

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE: THURSDAY, 13TH JULY, 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 Annual Parish Council Meeting held 11th May, 2017 as a correct record and authorise signing by the Chairman.
 - ii) To approve the Minutes of the Extraordinary Parish Council Meeting held 28th June, 2017 as a correct record and authorise signing by the Chairman.
 - iii) To confirm the Minutes of the Annual Parish Meeting held 16th May, 2017 as a correct record.
- 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 13th July 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 ratify the following payment:**

| | |
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| a) Cheque No. 001156 Greenfingers Landscape Ltd. | £140.00 Ground Maintenance Fee. |
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 - iv) **To authorise the following payments:**

| | |
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| a) Direct Debit E-ON | £24.33 Electricity charges: 01/04/17 - 30/06/17. |
| b) Cheque No. 001157 E. M. Maddock | £1,317.07 Salary 01/06/17 - 31/07/17 & Expenses. |
| c) Cheque No. 001158 H.M. Revenue & Customs | £98.20 Employee Income Tax. |
| d) Cheque No. 001159 Dr. A. Gildon | TBC Website Fees. Subject to Item 6(ii). |
| e) Cheque No. 001160 Friends of Chelford Station | £85.83 Residual funds from 2015 grant award. |
 - v) **To note the following receipts since 01/04/17:**

| | |
|---|-------------------------------------|
| a) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.15 April, 2017. |
| b) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.18 May, 2017. |
| c) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.16 June, 2017. |
| d) HM Revenue & Customs | £652.26 VAT reclaim 2016/17. |
| e) Groundwork UK | £3,741.00 Neighbourhood Plan Grant. |
 - vi) **Employee Pension Provision -** To consider the Parish Council obligations. (Clerk)
- 7. PARISH COUNCILLOR CO-OPTION -**
 - i) To consider the co-option of Councillors to fill the two vacancies on the Parish Council from candidates who submitted an expression of interest.
- 8. 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 - Notification of outcome of review of registration of Chelford Bowling Green as an Asset of Community Value. The asset will remain on the register.

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- b) Cheshire East Council - Supported Bus Service Review Consultation. (Consultation closes: 26th July, 2017)
- c) Mr. S. Stafford (Barratt Developments plc.) - Notification of progress with acquiring development sites at Chelford Market and Yew Tree Farm.
- d) Mrs. B. Okill - Request for action in respect of a number of local issues. (Clerk)
- ii) **To note other correspondence received since the date of the last ordinary meeting** - Appendix B.

9. PLANNING & LICENSING APPLICATIONS -

i) **Applications for consideration:**

- a) Any applications received prior to the meeting will be included.

ii) **Planning Appeal** -

- a) To ratify the representations submitted in respect of the appeal relating to planning application 16/1353M - Delivery of water-sports and outdoor activity centre on the North and South Lakes of the former Mere Farm Quarry, including new vehicular access, car parking and multi-use building - Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley.

iii) **Development at former Eddie Stobart Ltd. site** -

- a) To receive a report from a meeting with Cheshire East Council regarding the use of s106 contributions. (BB)
- b) To receive information relating to development at the site and associated works. (DW)

iv) **Chelford Market Site** -

- a) To receive information in response to query at the Annual Parish Meeting relating to the future use of the former Coal House. (DW)

10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

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

- a) Broken verge retaining flags along Holmes Chapel Road near to St. John's Church.
- b) Damaged 'Chelford Market' sign outside Dixon Court.
- c) Dislodged 'Chelford' sign, Holmes Chapel Road.
- d) Overhanging hedge along Knutsford Road near to station bridge.
- e) Pothole near to St. John's Church, Holmes Chapel Road.
- f) Pothole near to Post Office, Holmes Chapel Road.
- g) Footway edging along Alderley Road.
- h) Overhanging branches and vegetation on surface of footway along Knutsford Road near to telephone exchange.

ii) **To receive highway matters for attention from Members.**

11. COMMUNITY -

- i) **Chelford Primary School** - To note the actions of the Chairman in sending a letter of congratulations to the Headteacher in respect of the good results from recent inspections.
- ii) **Defibrillator Provision** - To consider the provision of defibrillator equipment within the Parish.

