

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 12TH JANUARY, 2017 at 7:30 p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), B. Brindley, A. Boon, J. Leach.
Members of Public (3).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor E. Michell - Unwell.
Councillor K. Chaudhuri - On holiday.
PCSO Lindsey Whitehead, Knutsford Rural Policing Team.

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

No apologies were received from Councillor S. Hampson who was absent from the meeting.

2. **DECLARATIONS OF INTEREST** -

Councillor J. Leach - Item 10(ii) - Member of Chelford Parish Hall Management Committee.
Dr. E. M. Maddock - Item 15(i) - Clerk & Responsible Financial Officer.

3. **MINUTES** -

- i) The Minutes of the Parish Council Meeting held 10th November, 2016 had been previously circulated to all Members.

01/17 **Resolved a)** That the Minutes of the Parish Council Meeting held 10th November, 2016 be confirmed as a correct record and signed by the Chairman.

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

A resident reported that he had previously met with the Chairman and Vice-Chairman to outline his concerns relating to the future infrastructure of the parish. There appeared to be an opportunity to address these concerns by way of possible development near to the parish boundary. The Chairman reported that this matter had been reported to a previous meeting of the Parish Council and was to be discussed further during this meeting.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

- i) **Knutsford Rural Policing Team** - No members of the policing team were present at the meeting. The monthly crime report, forwarded by the Police, had been circulated to all Members prior to the meeting.
- ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that the Main Modifications required to the Local Plan, following the Examination Process, were currently being prepared for further consultation. There will also be additional consultations relating to smaller Site Allocations, Minerals and Waste provisions. A further consultation relating to Community Infrastructure Levy (CIL) will take place in the coming months. Cheshire East Council is currently finalising the budget and considering options available to them to address the financial impact of increasing demand for social care.

Councillor D. Wilson asked whether it would be possible for Parish Councils to be informed when premises licence applications are submitted. Borough Councillor G. Walton advised that he is made aware of applications and will bring relevant applications to the attention of the Parish Council.

- iii) **Mere Farm Quarry Liaison Group - 15/11/16** - Councillor B. Brindley reported that restoration work at the site had ceased for the winter period, however, work to clear the site will recommence in spring with further tree planting taking place in autumn 2017. There will be a further meeting in July 2017, however, it was anticipated that this may be the last one as activities, other than restoration, have ceased at the site.
- iv) **Cheshire East Council Town & Parish Council Conference - 28/11/16** - Councillor D. Wilson reported that the meeting had focussed on the Cheshire East Council budget and the ways in which savings can be made across the many services provided by the authority.

6. **FINANCE** -

- i) **Financial Statement 2016/17 as at 12th January, 2017** - (Appendix A)
Members considered the financial statement 2016/17 which was unanimously accepted. It was noted that work at Mere Court had been completed, however, further work may be possible using s106 funds from the development at the former Eddie Stobart Ltd. site.

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ii) **To ratify the following payment** - the Chairman outlined the basis of the following payment:

- | | | | |
|----------------------|----------|-----------|--|
| a) Cheque No. 001130 | A. Darby | £1,044.00 | Installation of benches, painting of the fence and decking and strimming work at Mere Court. |
|----------------------|----------|-----------|--|

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

- | | | | |
|----------------------|-----------------------------------|-----------|---|
| a) Direct Debit | E-ON | £22.48 | Electricity Charges: 01/10/16 - 31/12/16. |
| b) Direct Debit | Information Commissioner's Office | £35.00 | Registration Fee 2017/18. |
| c) Cheque No. 001131 | E. M. Maddock | £1,138.61 | Salary 01/12/16 - 31/01/17 & Expenses. |
| d) Cheque No. 001132 | H.M. Revenue & Customs | £97.20 | Employee Income Tax. |
| e) Cheque No. 001133 | East Cheshire Hospice | £50.00 | Donation re: Collection of Christmas Tree. |
| f) Cheque No. 001134 | Chelford Educational Foundation | £203.00 | Return of unused 2015/16 grant re: tennis coaching. |

iv) **Receipts** - the Clerk reported that the following receipts had been received since 1st October, 2016:

- | | | |
|---|-------|---------------------------------|
| a) NatWest Bank plc. (Business Reserve Account) | £0.84 | Gross Interest - October, 2016. |
|---|-------|---------------------------------|

02/17

Resolved a) That the Statement of Account, as at 12th January, 2017 be received and the Clerk's observations duly noted.

b) That the schedule of 7 payments be approved and duly authorised.

c) That the report on receipts since 1st October, 2016 be received and duly noted.

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

20:05 - One member of the public left the meeting.

v) **Revised Budget 2016/17 & Draft Budget 2017/18 -**

- a) **Council Tax Base 2017/18** - The 2017/18 Council Tax Base of 620.84 equivalent Band D properties was received and noted by Members.
- b) **2016/17 Revised Budget** - The Clerk presented the 2016/17 revised budget setting out anticipated payments for the remainder of the financial year.
- c) **2017/18 Budget** - Members noted the content of the draft 2017/18 budget which had been circulated prior to the meeting held 10th November, 2016. No suggested amendments had been forwarded to the Clerk, however, Councillor D. Wilson reported that Members had compiled a list of queries, for presentation at the meeting, for which they sought clarification.

