

CHELFORD PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD

THURSDAY 11TH MAY, 2017 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), A. Boon, K. Chaudhuri, B. Brindley, J. Leach.
Members of Public (2).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. ELECTION OF CHAIRMAN -

The retiring Chairman invited nominations for Chairman for the 2017/18 civic year. One nomination was received in respect of Councillor D. Wilson. The Chairman reminded Members that Standing Order 2f does not permit the retiring Chairman to be re-elected to the position of Chairman without express approval to suspend due to qualifying circumstances. There were no other nominations for Chairman.

- 25/17 Resolved a) That Standing Order 2f be suspended, as permitted by Standing Order 32a, to permit the re-election of the existing Chairman.
b) That Councillor D. Wilson be elected as Chairman to Chelford Parish Council for the 2017/18 civic year.

Proposed Councillor J Leach

Seconded Councillor K. Chaudhuri

All in favour

Item 6 was brought forward to this point in the meeting following which (at 7:35p.m.) one member of the public excused himself from the meeting and left.

2. APOLOGIES FOR ABSENCE - None.

3. DECLARATIONS OF INTEREST - None.

4. ELECTION OF VICE-CHAIRMAN -

The Chairman invited nominations for Vice-Chairman for the 2017/18 civic year. One nomination was received in respect of Councillor B. Brindley.

- 26/17 Resolved a) That Standing Order 2g be suspended, as permitted by Standing Order 32a, to permit the re-election of the existing Vice-Chairman.
b) That Councillor B. Brindley be elected as Vice-Chairman to Chelford Parish Council for the 2017/18 civic year.

Proposed Councillor A. Boon

Seconded Councillor J. Leach

All in favour

5. MINUTES -

- i) The Minutes of the Parish Council Meeting held 9th March, 2017 had been previously circulated to all Members.

- 27/17 Resolved a) That the Minutes of the Parish Council Meeting held 9th March, 2017 be confirmed as a correct record and signed by the Chairman.

Proposed Councillor K. Chaudhuri

Seconded Councillor B. Brindley

All in favour

- ii) The Minutes of the Extraordinary Parish Council Meeting held 30th March, 2017 had been previously circulated to all Members.

- 28/17 Resolved a) That the Minutes of the Extraordinary Parish Council Meeting held 30th March, 2017 be confirmed as a correct record and signed by the Chairman.

Proposed Councillor K. Chaudhuri

Seconded Councillor A. Boon

All in favour

6. PUBLIC FORUM FOR QUESTIONS -

Mr. Wood (resident of Pott Shrigley) provided information relating to a proposal to develop a new market on land within the Parish of Marthall as a replacement of Chelford Market which had recently closed. Efforts are being made to secure support from local residents and businesses to progress the project which, it is also hoped, will offer additional features that will benefit the local community.

7. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) **Knutsford Rural Policing Team** - No representatives from the Policing Team were present at the meeting to report.
- ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that Cheshire East Council was currently undertaking a review of bus services within the Borough. The outcome of this review will be the subject of a public consultation in the near future. Cheshire East Council is considering making provision for the disposal of food waste within the green bin using bio-degradable bags in order to reduce the amount of waste that goes to land-fill. The Cheshire East Council Mayor Making Ceremony

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will take place on 17th May, 2017 when Borough Councillor Arthur Moran will be formally elected as Mayor. Preliminary discussions will be taking place shortly at Manchester Airport in relation to the proposed airspace review. It is anticipated that more information will be available in due course. The new A556 road is now open, however, some users have expressed concern about the adequacy of the signage. The RHS Flower Show will be taking place in the near future.

Borough Councillor G. Walton reported that the proposed pilot project to develop a rural 40mph zone in the area is now not likely to proceed at this time. The original extent of the proposed zone had been amended by the Police to cover a smaller area, however, analysis of speed within the proposed zone indicated that a large majority of vehicles using the area did not travel in excess of the proposed speed limit.

Borough Councillor G. Walton advised that he had re-reported the broken verge retaining flags along Holmes Chapel Road near to St. John's Church.

7:47p.m. - Borough Councillor G. Walton excused himself from the meeting and left.

- iii) **Dingle Bank Quarry Liaison Group - 21st March, 2017** - The Clerk reported that she had attended the meeting at which it was reported that final extractions are being undertaken within the site and restoration work continues in several areas of the quarry. Cheshire East Council continues to monitor dust and noise at the site and no issues had been identified. Extraction activities at the site should be completed by 2019 and restoration work complete by 2020 following which maintenance will continue in accordance with the Section 106 Agreement. Issues relating to footpath access around Lapwing Hall Lake are currently being pursued by Cheshire East Council.

8. COMMITTEES 2017/18 -

Members considered that no standing committees were required at this time.

9. CALENDAR OF MEETINGS 2017/18 -

- i) **Frequency of Parish Council Meetings** - Councillor J. Leach reported that it may be beneficial to review the frequency of Parish Council meetings bearing in mind that the existing frequency results in long meetings dealing with a large amount of business. Members considered that meeting on a monthly basis may allow the meeting length to be reduced and allow more time to deal with complex issues.

29/17 Resolved a) That, commencing in September, 2017, the Parish Council meets on a monthly basis.
Proposed Councillor B. Brindley Seconded Councillor A. Boon All in favour

- ii) **Dates of future meetings** - Members considered the following dates for future meetings:
13th July, 2017, 14th September, 2017, 12th October, 2017, 9th November, 2017,
14th December, 2017, 11th January, 2018, 8th February, 2018, 8th March, 2018, 12th April, 2018,
10th May, 2018. Annual Parish Meeting - 15th May, 2018.

30/17 Resolved a) That the above dates of future Parish Council meetings be approved.
b) That the Clerk arrange for Chelford Parish Hall to be booked as the venue for the above meetings.
Proposed Councillor B. Brindley Seconded Councillor A. Boon All in favour

10. FINANCE -

- i) **Financial Statement 2017/18 as at 11th May, 2017** - (Appendix A)
Members considered the financial statement 2017/18 which was unanimously accepted.
- ii) **To authorise the following payments** - the Chairman outlined the basis of the following payments:
- | | | | |
|----------------------|--|-----------|---|
| a) Direct Debit | E-ON | £22.00 | Electricity charges: 01/01/17 - 31/03/17. |
| b) Cheque No. 001144 | E. M. Maddock | £1,208.33 | Salary 01/04/17 - 31/05/17 & Expenses. |
| c) Cheque No. 001145 | H.M. Revenue & Customs | £75.20 | Employee Income Tax. |
| d) Cheque No. 001146 | Cheshire Association of Local Councils | £60.00 | Training Fee (13/03/17). |
| e) Cheque No. 001147 | Cheshire Association of Local Councils | £353.85 | Affiliation Fee 2017/18. |
| f) Cheque No. 001148 | Cheshire Community Action | £50.00 | Subscription Fee 2017/18. |
| g) Cheque No. 001149 | Cheshire County Playing Fields Association | £20.00 | Subscription Fee 2017/18. |
| h) Cheque No. 001150 | CPRE | £36.00 | Subscription Fee 2017/18. |
| i) Cheque No. 001151 | Playsafety Limited | £159.60 | Annual RoSPA Inspection. |
| j) Cheque No. 001152 | Mr. T. Icke | £33.53 | Station Volunteer Expenses. |
| k) Cheque No. 001153 | Greenfingers Landscape Ltd. | £140.00 | Ground Maintenance Fee. |

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- l) Cheque No. 001154 JDH Business Services £177.60 Internal Audit 2016/17.
Ltd.
m) Cheque No. 001155 Cheshire East Council £50.00 Newsletter printing.

iii) **Receipts** - the Clerk reported that the following receipts had been received since 1st January, 2017:

- a) NatWest Bank plc. - Bank Interest (Business Reserve Account) £0.17* January, 2017.
b) NatWest Bank plc. - Bank Interest (Business Reserve Account) £0.15* February, 2017.
c) NatWest Bank plc. - Bank Interest (Business Reserve Account) £0.17* March, 2017.
d) Cheshire East Borough Council £11,242.50 Precept 2017/18 (50%)
*Received 2016/17, shown in balance brought forward 01/04/17.

iv) **VAT Reclaim 2016/17** - It was noted that a VAT reclaim had been submitted to HMRC in the sum of £652.26.