12. 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 quotations in respect of maintenance work. (Clerk)

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

- a) To receive an update on Chelford Activity Park facility bookings. (Clerk)
- b) To consider and approve the content of the standard information form which will be required to be completed by individuals/organisations requesting to hire Chelford Activity Park facilities. (Clerk) (Appendix C)

iii) **Grass Splay, Knutsford Road (near to Chelford Parish Hall)** -

- a) To receive an update regarding damage caused by electricity engineers. (Clerk)

iv) **Red Telephone Kiosks** -

- a) To note that the purchase of the kiosks has now been completed.
- b) To consider future use and management of the telephone kiosks.

13. NEIGHBOURHOOD PLAN -

- i) To approve the Terms of Reference of the Neighbourhood Plan Steering Group. (Appendix D)
- ii) To ratify the submission of a grant application to Groundwork UK in the sum of £3,741.00.

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- iii) To consider and approve the actions required to meet the conditions of the above grant:
 - a) To confirm that all goods and services will be procured and payments made in accordance with Parish Council procedure.
 - b) To authorise the Clerk & Responsible Financial Officer to arrange for public liability and employer liability insurance to cover the activities of the Neighbourhood Plan Steering Group.
 - c) To adopt the Chelford Parish Council Health & Safety Policy. (Appendix E)
 - d) To confirm that a written Risk Assessment will be undertaken and submitted to the Clerk for all appropriate activities of the Neighbourhood Plan Steering Group before the activities take place.
 - e) That any activities proposed by the Neighbourhood Plan Steering Group which involve working with children, young people or vulnerable adults will be approved in advance by the Parish Council and, where necessary, relevant individuals will take a DBS (Disclosure Barring Service) check before any activity takes place.
 - f) To confirm that all activities associated with the Neighbourhood Plan will be undertaken in accordance with the requirements of the Data Protection Act.
- iv) To receive and consider the Neighbourhood Plan financial statement as at 13th July 2017. (Appendix F)
- v) To receive Minutes from Neighbourhood Plan Steering Group meeting held 15th June, 2017.
- vi) 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 discussed at Item 13(iii).

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

- i) Cheshire East Area Planning Update Meeting - 25th July, 2017. (DW)

15. DATE OF NEXT MEETING - Thursday 14th September, 2017 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)

E.M.Maddock

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

Dated 9th July, 2017.