Councillor J. Leach invited the Clerk to comment on the following 2017/18 budget allocations:

1. Administration Contingency - The Clerk reported that the budget had been constructed independently of current expenses claims in order that the Parish Council is able to continue effectively should there be changes to personnel.
2. s.137 Contingency - The Clerk reported that this sum allows the Parish Council to support projects which have community benefit as in previous years.
3. Best Kept Village Competition Fee - The Clerk advised that this sum relates to the 2018 competition which, at present, has not been cancelled.
4. Room Hire Contingency - The Clerk noted that the development of the Neighbourhood Plan may result in several public meetings being held in order to fulfil public engagement requirements.
5. Chelford Activity Park Contingency - The Clerk reported that this sum reflects a small provision for unexpected expense which may be required to ensure that the area is safe and available for all to enjoy.
6. Asset Maintenance - The Clerk reported that this sum may be required for initial repairs should the telephone kiosks be adopted and for other unexpected maintenance requirements.
7. Asset Purchase - The Clerk noted that this modest sum would allow asset purchases which have not been identified during the budget setting process.
8. Contingency - The Clerk reported that it is prudent for the Parish Council to budget for the financial implications of unexpected, unavoidable events.

d) **Precept requirements for 2017/18** - Members considered the Precept requirement for 2017/18.

03/17

Resolved a) That the revised 2016/17 budget be approved as presented. (Appendix B)

b) That the draft 2017/18 budget be accepted, as presented. (Appendix B)

c) That a precept in the sum of £22,485 be levied in respect of the 2017/18 financial year.

Proposed Councillor A. Boon

Seconded Councillor J. Leach

All in favour

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7. CORRESPONDENCE -

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

(Appendix C)

Members noted that a letter had been received from the North West Air Ambulance asking for donations. Members considered that this service was vital to rural areas and was worthy of support.

- 04/17 **Resolved** a) **That a donation of £100 be made to the North West Air Ambulance.**
 b) **That other items of correspondence be received and noted.**

Proposed Councillor J. Leach

Seconded Councillor D. Wilson

All in favour

8. PLANNING & LICENSING MATTERS -

i) To note the comments submitted to Cheshire East Council in respect of the following planning applications -

- a) **16/5037M** - Ash Lea, Alderley Road, Chelford. SK11 9AP - Erection of an ancillary residential annexe. [Comment: The Parish Council wishes to point out that planning application 16/5037M is for development on Green Belt land and a previous application 11/3721M on that site was refused.]
- b) **16/5518M** - Pepper Trees, Common Farm Lane, Snelson. SK11 9BQ - A full planning application for the development of a single storey garage including minor external works. [No observations]
- c) **16/5594M** - Oak Tree House, Pepper Street, Chelford. SK11 9BE - 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. [No observations]

Decision a) To note and confirm the observations in respect of the above planning applications.

ii) Applications for consideration -

- a) **16/1568M** - 17 Clay Heyes, Chelford. SK11 9ST - Proposed single storey rear extension and alterations. (Amended)

Decision a) That no observations be submitted in respect of the above planning application.

iii) Development at former Eddie Stobart Ltd. site -

- a) **Development at the site** - It was noted that demolition at the site had started.
- b) **Planning Enforcement ref: 16/00927E (Illegal dumping of waste)** - It was noted that Cheshire East Council was aware of this issue, however, it was understood that the issue had arisen prior to the change of ownership of the site and that the matter had been resolved.
- c) **Use of s106 contributions** - Councillor D. Wilson reported that he had attended a meeting with Borough Councillor G. Walton and officers of Cheshire East Council to discuss the current provisions within the s.106 Agreement. It was considered that it may be beneficial for a representative of Cheshire East Council to attend a Parish Council meeting in order to guide the Parish Council through the process of identifying projects which may be delivered using this funding.

- iv) **Future Development of Chelford Parish** - Councillor D. Wilson reminded Members of the observations made during Item 4 and the report made to the last Parish Council meeting held 10th November, 2016. It was noted that Ollerton with Marthall Parish Council did not currently consider a joint meeting to discuss this matter to be beneficial. It was considered that until such time that formal planning documents were available to consider the Parish Council was not in a position to comment.

Decision a) That the Clerk advise the resident that the Parish Council does not consider consultation prior to a planning application being submitted beneficial.

- v) **Planning Application 16/1353M - Former Mere Farm Quarry, Chelford Road, Nether Alderley** - Councillor D. Wilson reported that the planning application had been refused by the Cheshire East Council Strategic Planning Board on 16th November, 2016.

- vi) **Planning Application 15/5087M - Chelford Garage, Alderley Road, Chelford** - Councillor D. Wilson reported that concerns had been received regarding a possible one way system on the garage site which may impact upon the access/egress of adjacent residents. It was noted that this matter had been brought to the attention of staff at the site. Further concerns were raised regarding the potential impact upon the highway of implementing a one way system. In addition it was noted that the requested protective posts on verges outside the garage site had now been installed.

