

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 13TH SEPTEMBER, 2018

TIME: 7:30 p.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 -

- i) To receive Declarations of Interest on any items on the agenda.

3. MINUTES -

- i) To approve the Minutes of the Parish Council meeting held 9th August, 2018 as a correct record and authorise signing by the Chairman.
- ii) To approve the Minutes of the Extraordinary Parish Council meeting held 29th August, 2018 as a correct record and authorise signing by the Chairman.

4. PUBLIC FORUM FOR QUESTIONS -

5. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) Gawsworth and Chelford Wards Policing Team - Report on matters of interest / concern within the Parish.
- ii) Cheshire East Ward Member Cllr. G. Walton - Report on items of interest to the Parish Council.
- iii) Cheshire East Council - New Homes Bonus Community Fund Meeting - 03/09/18. (DW)
- iv) Dingle Bank Quarry Liaison Meeting - 11/09/18. (BB)

6. FINANCE -

- i) To receive and consider the Financial Statement 2018/19 as at 13th September, 2018. (Appendix A)
- ii) To authorise the following payments -
 - a) Cheque No. 001243 E. M. Maddock £769.16 Salary September 2018 & Expenses.
 - b) Cheque No. 001244 H.M. Revenue & Customs £48.25 Income Tax & NI contributions.
 - c) Cheque No. 001245 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (August 2018).
 - d) Cheque No. 001246 Cheshire Wildlife Trust Ltd. £1,194.00 Neighbourhood Plan - Habitat Survey.
 - e) Cheque No. 001247 Northwich Town Council £141.60 Removal of planter and contents at Chelford Roundabout.
 - f) Cheque No. 001248 PKF Littlejohn LLP £240.00 External Audit Fee 2017/18.
- iii) To note the following receipts since the last meeting -
 - a) Cheshire East Borough Council £12,274.50 Precept 2018/19 (50%).
- iv) External Audit 2017/18 - To receive and consider the External Audit Report 2017/18.

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 - Complaint regarding development work at the former Chelford Agricultural Centre site.
 - b) Resident - Query re: closure of Chelford Post Office.
 - c) David Wilson Homes - Invitation to Chairman to attend Sod Cutting Ceremony for publicity material.
- ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix B)

8. PLANNING -

- i) Applications for consideration - None.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
 - a) Remedial work to zebra crossing on Knutsford Road.
 - b) Flooding - Outside Alderlea, Knutsford Road.
 - c) Broken - No Through Bollard - Dixon Drive.

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- d) Condition of footway along Holmes Chapel Road from roundabout to St. John's Church. (Update: 16/08/18 - Footway will be inspected as part of programmed inspection schedule.)
- e) Zig-zag lines outside Chelford Primary School.
- ii) To receive highway matters for attention from Members.
- 10. COMMUNITY -**
 - i) Feedback from local business regarding suggestion to install advertisement sign.
- 11. ASSETS -**
 - i) Chelford Activity Park - Maintenance & Management -
 - a) To receive a summary of issues identified during inspections of Chelford Activity Park. (AB)
 - ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.
- 12. NEIGHBOURHOOD PLAN -**
 - i) To receive a report from the Neighbourhood Plan Steering Group meeting held 6th September, 2018.
 - ii) To receive the Chelford Neighbourhood Plan financial statement as at 13th September, 2018. (Appendix C)
- 13. INFORMATION HANDLING POLICIES -**
 - i) To receive completed Personal Data Audit Questionnaires from Members.
- 14. CHESHIRE EAST COUNCIL - SITE ALLOCATIONS AND DEVELOPMENT POLICIES DOCUMENT -**
 - i) To receive and consider documents relating to the above consultation and determine any actions required in relation thereto.
- 15. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -**
 - i) Review of Asset Security Arrangements.
 - ii) Asset Risk Assessment.
 - iii) Parish Appearance.
 - iv) Mere Court Park Improvements.
 - v) Red Telephone Kiosk - Future uses.
 - vi) Potential Uses of Section 106 funds in respect of the Cricketers Green Development.
- 16. DATE OF NEXT MEETING -** Thursday 11th October, 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.
- 17. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -**
(as required)

E.M.Maddock

Dr. E. M. Maddock CiLCA (Dist.),
Clerk & Responsible Financial Officer.