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APPENDIX A

| Financial Statement for 2017/18 as at 13 July 2017 | | | | | |
|---|--------------------------------------|-------------------------|-----------------------------|---------------------------|-------------------------|
| Actual 2016/17 £. | Details | 2017/18 Budget £. | Actual to May 2017 £. | Agenda Jul. 2017 £. | Budget Balance £. |
| | Receipts | | | | |
| 17,486.00 | Precept | 22,485.00 | 11,242.50 | | 11,242.50 |
| 0.00 | Balances | 5,000.00 | 0.00 | | 0.00 |
| 6.73 | Investment Interest | 0.00 | 0.00 | 0.49 | 0.00 |
| 0.00 | Sale of Assets | 0.00 | 0.00 | | 0.00 |
| 194.00 | Grants, Donations & Refunds | 9,000.00 | 0.00 | 3,741.00 | 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) | | 0.00 | 652.26 | 105.07 |
| 18,596.23 | Total Receipts | 36,485.00 | 11,242.50 | 4,393.75 | 16,606.57 |
| | Payments | | | | |
| 6,959.09 | Salary (Clerk) | 7,010.00 | 1,187.16 | 1,187.16 | 4,635.68 |
| 489.00 | HMRC - Overpayment of Income Tax | 0.00 | 0.00 | | 0.00 |
| 0.00 | National Insurance (Employer) | 0.00 | 0.00 | | 0.00 |
| 583.27 | Allowances (Clerk) | 650.00 | 94.29 | 101.58 | 454.13 |
| 0.00 | Chairman/Member Allowances | 0.00 | 0.00 | | 0.00 |
| 28.82 | Administration | 210.00 | 2.08 | | 207.92 |
| 100.00 | Audit Fees (Internal & External) | 350.00 | 148.00 | | 202.00 |
| 1,365.85 | Insurance | 1,600.00 | 0.00 | | 1,600.00 |
| 384.24 | Sect. 137 Donations | 700.00 | 33.53 | 85.83 | 580.64 |
| 1,380.00 | Grants | 1,530.00 | 0.00 | | 1,530.00 |
| 50.00 | Parish Council Newsletter | 100.00 | 50.00 | | 50.00 |
| 0.00 | Christmas Trees & Lighting | 300.00 | 0.00 | | 300.00 |
| 79.30 | Street Lighting (Electric & Repairs) | 240.00 | 20.95 | 23.17 | 195.88 |
| 358.80 | Website | 450.00 | 0.00 | | 450.00 |
| 675.00 | Village Planters | 615.00 | 0.00 | | 615.00 |
| 203.00 | Tennis Coaching | 0.00 | 0.00 | | 0.00 |
| 400.00 | Professional Services | 300.00 | 0.00 | | 300.00 |
| 0.00 | Advertising | 75.00 | 0.00 | | 75.00 |
| 464.85 | Subscriptions/Affiliation Fees | 515.00 | 459.85 | | 55.15 |
| 152.50 | Room Hire | 350.00 | 0.00 | | 350.00 |
| 0.00 | Training | 140.00 | 60.00 | | 80.00 |
| 1,021.85 | Chelford Activity Park - Maintenance | 4,000.00 | 249.67 | 116.67 | 3,633.66 |
| 1,059.00 | Asset Maintenance | 1,400.00 | 0.00 | | 1,400.00 |
| 657.97 | Asset Purchase | 1,200.00 | 0.00 | | 1,200.00 |
| 11.23 | Contingency | 750.00 | 0.00 | | 750.00 |
| 0.00 | Neighbourhood Plan | 14,000.00 | 0.00 | 132.16 | 13,867.84 |
| 652.26 | V.A.T. | | 80.58 | 24.49 | |
| 17,076.03 | Total Payments | 36,485.00 | 2,386.11 | 1,671.06 | 32,532.90 |
| | Cash/Bank Reconciliation | 01/04/17 | 11/05/17 | 13/07/17 | 31/03/18 |
| | Balance B/Fwd. | 31,111.50 | 31,111.50 | 39,967.89 | 42,690.58 |
| | Add Total Receipts | 36,485.00 | 11,242.50 | 4,393.75 | 16,606.57 |
| | Less Total Payments | -36,485.00 | -2,386.11 | -1,671.06 | -32,532.90 |
| | Balance C/Fwd. | 31,111.50 | 39,967.89 | 42,690.58 | 26,764.25 |
| | Cumulative Balances | Balance | Balance | Balance | Balance |
| | | 01/04/17 | 11/05/17 | 13/07/17 | 31/03/18 |
| | General Funds | 30,490.62 | 34,380.54 | 37,321.22 | 21,394.89 |
| | Earmarked Reserves | 620.88 | 5,587.35 | 5,369.36 | 5,369.36 |
| | | 31,111.50 | 39,967.89 | 42,690.58 | 26,764.25 |

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CASH/BANK RECONCILIATION AS AT - 13 July 2017

CASH

| | |
|----------------------------------|-------------------------------|
| Balance Brought Forward 01/04/17 | 31,111.50 |
| Plus Receipts | 15,636.25 |
| | <hr/> 46,747.75 |
| Less Payments | 4,057.17 |
| Balance Carried Forward 13/07/17 | <hr/> <u>42,690.58</u> |

BANK (Natwest)

| | | |
|--|-----------------|-------------------------------|
| Business Reserve Account - | 19,692.25 | 05/07/17 |
| Add income/transfer received since above statement | | |
| | <hr/> 0.00 | |
| Less unpresented cheques | | |
| | <hr/> 0.00 | |
| | | 19,692.25 13/07/17 |
| Current Account - | 24,529.39 | 05/07/17 |
| Add income received since above Statement | | |
| | <hr/> 0.00 | |
| | | 0.00 |
| Less unpresented cheques/ Transfer | | |
| | | |
| For approval | -1,671.06 | |
| Payment already issued | 140.00 | |
| | <hr/> -1,531.06 | |
| | | 22,998.33 13/07/17 |
| Total Bank Balances 13/07/17 | | <hr/> <u>42,690.58</u> |

