

# CHELFORD PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 10<sup>TH</sup> NOVEMBER, 2016 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), K. Chaudhuri, B. Brindley, A. Boon, J. Leach.  
Members of Public (0).  
Cheshire East Borough Councillor G. Walton.  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor E. Michell - Unwell.  
Councillor S. Hampson - Prior engagement.  
PCSO Lindsey Whitehead, Knutsford Rural Policing Team.

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

2. **DECLARATIONS OF INTEREST** -

- i) Councillor J. Leach - Item 10(ii)(c) - Member of Chelford Parish Hall Management Committee.  
(Declared during Item 10(ii)).

3. **MINUTES** -

- i) The Minutes of the Parish Council Meeting held 8<sup>th</sup> September, 2016 had been previously circulated to all Members.

58/16 **Resolved** a) **That the Minutes of the Parish Council Meeting held 8<sup>th</sup> September, 2016 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** -

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

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

- i) **Knutsford Rural Policing Team** - No members of the policing team were present at the meeting.
- ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that the Local Plan examination hearings had now been completed and that Cheshire East Council is awaiting the outcome from the Planning Inspector. It had been noted by the Planning Inspector, during the closing of the hearings, that the Cheshire East Council Local Plan had been the most complex and challenging one he has examined over the last seven years. There will be further consultation during 2017 when, hopefully, the additional documents relating to smaller development site allocations, waste and minerals will be considered.

It was reported that Alderley Road will be closed tomorrow (11/11/16) to allow damage caused by a recent road traffic collision to be repaired. Siding out works along Holmes Chapel Road have now been completed. Further siding out work has taken place along Chelford Road in the parish of Ollerton with Marthall. An item has been included within the Area Highways list for the possible provision of double yellow lines along a section of Oak Road following complaints about cars parking near to the junction with Knutsford Road. Attention was drawn to the current Parliamentary Constituency Boundary Review which suggests that Chelford Parish (as part of the Chelford Ward) would join a revised Macclesfield Constituency.

Councillor D. Wilson asked why the planning application 16/1353M (Development at the former Mere Farm Quarry) was to be considered for a third time by the Cheshire East Council Strategic Planning Board. Borough Councillor G. Walton advised that an omission had been made, during previous considerations, of an environmental regulation which must be addressed.

Councillor J. Leach asked for further clarification relating to the proposed increase in the Cheshire East Council precept and reports relating to the Government encouraging Principal Authorities to become self-sufficient. Borough Councillor G. Walton advised that he was not in a position to comment on these issues.

8:00p.m. - Borough Councillor G. Walton excused himself from the meeting and left.

- iii) **Manchester Airport Meeting with Town & Parish Councillors - 20/09/16** - Members noted the written report which had been previously circulated by Councillor D. Wilson. It was noted that the development of airport city will bring additional employment opportunities to the region.
- iv) **ChALC Annual Meeting - 20/10/16** - Councillor D. Wilson reported that he and Councillor B. Brindley had attended the meeting at which several motions were considered including those relating to fracking and potential caps to town and parish council precepts.

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## 6. FINANCE -

### i) Financial Statement 2016/17 as at 10<sup>th</sup> November, 2016 -

(Appendix A)

The Clerk presented the financial statement 2016/17 which was unanimously accepted. It was noted that an invoice for payment related to the website for which it had now been established was not owned by the Parish Council. Councillor D. Wilson asked for clarification of the earmarked reserves. The Clerk advised that these relate to grants held relating to station maintenance, improvements at Mere Court and provision of tennis coaching. The Clerk suggested that, now arrangements relating to tennis coaching had been clarified and no longer required a financial contribution from the Parish Council that this money should be returned to the Chelford Educational Trust. A query was raised regarding the sum budgeted for Speed Indicator Device (SID) Maintenance. The Clerk advised that this sum would allow servicing and limited minor repairs to the SIDs, however, achieving full winter functionality of the devices would be more costly due to equipment upgrades required.

