

# CHELFORD PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 14<sup>TH</sup> SEPTEMBER, 2017 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: B. Brindley (Chairman), A. Boon, K. Chaudhuri, J. Leach, G. Willis.  
Members of Public (1).  
Cheshire East Borough Councillor G. Walton.  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

### 1. APOLOGIES FOR ABSENCE - Councillor D. Wilson - On holiday.

**Decision** a) To receive and approve the apologies for absence as listed above.

No apologies were received from Councillor B. Affleck who was absent from the meeting.

### 2. DECLARATIONS OF INTEREST - None.

### 3. MINUTES -

The Minutes of the Parish Council Meeting held 13<sup>th</sup> July, 2017 and the Extraordinary Parish Council Meetings held 10<sup>th</sup> August, 2017, 24<sup>th</sup> August 2017 and 4<sup>th</sup> September, 2017 had been previously circulated to all Members.

- 56/17 **Resolved** a) That the Minutes of the Parish Council Meeting held 13<sup>th</sup> July, 2017 be confirmed as a correct record and signed by the Chairman.  
b) That the Minutes of the Extraordinary Parish Council Meeting held 10<sup>th</sup> August, 2017 be confirmed as a correct record and signed by the Chairman.  
c) That the Minutes of the Extraordinary Parish Council Meeting held 24<sup>th</sup> August, 2017 be confirmed as a correct record and signed by the Chairman.  
d) That the Minutes of the Extraordinary Parish Council Meeting held 4<sup>th</sup> September, 2017 be confirmed as a correct record and signed by the Chairman.

Proposed Councillor K. Chaudhuri

Seconded Councillor A. Boon

All in favour

### 4. PUBLIC FORUM FOR QUESTIONS -

A local resident reported that he had observed many dogs being walked at Chelford Activity Park and he wondered why this was permitted bearing in mind that the area was a children's play facility. The Clerk advised that this is an issue for which the Parish Council does not have the legal power to prevent or control but may be as issue for further consideration in the future.

### 5. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) **Knutsford Rural Policing Team** - No representatives from the Policing Team were present at the meeting to report.
- ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that he was aware of recent police advice relating to ensuring that sheds were locked as there have been several break-ins in the Knutsford area. It was also reported that recent vandalism at the station is believed to have been caused by youths originating from Holmes Chapel. The Local Plan has now been adopted by Cheshire East Council, however, a request for a judicial review of the adopted document has been submitted by a developer. Information will be available in the near future relating to proposed changes in operations at Manchester Airport. It is anticipated that there will shortly be a meeting between Cheshire East Council and the applicant relating to the proposed development of the Chelford Market site. Development continues to progress at Alderley Park.

The request for the removal of some of the yellow parking restriction lines within the Dixon Drive estate had been submitted to the Knutsford Area Highways meeting. The scheme has been added to the list for consideration. It is anticipated that formal plans will be drawn up to identify the location of the yellow parking restriction lines to which the request to remove relates.

- iii) **Cheshire East Area Planning Update meeting - 25<sup>th</sup> July, 2017** - The Clerk reported that she and Councillor D. Wilson had attended the meeting. It was reported that each year the Cheshire East Council Development Control deals with over 6,000 planning applications, over 1,000 planning enforcement complaints and approximately 130 planning appeals. National updates to planning policy are being led by the Housing White Paper which aims to increase the number of homes built nationally and to facilitate this by a reduction in the number of planning conditions that are imposed when planning permission is granted. As a result it is expected that there may, in the future, be changes to the National Planning Policy Framework to reflect the changes to national policy. Cheshire East Council has now adopted the Local Plan Strategy document which provides new policies relating to health and well-being and digital connectivity. Cheshire East Council is, at present, able to demonstrate a 5.3 year housing land supply.

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Work will now progress to develop the Site Allocations and Minerals & Waste sections of the Local Plan. It is expected that consultations will take place on draft content of these documents from late 2017 onwards.

Neighbourhood Plans continue to be prepared within the Borough. There are 47 areas actively pursuing the development of a Neighbourhood Plan for their community. These plans can include design codes for future development which is a feature that has been included by Marton, Goostrey and Holmes Chapel. To date, no Neighbourhood Plans in Cheshire East Council have designated housing sites. Cheshire East Council recognises the impact that planning matters have on local communities, therefore, urges Parish Councils and residents to ensure that, when commenting on planning applications, representations focus on 'material considerations' which can be taken into consideration when the planning decision is made. Examples of material considerations can be found on the Cheshire East Council planning webpage.