31/17

Resolved a) That the Statement of Account, as at 11th May, 2017 be received and the Clerk's observations duly noted.

b) That the schedule of 13 payments be approved and duly authorised.

c) That the report on receipts since 1st January, 2017 be received and duly noted.

d) That the actions of the Clerk in submitting a VAT reclaim to HMRC be confirmed.

Proposed Councillor D. Wilson

Seconded Councillor B. Brindley

All in favour

v) **Internal Audit** - The Clerk reported that the Annual Return for submission to the External Auditor did not identify any items of non-compliance, however, the following observations had been made by the Internal Auditor:

1. The Council should review the level of reserves and consider whether there are community projects or schemes for which the council wishes to earmark reserves. General reserves should then remain at or below 100% net operating expenditure.

RESPONSE: Parish Council balances will be reviewed following decisions regarding financial support for the production of a Neighbourhood Plan and identification of other appropriate community projects. The increase in general funds follows the termination of a community project during 2016/17 (with subsequent un-earmarking of those funds) and consideration is currently being given to alternative suitable projects.

2. Council should review the allocation of staff allowances and expenses.

RESPONSE: The re-stated figure for 2015/16 and the approach adopted 2016/17 was in response to feedback from External Auditor who would not accept, following representations during the 2015/16 External Audit, that the allowances should be included within the staff costs. Allowances will be re-allocated to staff costs for 2017/18 audit.

3. Fixed assets should be reviewed retrospectively to record the accurate value for 2015/16.

RESPONSE: It is considered that retrospectively amending the 2015/16 assets figure does not offer transparency to residents as this simply transfers the anomaly to a previous financial year. The present position is explained in the variances notes and the assets register clearly identifies which assets have been added to the assets register retrospectively.

32/17

Resolved a) To receive the Internal Audit Report within the Annual Return 2016/17.

b) That the above responses be recorded in respect of the observations made by the Internal Auditor.

Proposed Councillor K. Chaudhuri

Seconded Councillor J. Leach

All in favour

vi) **Final Accounts and External Audit Arrangements 2016/17** -

- a) To consider and approve the signing of the Annual Governance Statement 2016/17 (Section 1 of the Annual Return) for submission to the External Auditors - Members considered the Annual Governance Statement 2016/17 and unanimously agreed that 'yes' be recorded by items 1-8 and 'n/a' be recorded in respect of item 9 (Trust Funds).

33/17

Resolved a) That the Annual Governance Statement (section 1 of the Annual Return) record a 'yes' in respect of items 1 - 8 and a 'n/a' in respect of item 9.

b) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 1 (Annual Governance Statement) of the Annual Return 2016/17.

Proposed Councillor K. Chaudhuri

Seconded Councillor D. Wilson

All in favour

b) To approve and adopt the 2016/17 Final Accounts and Supporting Notes - The Chairman presented the Final Accounts 2016/17 and Supporting Notes to the Council. Councillor D. Wilson

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asked why there had been an overpayment to HMRC. The Clerk advised that this was due to a change in tax code at the end of the 2016/17 financial year and the overpayment would be refunded to the Parish Council in due course.

- 34/17 Resolved a) That the Final Accounts and Supporting Notes for the financial year ended 31st March, 2017 be duly approved and adopted. (Appendix B)**

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

- c) To approve the signing of the Accounting Statements 2016/17 (Section 2 of the Annual Return) for submission to the External Auditors -** The Chairman presented the Accounting Statements 2016/17 to the Council noting that these figures represented those outlined in the Final Accounts.

- 35/17 Resolved a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 2 of the Annual Return 2016/17.**

Proposed Councillor B. Brindley

Seconded Councillor D. Wilson

All in favour

- vii) Funding request - To consider a request for funding from 1st Chelford Scout Group in the sum of £98.28 for cooking equipment -** Councillor D. Wilson reported that he had recently attended the opening of the new kitchen at the Scout Hut which had been funded through grant awards. The funding request relates to the provision of baking equipment which had not been included within previous grant applications. Members considered the grant request in relation to the 2017/18 budget.

- 36/17 Resolved a) That a grant of up to £98.28 be awarded to 1st Chelford Scout Group for the provision of baking equipment.**

Proposed Councillor J. Leach

Seconded Councillor A. Boon

All in favour

11. PARISH COUNCILLOR RESIGNATION -

- i) **Resignation from the position of Parish Councillor from Councillor E. Michell -** Members noted, with regret, the decision of Councillor E. Michell to resign from the Parish Council for personal reasons.
- ii) **Process for filling of the vacancy -** The Clerk reported that notification had been received from Cheshire East Council that no election was required in respect of the vacancy declared in March, 2017. The co-option process had not yet commenced due to notification of the second vacancy in order that two residents can be co-opted to the Parish Council at the same time.

- 37/17 Resolved a) That the resignation of Councillor E. Michell be received.**
b) That authorisation be given for the Clerk to advertise that a second vacancy has occurred in accordance with Cheshire East Council requirements.
c) That, should a by-election not be required, authorisation be given for the Clerk to advertise that the two vacancies will be filled by co-option and that interested individuals should submit an expression of interest form to the Clerk.

Proposed Councillor A. Boon

Seconded Councillor B. Brindley

All in favour

12. 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) **Mr. S. Stafford (Barratt Developments plc.) - Notification of Site Allocations Development Plan Document site submission -** Members noted the information.
 - b) **Cheshire East Council - Notification that the nomination to register the Chelford Bowling Club/Green as an asset of community value has been successful -** Members noted the information.
 - c) **Cheshire East Council - Notification that the owners of Chelford Bowling Club/Green have requested a review of the Council's decision to add the Chelford Bowling Club/Green to the Register of Assets of Community Value -** Councillor D. Wilson reported that he had recently been approached regarding this matter and the potential that, should the challenge to the notice to quit be unsuccessful, the Bowling Club would be seeking alternative facilities which may include consideration of developing a facility at the Chelford Activity Park.
 - d) **Mrs. L. Gregory-Jones - Potential Development of Mere Hills Farm and Chelford Village -** The Clerk presented a statement to Members that had been forwarded by Mrs. L. Gregory-Jones prior to the meeting. Members noted the content of the statement and the document received.
 - e) **Cheshire East Council - Cheshire East Local Plan Minerals and Waste Development Plan Document consultation -** No response to this consultation was considered necessary at this time.
- ii) **To receive and note other correspondence received since the date of the last ordinary meeting:**

(Appendix C)

- Decision a) That other items of correspondence be received and noted.**

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13. PLANNING & LICENSING MATTERS -

i) Applications for consideration -

- a) **17/1814M** - Demolition of existing garage and construction of new ancillary 1½ storey detached building - Astle Hall, Holmes Chapel Road, Chelford. SK11 9AQ

Decision a) No comment.

