

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY, 14TH DECEMBER, 2017
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 9th November, 2017 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 14th December, 2017 - Appendix A.**
 - ii) **To consider making a donation towards the provision of the Chelford Village website.**
Total cost (6 month period): £215.28. This comprises: £4.32 - Domain name; £9.36 - IMAP mailbox & webmail; £43.20 - Hardware rental; £43.20 - Bandwidth rental; £50.40 - ThenMedia Cloud; £64.80 - ThenMedia Loudhailer.
 - iii) **To consider a request for a grant, from Chelford Community Hub, towards the future running costs of Astle Court Community Room.**
 - iv) **To ratify the following payments:**

| | | | |
|----------------------|------------------------|---------|---|
| a) Cheque No. 001180 | The David Lewis Centre | £136.00 | Printing of Neighbourhood Plan Posters. |
| b) Cheque No. 001181 | The David Lewis Centre | £24.35 | Printing of Neighbourhood Plan Reports. |
 - v) **To authorise the following payments:**

| | | | |
|----------------------|------------------------------|-----------|---|
| a) Cheque No. 001182 | E. M. Maddock | £976.44 | Salary 01/12/17 - 31/12/17, Backpay 01/04/17 - 30/11/17 & Expenses. |
| b) Cheque No. 001183 | H. M. Revenue & Customs | £249.50 | Income Tax & NI contributions. |
| c) Cheque No. 001184 | Greenfingers Landscape Ltd. | £200.00 | Ground Maintenance Contract (Nov. 2017). |
| d) Cheque No. 001185 | Northwich Town Council | £342.00 | Floral Displays - Winter 2017. |
| e) Cheque No. 001186 | Broxap Limited | £18.00 | Litter Bin Keys. |
| f) Cheque No. 001187 | Chelford Parish Hall | £45.00 | Neighbourhood Plan - Room Hire. |
| g) Cheque No. 001188 | Chelford Tenants Association | £24.00 | Neighbourhood Plan Consultation Event Refreshments. |
| h) Cheque No. 001189 | Cheshire Community Action | £1,949.00 | Consultant services for Neighbourhood Plan. |
| i) Cheque No. 001190 | D. A. Wilson | £27.01 | Neighbourhood Plan Consultation Event Sundries. |
| j) Cheque No. 001191 | A. Gildon | £215.28 | Website Fees. Subject to Item 6(ii). |
| k) Cheque No. 001192 | Chelford Community Hub | TBC | Subject to Item 6(iii). |
 - vi) **To note the following receipts since last meeting:**

| | | |
|---|-------|----------------|
| a) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.17 | October, 2017. |
|---|-------|----------------|
- 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) Cheshire East Council - Housing Strategy consultation. [Closing date: 08/01/18]
 - ii) **To note other correspondence received since the date of the last ordinary meeting - Appendix B.**

CHELFORD PARISH COUNCIL

AGENDA

8. PLANNING & LICENSING APPLICATIONS -

i) Applications for consideration:

- a) 17/5677M - Demolition and replacement of a single dwelling house: re-submission of application reference 17/2208M - Pepper Trees, Common Farm Lane, Snelson. SK11 9BQ
- b) 17/5871M - New two storey extension to go above existing garage - 23 Wheat Moss, Chelford, Macclesfield. SK11 9SP.
- c) 17/5985M - This application seeks approval of a single-storey rear extension with balcony above (re-submission of scheme previously approved under application 14/3045M) - Mere Hall, Peover Lane, Chelford. SK11 9AL
- d) Any further applications received prior to the meeting will be included.

9. 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 programmed in accordance with current priorities and will be completed in due course.)
- b) Potholes - Chelford Roundabout. (Potholes assessed and, at the time of the inspection, were not deemed to present a danger to highway users.)
- c) Dead Tree - Alderley Road - opposite Shell Garage. (Removal of tree scheduled for 9th January, 2018.)
- d) Footway - Alderley Road. (Update awaited.)
- e) Pothole - Holmes Chapel Road - near to St. John's Church. (Pothole awaiting assessment.)

ii) To receive highway matters for attention from Members.

10. COMMUNITY -

- i) **Defibrillator Provision** - To receive information regarding future management of equipment.
- ii) **Mere Court Recreation Area** - To receive update regarding possible future improvements to site. (DW)
- iii) **Christmas Tree Display** - To confirm arrangements for provision of Christmas Tree display.
- iv) **Chelford Bowling Club** - To receive a request from the Bowling Club to submit an expression of interest to bid for the asset.

11. 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.