- iv) **Dingle Bank Quarry Liaison Group meeting - 12<sup>th</sup> September, 2017** - Councillor B. Brindley reported that he and the Clerk had attended the meeting during which a visit to the active areas of the quarry had taken place. The conveyors within the site are capable of transporting 500 tonnes/hour from the extraction site to the plant site. Work at the Parkland site is now drawing to a close. Recent inspections by Cheshire East Council did not identify any issues relating to noise or dust. No issues were raised by the Parish Councils represented at the meeting. Management of the site will continue for 15 years following the restoration work at each land parcel.

It was also reported that efforts continue to re-open the Lapwing Hall Lake permissive footpath. The Management Group is currently in dialogue with the landowner with a view to a permissive footpath being available in the future. It is understood that the proposed path will be fenced to prevent dogs from disturbing nesting birds at the site.

## 6. FINANCE -

- i) **Financial Statement 2017/18 as at 14<sup>th</sup> September, 2017** - (Appendix A)

Members considered the financial statement 2017/18 which was unanimously accepted.

- ii) **To ratify the following payment** - the Chairman outlined the basis of the following payment:

a) Cheque No. 001163 Greenfingers Landscape Ltd. £140.00 Ground Maintenance Contract (Jul. '17)

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

a) Cheque No. 001164 E. M. Maddock £1,308.93 Salary 01/08/17 - 30/09/17 & Expenses.

b) Cheque No. 001165 H.M. Revenue & Customs £98.20 Employee Income Tax.

c) Cheque No. 001166 Friends of Chelford Station £210.00 Grant - New Planter Project.

d) Cheque No. 001167 The David Lewis Centre £199.57 Neighbourhood Plan Preliminary Questionnaire Printing.

e) Cheque No. 001168 D. A. Wilson £13.47 Neighbourhood Plan Name Badges.

f) Cheque No. 001169 Greenfingers Landscape Ltd. £140.00 Ground Maintenance Contract (Aug. '17)

g) Cheque No. 001170 BDO LLP £120.00 External Audit 2016/17.

- iv) **Receipts** - the Clerk reported that the following receipts had been received since 1<sup>st</sup> July, 2017:

a) Stockport Metropolitan Borough Council £210.00 Friends of Chelford Station Grant.

b) Cheshire East Borough Council £3,741.00 Precept 2017/18 (50%).

- 57/17 **Resolved** a) **That the Statement of Account, as at 14<sup>th</sup> September, 2017 be received and the Chairman's observations duly noted.**

b) **That the schedule of 8 payments be approved and duly authorised.**

c) **That the report on receipts since 1<sup>st</sup> July, 2017 be received and duly noted.**

Proposed Councillor A. Boon

Seconded Councillor J. Leach

All in favour

- v) **External Audit 2016/17** - The Clerk reported that the External Auditor had raised the following comment in respect of the 2016/17 Annual Return: "The smaller authority has amended the current year's fixed assets figure but has not amended the prior year's figures to be on the same basis. This is not in accordance with Proper Practices which state that both years must be prepared on the same basis."

**RESPONSE:** It is considered that retrospectively amending the 2015/16 assets figure does not offer transparency to residents as this simply transfers the anomaly to a previous financial year. The present position is explained in the variances notes and the assets register clearly identifies which assets have been added to the assets register retrospectively.

- 58/17 **Resolved** a) **That External Audit Report 2016/17 be received and the content duly noted.**  
b) **That the above response to the External Audit report 2016/17 be approved.**  
c) **That the actions of the Clerk & Responsible Financial Officer in displaying the Notice of**

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**Conclusion of Audit 2016/17 be approved.**

Proposed Councillor A. Boon

Seconded Councillor B. Brindley

All in favour

- vi) **Employee Pension Provision** - The Clerk reported that confirmation had been received from the Pensions Regulator that the Parish Council obligations had been fulfilled.
- vii) **Overpayment to HMRC 2016/17** - The Clerk reported that the Parish Council was due a refund from HMRC in respect of an overpayment of income tax on behalf of the Clerk. HMRC prefer for this credit to be used against future payments, however, given that the credit is likely to last beyond the end of the financial year it was suggested that a reclaim request should be submitted.

**59/17 Resolved a) That the Clerk & Responsible Financial Officer be authorised to submit a reclaim request to HMRC in respect of the overpaid income tax.**

Proposed Councillor K. Chaudhuri

Seconded Councillor J. Leach

All in favour

## 7. 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) **Jones Homes Ltd. - Notification of tree removal works - 9<sup>th</sup> - 10<sup>th</sup> September, 2017** - Members noted that no complaints in respect of this work had been received.
- b) **Police & Crime Commissioner - Our conversation on policing and crime** - The Clerk reported that the Police & Crime Commissioner was considering undertaking a series of surveys to gather the views of Parish Councils on various matters.
- c) **ChALC - Notice of Annual Meeting - Thursday 19<sup>th</sup> October, 2017.**

**Decision** a) That Councillors B. Brindley and D. Wilson attend the meeting on behalf of the Parish Council.  
b) That the Clerk arrange for the above places to be booked.