### ii) To ratify the following payment - the Clerk outlined the basis of the following payment:

- |                      |                         |        |  |
|----------------------|-------------------------|--------|--|
| a) Cheque No. 001122 | Cheshire Pest Solutions | £48.00 | Treatment of wasps nest at Chelford Activity Park. |
|                      | Ltd.                    |        |  |

### iii) To authorise the following payments - the Clerk outlined the basis of the following payments:

- |                      |                             |           |  |
|----------------------|-----------------------------|-----------|--|
| a) Direct Debit      | E-ON                        | £22.48    | Electricity Charges: 01/07/16 - 30/09/16.        |
| b) Cheque No. 001123 | E. M. Maddock               | £1,147.01 | Salary 01/10/16 - 30/11/16 & Expenses.           |
| c) Cheque No. 001124 | H.M. Revenue & Customs      | £97.20    | Employee Income Tax.                             |
| d) Cheque No. 001125 | RBL Poppy Appeal            | £50.00    | Provision of Poppy Wreath and Donation.          |
| e) Cheque No. 001126 | ThenMedia Ltd.              | £215.28   | Web Hosting Fees: 01/10/16 - 31/03/17.           |
| f) Cheque No. 001127 | Cotswold Teak               | £771.00   | Two Benches for installation at Mere Court.      |
| g) Cheque No. 001128 | Northwich Town Council      | £342.00   | Winter Planting.                                 |
| h) Cheque No. 001129 | Police & Crime Commissioner | £60.00    | Reissue of Cheque No. 001098 - Operation Shield. |

### iv) Receipts - the Clerk reported that the following receipts had been received since 1<sup>st</sup> July, 2016:

- |   |       |                                   |
|---|-------|-----------------------------------|
| a) NatWest Bank plc. (Business Reserve Account) | £0.78 | Gross Interest - July, 2016.      |
| b) NatWest Bank plc. (Business Reserve Account) | £0.89 | Gross Interest - August, 2016.    |
| c) NatWest Bank plc. (Business Reserve Account) | £0.81 | Gross Interest - September, 2016. |

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**Resolved** a) That the Statement of Account, as at 10<sup>th</sup> November, 2016 be received and the Clerk's observations duly noted.

b) That the schedule of 9 payments be approved and duly authorised.

c) That the report on receipts since 1<sup>st</sup> July, 2016 be received and duly noted.

Proposed Councillor J. Leach

Seconded Councillor A. Boon

All in favour

v) **Internal Auditor 2016/17** - The Clerk reported that it was necessary to appoint an Internal Auditor for the 2016/17 financial year. Members were reminded to consider the responsibilities of the Internal Auditor especially given the forthcoming changes to the Local Council auditing regime.

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**Resolved** a) That JDH Business Services Ltd. be appointed as Internal Auditor for the 2016/17 financial year.

b) That the Clerk advise the 2015/16 Internal Auditor of the above decision.

c) That Councillor D. Wilson write a letter of thanks to the 2015/16 Internal Auditor for services to the Parish Council.

d) That the Clerk request a formal estimate from JDH Business Services Ltd. for Internal Audit services for the 2016/17 financial year.

Proposed Councillor D. Wilson

Seconded Councillor J. Leach

All in favour

### vi) Revised Budget 2016/17 & Draft Budget 2017/18 -

- Council Tax Base 2017/18** - It was noted that the 2017/18 Council Tax Base had not yet been made available by Cheshire East Council, therefore, the actual impact of the draft 2017/18 budget on residents was unknown.
- 2016/17 Revised Budget** - The Clerk presented the 2016/17 revised budget setting out anticipated payments for the remainder of the financial year.
- 2017/18 Budget** - The Clerk presented the draft 2017/18 budget for consideration by Members. A short discussion considered several aspects of the draft budget and proposed activities.
- Precept requirements for 2017/18** - This item was deferred to the next meeting to allow further consideration of the budget.

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- Decision**
- a) That the revised 2016/17 budget be received and accepted in principle subject to any necessary amendments at the next meeting.
  - b) That the draft budget 2017/18 be received and accepted in principle subject to any necessary amendments at the next meeting.
  - c) That determination of the 2017/18 precept be deferred to the next meeting.

