

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 14TH JUNE, 2018 at 7:30p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

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

1. **APOLOGIES FOR ABSENCE** - Councillor L. Hunt - Work commitment.

2. **DECLARATIONS OF INTEREST** -

i) **Newly co-opted Member** - The Clerk reported that the Declaration of Acceptance of Office and Register of Interest form had been completed by the newly co-opted Member, Councillor L. Hunt.

ii) **Declarations of Interest in any items on the Agenda** - None.

3. **MINUTES** -

The Minutes of the Annual Parish Council Meeting held 10th May, 2018 had been previously circulated to all Members.

47/18 **RESOLVED a) That the Minutes of the Annual Parish Council Meeting held 10th May, 2018 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor B. Affleck

Seconded: Councillor B. Brindley

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

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

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: suspicious persons/vehicles reported in Broomfield Close and Dixon Drive; dead deer on Holmes Chapel Road; two incidents of anti-social behaviour within Parish; a drugs drive on Alderley Road; a road traffic collision on Alderley Road; a firearms incident at Oak Road and a welfare check at Chelford Road. Councillor B. Brindley also noted that there had been a recent arrest of two males who were observed loading goods into a vehicle at a commercial premises within the Chelford area.
- ii) **Cheshire East Ward Member Cllr. G. Walton** - Borough Councillor G. Walton urged residents to be vigilant as, in addition to the above report, he was aware of a burglary at a property in Plumley. The Tatton Park project 'Field to Fork' is due to open on 4th July, 2018. The annual accounts of Cheshire East Council are in a good position. School inspections have yielded good results. There is a new Cheshire East Carers Hub opening. Sites within Cheshire East continue to be Green Flag accredited. The performance of the Cheshire East Council Planning Department has improved. Work to progress the development of new road projects in Crewe, Congleton and Middlewich continues. The new highways contractor is due to be finalised in the near future.

Councillor B. Affleck enquired whether there were any plans to increase the pedestrian and cycling access to Tatton Park to encourage walking and cycling commuters to use the routes through the site. Borough Councillor G. Walton advised that he was not aware of any such plans.

7:50p.m. - Borough Councillor G. Walton excused himself and left the meeting.

iii) **Manchester Airport - Airport visit and Runway / Transformation tour** - Councillor G. Willis reported that he had attended the tour during which visits were made to the fire station and to the location of runway maintenance work.

iv) **Meeting with Police & Crime Commissioner** - Councillor G. Willis reported that he had attended the meeting at which approximately twelve parishes were represented. Issues which had been discussed included highway matters, communications with Police, allocation of PCSOs and speed camera usage.

8:00p.m. - One member of the public excused himself and left the meeting.

6. **FINANCE** -

i) **Financial Statement 2018/19 as at 14th June, 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. 001227 | E. M. Maddock | £761.50 | Salary June 2018 & Expenses. |
| b) Cheque No. 001228 | H.M. Revenue & Customs | £43.41 | Income Tax & NI contributions. |
| c) Cheque No. 001229 | Greenfingers Landscape Ltd. | £200.00 | Ground Maintenance Contract (May 2018). |

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d) Cheque No. 001230 Cheshire County Playing £20.00 Affiliation Fee 2018/19.
Fields Association

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

a) Groundwork UK £4,979.00 Neighbourhood Plan Grant.

iv) **Internal Audit Action Plan 2017/18** - The Clerk reported that the Action Plan 2017/18 had been received from the Internal Auditor:

Issue: General Data Protection Regulations

Response: The issue and recommendation are duly noted.

Issue: Analysis and allocation of staff costs.

Response: A detailed analysis of payments (including those attributable to staff costs and the Neighbourhood Plan project) is included within the Minutes and supporting authorised payment vouchers which were available to the Internal Auditor. Additional, specific clarification of Annual Governance and Accountability Return figures can be provided to the Internal Auditor in future.

Following discussion with the Internal Auditor it was agreed that clause 2.15 of the Practitioners Guide is ambiguous and that advice from the previous External Auditor has been inconsistent. Future treatment of staff allowances will be determined once the view of the new External Auditor is known.

- 48/18 **RESOLVED**
- a) **That the Statement of Account, as at 14th June, 2018 be received and the Clerk'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.**
 - d) **That the Internal Auditor's Action Plan 2017/18 be received and responses duly noted.**

Proposed Councillor B. Brindley

Seconded: Councillor J. Leach

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 - Concern about upkeep of Chelford Station by the train operating company.** Councillor D. Wilson reported that the resident had raised concern about the quality of and frequency of maintenance work at Chelford Station. The resident had provided an update advising that progress had been made in raising awareness of the issues, therefore, at present, the Parish Council need not take any action.