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APPENDIX B

CORRESPONDENCE

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| Received | Cheshire Association of Local Councils (ChALC) - |
| - | ChALC Weekly Bulletin - 5, 10, 18, 25 May 2017, 1, 8, 15, 22, 29 June 2017, 6 July 2017. |
| 03/05/17 | Amended Application Form for Transparency Code Fund. |
| 11/05/17 | Allotment Management Training. |
| 12/05/17 | Invitation to Police & Crime Commissioner's Meeting - 22 nd June, 2017. [Reminder: 20/06/17] |
| 16/05/17 | Invitation to Parish Forum - 13 th June, 2017. [Reminder: 25/05/17; 08/06/17] |
| 17/05/17 | Transparency Code Funding still available. |
| 23/05/17 | Cheshire East Area Planning Update - 25 th July, 2017. [Reminder: 06/07/17] |
| 05/06/17 | Reminder: Clerks & Councillors Induction Training - 5 th July, 2017. |
| 14/06/17 | Local Council Award Scheme Introduction Session - 3 rd August, 2017. |
| 04/07/17 | Reminder: Management and Meetings Training - 17 th July, 2017. |
| | Cheshire East Council - |
| - | Traffic Management LAP Reports - 3, 11, 18, 25 May 2017, 1, 8, 15, 22, 29 June 2017, 6 July 2017. |
| - | Partnerships Newsletter - May/June 2017; Call for articles July/August 2017. |
| - | Neighbourhood Planning drop-in sessions - 06/05/17 - Suspension of drop-in sessions until 31/05/17; 20/06/17. |
| - | Neighbourhood Planning Weekly Update - 30 June 2017, 7 July 2017. |
| - | Spatial Planning Update - April, 2017; May 2017. |
| - | Active Cheshire Team East Newsletter - May 2017, June 2017. 30/05/17 - Current staff vacancies. |
| 04/05/17 | Request for Parish Council details for publication on Cheshire East Council website. |
| 10/05/17 | Reminder: The Great Get Together. |
| 10/05/17 | Supreme Court judgment re Moorfields, Willaston. |
| 12/05/17 | Information relating to NHS cyber attack. |
| 17/05/17 | Notices re: Parliamentary Election 08/06/17. |
| 18/05/17 | Notice of Proposed Neighbourhood Plan - Weston and Basford Neighbourhood Plan. |
| 19/05/17 | Cheshire East Council 'Highways Hour' Events. |
| 22/05/17 | Film location enquiry - local food shop for BBC food series. |
| 25/05/17 | Mr. B. Gregory - Cheshire Wildlife Trust services for Neighbourhood Plans. |
| 25/05/17 | Statement re: UK National Threat Level and community events. |
| 01/06/17 | Adoption of the Cheshire East Design Guide Supplementary Planning Document. |
| 14/06/17 | Best Practice in British High Streets Event - 27 th July, 2017. |
| 14/06/17 | Willaston Neighbourhood Plan submission. |
| 15/06/17 | Local Council Award Scheme Introduction Session - 3 rd August, 2017. |
| 19/06/17 | New Highways Officer for Knutsford Rural Area. |
| 21/06/17 | Inspector's Final Report on the Examination of the Cheshire East Local Plan Strategy. |
| 23/06/17 | Royal London Site (Wilmslow) Development Framework Consultation. (Consultation closes: 4 th August, 2017) |
| 05/07/17 | Buerton Neighbourhood Plan Regulation 16 Consultation. |
| | Cheshire Emergency Services - |
| 12/05/17 | Road Safety Conference - 29 th June, 2017. |
| 23/05/17 | Statement re: Manchester Attack. [Updates: 24/05/17, 25/05/17, 26/05/17] |
| 31/05/17 | Relocation of Police & Crime Commissioner Office to Stockton Heath Police Station from 2 nd June, 2017. |
| 06/06/17 | Statement re: London Attack. |
| 11/06/17 | Police attendance at Parish Council meetings. |
| | Rural Services Network - |
| - | Weekly News Digest - 2, 8, 15, 22, 30 May 2017, 5, 12, 19, 26 June 2017, 3 July 2017. |
| - | Rural Opportunities Bulletin - May 2017; June 2017; July 2017. |
| - | Hinterland Newsletter - 5, 12, 19, 26 May 2017, 2, 9, 16, 23, 30 June 2017, 7 July 2017. |
| - | Rural Vulnerability Service - Rural Transport (May 2017); Rural Broadband (May 2017); Fuel Poverty (May 2017); Rural Transport (June, 2017). |
| - | RSN Spotlight - Young People (May 2017); Rural Economy (June 2017); Rural Health (June 2017). |
| 23/05/17 | Rural Conference 2017 - "The Infrastructure of Success - New Routes to Rural Economic Growth". |