## 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) **Chelford CE Primary School - Acknowledgement of donation to be made in respect of After School Club project.** Members noted the letter received from Chelford CE Primary School.
    - b) **Cheshire East Council - Response to letter regarding school transport from Chelford to Holmes Chapel.** Members noted that since the last meeting modifications had been made to the service in respect of the picking up times and locations which appears to have resolved some of the concerns.
    - c) **ChALC / Knutsford Town Council - Parliamentary Constituency Boundary Review consultation.** This matter had been discussed at Item 5(ii) above and no further action, at present, was considered necessary.
    - d) **ChALC - Government Consultation to Cap Local Council Precepts.** The Clerk advised that the draft response previously circulated to Members had been submitted to the consultation. Further information would be available in due course.
    - e) **Cheshire East Council - Invitation to Town & Parish Council Conference - 28<sup>th</sup> November, 2016.**
- Decision**
- a) That Councillor D. Wilson attend the above event.
  - f) **Mrs. S. Roycroft - Acknowledgement of nomination to receive complimentary concert tickets from Manchester Airport.** The Clerk reported that the tickets for the performance chosen by Mrs. S. Roycroft had now been received and would be delivered to her in the coming days.
  - g) **Cheshire Community Action - Notification of Community Pride Competition Results 2016.** Councillor J. Leach advised that he had attended the Awards event, however, Chelford, this year, did not win any prizes.
  - h) **The Pensions Regulator - Notification of Staging Date.** The Clerk reported that the Staging Date by which the Parish Council must ensure that relevant tasks relating to pension provisions had been received. No further action is required at this time.
  - i) **Knutsford Town Council - Request for donation towards Citizens Advice Bureau service.**

- Decision**
- a) That the Clerk advise Knutsford Town Council that Chelford Parish Council will not make a donation towards the provision of Citizens Advice Bureau services in Knutsford for the 2017/18 financial year.

## ii) To receive and note correspondence received since the date of the last ordinary meeting:

(Appendix B)

- Decision**
- a) To receive and note the correspondence received.

## 8. PLANNING & LICENSING MATTERS -

- i) **To note the comments submitted to Cheshire East Council in respect of the following planning applications -**
    - a) **16/4554M - Chelford Garage, Alderley Road, Chelford. SK11 9AP - Advertisement consent for proposed replacement canopy fascia signage.** [Comment: That concerns already raised relating to the forecourt canopy during consultation for planning application 15/5087M remain.]
    - b) **16/4678M - Cherry Trees, 2 Knutsford Road, Chelford. SK11 9AS - Small ground floor extension with first floor extension over this and an existing single storey extension built in 1964.** [No observations.]
- Decision**
- a) To note and confirm the observations submitted in respect of the above 2 planning applications.
- ii) **Applications for consideration -**
    - a) **16/1568M - 17 Clay Heyes, Chelford. SK11 9ST - Proposed single storey rear extension and alterations.**
    - b) **16/5037M - Ash Lea, Alderley Road, Chelford. SK11 9AP - Erection of an ancillary residential annexe.**
- Decision**
- a) That no observations be submitted in respect of the above 2 planning applications.
- iii) **Planning Application 16/0504M - Eddie Stobart Ltd. -** Members noted that the developer had distributed an update to residents outlining proposed timescales for the development. Councillor D. Wilson reported that the number of apartments that were to be included within the development had been reduced following comments from the community.
  - iv) **Future Development of Chelford Parish -** Councillor D. Wilson reported that he and the Vice Chairman had recently attended a meeting with a local resident regarding a potential development near to the parish boundary. Members considered that, as the proposals related to land in a neighbouring parish it would be helpful to establish the views of the relevant Parish Council.

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- Decision** a) That the Clerk contact Ollerton with Marthall Parish Council to establish whether they consider a joint meeting to consider the proposals would be beneficial.

## 9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

### i) Outstanding highway matters from/since previous meeting:

- a) Broken verge retaining flags along Holmes Chapel Road near to St. John's Church.  
No further information had been received from Cheshire East Council in respect of this issue.
- b) Footway 'siding out' between Chelford Roundabout and St. John's Church, Holmes Chapel Road.

**Decision** a) To note that this work had now been completed.

- c) Provision of protective posts at Shell Garage access points.

**Decision** a) To note that this work had now been completed.

- d) Overhanging branch near to the Manor House, Holmes Chapel Road.

**Decision** a) To note that this work had now been completed.

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

- a) Councillor D. Wilson reported that he had been advised that the deteriorating road surface on Drumblefield did not meet the criteria for remedial works to be undertaken.
- b) Councillor K. Chaudhuri reported that the 'Chelford Market' sign outside Dixon Court was bent.
- c) Councillor J. Leach reported that the 'Welcome to Chelford' sign on Holmes Chapel Road was not currently facing the oncoming traffic.

