

CHELFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

THURSDAY, 8TH SEPTEMBER, 2016, 7:30 p.m.
CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

To Members of Chelford Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

1. APOLOGIES FOR ABSENCE -

2. DECLARATIONS OF INTEREST - To receive Declarations of Interest in any item on the agenda.

3. MINUTES -

- i) To approve the Minutes of the Parish Council Meeting held 14th July, 2016 as a correct record and authorise signing by the Chairman.

4. PUBLIC FORUM FOR QUESTIONS (15 Mins) -

5. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) Knutsford Rural Policing Team - matters of interest /concern within the Parish.
- ii) Cheshire East Ward Member Councillor G. Walton.

6. ELECTION OF VICE-CHAIRMAN -

7. FINANCE -

- i) **To receive and consider the Financial Statement 2016/17 as at 8th September, 2016 - Appendix A.**

ii) **To authorise the following payments:**

- a) Cheque No. 001117 E. M. Maddock £1,146.14 Salary 01/08/16 - 30/09/16 & Expenses.
- b) Cheque No. 001118 H.M. Revenue & Customs £101.80 Employee Income Tax.
- c) Cheque No. 001119 BDO LLP £120.00 External Audit 2015/16.
- d) Cheque No. 001120 D. Wilson £13.48 Tour of Britain - Purchase of orange paint.

iii) **To note the following receipts since 01/07/16:**

- a) Chelford Parish Hall £60.00 Hire of Chelford Activity Park - 25/06/16.
- b) Cheshire East Borough Council £8,743.00 Precept 2016/17 (50%)

iv) **To receive and consider a request for a replacement cheque.** (Clerk to report)

v) **External Audit 2015/16:**

- a) To note and confirm the actions of the Clerk & Responsible Financial Officer in displaying the Notice of Conclusion of Audit 2015/16 in accordance with the statutory requirements.
- b) To receive the External Audit Report 2015/16.

vi) **Budget 2017/18:**

- a) To consider special items for inclusion in 2017/18 budget.

8. CORRESPONDENCE -

i) **To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate in relation thereto:**

- a) NatWest Bank plc. - Notification of interest rate changes from 7th November, 2016.
- b) Zurich Insurance plc. - Notification of rises in Insurance Premium Tax.
- c) Manchester Airport - Meetings in the community.
- d) Knutsford Guardian - Enquiry re proposed action in response to local Olympians.

ii) **To note other correspondence received since the date of the last ordinary meeting - Appendix B.**

9. PLANNING & LICENSING MATTERS -

i) **To note that no comments were submitted to Cheshire East Council in respect of the following planning applications:**

- a) **16/3397M** - The Ivy House, Chelford Road, Chelford, Macclesfield. SK11 9AH - New front boundary wall, alterations to Coach House, provision of 3 bay garage.
- b) **16/3475M** - Cherry Trees, 2 Knutsford Road, Chelford, Macclesfield. SK11 9AS - Small ground floor extension with first floor extension over this and an existing ground floor single storey extension.
- c) **16/3600M** - 1 Drumblefield, Chelford, Macclesfield. SK11 9BT - Erection of conservatory at rear of property.

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ii) Planning Applications for consideration:

- a) **16/3981M** - Oak Tree House, Pepper Street, Chelford, Macclesfield. SK11 9BE - Replacement dwelling with detached garage and new vehicular access following demolition of existing house, detached garage and outbuilding.
- b) **16/3935M** - Chelford Garage, Alderley Road, Chelford, Macclesfield. SK11 9AH - Retrospective Application - Shell Monolithic Price Sign - 7m Tall.
- c) Any further applications received prior to meeting will be included.
- iii) **Planning Application 10/3448M** - Chelford Agricultural Centre - Update on current position. (Cllr. D. Wilson to report)
- iv) **Planning Application 16/0504M** - Eddie Stobart Ltd. - Update on current position. (Cllr. D. Wilson to report)
- v) **Planning Application 16/1353M** - Former Mere Farm Quarry - To note that the application has been approved by the Cheshire East Council Strategic Planning Board on 24th August, 2016.
- vi) **Astle Park** - To receive resident complaints regarding noise nuisance from events. (Clerk to report)

10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) To receive an update on outstanding highway matters:-
 - a) Dilapidated fencing, Holmes Chapel Road, from The Post Office towards Chelford Bridge.
 - b) Speed monitoring along A535 Holmes Chapel Road in vicinity of St. John's Church.
 - c) Broken verge retaining flags along Holmes Chapel Road near to St. John's Church.
 - d) Damaged sign along Alderley Road (opposite Alan F. Holmes Picture Framing).
 - e) Damaged lighting column near to Chelford Roundabout junction with Chelford Road.
 - f) Footway 'siding out' between Chelford Roundabout and St. John's Church, Holmes Chapel Road.
 - g) Overhanging hedges along Knutsford Road from Chelford Parish Hall to Station Road.
 - h) Provision of protective posts at Shell Garage access points.
- ii) To receive highway matters for attention from Members.