- d) **Mrs. J. Berry (resident) - Information relating to impact of development at Cricketer's Green on existing dwelling** - Members noted that this matter was not within the remit of the Parish Council and was a civil matter between residents and the developer.

**Decision** a) That no further action be taken in respect of this matter.

- e) **Chelford Tenants & Residents Association - Community Ambassador Session Invitation** - Members noted the invitation. Anyone interested in attending the event should contact the organisers direct.

- f) **Manchester Airport - Concert Tickets** - Members considered possible uses for the tickets and the performances available.

**Decision** a) That the Clerk request two tickets for the Czech Philharmonic Orchestra concert on 12<sup>th</sup> February, 2018.

- b) That the tickets be donated to the Chelford Primary School PTA for use in the Christmas Raffle.

- g) **Mrs. B. Okill (resident) - Information relating to proposed installation of telecommunications pole on Dixon Drive** - The Clerk reported that information had been received that a proposed telecommunications pole was to be installed on Dixon Drive using Permitted Development Rights. A request for further information had been submitted to Cheshire East Council, however, a response had not yet been received.

- h) **ChALC - Transparency Code Compliance Funding** - The Clerk reported that a reminder had been received relating to funds available to assist Parish Councils in complying with the Transparency Code. This fund supports Parishes in establishing an independent website upon which the required information can be published. It was noted that, at present, material is published on the Chelford Village website which is not owned by the Parish Council. It was considered that, in addition to reducing the risk of future statutory non-compliance, the development of an independent website would facilitate the development of the Neighbourhood Plan.

**60/17 Resolved a) That Chelford Parish Council will establish an independent website for the publication of Council documents.**

- b) **That the Clerk prepare an application to the Transparency Code Compliance Fund to cover the costs of equipment, website set up and hosting costs.**

Proposed Councillor J. Leach

Seconded Councillor A. Boon

All in favour

**To receive and 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 MATTERS -

- i) **Applications for consideration -**

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- a) **17/4488M** - Single storey side extension and alterations - Manor Lodge, Holmes Chapel Road, Chelford, Cheshire. SK11 9AQ  
Members considered the application and did not consider that the proposed development would have a detrimental impact upon neighbouring properties.

**Decision** a) No objections.

- b) **17/4536M** - Variation of condition 3 on approval 16/0504M - Reserved matters application for access, appearance, landscaping, layout and scale following approval 13/4640M - Cricketers Green, Knutsford Road, Chelford, Cheshire.  
The Clerk reported that this application seeks approval for the design of two dwelling types which Cheshire East Council had failed to include in the list of plans within the original Notice of Decision for the development of Cricketers Green.

**Decision** a) No objections.

- ii) **Cricketers Green Development** - The Clerk reported that information had been received that the zebra crossing on Knutsford Road was likely to be installed between 23<sup>rd</sup> October, 2017 and 1<sup>st</sup> November, 2017.
- iii) **Former Chelford Market Site** - No further information had been received since the Extraordinary Parish Council meeting held 4<sup>th</sup> September, 2017.
- iv) **Planning Appeal - 16/1353M** - Delivery of water-sports and outdoor activity centre on the North and South Lakes of the former Mere Farm Quarry, including new vehicular access, car parking and multi-use building - Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley.  
Councillor G. Willis reported that he and the Clerk had attended the Appeal Hearing held 6<sup>th</sup> September, 2017. The Hearing appeared to be conducted by a competent Planning Inspector and all parties were able to present their cases. No decision has yet been issued.

## 9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

### i) Updates in respect of outstanding highway matters from/since previous meeting:

- a) Dislodged 'Chelford' sign, Holmes Chapel Road - Work complete.
- b) Overhanging branches and vegetation on surface of footway along Knutsford Road near to telephone exchange - Cheshire East Council has scheduled a work order in line with their current priorities.
- c) Pothole near to railway bridge on Alderley Road - Cheshire East Council has scheduled a work order in line with their current priorities.
- d) Dead tree along Alderley Road opposite to Alan F. Holmes Picture Framing - Cheshire East Council has scheduled a work order in line with their current priorities.

### ii) To receive highway matters for attention from Members -

- a) Councillor G. Willis reported that a cover on a street light near Millbank Close had been dislodged. Further information to identify the street lighting column to be obtained and Councillor G. Willis to report the defect.

### iii) To receive an update relating to the proposed removal of yellow parking restriction lines in the Dixon Drive estate - This item had been discussed at Item 5(ii).

8:50p.m. - 9:00p.m. - The meeting was suspended for a short break during which Borough Councillor G. Walton left the meeting.