## 10. ASSETS -

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

- a) **Advice from RoSPA Inspector in respect of rear gate to Play Area** - The Clerk reported that the RoSPA Inspector did not raise any objection to the removal of the rear gate to the play area.
- b) **Estimates in respect of a replacement wooden gate to the rear of the Play Area** - Members considered the advice of the RoSPA Inspector (Item 10(i)(a) above) and considered that the provision of a gate was not necessary.

**Decision** a) That the Clerk arrange for the removal of the wooden gate to the rear of the play area.

- c) **Treatment of wasps nest** - The Clerk reported that she had been made aware, following a complaint to Councillor J. Leach by a resident, of a wasps nest near to the bike track. Arrangements had been made for the nest to be treated immediately.

**Decision** a) To confirm the actions of the Clerk in arranging for the treatment of the wasps nest at the Chelford Activity Park.

- d) **Hedge cutting arrangements** - The Clerk reported that she had received representations from Cheshire East Council regarding reports that the Chelford Activity Park hedge was overhanging the footway along Knutsford Road. She had advised Cheshire East Council that routine hedge cutting would be taking place at this location in the near future.

**Decision** a) That the Clerk arrange for the Chelford Activity Park hedges to be trimmed.

- e) **Tree Survey** - The Clerk reported that, during recent communication with the Parish Council insurers, it was recommended that trees at the Chelford Activity Park should be periodically inspected. Councillor J. Leach suggested that trees on the Chelford Parish Hall site could be inspected at the same time and requested that the Clerk explore this possibility with potential contractors.

**Decision** a) That the Clerk arrange for estimates to be secured for a safety inspection of the trees at the Chelford Activity Park.

- f) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that he had inspected the Chelford Activity Park on a weekly basis. In general the area was in a good condition, however, there were a significant number of mole hills in the play area which required attention and the safety surface under the swings was becoming green.

**Decision** a) That Councillor B. Brindley arrange for the moles within the play area to be caught.

- b) That Councillor B. Brindley arrange for the play area to be closed to the public whilst mole catching is underway.

- c) That, during the period while the play area is closed to the public, Councillor A. Brindley clean the safety surface under the swings.

- g) **Outdoor Table Tennis Project** - Councillor D. Wilson advised that he would arrange for the formal notification of ownership transfer to be forwarded by the Parish Plan Team.

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

- a) **Update on Facility Bookings** - The Clerk reported that there had been one facility booking since

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the last meeting. A request had been made by Chelford Parish Hall for the hire of part of the field for use by caravans. The hire had been approved following circulation of details to Members. The Clerk noted that the invoice for this hire had not been issued following consultation with the Chairman who had received representations from Chelford Parish Hall regarding the proposed charge.

Councillor J. Leach declared an interest in the following two items as a Member of the Chelford Parish Hall Management Committee.

- b) **Hazard Risk Assessment - Hire by Chelford Parish Hall 7-9<sup>th</sup> October, 2016** - Councillor J. Leach provided, to all Members, copy of the risk assessment undertaken for the Caravan Event held 7-9<sup>th</sup> October, 2016. Councillor J. Leach reported that photographic evidence to support the risk assessment had been taken and supplied to the Chairman. It was anticipated that the next booking for a Caravan Event would be required in early May 2017.

**Decision** a) To receive and note the Hazard Risk Assessment prepared in respect of the Caravan Event held 7-9<sup>th</sup> October, 2016.

- c) **Review of adequacy of process for hiring Chelford Activity Park Facilities** - Councillor D. Wilson reported that queries had been raised by Chelford Parish Hall regarding the scale of charges agreed at the last Parish Council meeting. There appeared to be confusion regarding the use of the term 'exclusive use' which had not been fully understood when Chelford Parish Hall confirmed their agreement to the proposed charging scales.

9:47p.m. - Councillor J. Leach, having previously declared an interest, left the meeting.

Members discussed the current situation and reviewed the decision made at the last meeting. Consideration was given to applying different charges for hiring particular parts of the Chelford Activity Park, however, this was not considered to be a practical option.