DECISION a) **To receive and note the above communications.**

b) **Manchester Airport - Draft Noise Action Plan (2019-2023) consultation.** Details of the consultation had been previously circulated to Members.

DECISION a) **That no response be submitted to the above consultation.**

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

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

8. **PLANNING & LICENSING APPLICATIONS -**

i) **Applications for consideration:**

a) **18/2307M** - Small first floor extension above existing day room and demolition of rear porch - Cherry Trees, 2 Knutsford Road, Chelford. SK11 9AS

DECISION a) **No comment.**

b) **18/2375M** - Single storey rear and side extension with pitched roof - 15 Chillingham Close, Chelford. SK11 9FZ

DECISION a) **No comment.**

c) **18/2669M** - Demolition of existing detached three bay garage and erection of detached two bay garage with eaves accommodation - Astle Hall, Holmes Chapel Road, Chelford. SK11 9AQ

DECISION a) **That the Parish Council is mindful that the application site lies within the Green Belt, therefore, the appropriate Green Belt policies and the recent appeal decision ref: APP/R0660/D/17/3184831 should be taken into consideration.**

ii) **Development at Millbank Close, Chelford -**

a) The Clerk reported that confirmation had been received that development taking place at Millbank Close, Chelford requires planning permission. 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:**

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- a) **School 20mph zone signs - lack of designated end point of zone** - The Police had provided a response advising that, based on current information, the 20mph zone is not likely to be enforceable during speed watch activities.
- b) **Possible remedial work to zebra crossing on Knutsford Road** - The site is presently awaiting an inspection to identify whether the installation meets the specification previously agreed with Cheshire East Council.
- c) **Flooding - Outside Alderlea, Knutsford Road** - No update was available.
- d) **Broken No Through Bollard - Dixon Drive** - No date for replacing the bollard had been provided.
- e) **Chelford Market Signs - Knutsford Road** - Awaiting response from Cheshire East Highways.
- f) **Yellow Parking Restriction Lines - Dixon Drive Estate** - A response had been received from Cheshire East Council stating that, "The method of removing road markings in the past has been to burn them off but this has the disadvantages of creating toxic fumes, damaging the road surface and often failing to remove the lines completely. Cheshire East Highways have changed their process for removing yellow lines, this is due to the hazards within the process where an open flame is used. As the use of a lance is not an approved method for the removal of road markings in Cheshire East and other authority areas, Cheshire East Highways have continued to use a few different methods for such practices. Comments received from residents will be taken into consideration when we look to remove markings again in other areas, although specifically relating to Dixon Drive no further remedial measures are anticipated for this area."
- g) **Condition of footway along Holmes Chapel Road from roundabout to St. John's Church** - Awaiting response from Cheshire East Highways.
- h) **Overhanging hedge - Dixon Drive** - 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) Parking outside Chelford Primary School.

10. COMMUNITY -

- i) **Chelford Bowling Club** - The Clerk reported that no further updates were available at present.
- ii) **Potential Uses of Section 106 funds within Parish** -
 - a) **Cricketers Green Development** - Councillor D. Wilson reported that he and Councillor B. Brindley had met with officers from ANSA who advised that work was progressing to develop a scheme of improvements to Mere Court Recreation Area. Further information is expected during the summer.
 - b) **Former Chelford Agricultural Centre site** - Councillor D. Wilson reported that he and Councillor B. Brindley had met with officers from ANSA. It was reported that the s.106 Agreement had now been completed with the applicant. No further progress had been made with finalising the process by which funds for community facilities will be allocated.
- iii) **Defibrillator Provision** - The Clerk reported that the information requested from the Knutsford Community First Responder Team had not been provided. Councillor D. Wilson reported that some funds had been received from local businesses and that it appeared sufficient funds for one defibrillator had been raised. The Parish Council considered the provision of a contribution towards the project.

49/18 RESOLVED a) That a contribution of up to £750.00 towards the provision of three defibrillators within Chelford Parish be made subject to conditions relating to the overall project financial position and project objectives.

Proposed Councillor B. Affleck

Seconded: Councillor J. Leach

All in favour

- iv) **Litter Bins** - Councillor B. Affleck reported that the provision of additional litter bins within the Parish may require the provision of evidence to support the presence of a significant litter issue. The Clerk reported that a request for a litter bin at the bus stop on Knutsford Road had been submitted on behalf of a resident who is experiencing litter being thrown into their garden. Cheshire East Council had advised that a litter bin could not be provided at this time due to budgetary constraints.

DECISION a) That the Clerk enquire whether Cheshire East Council is able to provide a waste collection service for new litter bins within the Parish.

- v) **Annual Parish Meeting** - Members noted the feedback that had been received at, and following, the Annual Parish Meeting.

