

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY 10TH OCTOBER 2019

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 in any items on the agenda.

3. MINUTES -

- i) To approve the Minutes of the Parish Council meeting held 12th September, 2019 as a correct record and authorise signing by the Chairman.

4. PUBLIC FORUM FOR QUESTIONS -

5. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) Gawsworth & Chelford Wards Policing Team - Report on matters of interest / concern within the Parish.
- ii) Cheshire East Ward Member Cllr. M. Asquith - Report on items of interest to the Parish Council.
- iii) Manchester Airport meeting with Town & Parish Councillors - 17th September, 2019. (DW/GW)
- iv) Local Parish Cluster Meeting - 2nd October, 2019. (DW)

6. FINANCE -

- i) To receive and consider the Financial Statement 2019/20 as at 10th October, 2019. (Appendix A)
- ii) To authorise the following payments -
 - a) Direct Debit 1&1 IONOS £1.00 Email account fee - October 2019.
 - b) Cheque No. 001314 E. M. Maddock £904.67 Salary - October, 2019 & Expenses.
 - c) Cheque No. 001315 H.M. Revenue & Customs £73.16 Income Tax and National Insurance Contributions.
 - d) Cheque No. 001316 Greenfingers Landscape Ltd. £205.99 Chelford Activity Park Maintenance - September 2019.
 - e) Cheque No. 001317 PKF Littlejohn LLP £240.00 External Audit Fee 2018/19.
 - f) Cheque No. 001318 South Cheshire Print £138.60 Newsletter and flyer printing.
 - g) Cheque No. 001319 RBL Poppy Appeal £50.00 Provision of Poppy Wreath and Donation.
- iii) To note the following receipts since the last meeting - None.
- iv) External Audit 2018/19 - To receive and consider the External Audit Report 2018/19.

7. PARISH COUNCILLOR RESIGNATION -

- i) To receive a letter of resignation from the position of Parish Councillor from Councillor N. Jehan.
- ii) To approve actions required to commence the process for filling the vacancy.

8. 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) Post Office Ltd. - Update re: temporary closure of Chelford Post Office.
 - b) Jones Homes (NW) Ltd. - Information regarding play area at Cricketers Green.
 - c) Cheshire East Council - Waste Strategy five yearly review. (Survey closes: 03/11/19)
 - d) Cheshire East Council - Environmental Strategy consultation. (Consultation closes: 24/11/19)
 - e) NALC - Confirmation that the government is not proposing to extend council tax referendum principles to local councils in 2020/21.
- ii) To note correspondence received since the date of the last ordinary meeting. (Appendix B)

CHELFORD PARISH COUNCIL

AGENDA

9. PLANNING -

- i) Applications for consideration -
 - a) Any applications received following issue of Agenda will be included for consideration.
- ii) Former Coal Shed, Station Road - To receive an update on the future of the former Coal Shed.

10. NEIGHBOURHOOD PLAN -

- i) To note the positive result of the Neighbourhood Plan referendum held 26th September, 2019.

11. ASSETS -

- i) Chelford Activity Park -
 - a) To receive a summary of issues identified during routine inspections of Chelford Activity Park.
 - b) To receive booking requests for use of facilities at Chelford Activity Park.
 - c) To receive and consider estimates for a tree survey at Chelford Activity Park.
 - d) To confirm hedge cutting arrangements for autumn 2019.

12. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive updates in respect of the following outstanding highway matters from/since the previous meeting:
 - a) Hedges, trees and verges:
 - i) Ownership of footway vegetation either side of bus passenger shelter - Knutsford Road (near junction with Dixon Drive).
 - ii) Overgrown vegetation - Dixon Drive (adjacent to No. 10 Millbank Close).
 - iii) Hedge maintenance - Knutsford Road (near to station bridge).
 - iv) Overgrown vegetation - Public Footpath No. 1. No actionable obstructions identified.
 - v) Overgrown hedge - Knutsford Road (from Chelford Activity Park towards roundabout).
 - vi) Footway - Alderley Road (from Yew Tree Farm to former School building). Footway siding out and vegetation trimming scheduled for 16th October, 2019.
 - b) Carriageways and footways:
 - i) Blocked gullies - Knutsford Road (near to roundabout).
 - ii) Traffic counting strips on footway - Holmes Chapel Road (between roundabout and St. John's Church).
 - iii) Carriageway condition between Corbishley Bridge and Parish Boundary on Alderley Road. (Report made by Borough Councillor M. Asquith)
 - c) Signage:
 - i) Damaged sign - Alderley Road.
 - d) Street Assets:
 - i) Broken Windows (2) in Bus Passenger Shelter - Chelford Road.
- ii) To receive highway matters for attention from Members.
- iii) To receive and consider (if available) information relating to the provision of dropped kerbs within the Dixon Drive estate and surrounding area.
- iv) To receive an update relating to safety concerns associated with the zebra crossing on Knutsford Road.