- b) **17/1841M** - Entry statement sign and relocation of plots 1-7 and plots 42-44 and substitution of house types on plot 1 - Land at former Stobart Haulage Depot, Knutsford Road, Chelford.

Decision a) No comment.

- c) **17/1873M** - Removal of condition 5 (agricultural workers tie) on permission 08/2272P - Chapel Wood Farm, Congleton Lane, Chelford. SK11 9AG

Decision a) No comment.

- d) **17/1887M** - Removal of chimney, re-roof and repoint - The Gate House, Chelford Road, Chelford. SK11 9AH

Decision a) No objections.

- e) **17/2208M** - Full application for the demolition and replacement of a single dwelling - Pepper Trees, Common Farm Lane, Snelson. SK11 9BQ

Decision a) No comment.

ii) Planning Appeal for consideration -

- a) **16/5594M** - Removal of condition 4 on 16/3981M (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

Decision a) No comment.

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** - Councillor D. Wilson reported that the proposed meeting had been cancelled and was to be rescheduled for a future date.
- b) **Naming of roads within the development** - The Clerk reported that representations were made to Jones Homes regarding the proposed road names together with alternative suggestions. The following response had been received from Jones Homes (North West) Ltd.:

“...we did consider the names suggested by the Parish Council in January 2016 but felt our suggestions were more appealing for our development.

Upon receipt of the email Cheshire East Council sent you on 9th March, 2017 which I was copied in to I replied to Cheshire East Council to say that as far as we are concerned by virtue of the letter received from Cheshire East Council by email on Wednesday 1st February 2017 the suggested road names we submitted by letter on 24th January 2014 comply with the Council’s Street Naming and Numbering Policy and therefore see no reason why the Council can’t now formally approve them without having to go back again to the Parish Council.

Cheshire East Council replied the following day advising they had now formally approved our suggested road names which for information are: Highland Drive, Chillingham Close, Galloway Road, Jersey Close and Dexter Place.”

Decision a) To receive and note the response from Jones Homes (North West) Ltd.

- c) **Update regarding development at the site** - Councillor D. Wilson reported that site clearance appears to be nearing completion and building work should commence in the near future. There had been complaints recently regarding perceived damage caused to properties by vibrations from the site. This matter had been referred to Jones Homes (North West) Ltd. and independent assessments of the properties concerned were being undertaken.

- iv) **Chelford Market Site** - Councillor D. Wilson reported that Wright Marshall had now left the site and that it was understood that negotiations were ongoing with potential purchasers of the site. Efforts have been made to secure the site by boarding up the office windows and the gates will be welded closed.

v) Cheshire East Local Plan Strategy -

- a) **Site Allocations & Development Policies Document (SADPD): Issues Paper.**
Councillor D. Wilson reported that he had submitted comments to the above consultation. (Appendix D)

38/17 Resolved a) **That the representations, as prepared and submitted by Councillor D. Wilson, to the Site Allocations & Development Policies Document Issues Paper consultation be ratified.**

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

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- vi) **Planning Application 17/0824M** - Erection of 5 sponsorship signs on the roundabout. One facing each entry point onto the roundabout - Chelford Roundabout, Chelford.
- a) The Clerk reported that this application was to be considered by the Cheshire East Council Northern Planning Committee. Members were asked to consider whether, upon notification of the meeting date, the Parish Council will speak at the meeting. Members noted that a written objection had previously been submitted in respect of this application.

Decision a) That the Parish Council will not speak at the Northern Planning Committee in respect of planning application 17/0824M.

14. HIGHWAY MAINTENANCE & ENHANCEMENTS -

i) Outstanding highway matters from/since previous meeting:

Issue:	Latest Update:
a) Broken verge retaining flags along Holmes Chapel Road near to St. John's Church.	No action planned at this time.
b) Damaged 'Chelford Market' sign outside Dixon Court	Your concerns have been noted and assessed as non urgent. An Officer will follow up and, if appropriate, consider for any appropriate action in due course.
c) Dislodged 'Chelford' sign, Holmes Chapel Road.	Arrangements are being made for the sign to be re-sited and cleaned.
d) Pothole near to St. John's Church, Holmes Chapel Road.	03/04/17 - Work completed.
e) Noisy manhole cover on Knutsford Road, near to Dixon Court.	06/04/17 - Work completed.
f) Pothole on Broomfield Close.	11/05/17 - Work completed.
g) Branch overhanging footway along Knutsford Road, near to roundabout.	No update available.
h) Overhanging hedge along Knutsford Road near to station bridge.	Awaiting response.

ii) To receive highway matters for attention from Members -

- a) Pothole near to St. John's Church. (BB)

15. COMMUNITY -

- i) **Newsletter** - Councillor D. Wilson reported that the May, 2017 newsletter had been delivered to all properties within the Parish.
- ii) **Schools National Funding Formula - Stage 2 Consultation** - Councillor D. Wilson reported that he had prepared and submitted a response to the consultation. (Appendix E)

39/17

Resolved a) That the representations, as prepared and submitted by Councillor D. Wilson, to the Schools National Funding Formula - Stage 2 consultation be ratified.

Proposed Councillor B. Brindley

Seconded Councillor J. Leach

All in favour

- iii) **Mere Court Recreation Area** - Councillor D. Wilson reported that a tree had fallen during storms and was now resting in the pond. The trunk had broken the recently refurbished fencing. Cheshire East Council were aware of the fallen tree, however, had not yet taken action to remove the tree or replace the fencing. Councillor A. Boon reported that a further tree had fallen onto the grassed area of the site and that a resident was interested in removing the tree.

Decision a) That Councillor A. Boon direct the resident, who was interested in removing the fallen tree on the grassed area, to Cheshire East Council to seek permission for the proposed activity.

- iv) **Bluedot Festival 2017** - The Clerk reported that further to the invitation to Members and residents of Chelford to attend the Lower Withington Annual Parish Meeting information had been made available that there is likely to be a road closure in operation between Chelford Roundabout and Holmes Chapel during the Bluedot Festival. Further information will be available in due course.

Decision a) That information relating to traffic management for the Bluedot Festival be requested from the organisers and displayed on the Chelford Village website.

- v) **Parish Plan Team** - Councillor D. Wilson reported that proposals to use residual funds for the creation of a football pitch at Chelford Activity Park were not currently being pursued. Consideration is being given to the potential use of the funds to assist in the relocation of the bowling green should this be required.

vi) Friends of Chelford Station -

- a) **Planter Project Grant** - Members noted that the Parish Council banking details have been provided to the Community Rail Officer and that the grant request is currently being processed.

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- b) **Banking Arrangements** - Members noted that details of banking arrangements for Friends of Chelford Station have not yet been made available to allow transfer of funds.

16. ASSETS -

i) Chelford Activity Park - Maintenance & Management -

- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that he had inspected the Chelford Activity Park on a weekly basis. It was noted that table tennis bats and balls had been damaged, therefore, replacements had been provided.
- b) **Tree Survey** - The Tree Survey report had been previously circulated to Members. The report did not identify any immediate issues with the trees on the site, however, a summer inspection was planned by the contractor which may offer further information on the condition of the trees.

Decision a) That the Tree Survey Report be received and the content noted.

