

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY, 12TH APRIL, 2018
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 8th March, 2018 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 -
 - a) To receive an update on speed watch activities.
 - b) To receive a report on matters of interest /concern within the Parish.
 - ii) Cheshire East Ward Member Councillor G. Walton.
 - iii) Dingle Bank Quarry Liaison Group. (BB)
- 6. FINANCE -**
 - i) **To receive and consider the Financial Statement 2018/19 as at 8th April, 2018 - Appendix A.**
 - ii) **To ratify the following payments: (Issued in 2017/18)**
 - a) Cheque No. 001210 Chelford Community Hub £60.00 Room Hire - Neighbourhood Plan.
 - b) Cheque No. 001211 Groundwork UK £940.50 Return of unused Neighbourhood Plan Grant.
 - iii) **To authorise the following payments:**
 - a) Cheque No. 001212 E. M. Maddock £814.44 Salary April 2018 & Expenses.
 - b) Cheque No. 001213 H. M. Revenue & Customs £71.94 Income Tax & NI contributions.
 - c) Cheque No. 001214 Greenfingers Landscape Ltd. £200.00 Ground Maintenance Contract (Mar. 2018).
 - d) Cheque No. 001215 Cheshire Association of Local Councils £35.00 Training Fee (Clerk).
 - e) Cheque No. 001216 Playsafety Limited £159.60 RoSPA Inspection - Chelford Activity Park.
 - f) Cheque No. 001217 Cheshire Association of Local Councils £363.96 Affiliation Fee 2018/19.
 - g) Cheque No. 001218 Cheshire Community Action £50.00 Membership Fee 2018/19.
 - h) Cheque No. 001219 The David Lewis Centre TBC Neighbourhood Plan Flyer Printing.
 - iv) **To note the following receipts since last meeting:**
 - a) NatWest Bank plc. - Business Reserve Account £0.89 Gross Interest - January, 2018.
 - b) NatWest Bank plc. - Business Reserve Account £0.76 Gross Interest - February, 2018.
 - c) NatWest Bank plc. - Business Reserve Account £0.78 Gross Interest - March, 2018.
 - d) Cheshire East Borough Council £12,274.50 Precept 2018/19 (50%).
- 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 - Consultation on proposals to bring in charges for new or replacement waste bins. (Closing date: 21/05/18)
 - b) Cheshire East Council - Local Plan Site Allocations and Development Policies Document Briefing Invitation.
 - ii) **To note other correspondence received since the date of the last ordinary meeting - Appendix B.**

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8. PLANNING & LICENSING APPLICATIONS -

i) Applications for consideration:

- a) **18/1095M** - Replacement dwelling with detached garage and new vehicular access following demolition of existing house, detached garage and outbuilding - Oak Tree House, Pepper Street, Chelford. SK11 9BE
- b) **18/1629M** - Single storey extension - 8 Millbank Close, Chelford. SK11 9SJ
- c) Any applications received prior to the meeting will be included.

- ii) **18/0171M - Land at former Chelford Agricultural Centre, Dixon Drive, Chelford** - To receive the decision of the Cheshire East Council Northern Planning Committee held 11th April, 2018.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

i) To receive updates in respect of the following outstanding highway matters from/since previous meeting:

- a) Pothole - Outside Applewood House, Knutsford Road. (Work complete.)
- b) School 20mph zone signs - lack of designated end point of zone.
- c) Condition of footways in Dixon Drive estate.
- d) Flooding on footpath to rear of former Chelford Agricultural Centre.
- e) Possible remedial work to zebra crossing on Knutsford Road.
- f) Flooding - Outside Alderlea, Knutsford Road.

ii) To receive highway matters for attention from Members.

10. COMMUNITY -

i) Defibrillator Provision - To receive any updates available.

ii) Chelford Bowling Club -

- a) To receive information following update meetings with Cheshire East Council and Chelford Bowling Club.

iii) Potential Uses of s.106 funds within Parish -

- a) To consider the process by which potential projects may be identified and assessed in respect of available s.106 funds.

iv) Newsletter - To consider and determine content of newsletter for distribution in May 2018.

v) Friends of Chelford Station - To receive information relating to future project.