9. HIGHWAY MAINTENANCE & ENHANCEMENTS -

i) Outstanding highway matters from/since previous meeting:

- a) **Broken verge retaining flags along Holmes Chapel Road near to St. John's Church** - No further information had been received from Cheshire East Council in respect of this issue.
- b) **Damaged 'Chelford Market' sign outside Dixon Court** - Cheshire East Council had advised that the report has '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** - No information was available.

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ii) To receive highway matters for attention from Members - None.

iii) To consider the proposed stopping up of an area of footway to the north of Chelford Road at the site of The Ivy House - Members considered the application.

Decision a) That no objections be raised in respect of the above application.

10. 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 the mole issue had been resolved and that the gate to the rear of the play area was to be removed imminently.
- b) **Hedge cutting arrangements** - Councillor B. Brindley reported that he was awaiting a response from the hedge cutting contractor as to the date the work would be undertaken.
- c) **Clearance of moles from play area** - Councillor B. Brindley reported that two moles had been caught on the site and that there did not appear to be any further activity.
- d) **Outdoor Table Tennis Project** - Members noted that the Parish Plan Team had now provided written notification of the transfer of ownership of the table tennis table to the Parish Council.
- e) **Tree Survey** - The Clerk reported that three estimates had been received in respect of undertaking a tree survey on the site. As discussed at the last meeting prices were obtained for inspection of Parish Council trees only and also for a joint inspection of Parish Council trees along with trees owned by Chelford Parish Hall. Members considered the content of the estimates.

- 05/17 **Resolved** a) **That the Clerk arrange for a tree survey to be carried out for trees on the Chelford Activity Park and Chelford Parish Hall sites by Cheshire Tree Surgeons Ltd. at a total cost of £450 (ex. VAT).**
- b) **That Councillor J. Leach provide confirmation of approval from the Chelford Parish Hall Management Committee for the tree survey to be arranged on their behalf by the Parish Council.**

Proposed Councillor B. Brindley

Seconded Councillor J. Leach

All in favour

- f) **Grass Cutting at Chelford Activity Park 2017** - The Clerk reported that five contractors had provided estimates to undertake grass cutting during 2017. Members considered the content of the estimates which varied considerably in price and level of service offered.

- 06/17 **Resolved** a) **That the Clerk arrange for Greenfingers Landscape Limited to undertake grass cutting during 2017 at a cost of £1,400 (ex. VAT).**

Proposed Councillor A. Boon

Seconded Councillor B. Brindley

All in favour

ii) Chelford Activity Park - Usage & Hiring -

- a) **Update on Facility Bookings** - The Clerk reported that a booking request had been recently submitted from Chelford Parish Hall for use of part of the field (section nearest to Knutsford Road) for the parking of caravans during the period 4:30p.m. on 24th March, 2017 to 12:30p.m. on 26th March, 2017.

Decision a) To approve the above booking for use of part of the Chelford Activity Park.

9:11p.m. - Councillor J. Leach having previously declared an interest in the following item left the room.

- b) **Review of adequacy of process for hiring Chelford Activity Park Facilities** - Councillor D. Wilson reported following the last meeting he had received feedback from the Chelford Parish Hall Management Committee regarding the proposed charging arrangements. An alternative charging schedule had been prepared by Councillors D. Wilson and J. Leach for consideration by Members. The Clerk noted that the proposal was significantly more complex than the original charging schedule, therefore, may be difficult to administer satisfactorily. The draft proposal did, however, set out that "Any damage to the field or equipment to be the responsibility of the Village Hall".

- Decision** a) To accept, subject to receipt of written confirmation, that Chelford Parish Hall Management Committee will be responsible for any damage to the field or equipment during hire periods.
- b) To confirm, subject to (a) above, that no charge will be made for use of the Chelford Activity Park by the Chelford Parish Hall Management Committee.
- c) That no charge will be made for use of the Chelford Activity Park for other hirers subject to acceptance of responsibility of any damage caused.

9:26p.m. - Councillor J. Leach rejoined the meeting.

The decision of the Parish Council was explained to Councillor J. Leach who advised that he would communicate the decision to the Chelford Parish Hall Management Committee and forward the assurance in respect of responsibility for damage during hire periods.

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- iii) **Parish Council Benches** - Councillor D. Wilson reported that the appearance of the benches at Dixon Drive and near the Post Office had deteriorated. It was suggested that the benches should be cleaned to improve their appearance.

Decision a) That the Clerk invite estimates for the work to clean the two benches for presentation to a future meeting.

- iv) **Parish Council Assets Register** - The Clerk reported that the register was currently being compiled and would be presented to the next meeting.

11. COMMUNITY FACILITY & SERVICES -

i) Village Christmas Tree Display -

- a) **Vote of Thanks** - Councillor D. Wilson reported that he and Councillor B. Brindley had installed the Christmas Tree following kind donations of a tree, lights, electricity supply and time from various local businesses. The tree had now been dismantled and was awaiting disposal.

Decision a) That a vote of thanks be recorded to all those businesses and individuals who contributed to the village Christmas Tree display.