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| | Other Correspondence - |
| - | Healthwatch Cheshire East - 23/05/17 - Priorities survey. |
| - | Public Sector Executive - 2, 8, 11, 15, 18, 22, 25 May 2017, 1, 2, 5, 8, 12, 15, 19, 22, 26, 29 June 2017, 3, 6 July 2017. |
| - | HMRC - 03/05/17 - Introduction to Health & Safety in the workplace; 05/05/17 - Webinars in May; 09/05/17 - Expenses & Benefits webinars; 11/05/17 - Stay safe online; 19/05/17 - Statutory Pay & Leave for new parents; 24/05/17 - P11D information; 26/05/17 - Common expenses & benefits explained; 30/05/17 - Payroll Basics explained; 31/05/17 - Expenses & Benefits webinars; 02/06/17 - Statutory Payments advice; 06/06/17 - Avoiding PAYE reporting errors; 12/06/17 - Online support from HMRC; 16/06/17 - Payroll webinars; 20/06/17 - Statutory Sick Pay advice; 21/06/17 - Employer Bulletin 66; 23/06/17 - HMRC and Health & Safety Executive working together; 25/06/17 - PAYE support for employers; 28/06/17 - Expenses & Benefits webinars; 30/06/17 - Form P11D support; 06/07/17 - Introduction to Health & Safety in the workplace webinar; 07/07/17 - Payroll & Statutory Payments explained. |
| - | Manchester Airport - 15/05/17 - 2016 Departure Route Information; 24/05/17 - Increased flights due to Europa League Final; 05/06/17 - A538 Junction improvement works; 26/06/17 - 2016 Arrival Route Information. |
| - | CPRE - 04/05/17 - Fieldwork newsletter; 11/05/17 - Campaigns Update; 26/05/17 - Will all Parliamentary Candidates stand up for the countryside?; 01/06/17 - One week remaining until General Election; 14/06/17 - What does the election result mean for the countryside? |
| - | E-ON - 10/05/17 - Energy Talk Newsletter; 18/05/17 - Monthly Market Report; 13/06/17 - Monthly Market Report. |
| - | Unlock Democracy - 10/05/17 - 2015 Election expenses outcome; 18/05/17 - Repeal Bill; 24/05/17 - Unclear party positions re: Repeal Bill; 08/06/17 - Reminder to vote; 09/06/17 - Election result; 21/06/17 - The Queen's Speech. |
| - | Community & Voluntary Services - 05/05/17 - The Voice Newsletter; 10/05/17 - Fire Warden Training; 12/05/17 - e-Bulletin; 26/05/17 - e-Bulletin; 02/06/17 - The Voice Newsletter; 09/06/17 - e-Bulletin; 23/06/17 - e-Bulletin; 27/06/17 - Invitation to become a Member; 07/07/17 - e-Bulletin. |
| - | Information Commissioner's Office - Newsletter - May 2017; June 2017; July 2017. |
| - | Age UK - Newsletter - May 2017; June, 2017. |
| 03/05/17 | Active Cheshire - Safeguarding & Protecting Children Workshop. |
| 04/05/17 | Sandbach Town Council - Proposed closure of household waste recycling centre at Arclid. |
| 18/05/17 | Cheshire Community Action - Relaunch of Best Kept Village Competition for 2018. |
| 25/05/17 | Historic Towns & Villages Forum - Survey on future programme of organisation. |
| 02/06/17 | Sandbach Town Council - Campaign to save Arclid Household waste recycling centre. |
| 21/06/17 | Mrs. L. Gregory-Jones - Invitation to informal meeting re: potential development at Mere Hills Farm. |
| 03/07/17 | Bollington Neighbourhood Plan - Statutory Consultation under regulation 14 of the Neighbourhood Planning (General) Regulations 2012. |
| 06/07/17 | Disley and Newtown Neighbourhood Plan - Statutory Consultation under regulation 14 of the Neighbourhood Planning (General) Regulations 2012. |
| | Advertisements - |
| - | Broxap Litter Bins & Recycling Units - 04/05/17 - Selection of Bollards; 09/05/17 - Stainless Steel Litter Bins; 30/05/17 - Litter & Recycling Bins; 09/06/17 - Picnic Benches. |
| - | 03/05/17 - Primary Care Supplies - Defibrillators; 03/05/17 - Kompan - Outdoor Gym Equipment; 05/05/17 - Realise Futures Eco-Furniture - Recycled Plastic Furniture; 05/05/17 - B & C Shelter Solutions - Bus Shelter offers; 11/05/17 - Fenland Leisure & Online Playgrounds Ltd - Nowhere to Play Campaign; 12/05/17 - Greenfingers Landscape Ltd. - Grounds Maintenance SOS; 12/05/17 - Furnitubes - Street furniture; 17/05/17 - Kompan Playgrounds - Packages for £15,000 - £35,000 budgets; 22/05/17 - Primary Care Supplies - Defibrillators; 22/05/17 - Furnitubes - Street furniture; 23/05/17 - Kompan Playgrounds - Obstacle Course Packages; 23/05/17 - Plantscape UK - Street Furniture Clearance; 25/05/17 - Primary Care Supplies - Defibrillators; 25/05/17 - Greenfingers Landscape Ltd - Removal of invasive weeds; 05/06/17 - Garden Benches - Bench products available; 08/06/17 - Net Wise Training - Improving Parish Council websites; 08/06/17 - Kompan Playgrounds - Quick supply play equipment for under £6,000; 08/06/17 - Fenland Leisure Group - Summer Outdoor Fitness; 08/06/17 - Realise Futures Eco-Furniture - Recycled Plastic Furniture; 14/06/17 - Kompan Playgrounds - Hardwood ships and castles; 14/06/17 - B & C Shelter Solutions - Summer discounts on bus shelters; 14/06/17 - Cardiac Safe National Campaign - Defibrillators; 20/06/17 - Eibe Play - Play Equipment; 21/06/17 - Queensbury Shelters - Bus Shelters; 28/06/17 - Parish Council Websites - Final year of guaranteed website funding; 04/07/17 - Kompan Playgrounds - Win up to £40,000 matched funding; 07/07/17 - N Worth Contracting - Hedge & Verge cutting. |
| - | 03/05/17 - AON UK Ltd. - Insurance Services; 11/05/17 - Civic Voice - Big Conservation Conversation; 19/05/17 - AON UK Ltd - Insurance Quote Application; 24/05/17 - Sandbach Town Council - Summer Events; 25/05/17 - 2D Law - Legal services; 31/05/17 - Seafarers UK - Merchant Navy Day; 06/06/17 - So Cheshire - General Election Candidates 2017; 07/06/17 - Sandbach Town Council - Wrestling at Sandbach Town Hall 07/07/17; 22/06/17 - Carers Trust - Employment Opportunities. |