11. ASSETS -

- i) Chelford Activity Park -
 - a) To consider estimates for the actions identified in the RoSPA Inspection Report dated April, 2016. (Clerk to report)
 - b) To receive an update on Chelford Activity Park facility bookings. (Clerk to report)
 - c) To receive a summary of the issues identified during the routine inspections of the Chelford Activity Park.
(Councillor A. Boon to report)
 - d) To receive feedback from Chelford Parish Hall regarding proposed changes to the management of Chelford Activity Park.
(Councillor D. Wilson & Clerk to report)
 - e) To consider future usage, fees and charges for Chelford Activity Park facilities. (Clerk to report)
- ii) Chelford Village Website - To receive an update on the Parish Council position in relation to responsibility and liability.
(Cllr. D. Wilson to report)
- iii) Parish Council Noticeboards - To note that additional keys for the notice board at the Post Office and additional magnets for the notice board at Dixon Drive have been secured.
- iv) Parish Council Assets Register - To receive an update on the preparation of the Assets Register and to consider future management strategies for Parish Council Assets. (Clerk to report)

12. VILLAGE MAINTENANCE/IMPROVEMENTS -

- i) To receive an update regarding improvement works at Mere Court Recreation Area. (Cllr. D. Wilson to report)
- ii) To receive and consider estimates for the winter planting of the Planters within the Parish. (Clerk to report)
- iii) To receive an update regarding hedge cutting responsibilities. (Clerk to report)
- iv) Future Village Maintenance contract arrangements. (Clerk to report)

13. COMMUNITY FACILITIES & SERVICES -

- i) Astle Court Community Centre - To receive an update regarding the future management. (Clerk to report)
- ii) Parish Plan Team -
 - a) To receive an update on the current position of the Parish Plan Team. (Cllr. D. Wilson to report)
 - b) Outdoor Table Tennis Project - To receive an update regarding the provision of formal notification of ownership transfer and guarantee information. (Clerk to report)
- iii) Parish Broadband - To receive an update on broadband infrastructure investment in Chelford. (Cllr. D. Wilson to report)
- iv) Parish Defibrillator - To receive an update on potential options for provision of equipment. (Clerk to report)
- v) Chelford Station Volunteers - To receive an update on future management. (Cllr. D. Wilson to report)
- vi) Tour of Britain - 6th September, 2016. (Cllr. D. Wilson to report)

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- vii) To consider whether the Parish Council wish to lay a wreath at the 2016 Remembrance Service at St. John's Church.
- viii) To consider whether the Parish Council wish to provide a Village Christmas tree display.
- ix) To consider a request for financial support to set up an after school club at Chelford Church of England Primary School.

14. NEIGHBOURHOOD PLAN -

- i) To consider necessary action required to proceed with the production of the Neighbourhood Plan. (Cllr. D. Wilson to report)

15. PARISH COUNCIL POLICIES -

- i) To review the 'Chelford Parish Council Guidelines and Policy on The Obstruction of the Highway by Hedges, Trees and other Vegetation' and consider any amendments required.
- ii) To consider the adoption of a Planning Policy. (Councillor D. Wilson to report)

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

- i) Manchester Airport Meeting with Town & Parish Councillors - 20/09/16. (Councillor D. Wilson to report)
- ii) ChALC Annual Meeting - 20/10/16. (Councillor D. Wilson to report)
- iii) Cheshire East Council Highways Engagement Events.
- iv) Mere Farm Quarry Liaison Group.

17. DATE OF NEXT MEETING - Thursday, 10th November, 2016 at 7:30p.m. at Chelford Parish Hall.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

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

E.M.Maddock

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

Dated 4th September, 2016.