Dated 9th September, 2018.

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APPENDIX A

Financial Statement for 2018/19 as at 13 September 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Aug. 2018 £.	Agenda Sep. 2018 £.	Budget Balance £.
	Receipts				
22,485.00	Precept	24,549.00	12,274.50	12,274.50	0.00
0.00	Balances	0.00	0.00		0.00
5.05	Investment Interest	0.00	2.48		0.00
0.00	Sale of Assets	0.00	0.00		0.00
7,542.99	Grants, Donations & Refunds	5,259.00	4,979.00		280.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund (16/17)		874.80		614.80
30,685.30	Total Receipts	29,808.00	18,130.78	12,274.50	894.80
	Payments				
7,708.58	Salary (Clerk)	7,962.00	3,391.42	676.68	3,893.90
161.48	National Insurance (Employer)	0.00	0.00		0.00
580.73	Allowances (Clerk)	650.00	244.17	50.90	354.93
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	200.00	10.00
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	750.00		1,630.00
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	24.49		165.51
1,345.04	Website	482.00	0.00		482.00
570.00	Village Planters	600.00	285.00		315.00
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	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	1,006.35	166.67	2,776.98
0.00	Asset Maintenance	1,825.00	0.00	118.00	1,707.00
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	1,580.39	1,084.83	2,593.78
874.80	V.A.T.		318.87	295.93	
24,223.66	Total Payments	29,808.00	8,320.65	2,593.01	19,509.14

Cash/Bank Reconciliation	01/04/18	09/08/18	13/09/18	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	47,383.27	57,064.76
Add Total Receipts	29,808.00	18,130.78	12,274.50	894.80
Less Total Payments	-29,808.00	-8,320.65	-2,593.01	-19,509.14
Balance C/Fwd.	37,573.14	47,383.27	57,064.76	38,450.42
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	09/08/18	13/09/18	31/03/19
General Funds	8,795.55	19,282.65	29,053.97	10,439.63
Earmarked Reserves	28,777.59	28,100.62	28,010.79	28,010.79
	37,573.14	47,383.27	57,064.76	38,450.42

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CASH/BANK RECONCILIATION AS AT - 13th September 2018

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	30,405.28
	<u>67,978.42</u>
Less Payments	10,913.66
Balance Carried Forward 13/09/18	<u><u>57,064.76</u></u>

BANK (Natwest)

Business Reserve Account -	19,699.29	05/07/18
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unpresented cheques		
	<u>0.00</u>	
	19,699.29	13/09/18
Current Account -	30,364.63	03/08/18
Add income received since above Statement		
	<u>12,274.50</u>	
	12,274.50	
Less unpresented cheques/ Transfer		
Approved	-2,680.65	
For Approval	<u>-2,593.01</u>	
	<u>-5,273.66</u>	
	37,365.47	13/09/18
Total Bank Balances 13/09/18	<u><u>57,064.76</u></u>	