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APPENDIX C

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REQUEST TO HIRE FACILITIES AT CHELFORD ACTIVITY PARK

Details of Organisation / Individual

| | |
|-------------------------------------|--|
| Name of organisation | |
| Name of person completing this form | |
| Position within organisation | |
| Your address | |
| Your email address | |
| Your telephone number | |

Details of Hire

| | |
|--|---|
| Name of event | |
| Date & Time of start of hire | |
| Date & Time of end of hire | |
| Area(s) of Chelford Activity Park required (Please tick all that apply) | <input type="checkbox"/> Children's Play Area (to rear of Chelford Parish Hall) <input type="checkbox"/> Bike Track <input type="checkbox"/> MUGA / tennis court <input type="checkbox"/> Table Tennis Table <input type="checkbox"/> Main Playing Field area <input type="checkbox"/> Strip of Playing Field area nearest to Knutsford Road |

Details of Use

| | |
|---|----------|
| Purpose of event | |
| Activities | |
| Number of individuals attending | |
| Will vehicle access to the site be required? | Yes / No |
| If yes please give details of number of and type of vehicles. | |
| | |
| Will your activity require equipment to be brought onto the site? | Yes / No |
| If yes, please give details. | |
| | |

Declaration

1. I confirm that the above details are, to the best of my knowledge, correct and complete.
2. I confirm that I/my organisation holds appropriate insurance cover for the above activities evidence of which is supplied with this hire request form.
3. I confirm that a risk assessment of the above activities has been undertaken and a copy has been supplied with this hire request form. (See over for example format)
4. I accept responsibility for costs associated with making good any damage caused to equipment or the grassed surface at Chelford Activity Park during the period of hire.
5. I confirm that before commencement of the activity a site assessment will be undertaken to ensure that no additional hazards are present which may impact upon the safety of the participants.