- Decision** a) That no charge be applied for the hire of Chelford Activity Park by Chelford Parish Hall for the Caravan Event on 7-9<sup>th</sup> October, 2016.  
b) To confirm that a charge of £30 per day (24 hour period) will be applied for hire of Chelford Activity Park facilities or part thereof.  
c) That hire of a small portion of the field area only should incur a charge of £15 per day (24 hour period).

10:04p.m. - Councillor J. Leach rejoined the meeting.

The decision of the Parish Council was explained to Councillor J. Leach who advised that he would communicate the decision to the Chelford Parish Hall Management Committee.

- iii) **Chelford Village Website** - It was noted that the requested changes regarding ownership and responsibility had been made to the Chelford Village Website. The Clerk reminded Members that they had statutory obligations to publish prescribed information online and that they should be mindful that they can continue to meet these obligations. Councillor D. Wilson reported that, at present, he is able to publish material on the website, therefore there is no necessity, at present, for the Parish Council to develop a separate website.  
iv) **Parish Council Assets Register** - The Clerk reported that Councillor B. Brindley had undertaken a survey of assets and that the register was currently being updated.

## 11. VILLAGE MAINTENANCE/IMPROVEMENTS -

- i) **Mere Court Recreation Area** - Councillor D. Wilson reported that the replacement benches have now been installed and the fence has been painted. Some trees have also been trimmed following a report made by Borough Councillor G. Walton. Brass plaques are to be ordered for fixing to the benches following which no further work is planned to be undertaken at this site by the Parish Council.  
ii) **Future Village Maintenance contract arrangements** - The Clerk reported that estimates will be obtained from a number of contractors in order to establish a competitive service and presented to the next meeting.

## 12. COMMUNITY FACILITY PROVIDERS -

- i) **Chelford Station Volunteers** - Councillor D. Wilson reported that efforts are currently being made to form a constituted body which will manage future activities at Chelford Station. A draft constitution had been made available to the Chairman which included reference to liaison with the Parish Council and also, in the event of the group winding up, residual funds passing to the Parish Council.

**Decision** a) That Councillor D. Wilson forward a copy of the draft constitution to the Clerk.

- ii) **Village Christmas Tree Display** - Councillor D. Wilson reported that he would shortly be making arrangements for the Christmas Tree Display.  
iii) **Red Telephone Kiosks** - The Clerk reported that the two red telephone kiosks within the Parish had been listed for removal by BT. Parish Councils are able to adopt telephone kiosks at a cost of £1 each.

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**Resolved a) That the Clerk make arrangements to adopt the two red telephone kiosks within the Parish.**

b) That the Parish Council consider, at a future meeting, possible future uses of the two red telephone kiosks.

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

iv) **Chelford Surgery - Future Capacity** - Councillor D. Wilson reported the he had been contacted by Chelford Surgery regarding concerns about the future capacity of the surgery. It is anticipated that future funding will be increasingly stretched as the local population grows due to housing developments.

**Decision** a) That the concerns of the surgery be received and duly noted.

### 13. NEIGHBOURHOOD PLAN -

i) **Neighbourhood Plan Progress** - Councillor D. Wilson reported that he had recently placed an article on the website inviting residents interested in contributing to a Neighbourhood Plan to make themselves known.

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

i) Mere Farm Quarry Liaison Group - 15/11/16. (BB)

ii) Cheshire East Council Town & Parish Council Conference - 28/11/16. (DW)

**15. DATE OF NEXT MEETING** - Thursday, 12<sup>th</sup> January, 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 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 16.

**16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - None.**

The meeting was declared closed by the Chairman at 10:30p.m.