11. ASSETS -

i) Chelford Activity Park - Maintenance & Management -

- a) To receive a summary of issues identified during routine inspections of Chelford Activity Park. (AB)
- b) To receive and consider the content of the annual RoSPA Inspection report.

ii) Chelford Activity Park - Usage & Hiring - To receive an update on Chelford Activity Park facility bookings.

12. NEIGHBOURHOOD PLAN -

i) To receive Minutes from Neighbourhood Plan Steering Group meetings held 14th March, 2018 and 4th April, 2018.

ii) 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 future grant award.

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

- i) Refurbishment of Red Telephone Kiosks (2).
- ii) Review of Asset Security Arrangements.
- iii) Asset Risk Assessment.

14. DATE OF NEXT MEETING - Thursday 10th May, 2018 at 7:30p.m. at Chelford Parish Hall.

Note: Annual Parish Meeting - Tuesday 15th May, 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 8th April, 2018.

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APPENDIX A

| Financial Statement for 2018/19 as at 12 April 2018 | | | | | |
|--|--------------------------------------|-------------------------|------------------------------|---------------------------|-------------------------|
| Actual 2017/18 £. | Details | 2018/19 Budget £. | Actual to Apr. 2018 £. | Agenda Apr. 2018 £. | Budget Balance £. |
| | Receipts | | | | |
| 22,485.00 | Precept | 24,549.00 | 0.00 | 12,274.50 | 12,274.50 |
| 0.00 | Balances | 0.00 | 0.00 | | 0.00 |
| 5.05 | Investment Interest | 0.00 | 0.00 | | 0.00 |
| 0.00 | Sale of Assets | 0.00 | 0.00 | | 0.00 |
| 7,542.99 | Grants, Donations & Refunds | 5,259.00 | 0.00 | | 5,259.00 |
| 0.00 | Contra Income | 0.00 | 0.00 | | 0.00 |
| 652.26 | V.A.T. Refund (16/17) | | 0.00 | | 59.93 |
| 30,685.30 | Total Receipts | 29,808.00 | 0.00 | 12,274.50 | 17,593.43 |
| | Payments | | | | |
| 7,708.58 | Salary (Clerk) | 7,962.00 | 0.00 | 663.44 | 7,298.56 |
| 161.48 | National Insurance (Employer) | 0.00 | 0.00 | | 0.00 |
| 580.73 | Allowances (Clerk) | 650.00 | 0.00 | 50.77 | 599.23 |
| 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 | 0.00 | | 360.00 |
| 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 | 0.00 | | 2,380.00 |
| 50.00 | Parish Council Newsletter | 100.00 | 0.00 | | 100.00 |
| 0.00 | Christmas Trees & Lighting | 300.00 | 0.00 | | 300.00 |
| 80.78 | Street Lighting (Electric & Repairs) | 190.00 | 0.00 | | 190.00 |
| 1,345.04 | Website | 482.00 | 0.00 | | 482.00 |
| 570.00 | Village Planters | 600.00 | 0.00 | | 600.00 |
| 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 | 0.00 | 413.96 | 141.04 |
| 185.00 | Room Hire | 370.00 | 0.00 | | 370.00 |
| 60.00 | Training | 140.00 | 0.00 | 35.00 | 105.00 |
| 2,476.87 | Chelford Activity Park - Maintenance | 3,950.00 | 0.00 | 299.67 | 3,650.33 |
| 0.00 | Asset Maintenance | 1,825.00 | 0.00 | | 1,825.00 |
| 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 | 0.00 | 172.17 | 5,086.83 |
| 874.80 | V.A.T. | | 0.00 | 59.93 | |
| 24,223.66 | Total Payments | 29,808.00 | 0.00 | 1,694.94 | 28,172.99 |
| | Cash/Bank Reconciliation | 01/04/18 | 01/04/18 | 12/04/18 | 31/03/19 |
| | Balance B/Fwd. | 37,573.14 | 37,573.14 | 37,573.14 | 48,152.70 |
| | Add Total Receipts | 29,808.00 | 0.00 | 12,274.50 | 17,593.43 |
| | Less Total Payments | -29,808.00 | 0.00 | -1,694.94 | -28,172.99 |
| | Balance C/Fwd. | 37,573.14 | 37,573.14 | 48,152.70 | 37,573.14 |
| | Cumulative Balances | Balance | Balance | Balance | Balance |
| | | 01/04/18 | 01/04/18 | 12/04/18 | 31/03/19 |
| | General Funds | 8,795.55 | 8,795.55 | 19,547.28 | 8,967.72 |
| | Earmarked Reserves | 28,777.59 | 28,777.59 | 28,605.42 | 28,605.42 |
| | | 37,573.14 | 37,573.14 | 48,152.70 | 37,573.14 |