Signed:

Date:

Print Name:

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Risk Assessment Example Format

| Hazards | Who might be harmed and how | Control Measures to be applied |
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CHELFORD PARISH COUNCIL

AGENDA

APPENDIX D

NEIGHBOURHOOD PLAN STEERING GROUP TERMS OF REFERENCE

PURPOSE OF THE NEIGHBOURHOOD PLAN

Neighbourhood Plans are a government initiative under the Localism Bill designed to give local people the voice in deciding future development in their area. The Neighbourhood Plan must be consistent with the wider ambitions for growth and sustainability in the Cheshire East Council strategic planning framework. The Neighbourhood plan cannot stop development and cannot be contrary to that which Cheshire East Council and government policies have in place, but can determine: the standard of development and design; locations on which to build homes, shops, offices, 'social infrastructure' such as health centres and play areas; and 'green infrastructure' such as allotments and green areas.

PURPOSE OF THE NEIGHBOURHOOD PLAN STEERING GROUP

Chelford Parish Council has established a Neighbourhood Plan Steering Group ("NPSG"). The purpose of the NPSG is to act in an advisory capacity to the Parish Council who will oversee the development of the Chelford Neighbourhood Plan. The aim of the Plan will be to preserve and enhance the local area consistent with the desired character for Chelford Parish, whilst allowing for sustainable economic and social development.

RESPONSIBILITIES OF THE NPSG

- ☐ The NPSG will act as an advisory group to Chelford Parish Council.
- ☐ Liaise and support Chelford Parish Council in the preparation of the Plan.
- ☐ Ensure the process is carried out in a democratic, transparent and fair fashion.
- ☐ Ensure the plan is truly representative of the local community and that all decisions are fully evidenced and supported through consultation.
- ☐ Make recommendations to Chelford Parish Council on resourcing the plan.
- ☐ Make recommendations to Chelford Parish Council on involving the wider community in the plan.
- ☐ Support Chelford Parish Council in taking the plan through the formal examination.
- ☐ Support Chelford Parish Council in finding consensus through the referendum process and ultimately securing community endorsement of the Neighbourhood Plan.
- ☐ Representatives will be expected to give feedback to the organisations that they may be representing.
- ☐ Decisions made by the NPSG should normally be made by consensus at the NPSG meeting.
- ☐ The NPSG shall not have power to exercise on behalf of Chelford Parish Council, any authority, nor to incur expenditure.

MEMBERSHIP AND QUORUM

- ☐ Membership of the NPSG shall comprise, Residents of the Chelford and adjoining parishes, Representatives of organisations within the Parish and Chelford Parish Councillors.
- ☐ Membership of the NPSG shall comprise no more than 12 persons.
- ☐ The steering group will elect a Chairman.
- ☐ The Steering Group shall be quorate when one third (4) of members are present.

FREQUENCY, TIMING AND PROCEDURE OF MEETINGS

- ☐ The NPSG shall aim to meet a minimum of quarterly.
- ☐ Meetings can be held in any appropriate location as authorised by Chelford Parish Council.
- ☐ Formal minutes shall be taken at all meetings, by an appointed person, and will be published on the Chelford Village website.

DECLARATIONS OF INTEREST

- ☐ All members of the NPSG must declare any personal interest that may be perceived as being relevant to the recommendations made by the NPSG. This may include membership of an organisation, ownership or interest in land or business or any other matter likely to be relevant to the work undertaken by the Steering Group.

CHELFORD PARISH COUNCIL

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APPENDIX E

CHELFORD PARISH COUNCIL

HEALTH & SAFETY POLICY

1. Introduction

- 1.1 Chelford Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2 The Council will meet its responsibilities under the Health and Safety at Work etc. Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- 1.3 The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk in fulfilling the Council's responsibilities for ensuring safe working conditions.