## 10. COMMUNITY -

- i) **Defibrillator Provision** - It was reported that two responses had been received in respect of the article on the Chelford Village website inviting suggestions for possible locations to install defibrillator equipment. It was also reported that the North West Ambulance Service advised that a good indicator of potential coverage around the equipment would be a 200m radius. It was noted that this area would not cover all of the Dixon Drive estate.

The Clerk reminded Members that, prior to discussing potential locations and equipment types, it is necessary to consider the ongoing responsibility of owning and managing such equipment. Advice had been sought from the Parish Council's insurers regarding the extent of cover for Members under the existing public liability insurance cover. The insurers had advised that it would be expected that regular (typically daily) inspections of the equipment would be necessary to ensure that the equipment was available and ready for use, thereby, avoiding potential claims for negligence. Further responsibilities would arise when the equipment had been used to ensure that it was returned and prepared for future use. The Clerk invited Members to consider whether this was a long term responsibility that anyone was willing to commit to. In the absence of volunteers it was suggested that it may be more viable to seek the views of the Chelford Tenants and Residents Association to establish whether they would be willing to be responsible for the equipment.

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- Resolved**
- a) That the Parish Council does not pursue the provision of defibrillator equipment for which it would have an ongoing responsibility at this time.
  - b) That the Clerk contact Chelford Tenants & Residents Association to establish whether they would be willing to take responsibility for defibrillator equipment.

Proposed Councillor A. Boon

Seconded Councillor K. Chaudhuri

All in favour

- ii) **Mere Court Recreation Area** - The Clerk reported that a request had been submitted to Cheshire East Council to establish when the final work to restore the site following the clearance of the fallen tree would take place. No response had been received.
- iii) **Chelford Village Website** - The Clerk reported that a number of residents had contacted her regarding the out of date information on the website. The published contact details of Members were circulated for confirmation and contact details of new Members were requested.

- Decision** a) That the amendments required to the Member contact details on the Chelford Village website be forwarded to Councillor D. Wilson for implementation.

- iv) **Remembrance Services** - The Clerk invited Members to consider whether they wished to be represented and lay a poppy wreath at the Remembrance Service at St. John's Church in November.

- Decision** a) That a representative of Chelford Parish Council will attend the Remembrance Service at St. John's Church, Chelford.

- b) That the Clerk make arrangements for the provision of a poppy wreath for the service.**

- v) **Christmas Tree Display** - The Clerk invited Members to consider whether they wished to provide a Christmas Tree display this year. It was reported that Wright Marshall had offered a Christmas Tree to the Parish, however, it would need to be collected from Beeston. It was considered that this was not a practical option and may incur expenditure beyond the cost of purchasing a local tree.

- Decision** a) That Chelford Parish Council will provide a Christmas Tree display for 2017.

- b) That Councillor A. Boon approach Mr. N. Ashley for the provision of a Christmas Tree.**

- c) That Councillor J. Leach make enquiries to secure lights for the Christmas Tree.

## 11. ASSETS -

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

- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that he had inspected the Chelford Activity Park on a weekly basis. The area generally looked tidy, however, it was noted that one of the litter bins was becoming rather full. It was also understood that there is likely to be a shoot taking place periodically on the land adjacent to Chelford Activity Park which would need to be monitored for potential issues.

- b) **Maintenance Work** - The Clerk reported the maintenance project (clean and paint two benches, fit domed nuts to the bolts on the MUGA basketball hoops, clean the safety surfaces under the swings and slide in the play area, re-paint the swing frame in the play area and to clean the swing seats) was nearly complete. It was noted that the work which had been undertaken had improved the appearance of the assets.

- c) **Summer Inspection of Trees at Chelford Activity Park** - The Clerk reported the summer inspection had taken place recently during which it was identified that ivy growth was affecting one tree at the entrance to the Parish Hall site and that there was a dead branch in a tree within the play area.

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- Resolved** a) To receive and note the content of the summer tree inspection report.

- b) That the Clerk arrange for estimates to be obtained in respect of the work suggested by the Arboriculturalist.

Proposed Councillor A. Boon

**Seconded Councillor J. Leach**

All in favour

- ### ii) Chelford Activity Park - Usage & Hiring -

- a) **Update on Facility Bookings** - The Clerk reported that one booking had been received in respect of a caravan event during the weekend 22<sup>nd</sup> - 24<sup>th</sup> September, 2017.

- Decision** a) To give approval for the hire of part of the Chelford Activity Park for use by caravans subject to the provision of insurance documentation.

- b) **Meeting with representative of Chelford Parish Hall** - The Clerk reported that she had met with a representative of Chelford Parish Hall and that agreement had been reached in respect of the documentation required to hire Chelford Activity Park.