- b) That a vote of thanks be recorded to Councillor D. Wilson for co-ordinating the delivery of the Christmas Tree display.

- b) **Insurance** - The Clerk reported that public liability insurance for the Christmas Tree display had been provided, free of charge, following preparation of a risk assessment.

- c) **Issues Arising** - Councillor D. Wilson reported that, apart from initial difficulty in locating the tree mounting hole, no issues had arisen during the display period.

- d) **Disposal** - The Clerk reported that, as in previous years, arrangements had been made for the Christmas Tree to be collected by East Cheshire Hospice.

- ii) **Red Telephone Kiosks** - The Clerk reported that no further information had been received relating to the adoption of the two telephone kiosks in the parish.

- iii) **Parish Plan Team** - Councillor D. Wilson reported that he had been made aware of a current suggestion to use residual funds held by the Parish Plan Team to improve drainage on the field at Chelford Activity Park and to develop a football pitch. It was considered that further information would need to be secured in order for the matter to progress further.

- 07/17 **Resolved** a) That the Parish Council is willing to consider the provision of improved drainage and a football pitch at Chelford Activity Park subject to the provision of a detailed project plan.
b) That Councillor D. Wilson notify the Parish Plan Team of the above resolution.

Proposed Councillor D. Wilson

Seconded Councillor A. Boon

All in favour

12. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Plan Progress** - Councillor D. Wilson reported that he had been made aware of residents would be interested in joining a Neighbourhood Plan Steering Group. It was suggested that a meeting should be held with the Cheshire East Council Neighbourhood Planning Manager, possibly in February, 2017, in order to establish how to proceed. It was noted that there are still grants available from central government to support the development of the plan despite funding being withdrawn by Cheshire East Council.

Decision a) That Councillor D. Wilson make arrangements for an informal meeting, during February, 2017, to discuss the Neighbourhood Plan.

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

- i) **Planting of a tree by Chelford Brownies** - Members noted that this request had been received, however, further information would be required prior to a decision being made.

9:50p.m. - One member of the public left the meeting.

14. DATE OF NEXT MEETING - Thursday, 9th March, 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.

- 08/17 **Resolved** a) That the Public and Press be excluded from the remainder of the Meeting on the grounds that the following item of business could involve the likely disclosure of exempt information.

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

10:00p.m. - One member of the public left the meeting.

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15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

i) Clerk & Responsible Financial Officer - Annual Appraisal -

10:03p.m. - The Clerk, having previously declared an interest, left the meeting room.

Members discussed the arrangements for the undertaking of the annual appraisal of the Clerk & Responsible Financial Officer.

09/17 **Resolved** a) That approval be given for the undertaking of the Annual Appraisal of the Clerk & Responsible Financial Officer.

b) That the Annual Appraisal be undertaken by the Chairman and Vice-Chairman and reported to the next meeting of the Parish Council.

Proposed Councillor J. Leach

Seconded Councillor A. Boon

All in favour

10:05p.m. - The Clerk rejoined the meeting.

The meeting was declared closed by the Chairman at 10:05p.m.

Signed: 

Approval Date - 9th March, 2017

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APPENDIX A

Financial Statement for 2016/17 as at 12 January 2017					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to Nov. 2016 £.	Agenda Jan. 2017 £.	Budget Balance £.
	Receipts				
13,500.00	Precept	17,486.00	17,486.00		0.00
0.00	Balances	0.00	0.00		0.00
9.88	Investment Interest	0.00	4.93	0.84	0.00
0.00	Sale of Assets	0.00	0.00		0.00
3,862.00	Grants, Donations & Refunds	194.00	194.00		0.00
0.00	Chelford Activity Park Hire	0.00	60.00		0.00
60.00	Contra Income	0.00	0.00		0.00
681.96	V.A.T. Refund (15/16)		849.50		399.37
18,113.84	Total Receipts	17,680.00	18,594.43	0.84	399.37
	Payments				
4,615.46	Salary (Clerk)	4,560.00	4,682.73	1,138.18	-1,260.91
0.00	National Insurance (Employer)	0.00	0.00		0.00
911.67	Allowances (Clerk)	650.00	367.20	85.65	197.15
139.50	Chairman/Member Allowances	0.00	0.00		0.00
38.69	Administration	210.00	0.00		210.00
100.00	Audit Fees (Internal & External)	350.00	100.00		250.00
1,328.89	Insurance	1,500.00	0.00		1,500.00
280.64	Sect. 137 Donations	690.00	234.24	50.00	405.76
1,480.00	Grants - Churchyard Maintenance	1,380.00	0.00		1,380.00
50.00	Parish Council Newsletter	100.00	50.00		50.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
117.08	Street Lighting (Electric & Repairs)	225.00	57.89	21.41	145.70
358.80	Website	450.00	358.80		91.20
563.50	Village Planters	600.00	675.00		-75.00
1,266.25	Village Field Maintenance	1,700.00	0.00		1,700.00
200.00	Hedge Cutting	300.00	0.00		300.00
130.00	Playground & Playing Field Inspections	300.00	133.00		167.00
297.00	Tennis Coaching	650.00	0.00	203.00	447.00
150.00	SIDS	400.00	0.00		400.00
0.00	Professional Services	300.00	40.00		260.00
0.00	Advertising	75.00	0.00		75.00
35.00	Data Protection Registration	35.00	0.00	35.00	0.00
379.52	Subscriptions/Affiliation Fees	470.00	429.85		40.15
97.50	Room Hire	340.00	0.00		340.00
25.00	Training	120.00	0.00		120.00
1,373.00	Asset Purchase / Maintenance	1,225.00	658.99	1,055.98	-489.97
0.00	Contingency	750.00	11.23		738.77
60.00	Contra Expenses	0.00	0.00		0.00
849.50	V.A.T.		398.30	1.07	
14,847.00	Total Payments	17,680.00	8,197.23	2,590.29	7,291.85
	Cash/Bank Reconciliation	01/04/16	10/11/16	12/01/17	31/03/17
	Balance B/Fwd.	29,591.30	29,591.30	39,988.50	37,399.05
	Add Total Receipts	17,680.00	18,594.43	0.84	399.37
	Less Total Payments	-17,680.00	-8,197.23	-2,590.29	-7,291.85
	Balance C/Fwd.	29,591.30	39,988.50	37,399.05	30,506.57
	Cumulative Balances	Balance	Balance	Balance	Balance
		01/04/16	10/11/16	12/01/17	31/03/17
	General Funds	27,068.94	37,466.14	36,778.17	29,885.69
	Earmarked Reserves	2,522.36	2,522.36	620.88	620.88
		29,591.30	39,988.50	37,399.05	30,506.57