- b) That no action be taken at this time, however, this position be reviewed following receipt of the summer inspection report.

- c) **Annual RoSPA Inspection Report** - The Annual RoSPA report had been previously circulated to Members. The report identified a number of minor issues requiring attention including: bolt caps to the basketball hoop securing bolts; weeds and moss on safety surfaces within the play area; algae on the swing seats and deterioration of the paintwork on the swings.

Decision a) That the Annual RoSPA Inspection Report be received and the content noted.

- b) That the Clerk arrange estimates to be invited to address the issues contained in the RoSPA report.

- d) **Request for feedback relating to grass cutting work 2016/17** - The Clerk reported that feedback on the work undertaken had been requested from the 2016/17 grass cutting contractor.

Decision a) That the contractor be advised that there were no issues of concern and that the 2016/17 grass cutting had been undertaken to a satisfactory standard.

ii) Chelford Activity Park - Usage & Hiring -

- a) **Update on Facility Bookings** - The Clerk reported that three weekend caravan events had taken place since the last meeting. No issues relating to these events had been reported.

- iii) **Grass Splay, Knutsford Road (near to Chelford Parish Hall)** - The Clerk reported that the damage to the grassed surface caused by vehicles was currently being investigated by the electricity contractor.

- iv) **Red Telephone Kiosks** - The Clerk reported that BT had now agreed to the removal of the contract clause relating to future disposal restrictions.

40/17 **Resolved** a) That authorisation be given for the Chairman and Vice-Chairman to sign the amended Agreement for the sale and purchase of telephone kiosks to a local authority.

Proposed Councillor A. Boon

Seconded Councillor K. Chaudhuri

All in favour

17. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Plan Initial Meetings** - Councillor D. Wilson reported that two meetings had now been held. The group consisted of representatives from a range of backgrounds who all offered skills and knowledge which would be beneficial to the delivery of the Neighbourhood Plan.

Decision a) To receive the notes from the initial meetings of the Neighbourhood Plan Steering Group. (Appendix F)

- ii) **Neighbourhood Plan Project Delivery** - The Clerk reported that consideration needed to be given to how the project was to be delivered. The Parish Council is able to appoint two types of committee each of which has differing powers and purposes. The Clerk outlined the differences between the two options noting that the use of an advisory committee may give greater scope to the Steering Group to progress the project subject to formal approval of activities by the Parish Council.

Decision a) That the Parish Council appoint a Neighbourhood Plan Steering Group which will act as an advisory committee to the Parish Council.

- iii) **Terms of Reference relating to the Neighbourhood Plan** - Councillor D. Wilson reported that draft Terms of Reference had been circulated to the Neighbourhood Plan Steering Group and were currently being considered by the Clerk.

Decision a) To defer approval of the Terms of Reference to the next meeting of the Parish Council.

- iv) **Budgetary Provision for the Neighbourhood Plan** - Councillor D. Wilson reported that a funding application is being prepared to fund the Neighbourhood Plan project, however, some costs cannot be met through this grant. The Parish Council were asked to consider providing additional funding to supplement the grant funding.

41/17 **Resolved** a) That the financial management of the Neighbourhood Plan will be undertaken by the

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Parish Council and administered by the Clerk & Responsible Financial Officer.

b) That the Parish Council earmark £5,000 towards the cost of the Neighbourhood Plan.

c) That the costs associated with the Neighbourhood Plan be reviewed in six months.

Proposed Councillor D. Wilson Seconded Councillor B. Brindley All in favour

v) **Draft Neighbourhood Plan Project Plan** - Councillor D. Wilson reported that a draft project plan had been prepared and previously circulated to Members.

42/17 Resolved a) That the draft Project Plan be received and approved.

Proposed Councillor A. Boon Seconded Councillor B. Brindley All in favour

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

i) Parish Council Bench Maintenance.

19. DATE OF NEXT MEETING -

i) Annual Parish Meeting - Tuesday, 16th May, 2017 at 7:30p.m. at Chelford Parish Hall.

ii) Parish Council Meeting - Thursday, 13th July, 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 20.

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

The meeting was declared closed by the Chairman at 9:57p.m.

Signed: ... 

Approval Date - 13th July, 2017

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APPENDIX A

Financial Statement for 2017/18 as at 11 May 2017

Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to Apr. 2017 £.	Agenda May 2017 £.	Budget Balance £.
Receipts					
17,486.00	Precept	22,485.00	0.00	11,242.50	11,242.50
0.00	Balances	0.00	0.00		0.00
6.73	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
194.00	Grants, Donations & Refunds	0.00	0.00		0.00
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		80.58
18,596.23	Total Receipts	22,485.00	0.00	11,242.50	11,323.08
Payments					
6,959.09	Salary (Clerk)	7,010.00	0.00	1,187.16	5,822.84
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	0.00	94.29	555.71
0.00	Chairman/Member Allowances	0.00	0.00		0.00
28.82	Administration	210.00	0.00	2.08	207.92
100.00	Audit Fees (Internal & External)	350.00	0.00	148.00	202.00
1,365.85	Insurance	1,600.00	0.00		1,600.00
384.24	Sect. 137 Donations	700.00	0.00	33.53	666.47
1,380.00	Grants	1,530.00	0.00		1,530.00
50.00	Parish Council Newsletter	100.00	0.00	50.00	50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
79.30	Street Lighting (Electric & Repairs)	240.00	0.00	20.95	219.05
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	0.00	459.85	55.15
152.50	Room Hire	350.00	0.00		350.00
0.00	Training	140.00	0.00	60.00	80.00
1,021.85	Chelford Activity Park - Maintenance	4,000.00	0.00	249.67	3,750.33
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
652.26	V.A.T.		0.00	80.58	
17,076.03	Total Payments	22,485.00	0.00	2,386.11	20,179.47
Cash/Bank Reconciliation					
		01/04/17	01/04/17	11/05/17	31/03/18
	Balance B/Fwd.	31,111.50	31,111.50	31,111.50	39,967.89
	Add Total Receipts	22,485.00	0.00	11,242.50	11,323.08
	Less Total Payments	-22,485.00	0.00	-2,386.11	-20,179.47
	Balance C/Fwd.	31,111.50	31,111.50	39,967.89	31,111.50
Cumulative Balances					
		Balance	Balance	Balance	Balance
		01/04/17	01/04/17	11/05/17	31/03/18
	General Funds	30,490.62	30,490.62	34,380.54	25,524.15
	Earmarked Reserves	620.88	620.88	5,587.35	5,587.35
		31,111.50	31,111.50	39,967.89	31,111.50

CHELFORD PARISH COUNCIL

CASH/BANK RECONCILIATION AS AT - 11 May 2017

CASH

Balance Brought Forward 01/04/17	31,111.50
Plus Receipts	11,242.50
	<hr/> 42,354.00
Less Payments	-2,386.11
Balance Carried Forward 11/05/17	<hr/> 39,967.89 <hr/>

BANK (Natwest)

Business Reserve Account -	19,691.76	05/04/17
Add income/transfer received since above statement		
	<hr/> 0.00	
Less unrepresented cheques		
	<hr/> 0.00	
	19,691.76	11/05/17
Current Account -	12,801.74	05/04/17
Add income received since above Statement		
	<hr/> 11,242.50	
	11,242.50	
Less unrepresented cheques/ Transfer		
Approved	-1,382.00	
For approval	-2,386.11	
	<hr/> -3,768.11	
	20,276.13	11/05/17
Total Bank Balances 11/05/17	<hr/> 39,967.89 <hr/>	