11. ASSETS -

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

- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that the tennis net had now been repaired. There are some low hanging branches in the play area which may need to be

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reviewed. It was also noted that an individual had been observed flying a drone within the play area.

DECISION a) That the Clerk request the grass cutting contractor to review the low hanging branches within the play area.

b) **Annual RoSPA Inspection Actions** - The Clerk reported that this matter was ongoing.

c) **Tennis Net Condition** - Councillor D. Wilson reported that the tennis net had been reassembled and installed on the MUGA. The net appeared to be in a reasonable condition, however, the winding handle was missing from the site.

DECISION a) That the Clerk secure a replacement winding handle for the tennis net.

ii) **Update on Facility Bookings** - The Clerk reported that confirmation had now been received of the future dates when dog training classes will take place on the field area of Chelford Activity Park.

iii) **Red Telephone Kiosks** - Councillor D. Wilson noted recent communications from a resident regarding the future use of a red telephone kiosk. It was considered that a response should be provided to the resident acknowledging the communications. It was confirmed that no decision had yet been made in respect of the future use of the telephone kiosks.

50/18 RESOLVED a) That the draft response, as presented, be forwarded to the resident by the Chairman.

Proposed Councillor D. Wilson

Seconded: Councillor B. Brindley

All in favour

12. NEIGHBOURHOOD PLAN -

i) **Neighbourhood Plan Steering Group Meeting held 12th June, 2018** - Councillor B. Brindley reported that policy writing activities are due to commence in the coming days. Efforts will be made to avoid further delays to the timescales set out in the project plan.

ii) **Chelford Neighbourhood Plan Character Assessment Document** - The draft document had been made available to all Members of the Parish Council for review.

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

i) Review of Asset Security Arrangements.

ii) Asset Risk Assessment.

iii) General Data Protection Regulations.

14. DATE OF NEXT MEETING - Thursday 12th July, 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.

51/18 RESOLVED a) That the Public and Press be excluded from the remainder of the Meeting as the following item of business could involve the likely disclosure of exempt information.

Proposed Councillor D. Wilson

Seconded: Councillor B. Brindley

All in favour

9:42p.m. - One member of the public left the meeting.

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

i) **Cheshire East Council - Site Allocations & Development Policies Document Update** - Councillor D. Wilson provided a verbal report.

DECISION a) To receive and note the report.

The Meeting was declared closed by the Chairman at 10:04 p.m

Signed:

Approval Date - 12th July, 2018

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APPENDIX A

Financial Statement for 2018/19 as at 14 June 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to May 2018 £.	Agenda Jun. 2018 £.	Budget Balance £.
	Receipts				
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	0.00	4,979.00	280.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund		0.00		186.56
30,685.30	Total Receipts	29,808.00	12,274.50	4,979.00	12,741.06
	Payments				
7,708.58	Salary (Clerk)	7,962.00	1,334.90	703.16	5,923.94
161.48	National Insurance (Employer)	0.00	0.00		0.00
580.73	Allowances (Clerk)	650.00	109.64	50.77	489.59
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		600.00
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	449.96	20.00	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	466.34	166.67	3,316.99
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	608.21	50.98	4,599.81
874.80	V.A.T.		153.23	33.33	
24,223.66	Total Payments	29,808.00	3,383.74	1,024.91	25,585.91

Cash/Bank Reconciliation	01/04/18	10/05/18	14/06/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	46,463.90	50,417.99
Add Total Receipts	29,808.00	12,274.50	4,979.00	12,741.06
Less Total Payments	-29,808.00	-3,383.74	-1,024.91	-25,585.91
Balance C/Fwd.	37,573.14	46,463.90	50,417.99	37,573.14
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	10/05/18	14/06/18	31/03/19
General Funds	8,795.55	18,021.10	22,026.17	9,181.32
Earmarked Reserves	28,777.59	28,442.80	28,391.82	28,391.82
	37,573.14	46,463.90	50,417.99	37,573.14

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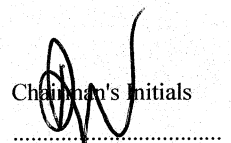
CASH/BANK RECONCILIATION AS AT - 14th June 2018

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	17,253.50
	<u>54,826.64</u>
Less Payments	4,408.65
Balance Carried Forward 14/06/18	<u><u>50,417.99</u></u>

BANK (Natwest)

Business Reserve Account -	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	14/06/18
Current Account -	28,843.86	01/05/18
Add income received since above Statement		
	<u>4,979.00</u>	
	4,979.00	
Less unrepresented cheques/ Transfer		
Approved (2017/18)	-200.00	
Approved (2018/19)	-1,876.77	
For Approval	-1,024.91	
	<u>-3,101.68</u>	
	30,721.18	14/06/18
Total Bank Balances 14/06/18	<u><u>50,417.99</u></u>	