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CASH/BANK RECONCILIATION AS AT - 12th April 2018

CASH

| | |
|----------------------------------|------------------------------|
| Balance Brought Forward 01/04/18 | 37,573.14 |
| Plus Receipts | 12,274.50 |
| | <hr/> 49,847.64 |
| Less Payments | 1,694.94 |
| Balance Carried Forward 12/04/18 | <hr/> 48,152.70 <hr/> |

BANK (Natwest)

| | | |
|--|------------------------------|----------|
| Business Reserve Account - | 19,696.81 | 01/04/18 |
| Add income/transfer received since above statement | | |
| | <hr/> 0.00 | |
| Less unpresented cheques | | |
| | <hr/> 0.00 | |
| | 19,696.81 | 12/04/18 |
| Current Account - | 20,286.33 | 01/04/18 |
| Add income received since above Statement | | |
| | <hr/> 12,274.50 | |
| | 12,274.50 | |
| Less unpresented cheques/ Transfer | | |
| Approved (2017/18) | -2,410.00 | |
| For Approval | -1,694.94 | |
| | <hr/> -4,104.94 | |
| | 28,455.89 | 12/04/18 |
| Total Bank Balances 12/04/18 | <hr/> 48,152.70 <hr/> | |

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APPENDIX B

CORRESPONDENCE

| | |
|-----------------|---|
| Received | Cheshire Association of Local Councils (ChALC) - |
| - | ChALC Weekly Bulletin - 8, 15, 22, 28 March 2018; 5 April 2018. |
| 03/04/18 | Reminder: Appraisals Training. |
| | Cheshire East Council - |
| - | Traffic Management LAP Reports - 8, 15, 22, 29 March 2018; 5 April 2018. |
| - | Connected Communities Newsletter - March/April 2018. |
| - | Neighbourhood Planning Fortnightly Update - 9, 23 March 2018; 6 April 2018. |
| - | Spatial Planning Update - February/March 2018. |
| - | Winter Service Decisions - 5-31 March 2018; 1-8 April 2018. |
| 13/03/18 | Changes to Bus Services from 1 st April, 2018. (Reminder: 22/03/18) |
| 19/03/18 | Growth Programme - Grants for rural tourism in Cheshire & Warrington. |
| 22/03/18 | Consultation on proposals to bring in charges for new or replacement bins. |
| 22/03/18 | Reminder: Sustainable Modes of Travel to Schools (SMOTS) strategy consultation. |
| 29/03/18 | Slides from Town & Parish Council Conference held 20 th February, 2018. |
| 06/04/18 | Carer Respite Survey. |
| | Cheshire Emergency Services - |
| 05/04/18 | Police & Crime Commissioner - Stakeholder Bulletin. |
| | Rural Services Network - |
| - | Weekly News Digest - 5, 12, 19, 26 March 2018; 3 April 2018. |
| - | Rural Opportunities Bulletin - March 2018; April 2018. |
| - | Hinterland Newsletter - 9, 16, 23, 29 March 2018; 6 April 2018. |
| - | RSN Spotlight - Rural Economy (March 2018); Heart of the Village (March 2018); Rural Transport (March 2018). |
| | Other Correspondence - |
| - | Public Sector Executive - 5, 9, 12, 16, 19, 26 March 2018; 4 April 2018. |
| - | HMRC - 05/03/18 - Employer webinars; 07/03/18 - Changes to National Minimum Wage from 1 st April, 2018; 09/03/18 - Payroll webinars; 15/03/18 - Health & Safety in the Workplace; 19/03/18 - Payrolling, Phones and Penalties; 21/03/18 - Payroll Webinars; 23/03/18 - Guidance on finishing the Tax Year; 24/03/18 - Managing Sick Leave & Pay; 26/03/18 - Employer webinars; 28/03/18 - Health & Safety in the Workplace; 29/03/18 - Keep up to date with payroll changes. |