- ### iii) Red Telephone Kiosks -

- a) **Purchase of Kiosks** - The Clerk reported that the telephone kiosks had now been insured against damage and loss. There would be no charge for the remainder period of the existing policy.

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- b) **Refurbishment of Telephone Kiosks** - The Clerk reported that she had been provided with the details of possible contractors who may be able to undertake the work. It was noted, however, that a fence had been erected adjacent to the kiosk on Knutsford Road, therefore, prior to work taking place it may be necessary to establish the ownership of the land upon which the kiosk is located. During the kiosk adoption process information had been received that the kiosks were located on Highway Land, however, it appears that this now needs to be clarified.
- c) **Future Use of Telephone Kiosks** - Members noted that the future use of the kiosks would need to be considered in due course and that residents could be invited to submit suggestions for possible future uses. It was suggested that the kiosk at Knutsford Road could be used as an art gallery displaying historical images of Chelford along with contributions from local children.

**Resolved**

- a) To note that insurance cover had been arranged for the telephone kiosks.
- b) That the Clerk approach Cheshire East Council to establish the ownership of the land beneath each of the telephone kiosks.
- c) That the future use of the kiosks be considered at a future meeting.

**Seconded Councillor B. Brindley**

All in favour

iv) **Floral displays -**

- a) **Feedback from Contractor** - The Clerk reported that the floral display contractor had advised that the condition of several of the planters was starting to deteriorate. The contractor had suggested that replacement planters could be purchased and installed for the winter planting. It was noted that the planter at the junction of Dixon Drive with Knutsford Road had been relocated to increase the sightline of motorists egressing from Dixon Drive. This work had been undertaken at no extra charge.
- b) **Winter Planting 2017** - Members noted that compliments had been received on the quality of planting provided during 2016/17 and were of the opinion that there was no necessity to change contractor at this time. The Clerk advised that the existing contractor was willing to undertake the work at the same price as last year.

**Resolved**

- a) That a review of the condition of the planters be undertaken in Spring 2018.
- b) That the existing floral display contractor be instructed to proceed with winter planting for 2017.

**Seconded Councillor K. Chaudhuri**

**All in favour**

## 12. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Plan Financial Statement as at 14<sup>th</sup> September 2017** - Members considered the Neighbourhood Plan Financial Statement as at 14<sup>th</sup> September, 2017 which was unanimously accepted. The Clerk reported that she understood, due to unforeseen circumstances, that it may be necessary to apply for permission to vary the content of the approved Neighbourhood Plan budget from the organisation which provided the grant.

**Resolved**

- a) That the Neighbourhood Plan Financial Statement as at 14<sup>th</sup> September, 2017 be received and duly noted. (Appendix C)
- b) That authorisation be granted for the Clerk & Responsible Financial Officer to submit, if required, an application to the grant provider to vary the approved Neighbourhood Plan budget.

**Seconded Councillor A. Boon**

All in favour

- ii) **Neighbourhood Plan Steering Group Minutes** - The Minutes of the Neighbourhood Plan Steering Group meetings held 18<sup>th</sup> July, 2017, 16<sup>th</sup> August, 2017 and 7<sup>th</sup> September, 2017 had been previously circulated to all Members.

**Decision**    **a)** That the Minutes of the Neighbourhood Plan Steering Group meeting held 18<sup>th</sup> July, 2017, 16<sup>th</sup> August, 2017 and 7<sup>th</sup> September, 2017 be received.

- iii) **Neighbourhood Plan Steering Group Recommendations** - It was noted that the only recommendation for consideration related to the proposal to hold a consultation event in November, 2017 to advise residents of the outcome of the preliminary questionnaire and to outline the next stages of the Neighbourhood Plan process.

## Resolved

- a) That approval be given for a consultation event to take place in November, 2017.**

**Seconded Councillor J. Leach**

All in favour

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

- i) Manchester Airport meeting with Town/Parish Councillors - 19<sup>th</sup> September, 2017.

**14. DATE OF NEXT MEETING** - Thursday, 12<sup>th</sup> October, 2017 at 7:30 p.m. at Chelford Parish Hall.

**To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section**

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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 Press and Public 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 10:00p.m.

Signed: .....