CHELFORD PARISH COUNCIL

APPENDIX B

Summary Receipts & Payments Account for the year ended 31st March, 2017

2015/16		<u>Receipts</u>	2016/17
£.			£.
13,500.00	Precept		17,486.00
9.88	Investment Interest		6.73
0.00	Sale of assets		0.00
0.00	Hire of Chelford Activity Park		60.00
3,862.00	Grants, Donations & Refunds		194.00
60.00	Operation Shield (c)		0.00
681.96	V.A.T. Refund (2015/16)		849.50
<u>18,113.84</u>	Total Receipts		<u>18,596.23</u>
		<u>Payments</u>	
4,615.46	Salary (Clerk)		6,959.09
0.00	HMRC - Overpayment of Income Tax		489.00
0.00	National Insurance (Employer)		0.00
911.67	Allowances (Clerk)		583.27
139.50	Member Allowances		0.00
38.69	Administration		28.82
100.00	Audit Fees (internal & external)		100.00
1,328.89	Insurance		1,365.85
280.64	Donations - Sect. 137		384.24
1,480.00	Grants		1,380.00
50.00	Parish Council Newsletter		50.00
0.00	Christmas Trees & Lighting		0.00
117.08	Street Lighting (Electric & Repairs)		79.30
358.80	Website		358.80
563.50	Village Planters		675.00
1,266.25	Village Field Maintenance		668.85
200.00	Hedge Cutting		220.00
130.00	Playground & Playing Field Inspections		133.00
297.00	Tennis Coaching		203.00
150.00	SIDS		0.00
0.00	Professional Services		400.00
0.00	Advertising		0.00
35.00	Data Protection Registration		35.00
379.52	Subscriptions / Affiliation Fees		429.85
97.50	Room Hire		152.50
25.00	Training		0.00
1,373.00	Assets Purchase & Maintenance		1,716.97
60.00	Operation Shield (c)		0.00
0.00	Contingency		11.23
849.50	V.A.T.		652.26
<u>14,847.00</u>	Total Payments		<u>17,076.03</u>

CHELFORD PARISH COUNCIL

26,324.46	Balance B/Fwd. 01/04/16	29,591.30
18,113.84	Add Total Receipts	18,596.23
-14,847.00	Less Total Payments	-17,076.03
<u>29,591.30</u>	Balance C/Fwd. 31/03/17	<u>31,111.50</u>

Analysis of Cumulative Funds

19,685.03	NatWest Business Reserve Account	19,691.76
9,906.27	NatWest Bank Current Account	11,419.74
<u>29,591.30</u>	Total	<u>31,111.50</u>

Above Funds held for the following purposes:-

9,916.15	General Funds	30,490.62
19,675.15	Earmarked Reserves - Pathway Project	0.00
0.00	Earmarked Reserves - Mere Court	501.52
0.00	Earmarked Reserves - Railway Station	119.36
0.00	Capital Reserves	0.00
<u>29,591.30</u>		<u>31,111.50</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2017 and reflects its receipts and payments during the year.

CHELFORD PARISH COUNCIL

SUPPORTING NOTES - 2016/17

Assets

During the year the following assets were purchased at the cost shown:-

Benches (2)	£654.48
Telephone Kiosks (2)	£2.00

During the year the following assets were disposed of for the amount shown:-

None

At the 31st March, 2017 the following assets were held:-

Full list of assets & values, following comprehensive review
& identification, in Assets Register

Total value:	<u>£82,478.57</u>
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Leases

At the year end the following leases were in operation:- None

Borrowings

As at close of business on 31st March, 2017 the following loans to the Council were outstanding:- None

Debts

At the year end the following debts were outstanding and due to the Council.

VAT reclaim	£652.26
Employee Income Tax Refund	<u>£489.00</u>
	<u>£1,141.26</u>

Capital Reserves

None

Earmarked Reserves

Mere Court Improvements	£501.52
Station maintenance	<u>£119.36</u>
	<u>£620.88</u>

Tenancies

During the year the following tenancies were held:- None

Section 137 Payments

The limit for spending under Sect. 137 of the Local Government Act 1972 for the Council in the year of account was £7,842.94 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
Chelford Primary School PTA	Donation	£184.24
RBL Poppy Appeal	Donation	£50.00
East Cheshire Hospice	Donation	£50.00
North West Air Ambulance	Donation	<u>£100.00</u>
		<u>£384.24</u>

Agency Work

During the year the Council undertook the following agency work on behalf of other local authorities:- None

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year:-
None

Contingent Liabilities

None

Pensions

For the year of account the Council made no contribution to staff pensions.

CHELFORD PARISH COUNCIL

APPENDIX C

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 8, 16, 23, 30 March 2017. 6, 13, 20, 27 April 2017. 5 May 2017.
28/03/17	Electronic Payment Arrangements for Affiliation Fees.
30/03/17	Equality & Diversity Training. [Reminder: 24/04/17]
04/04/17	Powers, Duties & Precept Training.
02/05/17	Transparency Code Fund re-opens.
03/05/17	Amended Application Form for Transparency Code Fund.
	Cheshire East Council -
-	Traffic Management LAP Reports - 9, 16, 23, 30 March 2017. 6, 13, 20, 27 April 2017.
-	Neighbourhood Planning drop-in sessions - 5, 12, 28 April, 2017.
-	Winter Service Decisions - 6-31 March 2017, 1-26 April, 2017.
-	Active Cheshire Team East Newsletter - March 2017, April 2017.
31/03/17	Cheshire East Substance Misuse Service - Connecting Communities Event.
10/04/17	The Village of the Year 2017.
13/04/17	The Great Get Together.
18/04/17	Locations required for Peaky Blinders filming.
19/04/17	Funding for The Great Get Together Events.
24/04/17	Minerals & Waste Development Plan Document – Issues Paper Consultation. (Consultation ends 5 th June, 2017)
25/04/17	Stapeley and District Neighbourhood Plan submission. (Consultation closes: 06/06/17)
27/04/17	The Great Get Together Poster.
	Cheshire Emergency Services -
-	Knutsford Rural Policing Team: Police Report - March 2017.
23/03/17	Police & Crime Commissioner Message following Westminster Attacks.
23/03/17	Chief Constable Message following Westminster Attacks.
24/03/17	Chief Constable Update Message following Westminster Attacks.
29/03/17	PCSO Lindsey Whitehead - Notification of new officers for Knutsford Rural Area.
05/04/17	Cheshire Constabulary - Temporary Assistant Chief Constable S. Boycott moving to new role with West Midlands Police.
24/04/17	Review of 2016/17 Financial Year.
	Rural Services Network -
-	Weekly News Digest - 6, 13, 20, 27 March 2017, 3, 10, 18, 24 April 2017. 2 May 2017.
-	Rural Opportunities Bulletin - 5 April 2017.
-	Hinterland Newsletter - 10, 17, 24, 31 March 2017, 7, 13, 21, 28 April 2017.
-	Rural Vulnerability Service - Rural Poverty (March 2017); Rural Economy (March 2017); Rural Transport (March 2017); Rural Broadband (April 2017); Fuel Poverty (April 2017).
-	RSN Spotlight - Rural Health (March 2017); Rural Housing (April 2017).
11/04/17	RSN Seminar - "How rural is a spectrum of places (from coast to countryside) rather than binary (urban versus rural)".
	Other Correspondence -
-	Healthwatch Cheshire East - 27/03/17 - e-Bulletin.
-	Public Sector Executive - Newsletter 6, 9, 13, 16, 20, 23, 27, 30 March 2017, 3, 5, 6, 10, 20, 24, 27 April 2017. 23/03/17 - Health+Care 2017 Event programme; 30/03/17 - Crown Commercial Service Procurement.
-	HMRC - 08/03/17 - Webinar with Health & Safety Executive; 10/03/17 - Payrolling benefits in kind; 15/03/17 - Help with year end tasks; 17/03/17 - Help to start new payroll year; 21/03/17 - Revision to Scottish Income Tax rates; 24/03/17 - Online support services; 27/03/17 - Online help from HMRC; 29/03/17 - Final End of Year Support sessions; 31/03/17 - Payroll: what you need to know; 03/04/17 - Online help to start new tax year; 07/04/17 - Payroll topics new for 2017/18; 10/04/17 - Health & Safety in the Workplace; 11/04/17 - Real time tax code changes; 12/04/17 - Information for Employers; 13/04/17 - Webinar support; 19/04/17 - Getting started as an employer; 20/04/17 - Statutory Sick Pay webinar; 21/04/17 - Payroll help available; 21/04/17 - Changes to apprenticeship funding; 28/04/17 - Expenses & Benefits webinar.
-	Manchester Airport - 07/03/17 - Oldham Coliseum Tickets; 12/04/17 - Community Newsletter.
-	CPRE - 09/03/17 - Campaigns Update; 11/04/17 - Campaigns Update; 05/04/17 - Countryside Voice; 06/04/17 - Cheshire Viewpoint.