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CASH/BANK RECONCILIATION AS AT - 12 January 2017

CASH

Balance Brought Forward 01/04/16	29,591.30
Plus Receipts	18,595.27
	<u>48,186.57</u>
Less Payments	10,787.52
Balance Carried Forward 12/01/17	<u><u>37,399.05</u></u>

BANK (Natwest)

Business Reserve Account -	19,690.80		04/11/16
Add income/transfer received since above statement			
	<u>0.00</u>		
Less unrepresented cheques			
	<u>0.00</u>	19,690.80	12/01/17
Current Account -	20,573.82		05/12/16
Add income received since above Statement			
	<u>0.00</u>		
	0.00		
Less unrepresented cheques/ Transfer			
Approved	-275.28		
For approval	<u>-2,590.29</u>		
	<u>-2,865.57</u>	17,708.25	12/01/17
Total Bank Balances 12/01/17		<u><u>37,399.05</u></u>	

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APPENDIX B

CHELFORD PARISH COUNCIL BUDGET ANALYSIS 2016/17 and 2017/18

	Projected 16/17 & Budget 2017/18	Variances 16/17	Balance as at 10/11/16
Clerk's Salary			
2016/17 £6,829.06 p.a. = £569.09 p.m. based upon 12 hrs. per week 4 months (Dec 16 - Mar 17) x £569.09	2,276	-2,399	
	2,276	-2,399	-123
2017/18 £6,897.70 p.a. = £574.81 p.m. based upon 12 hrs. per week Contingency for Additional Hours.	6,898		
	112		
	7,010		
National Insurance (Employer)			
2016/17 4 months (Dec 16 - Mar 17) (on basic pay)	0	0	
	0	0	0
2017/18 Based on salary of £6,897.70	0		
	0		
Allowances (Clerk)			
2016/17 Use of home as Office @ £10 p.m.	40	0	
Use of computer hardware @ £1 p.w.	18	0	
Travelling @ 45p per mile	143	0	
Broadband & Telephone Service @ £12 p.m.	48	0	
Contingency	0	34	
	249	34	283
2017/18 Use of home as Office @ £10 p.m.	120		
Use of computer hardware @ £1 p.w.	52		
Travelling @ 45p per mile	300		
Broadband & Telephone Service @ £12 p.m.	144		
Contingency	34		
	650		
Chairman/Member Allowances			
2016/17 Chairman's Allowance	0	0	
Other Member Allowances - Dec 16 - Mar 17	0	0	
	0	0	0
2017/18 Chairman's Allowance	0		
Other Member Allowances	0		
	0		
Administration			
2016/17 Stationary & General Office Supplies	50	0	
Postages	30	0	
Computer Consumables	55	0	
Contingency	75	0	
	210	0	210
2017/18 Stationary & General Office Supplies	50		
Postages	30		
Computer Consumables	55		
Contingency	75		
	210		

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Audit Fees

2016/17 External Audit Fees 2015/16
Internal Audit Fees 2015/16

2017/18 External Audit Fees 2016/17
Internal Audit Fees 2016/17

Insurance

2016/17 Premium due 15/03/17

2017/18 Premium due 15/03/18

Section 137 Donations

2016/17 Railway Station
Best Kept Village (Entry fee for 2017 Competition)
RBL Poppy Appeal
East Cheshire Hospice (Disposal of Christmas Tree)
Contingency

2017/18 Railway Station
Best Kept Village (Entry fee for 2018 Competition)
RBL Poppy Appeal
East Cheshire Hospice (Disposal of Christmas Tree)
Contingency