13. COMMUNITY -

- i) To receive feedback from the September, 2019 Parish Council newsletter.
- ii) To receive an update (if available) relating to the allocation of Section 106 'community facilities' funds associated with the Cricketers Green development.
- iii) Community Speed Watch - To receive update on activities.
- iv) Parish Appearance Improvement Project -
 - a) To receive an update relating to the replacement of the floral display planters.
 - b) To receive information relating to verge cutting along Dixon Drive.
 - c) To receive suggestions for possible further improvement work.
- v) Parish Remembrance Activities - To nominate a representative to attend the St. John's Church Remembrance service and lay a poppy wreath.
- vi) Parish Community Day - To receive an update on arrangements.

CHELFORD PARISH COUNCIL

AGENDA

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

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Chelford Parish Hall (Part 2).
- iv) Chelford Activity Park - Play Area Review.
- v) Chelford Bowling Club.
- vi) Parish Appearance Improvement Project -
 - a) Quotation for regular watering of replacement planters.
 - b) Parish Boundary Signs.
 - c) Village Gateways.
 - d) Replacement Notice Boards.
 - e) Bench Provision.
 - f) Red Telephone Kiosks - Future uses and interim management.
- vii) Cheshire East Council - Hedge maintenance policy.
- viii) ChALC - Annual Meeting - 24th October, 2019.
- ix) Cheshire East Council - Town & Parish Council Conference - 20th November, 2019.

15. DATE OF NEXT MEETING - Thursday 14th November, 2019 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.

16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - (as required)



Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 6th October, 2019.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX A

Financial Statement for 2019/20 as at 10th October 2019					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to Sep. 2019 £.	Agenda Oct. 2019 £.	Budget Balance £.
	Receipts				
24,549.00	Precept	31,684.00	31,684.00		0.00
0.00	Balances	5,118.00	0.00		0.00
24.39	Investment Interest	0.00	15.27		0.00
0.00	Sale of Assets	0.00	0.00		0.00
6,079.00	Grants, Donations & Refunds	0.00	125.00		0.00
0.00	Contra Income	0.00	0.00		0.00
874.80	V.A.T. Refund		1,022.16		502.29
31,527.19	Total Receipts	36,802.00	32,846.43	0.00	502.29
	Payments				
8,393.14	Salary (Clerk)	8,940.00	4,356.84	726.14	3,857.02
31.60	National Insurance (Employer)	0.00	19.44	3.24	-22.68
593.87	Allowances (Clerk)	675.00	311.35	38.62	325.03
0.00	Chairman/Member Allowances	0.00	0.00		0.00
93.34	Administration	250.00	0.00		250.00
350.00	Audit Fees (Internal & External)	375.00	153.00	200.00	22.00
818.36	Insurance	1,000.00	0.00		1,000.00
114.62	Sect. 137 Donations	400.00	0.00	50.00	350.00
1,001.86	Grants	2,812.00	0.00		2,812.00
65.00	Parish Council Newsletter	360.00	78.00	78.00	204.00
0.00	Christmas Trees & Lighting	0.00	0.00		0.00
51.11	Street Lighting (Electric & Repairs)	255.00	31.65		223.35
430.56	Website	60.00	3.32	0.83	55.85
0.00	Professional Services	500.00	0.00		500.00
26.76	Advertising	100.00	0.00		100.00
504.96	Subscriptions/Affiliation Fees	570.00	462.20		107.80
297.50	Room Hire	370.00	0.00		370.00
35.00	Training	360.00	100.00		260.00
2,371.29	Chelford Activity Park - Maintenance	5,525.00	1,161.97	171.66	4,191.37
570.00	Chelford Village - Maintenance	3,100.00	566.00		2,534.00
118.00	Asset Maintenance	1,900.00	0.00		1,900.00
475.28	Asset Purchase	8,000.00	20.81		7,979.19
0.00	Contingency	750.00	0.00		750.00
6045.57	Neighbourhood Plan	500.00	22.01	254.83	223.16
1,022.16	V.A.T.		412.19	90.10	
23,409.98	Total Payments	36,802.00	7,698.78	1,613.42	27,992.09

Cash/Bank Reconciliation	01/04/19	12/09/19	10/10/19	31/03/20
Balance B/Fwd.	45,690.35	45,690.35	70,838.00	69,224.58
Add Total Receipts	36,802.00	32,846.43	0.00	502.29
Less Total Payments	-36,802.00	-7,698.78	-1,613.42	-27,992.09
Balance C/Fwd.	45,690.35	70,838.00	69,224.58	41,734.78
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/19	12/09/19	10/10/19	31/03/20
General Funds	18,526.76	43,852.42	42,493.83	15,004.03
Earmarked Reserves	27,163.59	26,985.58	26,730.75	26,730.75
	45,690.35	70,838.00	69,224.58	41,734.78

CHELFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 10th October 2019

CASH

Balance Brought Forward 01/04/19	
Current Account	24,969.15
Business Reserve Account	20,721.20
Plus Receipts	32,846.43
	<hr/>
	78,536.78
Less Payments	9,312.20
Balance Carried Forward 10/10/19	<hr/> <hr/>
	69,224.58

BANK (Natwest)

Business Reserve Account -	45,736.47		05/07/19
Add income/transfer received since above statement			
	<hr/> 0.00		
		0.00	
Less unpresented cheques			
	<hr/> 0.00		
		<hr/> 0.00	
		45,736.47	10/10/19
Current Account -	26,171.14		05/09/19
Add income received since above Statement			
	<hr/> 0.00		
		0.00	
Less unpresented cheques/ Transfer			
Approved 2018/19	-64.62		
Approved 2019/20	-1,004.99		
For approval	<hr/> -1,613.42		
		<hr/> -2,683.03	
		23,488.11	10/10/19
Total Bank Balances 10/10/19		<hr/> <hr/>	
		69,224.58	

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 12, 19, 26 September 2019; 3 October 2019.
10/09/19	Further reminder for Healthy Living Half Day Workshop - October 2019.
16/09/19	Reminder for ChALC Annual Meeting.
23/09/19	Additional ChALC - Introduction to Local Councils Training session - 26/11/19.
30/09/19	Northwich Town Council - Traffic Management Chapter 8 Training.
03/10/19	Further information regarding Northwich Town Council - Traffic Management Chapter 8 Training.
	Cheshire East Council -
-	Traffic Management LAP Reports - 5, 19, 26 September 2019; 3 October 2019.
13/09/19	Partnership Working With Communities Survey.
17/09/19	Invitation to Town & Parish Council Conference - 20 th November, 2019.
18/09/19	Notice of Poll - Chelford Neighbourhood Plan Referendum.
20/09/19	Economic Strategy for Cheshire East Consultation - consultation closes 13/10/19.
	Rural Services Network -
-	Rural Bulletin - 10, 17, 24 September 2019; 1 October 2019.
-	Rural Funding Digest - September 2019; October 2019.
	Other Correspondence -
-	Public Sector Executive - 13, 18, 25 September 2019.
-	HMRC - 13/09/19 - Expenses and benefits explained; 16/09/19 - Statutory payments explained; 20/09/19 - Payroll tasks, reports and payments; 23/09/19 - Statutory payments, expenses and benefits; 24/09/19 - Brexit Bulletin; 27/09/19 - Getting PAYE right; 04/10/19 - Getting ready for Brexit; 04/10/19 - Employee travel and social functions.
-	Manchester Airport - 20/09/19 - Community Newsletter; 01/10/19 - Reminder of Manchester Airport Airspace Questionnaire; 02/10/19 - Further reminder re: Airspace Questionnaire.
-	CPRE - 28/09/19 - Campaign to increase Recycling; 03/10/19 - Autumn events.
-	Community & Voluntary Services - e-Bulletin - 13, 27 September 2019. 19/09/19 - Training e-Bulletin; 20/09/19 - Community Capacity and Resilience Service - Market Place Events; 04/10/19 - Cheshire East Council Support Service Redesign.
-	Information Commissioner's Office - Newsletter - September 2019.
13/09/19	Jones Homes (NW) Ltd. - Submission to Cheshire East Council Site Allocation & Development Policies Document Consultation.
18/09/19	Healthwatch Cheshire - People's Views on the Cheshire East Partnership Five-Year Plan Report.
23/09/19	Scope - Query re: textile recycling banks in local area.
27/09/19	Northwich Town Council - Traffic Management Chapter 8 course.
01/10/19	Age UK - Newsletter.
02/10/19	Came & Company - Intra-group reorganisation affecting Came & Company.
	Advertisements -
-	10/09/19 - Mallatite Ltd. - Pedestrian crossing equipment; 10/09/19 - Plantscape - Plant it yourself pots; 10/09/19 - Sovereign Play - Quotation services available; 11/09/19 - Mallatite Ltd. - Traffic sign lights; 11/09/19 - Jupiter Play - Nature vs Technology Play Seminar; 19/09/19 - Kompan - Supply only offers on play equipment; 19/09/19 - Notice Board Company - Sign manufacturing services; 20/09/19 - Playforce - Playground inspection services; 23/09/19 - Mallatite Ltd. - Traffic bollards; 23/09/19 - Eibe - Creating areas for play; 25/09/19 - Kompan - Match funding competition for play equipment; 25/09/19 - Playforce - Play inspections; 26/09/19 - Mallatite Ltd. - Internally illuminated traffic signs; 01/10/19 - Primary Care Supplies - Defibrillator accessories; 02/10/19 - Odin Events - Entertainment Supplier; 02/10/19 - Helping Hands - Litter clearance equipment.