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-	E-ON - 14/03/17 - Monthly Market Report; 20/04/17 - Combined Heat & Power webinar; 25/04/17 - Monthly Market Report.
-	Unlock Democracy - 11/03/17 - Proportional Representation Campaign; 16/03/17 - Election Expenses Investigation; 23/03/17 - Manchester Issues Focus Group; 29/03/17 - Campaign for democratic Brexit.
-	Community & Voluntary Services - 17/03/17 - e-Bulletin; 31/03/17 - e-Bulletin; 14/04/17 - e-Bulletin; 20/04/17 - Training News; 28/04/17 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - April 2017, May 2017.
-	Age UK - Newsletter - March 2017, April 2017.
-	Historic Towns & Villages Forum - 17/03/17 - Spring Newsletter; 19/04/17 - Annual Conference 2017.
13/03/17	Mr. M. Grundy - Comments re: Parish Council Precept 2017/18.
27/03/17	Helena Unwin-Golding - Parish Councillor Survey.
19/04/17	So Cheshire - General Election Special.
29/04/17	Somerford Parish Council - Neighbourhood Plan Regulation 14 consultation. (Consultation closes: 13/06/17)
29/04/17	Hulme Walfield & Somerford Booths Parish Council - Neighbourhood Plan Pre-Submission version consultation. (Consultation closes: 19/06/17)
	Advertisements -
-	Broxap Litter Bins & Recycling Units - 07/03/17 - Tree Grilles & Guards; 15/03/17 - Planters; 05/04/17 - Dog waste bins.
-	08/03/17 - Kompan Playgrounds - 'Simply Play' range; 09/03/17 - Realise Futures Eco-Furniture - Plastic furniture; 13/03/17 - Parish Notice Board Company - Notice Boards; 14/03/14 - Civic Voice - Survey re Housing White Paper; 17/03/17 - Queensbury Shelters - Bus Shelters; 23/03/17 - Kompan Playgrounds - Playground Package Offers; 23/03/17 - Messagemaker - Traffic signs; 23/03/17 - JACS (UK) Ltd. - Village Gateways; 25/03/17 - Glasdon - Street Furniture; 29/03/17 - Plantscape UK - Planters; 30/03/17 - Greenfingers - Fly Tipping Clearance Services; 30/03/17 - Sovereign Play - 3D Design & Quotation services; 30/03/17 - Branching Out Tree Services - Various tree related services available; 04/04/17 - Primary Care Supplies UK - Defibrillators; 05/04/17 - Enventure Research - Public consultation & engagement services; 06/04/17 - Plantscape UK - Floral displays; 07/04/17 - B & C Shelters - Bus Shelters; 10/04/17 - Notice Board Company - Notice Boards with Thumblocks; 12/04/17 - Proludic - Urbanix Equipment; 13/04/17 - Realise Futures Eco-Furniture - Green fingered help for Bury St Edmunds charity's dementia hub; 25/04/17 - Kompan - Wooden Play Equipment; 26/04/17 - Parish Council Websites - Transparency Code compliant websites.

APPENDIX D

Site Allocations and Development Policies Document: Issues Paper Consultation Responses prepared and submitted by Chairman

Question 5a - Do you agree with the approach set out for determining whether alterations to the Green Belt boundary are required around the Local Service Centres inset within the Green Belt (Alderley Edge, Bollington, Chelford, Disley, Mobberley and Prestbury)?

Where a local service centre has made a significant contribution to development requirements e.g. on brownfield sites, it should not have to make further contributions by having its green belt diminished either by development on the edge of the settlement or within the green belt. We are therefore opposed to criteria which suggests adjusting green belt boundaries.

Question 5b - What approach do you think should be taken towards apportioning the remaining requirement for safeguarded land?

We are concerned that the area of safeguarded land will produce over development in the future, given the very optimistic forecasts built into the plan.

Question 9b - Should Local Green Gaps-type policies be left to Parish and Town Councils to determine through Neighbourhood Plans, perhaps supported by a 'toolkit' prepared by Cheshire East Council?

We think that parish councils are best placed to determine green gaps through neighbourhood planning.

Question 15 - Do you think that these are the issues that the SADPD should look to address regarding employment development?

CHELFORD PARISH COUNCIL

What analysis has been done to assess future employment patterns as technology develops? There is an increasing tendency for workers to locate in their home base without the need for a central business location. Has this been taken into account when assessing land for employment?

Question 18 - Are these the transport and infrastructure issues that the SADPD should address?

The problem with addressing infrastructure issues like transport, is that unless a detailed assessment is made of future needs as well as current needs, networks become overwhelmed quickly after developments are undertaken. Where agreements and contributions are put in place to support infrastructure, these are usually out of date by the time the development occurs.

APPENDIX E

Schools National Funding Formula - Stage 2 Consultation Consultation Responses prepared and submitted by Chairman

Introduction

A What is your name?

Name: David Wilson

B What is your email address?

Email:

C Response type

Please select your role from the list below: Sector organisation representative

Please select your organisation type from the list below: Representative body

Organisation name: Chelford Parish Council

Local authority area: Cheshire East

D Would you like your response to be confidential? No

Page 2 - overall approach

1 In designing our national funding formula, we have taken careful steps to balance the principles of fairness and stability. Do you think we have struck the right balance?

No

Please explain your reasoning and any further evidence we should take into account:

It is difficult to marry the concept of fairness with a system that seemingly perpetuates considerable inequalities using historical spend and protection measures. Whilst there is merit in moving to a national funding formula which leads to a redistribution of resources, this does not produce a more equitable allocation, nor does it allocate sufficient resources to meet the needs of all schools.