Grants

2016/17 Churchyard Maintenance
Chelford CE Primary School (After School Club)
Contingency

2017/18 Churchyard Maintenance
Chelford CE Primary School (After School Club)
Contingency

Parish Council Newsletters

2016/17 Printing costs

2017/18 Printing costs

Christmas Tree & Lighting

2016/17 Provision of Christmas Tree & Lighting

2017/18 Provision of Christmas Tree & Lighting

Projected 16/17 & Budget 2017/18	Variances 16/17	Balance as at 10/11/16
0	100	
0	150	
0	250	250
200		
150		
350		
1,500	0	1,500
1,600		
250	0	
50	-10	
0	0	
50	0	
116	0	
466	-10	456
250		
50		
50		
50		
300		
700		
1,380	0	
1,550	-1,550	
0	0	
2,930	-1,550	1,380
1,380		
0		
150		
1,530		
50	0	
50	0	50
100		
100		
300	0	
300	0	300
300		
300		

CHELFORD PARISH COUNCIL

	Projected 16/17 & Budget 2017/18	Variances 16/17	Balance as at 10/11/16
Street Lighting			
2016/17 Electricity Oct 16 - Mar 17 (182 days x £0.24 = £43.68) net - say	45	-28	
Provision for Increase in Electricity	5	20	
Repairs Nov 16 - Mar 17	0	125	
	50	117	167
2017/18			
Annual Electricity (365 x £0.24 per day = £87.60) net - say	90		
Provision for Increase in Electricity	25		
Repairs	125		
	240		
Website			
2016/17 Website hosting costs	0	1	
Contingency	0	90	
	0	91	91
2017/18			
Apr 17 - Sep 17 - Website hosting costs (at 2016/17 fees as below)	180		
(Domain name - £0.60 p.m., Webmail facility - £1.30 p.m.,			
Hardware rental - £6.00 p.m., Bandwidth rental - £6.00 p.m.,			
Cloud storage - £7.00 p.m., Loudhailer - £9.00 p.m.)			
Oct 17 - Mar 18 - Website hosting costs (fees as above)	180		
Contingency for increase in service charge/service requirements	90		
	450		
Village Planters			
2016/17 Summer Planting	0	10	
Winter Planting	0	-85	
	0	-75	-75
2017/18			
Summer Planting	285		
Winter Planting	330		
	615		
Tennis Coaching			
2016/17 Nov 16 - Mar 17	0	650	
	0	650	650
2017/18			
18 week Junior Tennis Coaching at MUGA	0		
	0		
Professional Services			
2016/17 Provision of professional advice/services	0	260	
	0	260	260
2017/18			
Provision of professional advice/services	300		
	300		
Advertising			
2016/17 None	0	75	75
2017/18			
Provision	75		

CHELFORD PARISH COUNCIL

Subscriptions/Affiliation Fees

2016/17 Data Protection Registration (due 26/02/17)
ChALC
Cheshire County Playing Fields Association
Cheshire Community Action
CPRE

2017/18 Data Protection Registration
ChALC
Cheshire County Playing Fields Association
Cheshire Community Action
CPRE

Room Hire

2016/17 Ordinary Parish Council Meetings @ £17.50 per meeting
Annual Parish Meeting @ £27.50
Extra Ordinary Parish Council Meetings @ £17.50 per meeting
Contingency

2017/18 Ordinary Parish Council Meetings
Annual Parish Meeting
Extra Ordinary Parish Council Meetings
Contingency

Training

2016/17 Training Provision - Members & Clerk

2017/18 Training Provision - Members & Clerk
(Based on 4 attendances to ChALC Training sessions)

Chelford Activity Park - Maintenance

2016/17 Grass Cutting - Apr 16 - Sep 16 (12 visits)
Grass Cutting - Contingency based on 2015/16
Hedge Cutting
RoSPA Inspection
Tree Safety Inspection
Maintenance - Play Area Equipment
Maintenance - BMX Track
Maintenance - MUGA
Maintenance - Table Tennis Table
Maintenance - Seats & Picnic Benches
Maintenance - Barbeques
Contingency

2017/18 Grass Cutting
Hedge Cutting
RoSPA Inspection
Tree Safety Inspection
Maintenance - Play Area Equipment
Maintenance - BMX Track
Maintenance - MUGA
Maintenance - Table Tennis Table
Maintenance - Seats & Picnic Benches
Maintenance - Barbeques
Contingency

Projected 16/17 & Budget 2017/18	Variances 16/17	Balance as at 10/11/16
35	0	
0	1	
0	5	
0	30	
0	4	
35	40	75
35		
365		
25		
50		
40		
515		
105	15	
28	32	
35	25	
23	77	
191	149	340
120		
30		
80		
120		
350		
70	50	
70	50	120
140		
140		
1,596	4	
399	-299	
300	0	
0	167	
350	-350	
200	-100	
0	0	
50	250	
0	0	
0	150	
0	25	
100	0	
2,995	-153	2,842
2,200		
300		
150		
0		
100		
200		
500		
25		
150		
25		
350		
4,000		