Approval Date - 12<sup>th</sup> October, 2017

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## APPENDIX A

Financial Statement for 2017/18 as at 14 September 2017					
Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to Jul. 2017 £.	Agenda Sep. 2017 £.	Budget Balance £.
	<b>Receipts</b>				
17,486.00	Precept	22,485.00	11,242.50	11,242.50	0.00
0.00	Balances	5,000.00	0.00		0.00
6.73	Investment Interest	0.00	0.49		0.00
0.00	Sale of Assets	0.00	0.00		0.00
194.00	Grants, Donations & Refunds	9,000.00	3,741.00	210.00	5,049.00
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		230.56
<b>18,596.23</b>	<b>Total Receipts</b>	<b>36,485.00</b>	<b>15,636.25</b>	<b>11,452.50</b>	<b>5,279.56</b>
	<b>Payments</b>				
6,959.09	Salary (Clerk)	7,010.00	2,374.32	1,187.16	3,448.52
489.00	HMRC - Overpayment of Income Tax	0.00	0.00		0.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
583.27	Allowances (Clerk)	650.00	195.87	94.29	359.84
0.00	Chairman/Member Allowances	0.00	0.00		0.00
28.82	Administration	210.00	2.08		207.92
100.00	Audit Fees (Internal & External)	350.00	148.00	100.00	102.00
1,365.85	Insurance	1,600.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	119.36	210.00	370.64
1,380.00	Grants	1,530.00	0.00		1,530.00
50.00	Parish Council Newsletter	100.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	44.12		195.88
358.80	Website	450.00	215.28		234.72
675.00	Village Planters	615.00	0.00		615.00
203.00	Tennis Coaching	0.00	0.00		0.00
400.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
464.85	Subscriptions/Affiliation Fees	515.00	459.85		55.15
152.50	Room Hire	350.00	0.00		350.00
0.00	Training	140.00	60.00		80.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	483.01	233.34	3,283.65
1,059.00	Asset Maintenance	1,400.00	0.00		1,400.00
657.97	Asset Purchase	1,200.00	0.00		1,200.00
11.23	Contingency	750.00	0.00		750.00
0.00	Neighbourhood Plan	14,000.00	149.66	303.22	13,547.12
652.26	V.A.T.		128.40	102.16	
<b>17,076.03</b>	<b>Total Payments</b>	<b>36,485.00</b>	<b>4,429.95</b>	<b>2,230.17</b>	<b>30,055.44</b>
	<b>Cash/Bank Reconciliation</b>	<b>01/04/17</b>	<b>13/07/17</b>	<b>14/09/17</b>	<b>31/03/18</b>
	Balance B/Fwd.	31,111.50	31,111.50	42,317.80	51,540.13
	Add Total Receipts	36,485.00	15,636.25	11,452.50	5,279.56
	Less Total Payments	-36,485.00	-4,429.95	-2,230.17	-30,055.44
	<b>Balance C/Fwd.</b>	<b>31,111.50</b>	<b>42,317.80</b>	<b>51,540.13</b>	<b>26,764.25</b>
	<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
		<b>01/04/17</b>	<b>13/07/17</b>	<b>14/09/17</b>	<b>31/03/18</b>
	General Funds	30,490.62	36,948.44	46,296.45	21,520.57
	Earmarked Reserves	620.88	5,369.36	5,243.68	5,243.68
		<b>31,111.50</b>	<b>42,317.80</b>	<b>51,540.13</b>	<b>26,764.25</b>



# CHELFORD PARISH COUNCIL

## CASH/BANK RECONCILIATION AS AT - 14 September 2017

### CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	27,088.75
	<u>58,200.25</u>
Less Payments	6,660.12
Balance Carried Forward 14/09/17	<u><u>51,540.13</u></u>

### BANK (Natwest)

<b>Business Reserve Account -</b>	19,692.25	05/07/17
Add income/transfer received since above statement	<u>0.00</u>	
Less unrepresented cheques	<u>0.00</u>	
	19,692.25	14/09/17
<b>Current Account -</b>	34,153.33	05/09/17
Add income received since above Statement	<u>0.00</u>	
	0.00	
Less unrepresented cheques/ Transfer		
Approved -215.28		
For approval -2,230.17		
Payment already issued 140.00		
	<u>-2,305.45</u>	
	31,847.88	14/09/17
<b>Total Bank Balances 14/09/17</b>	<u><u>51,540.13</u></u>	