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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 3, 10, 17, 24, 31 May 2018; 7 June 2018.
08/05/18	Request To Promote Barrowden Parish Council (Leics.) Building Control SCA Proposal Survey.
14/05/18	Cheshire and Warrington Local Enterprise Partnership - Draft Transport Strategy Consultation.
14/05/18	Further update re: General Data Protection Regulation requirements.
22/05/18	Supplier of outdoor furniture suitable for wheelchair users.
30/05/18	Self Care Workshop - 5 th June, 2018.
05/06/18	'Being a good Councillor' Training - 28 th June, 2018.
07/06/18	Police & Crime Commissioner - Volunteering Opportunities with Cheshire Police.
07/06/18	NALC Newsletter.
08/06/18	Cheshire and Warrington Local Enterprise Partnership draft Transport Strategy consultation event - 12 th June, 2018.
	Cheshire East Council -
-	Traffic Management LAP Reports - 3, 10, 17, 24, 31 May 2018; 7 June 2018.
-	Connected Communities Newsletter - May/June 2018.
-	Neighbourhood Planning Fortnightly Update - 4, 18 May 2018; 1 June 2018.
30/05/18	Changes to comments on planning applications on Cheshire East Council website.
06/06/18	Cheshire East Reflects Engagement - Armistice Weekend Events.
	Cheshire Emergency Services -
11/05/18	Cheshire Fire Authority - Macclesfield Prince's Trust Community Project.
	Rural Services Network -
-	Weekly News Digest - 8, 14, 21, 29 May 2018; 4 June 2018.
-	Rural Opportunities Bulletin - May 2018; June 2018.
-	Hinterland Newsletter - 4, 11, 18, 25 May 2018; 1, 8 June 2018.
-	Rural Vulnerability Service - Rural Transport (May 2018); Rural Broadband (May 2018); Fuel Poverty (May 2018).
-	RSN Spotlight - Rural Health & Social Care (May 2018).
29/05/18	Rural Conference 2018.
	Other Correspondence -
-	Public Sector Executive - 4, 8, 11, 14, 18, 21, 25, 31 May 2018; 4, 8 June 2018.
-	HMRC - 03/05/18 - Parties, phones and working from home; 05/05/18 - Health & Safety in the workplace; 08/05/18 - Expenses, benefits and in-year penalties; 10/05/18 - Employer reports and forms; 14/05/18 - Health & Safety in the workplace; 16/05/18 - Expenses & Benefits; 22/05/18 - Barbeques, birthdays and benefits in kind; 25/05/18 - Managing sick leave and pay; 25/05/18 - Advice on maternity, paternity and sick pay; 31/05/18 - Expenses and benefits; 31/05/18 - Identifying genuine contact from HMRC; 02/06/18 - Health & Safety in the workplace; 07/06/18 - Employer filing obligations.
-	Manchester Airport - 03/05/18 - 2017 Departure Information; 05/06/18 - Express Drop-Off Arrangement update.
-	CPRE - 04/05/18 - Campaign Update; 10/05/18 - Cheshire Branch AGM & Talk; 09/06/18 - Campaigns Update.
-	Community & Voluntary Services - 11/05/18 - e-Bulletin; 25/05/18 - e-Bulletin; 08/06/18 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - May 2018; June 2018.
-	Age UK - Newsletter - May 2018.
-	Historic Towns & Villages Forum - 04/05/18 - Understanding Local Distinctiveness Seminar.
-	Civic Voice - War Memorial News - 3, 15, 29 May 2018.
15/05/18	E-ON - Monthly Market Report.
17/05/18	Influential - Cheshire and Warrington Local Enterprise Partnership Draft Transport Strategy.
07/06/18	Local Council Public Advisory Service - Support services for Town & Parish Councils.
	Advertisements -
-	10/05/18 - Notice Board Company - New range of church signs; 17/05/18 - Notice Board Company - Fifteen year guarantee on new notice boards; 18/05/18 - Netwise UK - Website compliance with GDPR; 22/05/18 - The App Office - GDPR compliant apps; 22/05/18 - Troy Planning - Neighbourhood Plan Update; 22/05/18 - Notice Board Company - 10% off notice board orders in May 2018; 24/05/18 - The App Office - GDPR compliant websites; 24/05/18 - Eibe - Castle themes play; 24/05/18 - Notice Board Company - Wooden effect notice boards; 24/05/18 - Primary Care Supplies - Defibrillators; 24/05/18 - TWM Traffic Control Systems - Village gateway signs; 30/05/18 - Notice Board Company - Notice Boards with Legs; 07/06/18 - Eibe - Swings & Roundabouts.
	25/05/18 - Westminster Briefing - Local Government GDPR Briefing.