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CHELFORD PARISH COUNCIL

	Projected 16/17 & Budget 2017/18	Variances 16/17	Balance as at 10/11/16
Asset Maintenance			
2016/17 Notice Boards	0	134	
Bus Shelter	0	50	
Telephone Kiosks	25	0	
Planters	0	75	
Height Barrier	0	0	
Speed Indicator Devices	0	400	
Contingency	150	-50	
	175	609	784
2017/18			
Notice Boards	150		
Bus Shelter	250		
Telephone Kiosks	25		
Planters	75		
Height Barrier	100		
Speed Indicator Devices	400		
Contingency	400		
	1,400		
Asset Purchase			
2016/17 Litter Bin	0	150	
Notice Board	0	0	
Benches (Mere Court)	0	-642	
Telephone Kiosks	2	-2	
	2	-494	-492
2017/18			
Notice Board	600		
Telephone Kiosks	0		
Planters	400		
Contingency	200		
	1,200		
Other			
2016/17 Contingency provision	0	738	
	0	738	738
2017/18			
Contingency provision	750		
2016/17 Sub Totals	11,499	-1,618	9,881
2016/17 Income - Grants	0	0	
2016/17 Transfer - Mere Court Improvement Funds held	643	643	
2016/17 Transfer - School Compensation Funds held	1,550	1,550	
2016/17 Expenditure Projection and Savings Totals	13,692	575	14,267
2017/18 Draft Budget Expenditure Total	22,485		
Less Council Tax Support Grant 2017/18	0		
Gross Council Tax Requirement 2017/18	22,485		

CHELFORD PARISH COUNCIL

Tax Base 2017/18 (Band D) and Precept impact on Property Bands

Band	Ratio	2016/17 Tax Base	£	Band	Ratio	2017/18 Tax Base	£
A	6/9		19.14	A	6/9		24.14
B	7/9		22.33	B	7/9		28.17
C	8/9		25.52	C	8/9		32.19
D	9/9	608.98	28.71	D	9/9	620.84	36.22
E	11/9		35.09	E	11/9		44.27
F	13/9		41.48	F	13/9		52.31
G	15/9		47.86	G	15/9		60.36
H	18/9		57.43	H	18/9		72.43
Precept		£17,486		Precept		£22,485	

Precepts		
Year	% increase	£
2005/06	0.00%	7,500
2006/07	0.00%	7,500
2007/08	4.00%	7,800
2008/09	0.00%	7,800
2009/10	0.00%	7,800
2010/11	0.00%	7,800
2011/12	0.00%	7,800
2012/13	25.60%	9,800
2013/14	0.00%	9,800
2014/15	10.00%	10,800
2015/16	25.00%	13,500
2016/17	29.50%	17,486

APPENDIX C

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 2, 10, 17, 23 November 2016, 1, 8, 15, 20 December 2016.
23/11/16	Health & Safety Training.
05/12/16	Clerks & Councillors Induction Training.
07/12/16	Self-Presentation & Media Skills Training.
08/12/16	Transparency Code Funding Reminder.
12/12/16	Parish Conference - 23 rd January, 2017.
19/12/16	Post Office Consultation.
20/12/16	Seasonal Greetings message.
	Cheshire East Council -
-	Traffic Management LAP Reports - 10, 17, 24 November 2016, 1, 8, 15, 22 December 2016, 5 January 2017.
-	Partnerships Newsletter - November/December 2016, Request for articles January/February 2017 edition.
-	Neighbourhood Planning drop-in sessions - 8, 14, 22, 30 November 2016, 13 December 2016.
-	Winter Service Decisions - 7-30 November 2016, 1-31 December 2016, 1-7 January 2017.
08/11/16	Maintenance of online Highway services.
09/11/16	Regulation of the Shale Gas Industry.
11/11/16	Decommissioning of Telephone Kiosks.
16/11/16	Greater Manchester Spatial Framework consultation.
18/11/16	Notification of provisional Taxbase 2017/18.
22/11/16	Consultation on Household Waste Recycling Centre provision.
25/11/16	Town & Parish Council Conference - Revision to start time.
25/11/16	Notification of intended closure of the Cheshire East Council Neighbourhood Planning Grant Scheme.
30/11/16	Intention to implement Four Day Free Parking initiatives in Cheshire East.
13/12/16	Equality Objectives Consultation.
14/12/16	Local Area Co-ordinator Newsletter.
16/12/16	Confirmation of Provisional Council Taxbase 2017/18.