12. NEIGHBOURHOOD PLAN -

- i) To receive and consider the Neighbourhood Plan financial statement as at 14th December, 2017. (Appendix C)
- ii) To receive Minutes from Neighbourhood Plan Steering Group meetings held 14th November, 2017 and 4th December, 2017.
- 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.

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

- i) Update regarding proposed removal of yellow parking restriction lines in the Dixon Drive estate.
- ii) To consider position in respect of the no through bollards on Dixon Drive.
- iii) Refurbishment of Red Telephone Kiosks.
- iv) Review of Asset Security Arrangements.
- v) Consideration of potential uses of s.106 funds within Parish.

14. DATE OF NEXT MEETING - Thursday 11th January, 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.

15. 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 10th December, 2017.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX A

| Financial Statement for 2017/18 as at 14 December 2017 | | | | | | |
|---|--------------------------------------|-------------------------|---------------------------------|--|------------------------------|-------------------------|
| Actual 2016/17 £. | Details | 2017/18 Budget £. | Actual to Nov. 2017 £. | 2017/18 Budget Adjustments £. | Agenda Dec. 2017 £. | 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 | 0.99 | | 0.17 | 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 | | | 635.45 |
| 18,596.23 | Total Receipts | 36,485.00 | 28,121.24 | | 0.17 | 5,894.45 |
| | Payments | | | | | |
| 6,959.09 | Salary (Clerk) | 7,010.00 | 4,748.64 | -713.00 | 1,038.77 | 1,935.59 |
| 489.00 | HMRC - Overpayment of Income Tax | 0.00 | 0.00 | 0.00 | | 0.00 |
| 0.00 | National Insurance (Employer) | 0.00 | 0.00 | 0.00 | 54.61 | -54.61 |
| 583.27 | Allowances (Clerk) | 650.00 | 392.10 | 0.00 | 50.90 | 207.00 |
| 0.00 | Chairman/Member Allowances | 0.00 | 0.00 | 0.00 | | 0.00 |
| 28.82 | Administration | 210.00 | 2.08 | 0.00 | 2.40 | 205.52 |
| 100.00 | Audit Fees (Internal & External) | 350.00 | 248.00 | 102.00 | | 0.00 |
| 1,365.85 | Insurance | 1,600.00 | 0.00 | 0.00 | | 1,600.00 |
| 384.24 | Sect. 137 Donations | 700.00 | 379.36 | -79.00 | | 399.64 |
| 1,380.00 | Grants | 1,530.00 | 0.00 | 0.00 | | 1,530.00 |
| 50.00 | Parish Council Newsletter | 100.00 | 50.00 | 0.00 | | 50.00 |
| 0.00 | Christmas Trees & Lighting | 300.00 | 0.00 | 0.00 | | 300.00 |
| 79.30 | Street Lighting (Electric & Repairs) | 240.00 | 67.54 | 142.00 | | 30.46 |
| 358.80 | Website | 450.00 | 215.28 | -1,013.00 | 215.28 | 1,032.44 |
| 675.00 | Village Planters | 615.00 | 285.00 | 45.00 | 285.00 | 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 | 0.00 | 75.00 | | 0.00 |
| 464.85 | Subscriptions/Affiliation Fees | 515.00 | 459.85 | 20.00 | | 35.15 |
| 152.50 | Room Hire | 350.00 | 0.00 | 97.00 | | 253.00 |
| 0.00 | Training | 140.00 | 60.00 | -20.00 | | 100.00 |
| 1,021.85 | Chelford Activity Park - Maintenance | 4,000.00 | 1,795.19 | 371.00 | 181.67 | 1,652.14 |
| 1,059.00 | Asset Maintenance | 1,400.00 | 0.00 | -1,700.00 | | 3,100.00 |
| 657.97 | Asset Purchase | 1,200.00 | 0.00 | 0.00 | | 1,200.00 |
| 11.23 | Contingency | 750.00 | 0.00 | 500.00 | | 250.00 |
| 0.00 | Neighbourhood Plan | 14,000.00 | 620.46 | 5,259.00 | 2,253.39 | 5,867.15 |
| 652.26 | V.A.T. | | 510.89 | | 124.56 | |
| 17,076.03 | Total Payments | 36,485.00 | 9,834.39 | 3,086.00 | 4,206.58 | 19,993.48 |
| | Cash/Bank Reconciliation | 01/04/17 | 09/11/17 | | 14/12/17 | 31/03/18 |
| | Balance B/Fwd. | 31,111.50 | 31,111.50 | | 49,398.35 | 45,191.94 |
| | Add Total Receipts | 36,485.00 | 28,121.24 | | 0.17 | 5,894.45 |
| | Less Total Payments | -36,485.00 | -9,834.39 | | -4,206.58 | -19,993.48 |
| | Balance C/Fwd. | 31,111.50 | 49,398.35 | | 45,191.94 | 31,092.91 |
| | Cumulative Balances | Balance | Balance | | Balance | Balance |
| | | 01/04/17 | 09/11/17 | | 14/12/17 | 31/03/18 |
| | General Funds | 30,490.62 | 44,290.25 | | 40,163.10 | 26,064.07 |
| | Earmarked Reserves | 620.88 | 5,108.10 | | 5,028.84 | 5,028.84 |
| | | 31,111.50 | 49,398.35 | | 45,191.94 | 31,092.91 |

CHELFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 14 December 2017

CASH

| | |
|----------------------------------|------------------------------|
| Balance Brought Forward 01/04/17 | 31,111.50 |
| Plus Receipts | 28,121.41 |
| | <hr/> 59,232.91 |
| Less Payments | 14,040.97 |
| Balance Carried Forward 14/12/17 | <hr/> 45,191.94 <hr/> |

BANK (Natwest)

| | | | |
|--|-----------------|------------------------------|----------|
| Business Reserve Account - | 19,692.92 | | 03/11/17 |
| Add income/transfer received since above statement | | | |
| | <hr/> 0.00 | | |
| Less unpresented cheques | | | |
| | <hr/> 0.00 | | |
| | | 19,692.92 | 14/12/17 |
| Current Account - | 32,126.68 | | 03/11/17 |
| Add income received since above Statement | | | |
| | <hr/> 0.00 | | |
| | | 0.00 | |
| Less unpresented cheques/ Transfer | | | |
| Approved | -2,421.08 | | |
| For approval | -4,206.58 | | |
| | <hr/> -6,627.66 | | |
| | | 25,499.02 | 14/12/17 |
| Total Bank Balances 14/12/17 | | <hr/> 45,191.94 <hr/> | |

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX B

CORRESPONDENCE

| | |
|-----------------|---|
| Received | Cheshire Association of Local Councils (ChALC) - |
| - | ChALC Weekly Bulletin - 9, 16, 30 November 2017; 7 December 2017. |
| 14/11/17 | Reminder: Finance for Councillors and Introduction to VAT Training. |
| 07/12/17 | Planning Training - 19/02/18 & 19/03/18. |
| | Cheshire East Council - |
| - | Traffic Management LAP Reports - 9, 16 November 2017; 7 December 2017. |
| - | Connected Communities Newsletter - November/December 2017. |
| - | Neighbourhood Planning Fortnightly Update - 10 November 2017. |
| - | Winter Service Decisions - 12-30 November 2017; 1-10 December 2017. |
| 31/10/17 | Loan Shark Awareness Training. |
| 09/11/17 | Pre-Budget Consultation 2018 - 2021. |
| 24/11/17 | Budget Consultation Event - 19 th December, 2017 & Town & Parish Council Conference - 9 th January, 2018. |
| | Rural Services Network - |
| - | Weekly News Digest - 6, 13, 20, 27 November 2017; 4 December 2017. |
| - | Rural Opportunities Bulletin - December 2017. |
| - | Hinterland Newsletter - 10, 17, 24 November 2017; 1, 8 December 2017. |
| - | Rural Vulnerability Service - Fuel Poverty (November 2017); Rural Transport (November 2017); Rural Broadband (November 2017). |
| - | RSN Spotlight - Rural Health (November 2017); Rural Broadband (November 2017). |
| | Other Correspondence - |
| - | Public Sector Executive - 6, 9, 13, 16, 20, 23, 27, 30 November 2017; 4, 7 December 2017; 23/11/17 - Budget 2017 - What does it mean for the public sector. |
| - | HMRC - 06/11/17 - Company cars & fuel; 09/11/17 - Managing Sick Pay; 14/11/17 - Health & Safety in the Workplace; 16/11/17 - Help for employers on expenses; 20/11/17 - Online help for businesses; 22/11/17 - Managing Sick Leave and Pay; 28/11/17 - Health & Safety webinars; 30/11/17 - Christmas Parties & Meals; 07/12/17 - Directors & Sick Pay. |
| - | CPRE - 07/11/17 - Campaigns Update; 17/11/17 - Campaigns Update; 07/12/17 - Events Calendar Update; 07/12/17 - Fieldwork Newsletter. |
| - | E-ON - 15/11/17 - Monthly Market Report; 16/11/17 - Demand Side Response Webinar. |
| - | Community & Voluntary Services - e-Bulletin - 10, 24 November, 2017; 8 December 2017; 17/11/17 - Training News; 29/11/17 - Christmas Toy Appeal. |
| - | Information Commissioner's Office - Newsletter - December 2017. |
| - | Age UK - Newsletter - November 2017. |
| - | Active Cheshire - 07/11/17 - Active Minds Investment; 09/11/17 - Consultation on Cheshire & Warrington Blueprint; 13/11/17 - Reminder to apply for Active Minds Investment; 15/11/17 - Emergency First Aid Workshop; 30/11/17 - November 2017 Newsletter. |