2. Aims of the Health & Safety Policy

- 2.1 To provide as far as is reasonably practicable:
 - 2.1.01 A safe place of work and a safe working environment.
 - 2.1.02 Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities.
 - 2.1.03 Systems of work that are safe and without risks to health.
 - 2.1.04 Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary.
 - 2.1.05 Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely.
 - 2.1.06 Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

3. Arrangements and responsibilities for carrying out the Health and Safety Policy

- 3.1 As the Council's safety officer, the Clerk will:
 - 3.1.01 Keep informed of relevant health and safety legislation.
 - 3.1.02 Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy.
 - 3.1.03 Make effective arrangements to implement the Health and Safety Policy.
 - 3.1.04 Ensure that matters of Health and Safety are regularly discussed at meetings of the Parish Council.
 - 3.1.05 Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain records of risk assessments, summarised in the minutes.
 - 3.1.06 Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the specified scope of work and will be provided with a copy of the Council's Health & Safety Policy.
 - 3.1.07 Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public.
 - 3.1.08 Maintain a central record of notified accidents.
 - 3.1.09 When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure.
 - 3.1.10 Act as the contact and liaison point for the Health and Safety Executive.

CHELFORD PARISH COUNCIL

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CHELFORD PARISH COUNCIL

HEALTH & SAFETY POLICY

- 3.2. All employees, contractors and voluntary helpers will:
 - 3.2.01 Co-operate fully with the aims and requirements of the Council's Health & Safety Policy and comply with Codes of Practice for Health and Safety.
 - 3.2.02 Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available.
 - 3.2.03 Take reasonable care for the health and safety of other people who may be affected by their activities.
 - 3.2.04 Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety.
 - 3.2.05 Not misuse any plant, equipment tools or materials.
 - 3.2.06 Report any accidents or hazardous incidents to the Clerk.

CHELFORD PARISH COUNCIL

AGENDA

APPENDIX F

| Chelford Neighbourhood Plan Financial Statement for 2017/18 as at 13 July 2017 | | | | |
|---|----------------------------------|--------------------------------------|------------------------------------|----------------------------------|
| Details | 2017/18 Budget £. | Actual to May 2017 £. | Agenda Jul. 2017 £. | Budget Balance £. |
| Receipts | | | | |
| Chelford Parish Council - Balances | 5,000.00 | 5,000.00 | | 0.00 |
| Groundwork UK (DCLG) | 9,000.00 | 0.00 | 3,741.00 | 5,259.00 |
| Grants / Donations | 0.00 | 0.00 | | 0.00 |
| Refunds / Contra Income | 0.00 | 0.00 | | 0.00 |
| Total Receipts | 14,000.00 | 5,000.00 | 3,741.00 | 5,259.00 |
| Payments | | | | |
| Groundwork UK (DCLG) (see Note 1) | | | | |
| Consultant Fees (see Note 2) | 472.50 | 0.00 | | 472.50 |
| Consultant Fees (see Note 3) | 157.50 | 0.00 | | 157.50 |
| Consultant Fees (see Note 4) | 630.00 | 0.00 | | 630.00 |
| Consultant Fees (see Note 5) | 315.00 | 0.00 | | 315.00 |
| Consultant Fees (see Note 6) | 315.00 | 0.00 | | 315.00 |
| Consultant - Travel expenses | 66.00 | 0.00 | | 66.00 |
| Room Hire | 280.00 | 0.00 | | 280.00 |
| Publicity Costs | 220.00 | 0.00 | | 220.00 |
| Printing Costs | 840.00 | 0.00 | | 840.00 |
| Envelopes (2,400) | 300.00 | 0.00 | | 300.00 |
| Purchase of OCSI Report | 45.00 | 0.00 | | 45.00 |
| Refreshments at Consultation Events | 100.00 | 0.00 | | 100.00 |
| Other | 5,000.00 | | | 4,867.84 |
| Salary (Clerk) | | 0.00 | 114.16 | |
| National Insurance (Employer) | | 0.00 | | |
| Allowances (Clerk) | | 0.00 | 18.00 | |
| Chairman/Member Allowances | | 0.00 | | |
| Administration | | 0.00 | | |
| Total Payments | 8,741.00 | 0.00 | 132.16 | 8,608.84 |

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.