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APPENDIX A

Financial Statement for 2016/17 as at 8 September 2016					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to July 2016 £.	Agenda Sep. 2016 £.	Budget Balance £.
	Receipts				
13,500.00	Precept	17,486.00	8,743.00	8,743.00	0.00
0.00	Balances	0.00	0.00		0.00
9.88	Investment Interest	0.00	2.45		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	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		167.85
18,113.84	Total Receipts	17,680.00	9,788.95	8,803.00	167.85
	Payments				
4,615.46	Salary (Clerk)	4,560.00	2,383.91	1,160.64	1,015.45
0.00	National Insurance (Employer)	0.00	0.00		0.00
911.67	Allowances (Clerk)	650.00	184.66	76.51	388.83
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	0.00	100.00	250.00
1,328.89	Insurance	1,500.00	0.00		1,500.00
280.64	Sect. 137 Donations	690.00	184.24		505.76
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	36.48		188.52
358.80	Website	450.00	179.40		270.60
563.50	Village Planters	600.00	390.00		210.00
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		650.00
150.00	SIDS	400.00	0.00		400.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	0.00		75.00
35.00	Data Protection Registration	35.00	0.00		35.00
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	7.50	8.99	1,208.51
0.00	Contingency	750.00	0.00	11.23	738.77
60.00	Contra Expenses	0.00	0.00		0.00
849.50	V.A.T.		143.80	24.05	
14,847.00	Total Payments	17,680.00	4,122.84	1,381.42	12,343.59
	Cash/Bank Reconciliation	01/04/16	14/07/16	08/09/16	31/03/17
	Balance B/Fwd.	29,591.30	29,591.30	35,257.41	42,678.99
	Add Total Receipts	17,680.00	9,788.95	8,803.00	167.85
	Less Total Payments	-17,680.00	-4,122.84	-1,381.42	-12,343.59
	Balance C/Fwd.	29,591.30	35,257.41	42,678.99	30,503.25
	Cumulative Balances	Balance	Balance	Balance	Balance
		01/04/16	14/07/16	08/09/16	31/03/17
	General Funds	27,068.94	32,735.05	40,156.63	27,980.89
	Earmarked Reserves	2,522.36	2,522.36	2,522.36	2,522.36
		29,591.30	35,257.41	42,678.99	30,503.25

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CASH/BANK RECONCILIATION AS AT - 8 September 2016

CASH

Balance Brought Forward 01/04/16	29,591.30
Plus Receipts	18,591.95
	<hr/>
	48,183.25
Less Payments	5,504.26
	<hr/>
Balance Carried Forward 08/09/16	<u><u>42,678.99</u></u>

BANK (Natwest)

Business Reserve Account -	19,687.48	05/07/16
Add income/transfer received since above statement		
	<hr/>	
	0.00	
Less unrepresented cheques		
	<hr/>	
	0.00	
	<hr/>	19,687.48 08/09/16
Current Account -	16,157.93	05/08/16
Add income received since above Statement		
	<hr/>	
	8,743.00	
	<hr/>	8,743.00
Less unrepresented cheques/ Transfer		
Approved	528.00	
For approval	<hr/>	
	1,381.42	
	<hr/>	
	-1,909.42	
	<hr/>	22,991.51 08/09/16
Total Bank Balances 08/09/16	<hr/>	
	<u><u>42,678.99</u></u>	