# CHELFORD PARISH COUNCIL

## APPENDIX B

### CORRESPONDENCE

<b>Received</b>	<b>Cheshire Association of Local Councils (ChALC) -</b>
-	ChALC Weekly Bulletin - 6, 13, 20, 27 July 2017; 3, 11, 17, 24 August 2017.
19/07/17	Digital Engagement and Social Media Seminar - 05/09/17. [Reminder: 07/08/17]
27/07/17	Difficulty in distributing slides from Planning Update meeting. [08/08/17: Link to slides provided]
11/08/17	Reminder: Transparency Code Funding.
16/08/17	Reminder: The Council and the Community training - 13/09/17.
17/08/17	Local Excellence Awards 2017.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 6, 13, 20, 27 July 2017; 3, 10, 18, 24, 31 August 2017; 7 September 2017.
-	Connected Communities Newsletter - 4 August 2017. 18/08/17 - Call for articles.
-	Neighbourhood Planning Drop In Sessions - 19, 26 July 2017.
-	Neighbourhood Planning Fortnightly Update - 7, 21 July 2017; 3, 18 August 2017; 1 September 2017.
-	Spatial Planning Update - June 2017; July 2017.
12/07/17	Sign cleaning & clearing programme.
19/07/17	Supported Bus Service Review Consultation - Reminder.
20/07/17	Sign cleaning & clearing to be undertaken week commencing 24 <sup>th</sup> July, 2017.
26/07/17	Somerford Neighbourhood Plan Regulation 16 Consultation.
27/07/17	Hulme Walford and Somerford Booths Neighbourhood Plan Regulation 16 Consultation.
27/07/17	Update re: Local Plan Strategy adoption.
01/08/17	Update re: Advertisement Applications for Roundabout signs.
03/08/17	Adoption of the Cheshire East Local Plan Strategy Development Plan Document.
11/08/17	Gully Cleansing within Parish - 31/08/17 - 08/09/17.
21/08/17	Grant funding for Rural Businesses in Cheshire East.
21/08/17	Connected to Decision Making Event - 31 <sup>st</sup> October, 2017.
	<b>Rural Services Network -</b>
-	Weekly News Digest - 10, 17, 24, 31 July 2017; 7, 14, 21, 31 August 2017; 4 September 2017.
-	Rural Opportunities Bulletin - August 2017; September 2017.
-	Hinterland Newsletter - 14, 21, 28 July 2017; 4, 11, 18, 25 August 2017; 1, 8 September 2017.
-	Rural Vulnerability Service - Rural Broadband (July 2017); Fuel Poverty (August 2017); Rural Transport (August 2017); Rural Broadband (August 2017).
-	RSN Spotlight - Older People in Rural Areas (July 2017); Rural Housing (July 2017); Rural Health (August 2017).
01/08/17	Rural Conference 2017 - The Infrastructure of Success - New Routes Economic Growth. [Reminder: 15/08/17]
	<b>Other Correspondence -</b>
-	Healthwatch Cheshire East - 27/07/17 - Employment opportunities.
-	Public Sector Executive - 10, 13, 17, 20, 24, 27, 31 July 2017; 3, 7, 10, 14, 17, 21, 24, 29 August 2017; 4, 7 September 2017.
-	HMRC - 06/07/17 - Introduction to Health & Safety in the workplace; 07/07/17 - Statutory payment webinars; 11/07/17 - Statutory sick pay webinar; 17/07/17 - Payroll advice for company directors; 20/07/17 - Online support for employers; 27/07/17 - Payroll support; 31/07/17 - Expenses & Benefits webinars; 01/08/17 - Introduction to Health & Safety in the workplace; 02/08/17 - Payments for births, company cars etc.; 03/08/17 - Making HMRC services safer for users; 07/08/17 - Growing your business webinar; 10/08/17 - Maternity & Paternity Payments; 16/08/17 - Employer Bulletin 67; 17/08/17 - Benefits & Sick Pay webinars; 19/08/17 - The Queen's Award for Enterprise; 22/08/17 - Company Cars; 24/08/17 - Getting Payroll information right; 29/08/17 - Expenses & Benefits; 31/08/17 - Webinars in September; 04/09/17 - Staff socials, company cars and other benefits; 06/09/17 - Introduction to Health & Safety in the workplace; 07/09/17 - Online employer support.
-	Manchester Airport - 24/08/17 - Community News; 24/08/17 - Invitation to Manchester Airport Town/Parish Council Meetings.
-	CPRE - 13/07/17 - Building on Green Belt land is not solving housing crisis; 12/08/17 - Campaign update; 07/09/17 - Calling on MPs to protect environmental laws.
-	E-ON - Monthly Market Report - July 2017, August 2017. 24/08/17 - Third party costs seminar.
-	Unlock Democracy - 13/07/17 - European Union (Withdrawal) Bill; 19/07/17 - Unlocking People Power; 23/08/17 - Brexit Reading list; 07/09/17 - Implications of European Union (Withdrawal) Bill; 08/09/17 - Online debates now live.
-	Community & Voluntary Services - 07/07/17 - e-Bulletin; 14/07/17 - The Voice newsletter; 21/07/17 - e-Bulletin; 04/08/17 - e-Bulletin; 11/08/17 - The Voice Newsletter; 18/08/17 - e-Bulletin; 25/08/17 - Training News; 01/09/17 - e-Bulletin;