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CHELFORD PARISH COUNCIL

	Cheshire Emergency Services -
10/11/16	Police & Crime Commissioner and Chief Constable's Roundup - October/November 2016.
12/12/16	Cheshire Fire & Rescue Service - Christmas message.
16/12/16	Police & Crime Commissioner and Chief Constable's Roundup - December 2016.
04/01/16	Police & Crime Commissioner - Consultation re: Police funding 2017/18.
	Rural Services Network -
-	Weekly News Digest - 7, 14, 21, 28 November 2016, 5, 12, 19 December 2016, 3 January 2017.
-	Rural Opportunities Bulletin - 7 December 2016, 4 January 2017.
-	Hinterland Newsletter - 11, 18, 25 November 2016, 2, 9, 16, 23 December 2016, 6 January 2017.
-	Rural Vulnerability Service - Fuel Poverty (November 2016), Rural Transport (November 2016), Rural Broadband (November 2016), Fuel Poverty (December 2016), Rural Transport (December 2016).
-	RSN Spotlight - Rural Health (November 2016), Rural Economy (December 2016).
21/12/16	Rural Health Conference - 28 th February, 2017.
	Other Correspondence -
-	Healthwatch Cheshire East - 23/11/16 - Invitation to Operational Board Meeting; 06/12/16 - e-Bulletin; 14/12/16 - Proposed service changes consultation; 21/12/16 - Seasons Greetings.
-	Public Sector Executive - Newsletter 7, 10, 14, 17, 21, 28 November 2016, 1, 5, 8, 12, 15, 19, 22 December 2016, 5 January 2017. 30/11/16 - Discounts on Philips Monitors; 21/12/16 - Seasons Greetings.
-	HMRC - 08/11/16 - Webinar support; 25/11/16 - Expenses & Benefits webinar; 28/11/16 - PAYE Details support; 05/12/16 - PAYE webinar support; 06/12/16 - National Minimum Wage calculations; 08/12/16 - Growing your business; 09/12/16 - Getting employee information right; 12/12/16 - Minimum wage e-guide; 15/12/16 - Employer Bulletin 63; 16/12/16 - Using Basic PAYE Tools; 21/12/16 - Guidance for paying the minimum wage; 22/12/16 - Raw Tobacco Approval Scheme; 04/01/17 - Apprenticeship benefits.
-	Manchester Airport - 10/11/16 - Feedback from Meetings with Town & Parish Councillors in September 2016; 16/12/16 - Christmas Greetings; 18/12/16 - e-Newsletter; 24/12/16 - Runway Closures 2017.
-	CPRE - 08/11/16 - Campaign Updates; 08/12/16 - Campaign Updates.
-	E-ON - 10/11/16 - Monthly Market Report; 15/12/16 - Monthly Market Report.
-	Unlock Democracy - 10/11/16 - Results of Brexit Survey; 16/11/16 - Campaign for lobbying register; 18/11/16 - Lobbying Bill success; 02/12/16 - Delivering Brexit; 06/12/16 - Beginners Guide to the UK Constitution; 07/12/16 - Brexit & the Constitution; 08/12/16 - Article 50 Hearing Day 4; 14/12/16 - Donation request.
-	Community & Voluntary Services - 18/11/16 - e-Bulletin; 02/12/16 - e-Bulletin; 15/12/16 - The Voice newsletter; 16/12/16 - e-Bulletin; 22/12/16 - e-Bulletin; 06/01/17 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - December 2016, January 2017.
07/11/16	Chelford Reference Group - Self Care Week.
09/11/16	British Red Cross - Open Garden Scheme. [Reminder: 05/12/16]
14/11/16	Macclesfield Town Council - Macclesfield Town Residents Association petition re car park review.
15/11/16	Enventure Research - Public consultation and engagement services.
-	AgeUK Cheshire East Newsletter - November 2016, December 2016.
22/11/16	Cheshire Community Action - Cancellation of 2017 Community Pride Competition.
22/11/16	Sandbach Town Council - Beauty & The Beast Pantomime Performance.
22/11/16	Cheshire Area for Cheshire Action - Knutsford War Memorial Hospital - Campaign for community ownership.
12/12/16	Cheshire Community Action - Neighbourhood Planning Newsletter (No. 4).
13/12/16	Dale Surveying - Proposed CTIL Telecommunications Mast - Radbroke Farm.
16/12/16	Came & Company - Christmas Message.
19/12/16	Cheshire Community Action - Community Asset Transfer Training.
20/12/16	Historic Towns Forum - December 2016 Newsletter.
28/12/16	North West Air Ambulance - Request for donation towards Air Ambulance Service.
	Advertisements -
-	07/11/16 - Primary Care Supplies - Defibrillators; 07/11/16 - Greenfingers Services - Ground Maintenance Services; 11/11/16 - Proludic - Moving offices; 11/11/16 - Realise Futures - Winter offers on picnic tables; 15/11/16 - Cheshire Grounds Maintenance - Maintenance Services; 22/11/16 - Kompan - Toddler Playground Equipment; 24/11/16 - Primary Care Supplies - Defibrillators; 25/11/16 - Proludic - Christmas Offers; 30/11/16 - Greenfingers Services - Arboricultural Services; 30/11/16 - Inteweb360 - Website services; 30/11/16 - Realise Futures - Picnic table discounts; 05/12/16 - Creative Play - Winter Playground Upgrades; 05/12/16 - Cheshire Grounds Maintenance - Ground Maintenance Services; 06/12/16 - Primary Care Supplies Communities - Defibrillators; 08/12/16 - Kompan Playgrounds - Winter Offers; 09/12/16 - Primary Care Supplies Communities - Defibrillators; 04/01/17 - Millennium Quest - Christmas Decorations & Installation services; 05/01/17 - Understanding ModernGov - Writing Techniques for Busy Professionals.