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APPENDIX B

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 21, 28 July 2016, 4, 12, 18, 25 August 2016.
01/09/16	August 2016 - Newsletter.
	Cheshire East Council -
-	Traffic Management LAP Reports - 14, 21, 28 July 2016, 4, 11, 18, 25 August 2016, 1 September 2016.
-	Partnerships Newsletter - July/August 2016, Request for articles September/October 2016.
-	Neighbourhood Planning drop- in sessions - 8, 15, 22, 26 August 2016.
25/07/16	Town & Parish Council Communications.
03/08/16	Highways Engagement Events 2016.
03/08/16	Neighbourhood Planning Letter.
04/08/16	Town & Parish Council Conference Slides.
04/08/16	Queen's Award for Voluntary Service - September, 2016 deadline.
05/08/16	Tour of Britain - Information for Visitors.
10/08/16	Tour of Britain - Event preparation update.
12/08/16	Cheshire East Participatory Budgeting - Public Health Fund.
19/08/16	Tour of Britain - Mark Cavendish confirmed for Cheshire Stage of Tour of Britain.
	Cheshire Emergency Services -
18/07/16	Cheshire Police: Statement in response to Terrorist Attacks in Nice.
19/07/16	Police & Crime Commissioner - Reminder for 'Join the Conversation' Event 19/07/16.
04/08/16	Police & Crime Commissioner & Chief Constable's Update - July/August 2016.
	Rural Services Network -
-	Weekly News Digest - 11, 19, 26 July 2016, 1, 8, 16, 23, 30 August 2016, 2 September 2016.
-	Rural Opportunities Bulletin - August 2016.
-	Hinterland Newsletter - 22, 29 July 2016, 5, 12, 19, 26 August 2016.
-	Rural Vulnerability Service - Rural Broadband (July 2016); Fuel Poverty (August 2016); Rural Transport (August 2016).
-	RSN Spotlight - Rural Housing (July 2016); Young People (July 2016); Heart of the Village (August 2016).
01/08/16	Rural Conference 2016: Brexit - Survival Of The Fittest - Making The Case For Rural.
	Other Correspondence -
-	Healthwatch Cheshire East - 27/07/16 - e-Bulletin; 03/08/16 - e-Bulletin.
-	Public Sector Executive - Newsletter 11, 14, 18, 21, 25, 28 July 2016, 1, 4, 8, 11, 15, 18, 22, 25, 30 August 2016, 1 September 2016. 01/08/16 - Public Sector Show North 2016, 16/08/16 - Integrated Care Summit 2016; 30/08/16 - The International Technology Enabled Care Conference 2016.
-	HMRC - 12/07/16 - Exporting goods webinar; 26/07/16 - Statutory Sick Pay Advice; 27/07/16 - HSE & HMRC joint webinar; 01/08/16 - PAYE basics with HMRC; 12/08/16 - Getting Employee information right; 12/08/16 - Introduction to expenses and benefits; 16/08/16 - Statutory Sick Pay advice; 18/08/16 - Employer Bulletin 61; 19/08/16 - Parental Pay and Leave; 26/08/16 - Expenses and benefits guidance; 31/08/16 - Save time by payrolling employee expenses and benefits; 01/09/16 - Introduction to Health & Safety in the workplace.
-	Manchester Airport - 22/07/16 - Harry Potter Book offer; 18/08/16 - Invitation to Manchester Airport meeting with Town/Parish Councillors; 25/08/16 - Community Newsletter.
-	CPRE - 10/08/16 - Countryside Voice.
-	E-ON - Monthly Market Report - July 2016, August 2016. 01/09/16 - 2016 Energy Seminars.
-	Unlock Democracy - 26/07/16 - Unlocking democracy after Brexit; 04/08/16 - Call for review of appointments to House of Lords; 01/09/16 - Lobbying Transparency re Brexit.
-	Community & Voluntary Services - 15/07/16 - e-Bulletin; 27/07/16 - The Voice newsletter; 02/08/16 - Invitation for additional Healthwatch volunteers; 12/08/16 - e-Bulletin; 17/08/16 - Training News; 30/08/16 - e-Bulletin; 01/09/16 - Managing Volunteers.
-	Information Commissioner's Office - Newsletter - August 2016, September 2016.
14/07/16	United Utilities - Reservoir Safety Campaign.
20/07/16	NatWest Bank plc. - Change to Account Terms.
02/08/16	Ecorys UK - Survey re: Cheshire Constabulary Stakeholder Sentiment Study.
04/08/16	Historic Towns Forum - Volunteering in the Heritage Sector.

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12/08/16	EE Ltd. - Pre-application notification for replacement mobile phone base station at Over Peover.
23/08/16	St. John's Ambulance - Free First Aid Training for vulnerable young people.
24/08/16	Environment Agency - Oil and Gas regulation event 21/09/16.
25/08/16	Universe - Festival & Event growth management services.
31/08/16	North West Engagement - Drop-in Sessions for businesses and individuals with current issues requiring resolution relating to proposed line route for HS2.
	Advertisements -
-	Broxap Litter Bins & Recycling Units - 26/07/16 - Economy Litter Bins; 27/07/16 - Stadia Sports Equipment.
-	11/07/16 - Proludic - Summer discounts on Sports Equipment; 13/07/16 - Realise Futures - Seat Sale; 21/07/16 - Multi Use Games Area Equipment; 27/07/16 - Funding Circle - Funding for Businesses; 28/07/16 - Populus Surveys - Workplace Pensions Advertising Survey; 28/07/16 - J Parker's Wholesale - Autumn 2016 catalogue; 29/07/16 - Proludic Ltd. - Prolympics Equipment; 02/08/16 - Unipart Dorman - Speed Indicator Devices; 12/08/16 - Populus Surveys - Workplace Pension Advertising Survey; 12/08/16 - Proludic Ltd. - Olympic Discounts on sports products; 22/08/16 - Proludic Ltd. - Olympic Legacy Discounts; 24/08/16 - Wicksteed Playgrounds - Olympic Gold Medal Discounts.