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 3, 16, 23, 30 August 2018.
06/08/18	Cheshire West & Chester Council - Code of Conduct Training.
	Cheshire East Council -
-	Traffic Management LAP Reports - 16, 23, 30 August 2018.
-	Connected Communities Newsletter - Call for articles September/October 2018.
-	Neighbourhood Planning Fortnightly Update - 10, 24 August 2018.
07/08/18	New Homes Bonus Community Fund.
23/08/18	Know Your Numbers Week - Blood Pressure Testing.
	Rural Services Network -
-	Rural Bulletin - 7, 14, 21, 29 August 2018; 4 September 2018.
-	Rural Funding Digest - September 2018.
	Other Correspondence -
-	Public Sector Executive - 6, 10, 13, 17, 20, 24, 28 August, 2018; 3 September 2018.
-	HMRC - 07/08/18 - Health & Safety in the workplace; 09/08/18 - Introduction to expenses and benefits; 22/08/18 - Common payroll mistakes; 24/08/18 - Changes to GCSEs; 30/08/18 - PAYE basics; 31/08/18 - Managing sick leave and pay; 03/09/18 - Typical employee benefits.
16/08/18	Manchester Airport - Invitation to Manchester Airport Meeting.
-	CPRE - 11/08/18 - Campaigns Update; 25/08/18 - Campaign against fracking; 30/08/18 - Fieldwork Newsletter.
-	Community & Voluntary Services - 07/08/18 - Spotlight e-Bulletin; 17/08/18 - e-Bulletin; 31/08/18 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - September 2018.
-	Age UK - Newsletter - August 2018.
09/08/18	Cheshire Community Action - Community Led Housing Event.
-	Civic Voice - War Memorial News - 7, 21 August 2018; 4 September 2018.
07/08/18	Healthwatch Cheshire East - Employment opportunity.
08/08/18	Middlewich Neighbourhood Plan: Regulation 14 Consultation. (Closes 19/09/18)
11/08/18	Resident - Notification of national petition regarding defibrillator provision in public places.
12/08/18	Chelford Together - The Lee Cooper Foundation.
14/08/18	Healthwatch Cheshire East - Newsletter.
15/08/18	E-ON - Monthly Market Report.
31/08/18	North West Air Ambulance Charity - Brew with the Crew for North West Air Ambulance Charity.
29/08/18	Healthwatch Cheshire East - Macmillan Coffee Morning - 28th September, 2018.
	Advertisements -
-	08/08/18 - Notice Board Company - New product catalogue; 09/08/18 - Eibe - Toddler play equipment; 13/08/18 - Fawns - 'Pick Up Sticks' Climbing Frames; 14/08/18 - Primary Care Supplies - Defibrillators; 14/08/18 - Notice Board Company - New Interpretation Panels; 16/08/18 - Eibe - Funding opportunities for play areas; 17/08/18 - Primary Care Supplies - Defibrillators for Dental Practices; 20/08/18 - Notice Board Company - Notice board overstock sale; 21/08/18 - Sport & Play Consulting - Supporting Parish Councils with new sport or play projects; 23/08/18 - Playground Projects Ltd. - Play equipment; 23/08/18 - Starboard Systems Ltd. - Accounting Support Packages; 23/08/18 - Notice Board Company - Notice Boards with Legs; 05/09/18 - Monster Play - Support for developing outdoor play schemes.

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APPENDIX C

Chelford Neighbourhood Plan Financial Statement for 2017/18/19 as at 13 September 2018				
Details	Total Budget £.	Actual to Aug. 2018 £.	Agenda Sep. 2018 £.	Budget Balance £.
Receipts				
Chelford Parish Council - Balances	5,000.00	5,000.00		0.00
Groundwork UK (DCLG)	9,000.00	8,999.67		0.33
Grants / Donations	0.00	0.00		0.00
Refunds / Contra Income	0.00	0.00		0.00
Total Receipts	14,000.00	13,999.67	0.00	0.33
Payments				
Groundwork UK (DCLG)				
Grant used 01/07/17 - 31/12/17	3,741.00	2,401.17	}	0.00
Return of unused grant		1,339.83	}	
Groundwork UK (DCLG)				
Grant used 01/01/18 - 31/03/18	2,560.00	1,619.50	}	0.00
Return of unused grant		940.50	}	
Groundwork UK (MHCLG) (Note 1)				
Consultant Fee (Note 2)	3,150.00	630.00		2,520.00
Consultant Fee (Note 3)	315.00	0.00		315.00
Consultant Fee (Note 4)	975.00	0.00	995.00	-20.00
Consultant Fee (Note 5)	44.00	0.00		44.00
Room Hire	180.00	0.00		180.00
Printing Costs	292.00	238.42		53.58
Consultation Events	23.00	35.00		-12.00
Other	5,000.00			2,709.20
Salary (Clerk)		1,876.33	75.08	
National Insurance (Employer)		166.00	9.12	
Allowances (Clerk)		158.64	5.63	
Chairman/Member Allowances		0.00		
Administration		0.00		
Total Payments	16,280.00	9,405.39	1,084.83	5,789.78

Notes:

- 1 - Grant period 25/05/18 - 31/03/19
- 2 - Policy & justification preparation
- 3 - Attending steering group meetings
- 4 - Technical Reports
- 5 - Travel Expenses