Signed: \_\_\_\_\_

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

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## APPENDIX A

Financial Statement for 2016/17 as at 10 November 2016					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to Sep. 2016 £.	Agenda Nov. 2016 £.	Budget Balance £.
	<b>Receipts</b>				
13,500.00	Precept	17,486.00	17,486.00		0.00
0.00	Balances	0.00	0.00		0.00
9.88	Investment Interest	0.00	2.45	2.48	0.00
0.00	Sale of Assets	0.00	0.00		0.00
3,862.00	Grants, Donations & Refunds	194.00	194.00		0.00
0.00	Chelford Activity Park Hire	0.00	60.00		0.00
60.00	Contra Income	0.00	0.00		0.00
681.96	V.A.T. Refund (15/16)		849.50		398.30
<b>18,113.84</b>	<b>Total Receipts</b>	<b>17,680.00</b>	<b>18,591.95</b>	<b>2.48</b>	<b>398.30</b>
	<b>Payments</b>				
4,615.46	Salary (Clerk)	4,560.00	3,544.55	1,138.18	-122.73
0.00	National Insurance (Employer)	0.00	0.00		0.00
911.67	Allowances (Clerk)	650.00	261.17	106.03	282.80
139.50	Chairman/Member Allowances	0.00	0.00		0.00
38.69	Administration	210.00	0.00		210.00
100.00	Audit Fees (Internal & External)	350.00	100.00		250.00
1,328.89	Insurance	1,500.00	0.00		1,500.00
280.64	Sect. 137 Donations	690.00	184.24	50.00	455.76
1,480.00	Grants - Churchyard Maintenance	1,380.00	0.00		1,380.00
50.00	Parish Council Newsletter	100.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
117.08	Street Lighting (Electric & Repairs)	225.00	36.48	21.41	167.11
358.80	Website	450.00	179.40	179.40	91.20
563.50	Village Planters	600.00	390.00	285.00	-75.00
1,266.25	Village Field Maintenance	1,700.00	0.00		1,700.00
200.00	Hedge Cutting	300.00	0.00		300.00
130.00	Playground & Playing Field Inspections	300.00	133.00		167.00
297.00	Tennis Coaching	650.00	0.00		650.00
150.00	SIDS	400.00	0.00		400.00
0.00	Professional Services	300.00	0.00	40.00	260.00
0.00	Advertising	75.00	0.00		75.00
35.00	Data Protection Registration	35.00	0.00		35.00
379.52	Subscriptions/Affiliation Fees	470.00	429.85		40.15
97.50	Room Hire	340.00	0.00		340.00
25.00	Training	120.00	0.00		120.00
1,373.00	Asset Purchase / Maintenance	1,225.00	16.49	642.50	566.01
0.00	Contingency	750.00	11.23		738.77
60.00	Contra Expenses	0.00	0.00		0.00
849.50	V.A.T.		167.85	230.45	
<b>14,847.00</b>	<b>Total Payments</b>	<b>17,680.00</b>	<b>5,504.26</b>	<b>2,692.97</b>	<b>9,881.07</b>
	<b>Cash/Bank Reconciliation</b>	<b>01/04/16</b>	<b>08/09/16</b>	<b>10/11/16</b>	<b>31/03/17</b>
	Balance B/Fwd.	29,591.30	29,591.30	42,678.99	39,988.50
	Add Total Receipts	17,680.00	18,591.95	2.48	398.30
	Less Total Payments	-17,680.00	-5,504.26	-2,692.97	-9,881.07
	<b>Balance C/Fwd.</b>	<b>29,591.30</b>	<b>42,678.99</b>	<b>39,988.50</b>	<b>30,505.73</b>
	<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
		<b>01/04/16</b>	<b>08/09/16</b>	<b>10/11/16</b>	<b>31/03/17</b>
	General Funds	27,068.94	40,156.63	38,108.64	28,625.87
	Earmarked Reserves	2,522.36	2,522.36	1,879.86	1,879.86
		<b>29,591.30</b>	<b>42,678.99</b>	<b>39,988.50</b>	<b>30,505.73</b>

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## CASH/BANK RECONCILIATION AS AT - 10 November 2016

### CASH

Balance Brought Forward 01/04/16	29,591.30
Plus Receipts	18,594.43
	<u>48,185.73</u>
Less Payments	8,197.23
Balance Carried Forward 10/11/16	<u><u>39,988.50</u></u>

### BANK (Natwest)

<b>Business Reserve Account -</b>	19,689.96	05/10/16
Add income/transfer received since above statement		
	<u>0.00</u>	
Less unrepresented cheques		
	<u>0.00</u>	
	19,689.96	10/11/16
<b>Current Account -</b>	23,532.99	05/10/16
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unrepresented cheques/ Transfer		
Approved	-541.48	
For approval	<u>-2,692.97</u>	
	<u>-3,234.45</u>	
	20,298.54	10/11/16
<b>Total Bank Balances 10/11/16</b>	<u><u>39,988.50</u></u>	



