31/01/18	Knutsford & District War Memorial Neighbourhood Forum - Knutsford Town Council Planning Committee 05/02/18.
	Advertisements -
-	08/01/18 - Primary Care Supplies - Defibrillators; 08/01/18 - Noticeboard Company - Scroll Design Noticeboards; 08/01/18 - Greenfingers Landscape Ltd. - Maintenance Services; 10/01/18 - Proludic - 2018 Brochure; 11/01/18 - Primary Care Supplies - Defibrillator; 11/01/18 - Town & Parish Council Websites - Transparency Code funding deadlines; 11/01/18 - TWM Traffic - Speed Control Systems; 11/01/18 - Arien Signs - Spring Brochure; 12/01/18 - Kompan - 50% off play equipment; 15/01/18 - Noticeboard Company - Double Sided Noticeboards; 16/01/18 - Realise Futures Eco-Furniture - 15% discount on benches; 18/01/18 - Noticeboard Company - Stock clearance; 19/01/18 - Northwich Town Council - Moss Removal Services; 23/01/18 - Primary Care Supplies - Defibrillators; 02/02/18 - Fenland Leisure - Spring Mobiles.
	15/01/18 - Sandbach Town Hall - Events 2018; 15/01/18 - ITV - Looking for outgoing grandparents for television series; 29/01/18 - Big Things - Public Art Projects; 30/01/18 - Sandbach Town Hall - February 2018 events.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 08 February 2018					
Details	2017/18 Budget £.	Revised* 2017/18 Budget £.	Actual to Jan. 2018 £.	Agenda Feb. 2018 £.	Budget Balance £.
Receipts					
Chelford Parish Council - Balances	5,000.00	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	9,000.00	3,741.00		5,259.00
Grants / Donations	0.00	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00	0.00		0.00
Total Receipts	14,000.00	14,000.00	8,741.00	0.00	5,259.00
Payments					
Groundwork UK (DCLG) (see Note 1)					
Consultant Fees (see Note 2)	472.50	1,102.50	1,102.50		0.00
Consultant Fees (see Note 3)	157.50	157.50	157.50		0.00
Consultant Fees (see Note 4)	630.00	0.00	0.00		0.00
Consultant Fees (see Note 5)	315.00	315.00	315.00		0.00
Consultant Fees (see Note 6)	315.00	315.00	285.00	30.00	0.00
Consultant - Travel expenses	66.00	66.00	44.00	22.00	0.00
Room Hire	280.00	280.00	62.50	217.50	0.00
Publicity Costs	220.00	220.00	22.51	197.49	0.00
Printing Costs	840.00	840.00	343.16	496.84	0.00
Envelopes (2,400)	300.00	300.00	0.00	300.00	0.00
Purchase of OCSI Report	45.00	45.00	45.00		0.00
Refreshments at Consultation Events	100.00	100.00	24.00	76.00	0.00
Other	5,000.00	5,000.00			3,569.85
Salary (Clerk)			456.64	789.54	
National Insurance (Employer)			11.56	75.43	
Allowances (Clerk)			73.85	23.13	
Chairman/Member Allowances			0.00		
Administration			0.00		
Total Payments	8,741.00	8,741.00	2,943.22	2,227.93	3,569.85

NOTES

- 1 - Grant funding period end date 31/12/2017.
- 2 - Design of flyer and questionnaires, data analysis and write up.
- 3 - Preparing vision and objectives.
- 4 - Analysis of Evidence Base.
- 5 - Advising and facilitating at consultation events.
- 6 - Attending Steering Group Meetings.

* - Grant variation approved by Groundwork UK.