2 Do you support our proposal to set the primary to secondary ratio in line with the current national average?

Yes

Please explain your reasoning and any further evidence we should take into account:

This is currently in line with the existing ratio applied to the school in this parish

3 Do you support our proposal to maximise pupil-led funding?

No - you should keep the balance between pupil-led and school-led funding in line with the current national average

Please explain your reasoning and any further evidence we should take into account:

This approach penalises small primary schools. By focusing on pupil led funding, the positive benefits of this approach will be significantly outweighed by the negative impact of a reduced lump sum. Further consideration must be given to small schools whose costs will not be met by per pupil funding

Page 3 - pupil-led factors

4 Within the total pupil-led funding, do you support our proposal to increase the proportion allocated to the additional needs factors?

No – allocate a lower proportion to additional needs

Please explain your reasoning and any further evidence we should take into account:

Shifting the balance in favour of additional needs penalises those high attaining schools located in areas of low deprivation. It is not demonstrated that 73% allocated to basic per pupil funding will be sufficient to cover school costs. For our primary school, currently funded at 81% basic rate, this will be a significant reduction.

5 Do you agree with the proposed weightings for each of the additional needs factors?

Deprivation - FSM - Deprivation - pupil based at 5.5%:

Allocate a lower proportion

Please explain your reasoning and any further evidence we should take into account:

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The allocation to pupil led funding is too low and should be increased by reducing the weightings given to additional needs. It is also likely that funding for additional needs will be duplicated via pupil premium. Low attaining pupils are also likely to be those living in areas of deprivation.

Deprivation IDACI - Deprivation - area based at 3.9%:

Allocate a lower proportion

Please explain your reasoning and any further evidence we should take into account:

Again there is a need to increase the proportion of basic funding

LPA - Low prior attainment at 7.5%:

Allocate a lower proportion

Please explain your reasoning and any further evidence we should take into account:

This rewards low attaining schools at the expense of successful schools like our primary school. Low attainers will also attract funding via deprivation and SEN funding. Again there is a need to protect basic funding

EAL - English as an additional language at 1.2%:

Allocate a lower proportion

Please explain your reasoning and any further evidence we should take into account:

On what basis is this percentage calculated? This figure appears to be well above the national average of roughly 0.9%. Why has it been increased?

6 Do you have any suggestions about potential indicators and data sources we could use to allocate mobility funding in 2019-20 and beyond?

Comments:

Page 4 - school-led factors

7 Do you agree with the proposed lump sum amount of £110,000 for all schools?

Primary lump sum - Primary:

Allocate a higher amount

Secondary lump sum - Secondary:

Please explain your reasoning and any further evidence we should take into account:

This represents a reduction in the current lump sum for our small primary school which will have a considerable negative impact. This, combined with the insufficient per pupil funding, will cause financial difficulty for our school

8 Do you agree with the proposed amounts for sparsity funding of up to £25,000 for primary and up to £65,000 for secondary, middle and all-through schools?

Primary sparsity - Primary:

This is about the right amount

Secondary sparsity - Secondary:

Please explain your reasoning and any further evidence we should take into account:

Further evidence would help to confirm if this level of funding is sufficient

9 Do you agree that lagged pupil growth data would provide an effective basis for the growth factor in the longer term?

Comments:

This parish is experiencing housing developments which will give rise to an influx of pupils to our primary school. Lagged funding is not an effective way of providing funding to meet current costs.

Page 5 - funding floor

10 Do you agree with the principle of a funding floor?

No

Please explain your reasoning and any further evidence we should take into account:

On the grounds that this seemingly perpetuates the inequalities which currently exist

11 Do you support our proposal to set the funding floor at minus 3%?

Yes

Please explain your reasoning and any further evidence we should take into account:

It is important to offer protection given that our school will suffer as a result of the funding formula

12 Do you agree that for new or growing schools (i.e. schools that are still filling up and do not have pupils in all year groups yet) the funding floor should be applied to the per-pupil funding they would have received if they were at full capacity?

No

Please explain your reasoning and any further evidence we should take into account:

To assume full capacity is unrealistic

Page 6 - transition

13 Do you support our proposal to continue the minimum funding guarantee at minus 1.5%?

Yes

Please explain your reasoning and any further evidence we should take into account:

This remains an important element for a small primary school

CHELFORD PARISH COUNCIL

Page 7 - further considerations

14 Are there further considerations we should be taking into account about the proposed schools national funding formula?

Comments:

The current proposals fail to eradicate inequalities but simply shift the inequalities toward those pupils and schools which have average or above average attainment and are located in less deprived areas

Page 8 - central school services block

Page 9 - central school services block

15 Do you agree that we should allocate 10% of funding through a deprivation factor in the central school services block?

No - there should not be a deprivation factor

Please explain your reasoning and any further evidence we should take into account:

Unless there is evidence to suggest that deprivation has a negative cost impact on service provision

16 Do you support our proposal to limit reductions on local authorities' central school services block funding to 2.5% per pupil in 2018-19 and in 2019-20?

Not Answered

Please explain your reasoning and any further evidence we should take into account:

17 Are there further considerations we should be taking into account about the proposed central school services block formula?

Comments:

Page 10 - equalities analysis

18 Is there any evidence relating to the 8 protected characteristics identified in the Equality Act 2010 that is not included in the equalities impact assessment and that we should take into account?

Comments:

Not aware of any

APPENDIX F

CHELFORD NEIGHBOURHOOD PLAN NOTES FROM MEETING HELD 14TH FEBRUARY, 2017

Present: Councillors D. Wilson, A. Boon, B. Brindley, K. Chaudhuri.

Mr. S. Mort, Mr. P. Skelton.

Mr. T. Evans - Neighbourhood Planning Manager, Cheshire East Council.

Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

- Creation of a Neighbourhood Plan follows a standard procedure:
 - Preliminary Preparation: Obtaining information → Designating an Area → Forming a Steering Group.
 - Preparing a Plan: Identifying the issues → Planning the content → Consultation.
 - Submitting a Plan: Formal procedure led by Cheshire East Council prior to 'making' and adoption of Plan which includes further consultation and a local referendum.
- It is important that the policies and conclusions within the Neighbourhood Plan are supported by evidence that is proportional to the intended outcome (e.g. landscape assessment, character features, architecture etc.) and demonstrates a high level of public consultation and engagement.
- Policies can develop from an initial vision which is then broken down into specific objectives to be addressed.
- The Neighbourhood Plan needs to demonstrate conformity with the Cheshire East Local Plan.
- Support can be provided by Cheshire East Council to develop policies and source evidence including information relating to schools, health and transport.
- There is no right of appeal against the Recommendations/Decisions made by the Examiner during the independent examination of the submitted Neighbourhood Plan.
- It is important to ensure that consultation reaches as many residents as possible, therefore, it is advisable to use a range of techniques to encourage engagement of the whole community.
- Consideration needs to be given to all aspects of the Local Plan e.g. the Site Allocations and Development Policies Document may contain information that will affect the content of the Neighbourhood Plan.
- Land within the Green Belt is subject to the policies being developed by Cheshire East Council. There will be a review of Green Belt for smaller communities within the next stages of the Local Plan development.