| - | Civic Voice - War Memorial News - 14, 28 November 2017; 06/11/17 - Conservation Areas alone count for nearly 10% of the nation's at risk heritage; 16/11/17 - First World War Memorial Programme. |
| 14/11/17 | NatWest Bank - Changes to Banking Terms & Conditions. |
| 17/11/17 | Smaller Authorities Appointment Authority - Notification of external auditor appointments for the 2017-18 financial year. |
| 21/11/17 | Dark Olive - Cheshire East Reflects, 1914-1918 Project. |
| 22/11/17 | Peter Mitchell Associates - Cheshire East Council Cemeteries Strategy. |
| 03/12/17 | Peaks & Plains Housing Trust - Notification of changes to booking process for Astle Court Community Room. |
| 07/12/17 | Police & Crime Commissioner - Stakeholder Bulletin. |
| | Advertisements - |
| - | 06/11/17 - Notice Board Company - Custom Printed Notice Boards; 07/11/17 - HAGS-SMP - Supply only play equipment deals; 08/11/17 - Fenland Leisure - November Offers; 09/11/17 - Eibe - 2018 Catalogue; 10/11/17 - Greenfingers Landscape Ltd. - Christmas Tree Display services; 14/11/17 - Notice Board Company - New Notice Boards for 2018; 14/11/17 - Stock Signs - Speed calming signs; 14/11/17 - Arien Signs - Winter Brochure; 15/11/17 - Greenfingers Landscape Ltd. - Winter Maintenance; 16/11/17 - Primary Care Supplies - Defibrillators; 17/11/17 - Kompan - 50% off play equipment supply only prices; 22/11/17 - Town & Parish Council Websites - Transparency Funding running out; 22/11/17 - Online Playgrounds - Black Friday Deals; 22/11/17 - GovNewsDirect - Savings when dealing with Legal Case Bundles; 23/11/17 - LJ Digital Media - Website services; 23/11/17 - Proludic - Christmas wishes; 29/11/17 - Primary Care Supplies - Defibrillators; 30/11/17 - Kompan - 50% off end of year sale; 30/11/17 - Notice Board Company - Eco Friendly Notice Boards; 05/12/17 - Primary Care Supplies - Defibrillators; 07/12/17 - Kompan - Hardwood Castles & Ships; 07/12/17 - Eibe - Satellite Carousel. |

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX C

| Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 14 December 2017 | | | | | |
|---|----------------------------------|---|---|--|----------------------------------|
| Details | 2017/18 Budget £. | Revised* 2017/18 Budget £. | Actual to Nov. 2017 £. | Agenda Dec. 2017 £. | 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 | 0.00 | 1,102.50 | 0.00 |
| Consultant Fees (see Note 3) | 157.50 | 157.50 | 0.00 | 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 | 0.00 | 315.00 | 0.00 |
| Consultant Fees (see Note 6) | 315.00 | 315.00 | 0.00 | 285.00 | 30.00 |
| Consultant - Travel expenses | 66.00 | 66.00 | 0.00 | 44.00 | 22.00 |
| Room Hire | 280.00 | 280.00 | 17.50 | 45.00 | 217.50 |
| Publicity Costs | 220.00 | 220.00 | 0.00 | 22.51 | 197.49 |
| Printing Costs | 840.00 | 840.00 | 209.54 | 133.62 | 496.84 |
| Envelopes (2,400) | 300.00 | 300.00 | 0.00 | | 300.00 |
| Purchase of OCSI Report | 45.00 | 45.00 | 0.00 | 45.00 | 0.00 |
| Refreshments at Consultation Events | 100.00 | 100.00 | 0.00 | 24.00 | 76.00 |
| Other | 5,000.00 | 5,000.00 | | | 4,527.32 |
| Salary (Clerk) | | | 342.48 | 57.08 | |
| National Insurance (Employer) | | | 0.00 | 5.03 | |
| Allowances (Clerk) | | | 50.94 | 17.15 | |
| Chairman/Member Allowances | | | 0.00 | | |
| Administration | | | 0.00 | | |
| Total Payments | 8,741.00 | 8,741.00 | 620.46 | 2,253.39 | 5,867.15 |

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.