# CHELFORD PARISH COUNCIL

## APPENDIX B

### CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 8, 15, 22, 29 September 2016, 6, 13, 20, 27 October 2016, 2 November 2016.
05/09/16	Reminder - Chairmanship Training - 28/09/16.
08/09/16	2017 Training Programme.
13/09/16	Reminder - Council & The Community Training - 06/10/16.
21/09/16	ChALC Annual Meeting - Motions for discussion.
29/09/16	Freedom of Information & Data Registration Training. [27/10/16 - Reminder for event.]
10/10/16	Invitation to meeting with Police & Crime Commissioner - 08/11/16. [25/10/16 - Reminder for event.]
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 8, 15, 22, 29 September 2016, 6, 13, 20, 27 October 2016, 3 November 2016.
-	Partnerships Newsletter - September/October 2016; Call for articles November/December 2016 edition.
-	Neighbourhood Planning drop-in sessions - 5, 9, 19, 26 September 2016, 3, 12, 24 October 2016.
-	Winter Service Decisions - 28-31 October 2016, 1-4 November 2016.
05/09/16	Legacy of Tour of Britain.
07/09/16	Update re Progress of Cheshire East Council Local Plan.
09/09/16	Street Trading Designations - Consultation.
09/09/16	Street Lighting Improvement Update.
13/09/16	Tour of Britain orange bike storage.
28/09/16	Cheshire East Council Highways Engagement Events.
03/10/16	Participatory Budgeting Knutsford - Dates for confirmation.
24/10/16	Town & Parish Council Conference Invitation - 28 <sup>th</sup> November, 2016.
28/10/16	Arrival of Syrian refugee families in Cheshire East.
03/11/16	Cheshire East Council Pre-Budget Consultation 2017-2020.
	<b>Cheshire Emergency Services -</b>
19/09/16	Draft Police & Crime Plan 2016-21.
	<b>Rural Services Network -</b>
-	Weekly News Digest - 6, 19, 26 September 2016, 3, 10, 18, 24, 31 October 2016.
-	Rural Opportunities Bulletin - 5 October 2016, 2 November 2016.
-	Hinterland Newsletter - 9, 16, 19, 23, 30 September 2016, 7, 14, 21, 28 October 2016, 4 November 2016.
-	Rural Vulnerability Service - Rural Broadband (Sept. 2016); Fuel Poverty (Sept. 2016); Rural Transport (Oct. 2016); Rural Broadband (Oct. 2016).
-	RSN Spotlight - Older People in Rural Areas (Sept. 2016); Rural Economy (Sept. 2016); Rural Housing (Oct. 2016).
22/09/16	RSN Seminar - Taking a lead on community regeneration & social value. (Reminder: 06/10/16)
03/11/16	RSN Seminar - Meeting the philanthropic needs of rural England.
	<b>Other Correspondence -</b>
-	Healthwatch Cheshire East - 07/09/16 - Success of 'Have your say' campaign; 14/09/16 - e-Bulletin; 03/10/16 - e-Bulletin; 19/10/16 - Healthwatch Board Meeting 24/10/16; 26/10/16 - e-Bulletin.
-	Public Sector Executive - Newsletter 5, 8, 12, 15, 19, 22, 26, 29 September 2016, 3, 6, 10, 12, 13, 17, 20, 24, 27, 31 October 2016, 3 November 2016. 06/09/16 - Integrated Care Summit 2016; 09/09/16 - Supporting in-house development; 14/09/16 - Improving web forms for the public sector; 28/09/16 - Streamlining paper-based processes; 11/10/16 - Securing the digitisation of UK policing and justice; 19/10/16 - Using BT Smart numbers to assist public sector organisations; 21/10/16 - Fisher Investments UK; 28/10/16 - Building a better Healthcare experience.
-	HMRC - 19/09/16 - Minimum wage rate changes 01/10/16; 20/09/16 - Employment benefits; 30/09/16 - Sick pay, maternity pay and parental leave; 04/10/16 - Update on National Living Wage and National Minimum Wage; 07/10/16 - Employer webinars; 12/10/16 - Employer Bulletin 62; 14/10/16 - Statutory Sick Pay advice; 19/10/16 - Introducing PAYE; 24/10/16 - Statutory Sick Pay webinars; 28/10/16 - PAYE help videos; 31/10/16 - PAYE Basics to Statutory Payments; 01/11/16 - An introduction to Health & Safety in the workplace.
-	Manchester Airport - 12/09/16 - Community Outreach Events Autumn 2016; 28/09/16 - Concert Tickets; 31/10/16 - Manchester Airport Community Review 2015/16.
-	CPRE - 06/09/16 - Summer Update; 22/09/16 - Fieldwork newsletter; 07/10/16 - Campaign updates; 22/10/16 - Cheshire Viewpoint Autumn 2016.
-	E-ON - Monthly Market Report - September 2016, October 2016. 08/09/16 - Energy Talk Newsletter; 16/09/16 - Energy