CHELFORD PARISH COUNCIL

- The Neighbourhood Plan gives communities an opportunity to influence the design and type of future development within the Neighbourhood Area.
- In general highway matters are not an issue to be addressed through a Neighbourhood Plan, however, reference can be made to specific issues in order that these can be considered by Cheshire East Council.
- There is funding available, currently £9,000, from 'Locality' to support the development of a Neighbourhood Plan.
- Planning Aid is a useful resource which may also be able to provide funding support. Guidance can also be secured from Cheshire Community Action.
- Cheshire East Council support Neighbourhood Plan development through Officer support and access to some evidence sources.
- Many Neighbourhood Planning groups have used external consultants to support their work, however, this is likely to incur charges. Many use consultants to assist in phrasing the policies.
- Local university students may be able to offer skills and expertise to support parishes in developing the Neighbourhood Plan e.g. IT skills, planning etc.
- At present, the importance of Neighbourhood Plans is being undermined due to the lack of a five year housing land supply by Cheshire East Council. Cheshire East Council only needs to demonstrate a three year housing land supply where a Neighbourhood Plan allocates housing land.
- Neighbourhood Plans need to demonstrate a positive attitude to development within their area.
- Cheshire East Council will be able to supply indicative figures for housing requirements within the parish.
- It is possible to address economic and employment issues within a Neighbourhood Plan e.g. policies relating to development of offices to assist those working from home.
- It is advisable to develop general policies which can then be implemented in a robust manner. Highly specific policies require more detailed evidence to support.
- Questionnaires should be constructed carefully to ensure that the correct information is being collected from residents.
- Information should be gathered from a wide cross-section of the community e.g. local employers, parents of young children, etc.

Next Steps

- Group to meet again in a few weeks to confirm that the project will proceed.
- Councillor D. Wilson to contact Cheshire Community Action to ask a representative to attend the next meeting.
- Following above meeting Parish Council to consider future budgetary provision for the project.
- Mr. T. Evans to send information relating to starting a Neighbourhood Plan to Councillor D. Wilson.

CHELFORD NEIGHBOURHOOD PLAN NOTES FROM MEETING HELD 27TH APRIL, 2017

Present: Councillors D. Wilson, A. Boon, B. Brindley, K. Chaudhuri.
Mr. S. Mort, Mr. P. Skelton, Mr. L. Gorman, Mr. R. Massey.
Mrs. L. Hughes - Community Led Planning Officer, Cheshire Community Action.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer, Chelford Parish Council.

1. APOLOGIES FOR ABSENCE - Mr. D. Kent, Mr. M. Jehan.

2. DECLARATIONS OF INTEREST - None.

3. PARISH COUNCIL COMMITMENT -

Councillor D. Wilson noted that the Parish Council had confirmed a commitment to proceed with the production of a Neighbourhood Plan for Chelford.

4. QUICK REVIEW OF LAST MEETING -

Councillor D. Wilson reported that Mr. Tom Evans (Neighbourhood Planning Manager, Cheshire East Council) had attended the last meeting to hold preliminary discussions about proceeding with the production of a Neighbourhood Plan. Mrs. Lucy Hughes was welcomed to the meeting and thanked for agreeing to attend the meeting. Councillor D. Wilson stated that Item 5 of the Agenda (Constitution of the Steering Group) was to be deferred to a future meeting as this matter had not yet been considered by the Parish Council.

5. DISCUSSION WITH LUCY HUGHES, CHESHIRE COMMUNITY ACTION -

i) Organisational structure representing the community -

- Mrs. L. Hughes noted that those present at the meeting represented a good mix of residents and that it was very positive that there were several younger members of the group.

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- The size of the group can vary, however, approximately 8 members is a good number.
- Usually it is difficult to engage with younger residents, therefore, it may be beneficial to use the school as a means of accessing the views of parents and young people.
- It is likely to be necessary to invite several more residents to volunteer to assist with specific tasks during the completion of the Neighbourhood Plan.

ii) Funding sources & timing -

- There is a grant of £9,000 available from central government (through 'Locality') which can be accessed in respect of periods of six months, however, claims cannot be made retrospectively. (This process is relatively rapid.)
- Most other parishes obtain additional funds required through the precept.
- Cheshire East Council is able to offer officer support, however, does not now offer funding.
- Cheshire Community Action is able to offer support (this is charged).
- It is possible for a Neighbourhood Plan to be produced within 18 months, however, this is highly dependent on the group, the issues included and the evidence required.
- It is possible to obtain some evidence from developers who have submitted recent planning applications, however, this information should be used with caution.

iii) How to start - practical suggestions for engaging with the community -

- It is important to tell residents the purpose of the plan and to make it clear that the Neighbourhood Plan is not the same as a Parish Plan (e.g. litter, speed limits etc. are not usually relevant).
- The policies within the Neighbourhood Plan must 'shape development' by setting out and justifying the preferred features of future development.
- Cheshire East Council is able to provide a housing advice note for parishes to give an indication of the amount of development expected within the parish.
- The first questionnaire to residents is usually very basic and is used to identify the key issues for inclusion within the Neighbourhood Plan.
- It has been observed that hand delivery of questionnaires can lead to an increased response rate.

iv) Compiling & analysing evidence -

- It is recommended that policies are kept to a minimum and to avoid duplicating issues that are dealt with by other responsible bodies.
- Cheshire Community Action can offer support in phrasing policies into appropriate planning terms once the objectives and evidence have been established.
- It can be helpful to look at other Neighbourhood Plans for ideas of how to address particular issues or to give examples of types of evidence used.
- It is possible to designate open space through a Neighbourhood Plan.
- The specificity of the proposed policy will determine the amount and type of evidence required.

v) Using commercial consultants when and how -

- Support from consultants can be used at any time.
- Use should be considered carefully as this can be expensive.
- Usually commercial consultants are used to provide specific evidence to justify proposed policies.

vi) Cheshire Community Action areas of expertise -

- Cheshire Community Action can offer support following the draft Neighbourhood Plan consultation when it is likely that developers will submit objections to the content.
- Cheshire Community Action can assist with the production of the statement setting out how the Neighbourhood Plan conforms with national and EU planning policies and law.
- Many services can be offered and these are charged at £350 per day (10% discount for Cheshire Community Action members).

vii) Any other issues/topics -

- Need to be aware of the possibility that Cheshire East Council may amend the Green Belt boundaries.
- Need to develop a project plan in order that the direction of the project is clear to all involved.
- Need to develop the initial questionnaire in order to get engagement with the community started.

6. CONSTITUTION OF STEERING GROUP -

This item was deferred to a future meeting.

7. NEXT STEPS - (As recorded by Councillor D. Wilson)

- At the Council meeting on May 11th, the Parish Council to examine the Steering Group Terms of Reference and to incorporate amendments where appropriate to ensure compliance with regulations. At the same meeting, the Parish Council to consider and agree procedures for managing the income and expenditure of the Steering Group and to incorporate such procedures in the Terms of Reference. Also, to seek approval by the Parish Council to

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submit a proposed bid of £9,000 to support the Steering Group's activities in the planning process.

- Dave Wilson to circulate documentation received from Lucy Hughes.
- Steve Mort and Lee Gorman to scrutinise the draft project plan provided by Lucy and to customise for consideration, including where appropriate, spending estimates. To circulate for consideration and approval.
- Dave Wilson to liaise with Lucy Hughes in designing the bid for £9,000 government grant, to circulate for consideration and approval and submit. Others welcome to help.
- Dave Wilson to liaise with Lucy Hughes regarding the design of an initial questionnaire and to circulate a draft in due course. Others welcome to help.
- Dave Wilson to meet with the village website manager with a view to setting up a Neighbourhood Planning Portal on the village website.
- The Parish Council to raise further awareness of the Neighbourhood Plan at the Annual Parish Meeting and to seek additional volunteer help.
- A further meeting to be arranged towards the end of May after the Parish Council Meeting and the Annual Parish Meeting.