# CHELFORD PARISH COUNCIL

	08/09/17 - The Voice Newsletter; 08/09/17 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - July 2017; August 2017; September 2017.
-	Age UK - Newsletter - July 2017; August 2017.
-	Historic Towns & Villages Forum - 12/07/17 - Invitation for new board members.
-	Active Cheshire Team East Newsletter - July 2017; August 2017; 22/08/17 - Vacancy for a Partnership Officer; 22/08/17 - MOVEment Conference.
-	Cheshire Community Action - 13/07/17 - Membership Invitation; 20/07/17 - Neighbourhood Planning Newsletter.
-	Civic Voice - War Memorial News - 25 July 2017; 8, 22 August 2017; 5 September 2017.
10/07/17	Mrs. C. Sullivan - Observations re parking arrangements for public meeting at Chelford Parish Hall.
20/07/17	Historic Towns & Villages Forum - Managing Contemporary and Historic Design and Development - Oxford.
25/07/17	Congleton Town Council - Congleton Neighbourhood Plan Stakeholder Confirmation.
25/07/17	North West Air Ambulance Service - Fund raising campaign.
02/08/17	Ricochet - BBC2 repairing community/family heirlooms.
14/08/17	Peak and Northern Footpaths Society - Invitation for affiliation to the society.
28/08/17	Mr. D. Kent (CTARA) - Information relating to yellow parking restriction lines in Dixon Drive estate.
	<b>Advertisements -</b>
-	10/07/17 - Greenfingers Landscape - Tree Care Services; 10/07/17 - INDO Lighting - LED street lighting conversion services; 12/07/17 - Broxap Litter Bins & Recycling Units - Love Parks Week; 12/07/17 - Proludic Ltd. - Play Equipment; 14/07/17 - Overton (UK) Ltd. - Electric Utility Vehicles; 18/07/17 - Street Furniture Direct - Modern Illuminated Bollards; 20/07/17 - Kompan Playgrounds - Match funding competition; 27/07/17 - Overton (UK) Ltd. - Electric utility vehicles; 02/08/17 - Greenfingers Landscape - Peak season maintenance cover; 07/08/17 - B&C Bus Shelters - August campaign; 07/08/17 - Wicksteed Playgrounds - Bespoke playgrounds; 08/08/17 - Primary Care Supplies - Defibrillators; 09/08/17 - Morelocks - Radar Speed Systems; 10/08/17 - HAGS-SMP - New area manager; 15/08/17 - Playtime by Fawns - Introduction to services; 16/08/17 - Kompan Playgrounds - Match Funding competition; 16/08/17 - Wicksteed Playgrounds - Match funding available; 21/08/17 - Primary Care Supplies - Defibrillators; 29/08/17 - Campus Graphics - Roller Banners; 29/08/17 - Primary Care Supplies - Defibrillators; 30/08/17 - Sandbach Town Council - Launch of Sandbach Markets website; 30/08/17 - Millennium Quest - 3D projector technology light displays; 04/09/17 - Parish Council Websites - Website services; 06/09/17 - Fenland Leisure and Online Playgrounds - Playground Timber Resistograph Testing; 06/09/17 - Notice Board Company - Wood effect aluminium notice boards; 07/09/17 - Kompan Playgrounds - Reminder: Match Funding competition; 08/09/17 - Primary Case Supplies - Defibrillators; 09/09/17 - The Oil Club - Heating Oil services.

# CHELFORD PARISH COUNCIL

APPENDIX C

## Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 14 September 2017

Details	2017/18 Budget £.	Actual to Jul. 2017 £.	Agenda Sep. 2017 £.	Budget Balance £.
<b>Receipts</b>				
Chelford Parish Council - Balances	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	3,741.00		5,259.00
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>8,741.00</b>	<b>0.00</b>	<b>5,259.00</b>
<b>Payments</b>				
Groundwork UK (DCLG) (see Note 1)				
Consultant Fees (see Note 2)	472.50	0.00		472.50
Consultant Fees (see Note 3)	157.50	0.00		157.50
Consultant Fees (see Note 4)	630.00	0.00		630.00
Consultant Fees (see Note 5)	315.00	0.00		315.00
Consultant Fees (see Note 6)	315.00	0.00		315.00
Consultant - Travel expenses	66.00	0.00		66.00
Room Hire	280.00	17.50		262.50
Publicity Costs	220.00	0.00		220.00
Printing Costs	840.00	0.00	177.54	662.46
Envelopes (2,400)	300.00	0.00		300.00
Purchase of OCSI Report	45.00	0.00		45.00
Refreshments at Consultation Events	100.00	0.00		100.00
Other	5,000.00			4,742.16
Salary (Clerk)		114.16	114.16	
National Insurance (Employer)		0.00		
Allowances (Clerk)		18.00	11.52	
Chairman/Member Allowances		0.00		
Administration		0.00		
<b>Total Payments</b>	<b>8,741.00</b>	<b>149.66</b>	<b>303.22</b>	<b>8,288.12</b>

### 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.



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