Chairman's initials  
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# CHELFORD PARISH COUNCIL

	Seminar 2016; 04/10/16 - Making energy connections easy.
-	Unlock Democracy - 07/09/16 - Lobbying (Transparency) Bill; 13/09/16 - Lobbying (Transparency) Bill update; 18/10/16 - Lobbying re: The Meaning of Brexit; 28/10/16 - Brexit and Democratic Reform.
-	Community & Voluntary Services - 09/09/16 - e-Bulletin; 16/09/16 - Funding & Governance Conference; 19/09/16 - Revised date for Funding & Governance Conference; 23/09/16 - e-Bulletin; 29/09/16 - Training News; 30/09/16 - The Voice Newsletter; 07/10/16 - e-Bulletin; 21/10/16 - e-Bulletin; 28/10/16 - The Voice Newsletter; 04/11/16 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - October 2016, November 2016.
08/09/16	Came & Company - Notification of new postal address.
21/09/16	Cheshire Playing Fields Association - Notice of Annual General Meeting 2016.
19/09/16	So Cheshire - Wilmslow Motor Show.
03/10/16	Mr. M. Grundy - Update re: Fibre Broadband provision within Parish.
05/10/16	Historic Towns Forum - Seminar: Volunteering in the heritage sector.
05/10/16	Poynton Town Council - Pre-Submission Neighbourhood Plan Consultation.
11/10/16	Cheshire Community Action - Invitation to Annual General Meeting.
14/10/16	Sandbach Town Council - Events at Sandbach Town Hall.
16/10/16	Goostrey Neighbourhood Plan - Pre-Submission Version - Regulation 14 Consultation.
18/10/16	Greenfingers Landscape Ltd. - Ground maintenance advice for Town & Community Councils.
20/10/16	Countryside Alliance - Rural Awards 2016. [25/10/16 - Reminder of Awards.]
02/11/16	Cheshire Fire Authority - Draft Integrated Risk Management Plan 2017/18 Consultation.
	<b>Advertisements -</b>
-	Broxap Litter Bins & Recycling Units - 06/09/16 - Intelligent bin fill monitoring level; 07/09/16 - Directional and information signs; 13/09/16 - Recycling units; 14/09/16 - Cast iron framed seats and benches; 20/09/16 - recycling bin vinyl graphics; 21/09/16 - Polyurethane bollards; 27/09/16 - Grit bins; 25/10/16 - Grit bins; 27/10/16 - Sport goal equipment; 01/11/16 - Dog Waste Bins.
-	06/09/16 - The Parish Notice Board Company - New 'classic' range of aluminium notice boards; 08/09/16 - Furniture at Work - September Sale; 08/09/16 - Online Playgrounds - Swing spares; 09/09/16 - Furniture at Work - Further September Offers; 14/09/16 - Parish Council Websites - Funding still available for new websites; 19/09/16 - Universe - Festival Advertising services; 23/09/16 - HAGS - Play Equipment; 23/09/16 - Glasdon - Street Furniture; 03/10/16 - Nook Studio Ltd. - Local Self-Build Support; 06/10/16 - Saltex Show 2016; 13/10/16 - Proludic - Halloween Offers; 21/10/16 - Notice Boards Online; 26/10/16 - Realise Eco Furniture - Picnic Table Offers; 27/10/16 - Reminder Saltex Show 2016; 01/11/16 - Proludic - Bonfire Night offers on Play Equipment.