| 21/03/18 | Manchester Airport - Forecourt changes at Manchester Airport. |
| - | CPRE - 14/03/18 - Campaigns Update; 28/03/18 - Bottle & Can Deposit Return System Announced by Government. |
| - | E-ON - 15/03/18 - Monthly Market Report; 22/03/18 - Energy Talk Newsletter. |
| - | Community & Voluntary Services - e-Bulletin - 12, 29 March 2018; 3 April 2018. |
| - | Age UK - Newsletter - March 2018. |
| 20/03/18 | Cheshire Community Action - Extension to Best Kept Village Entry deadline. |
| - | Civic Voice - War Memorial News - 6, 22 March 2018; 3 April 2018. |
| 08/03/18 | Keep Britain Tidy - Extension to GB Spring Clean due to inclement weather. |
| 09/03/18 | Local Council Public Advisory Service - General Data Protection Regulations Information Pack. |
| 15/03/18 | Mid Cheshire Against HS2 - Update on campaign. |
| 16/03/18 | Age UK - Survey on how service is viewed by public. |
| 20/03/18 | Moston Parish Council Neighbourhood Plan - Regulation 14 Consultation. (21/03/18 - 31/05/18) |
| 19/03/18 | Channel 4 - 'How to Lose Weight Well' programme seeking participants in your area. |
| 28/03/18 | Westminster Briefing - GDPR Training. |
| 28/03/18 | Came & Company - Council Matters Newsletter. |
| | Advertisements - |
| - | 05/03/18 - Primary Care Supplies - Defibrillators; 08/03/18 - B&C Shelters - March Offers on Bus Passenger |

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| | Shelters; 05/03/18 - Storm Saver - Water Harvesting Systems; 07/03/18 - Country Gates & Barriers - Premises Protection Systems; 13/03/18 - The App Office - Web Apps for Parish Councils; 13/03/18 - Sovereign Play - Offer to quote for playground project work; 16/03/18 - Kompan Playgrounds - Ships and Castles range; 16/03/18 - Notice Boards Online - Church Peg Letter Boards; 21/03/18 - Notice Board Company - Solar Powered Notice Boards; 22/03/18 - Kompan Playgrounds - 50% matched funding competition; 22/03/18 - Notice Board Company - Lectern Signs & Notice Boards; 22/03/18 - Online Playgrounds - Wet Pour Repair Kits; 22/03/18 - Eibe - Play Equipment for Councils & Developers; 22/03/18 - Country Gates & Barriers - Commercial Gates & Barriers; 25/03/18 - Morelock - Radar Speed Signs; 26/03/18 - Notice Board Company - Over stock clearance; 27/03/18 - Town & Parish Council Websites - Win a free website; 28/03/18 - Indo Lighting - Street Lighting services; 29/03/18 - Eibe - New website and discount offers; 04/04/18 - Primary Care Supplies - Defibrillators; 05/04/18 - Eibe - Spring rockers for summer; 06/04/18 - Primary Care Supplies - Defibrillators; 06/04/18 - Kompan - New range of swings and carousels; 06/04/18 - Online Playgrounds - April offers; 06/04/18 - Wicksteed Playgrounds - Free consultations. |
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