

# CHELFORD PARISH COUNCIL

## Minutes of the Parish Council meeting held

Thursday 10 September, 2020 at 7:30p.m.

### Meeting held remotely via Zoom due to restrictions associated with Covid-19

Present - Councillors D. Wilson (Chairman), A. Jones, G. Willis.

Members of the public (0).

Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

#### 1. Apologies for absence -

Councillor B. Brindley – Work commitment.

Councillor C. Howlett – Prior commitment.

#### 058/20 RESOLVED (a) To receive and approve the apologies for absence above.

Proposed: Councillor D. Wilson Seconded: Councillor G. Willis All in favour

#### 2. Declarations of interest -

Councillor D. Wilson - Item 5(f) – Personal association with applicant body.

**DECISION (a) To receive and note the declaration of interest made by Councillor D. Wilson.**

#### 3. Public forum for questions

**DECISION (a) To note that no questions had been received from or were presented by members of the public.**

#### 4. Reports from external organisations

(a) **Gawsworth & Chelford Wards Policing Team** - A written report had been provided which identified the following incidents within the Parish during August, 2020: complaint about no lighting at Chelford roundabout; attempted break in (non-dwelling) on Elmstead Road; suspicious vehicle on Highland Drive; road traffic collisions on Knutsford Road and Peover Lane. Speed enforcement visits have recorded 38 vehicles speeding and 23 letters have been issued to speeding drivers following recent community speed watch activities.

**DECISION (a) To receive and note the report of the Gawsworth & Chelford Wards Policing Team.**

(b) **Cheshire East Ward Member Cllr. M. Asquith** - Borough Councillor M. Asquith was not present at the meeting.

**DECISION (a) To note that Borough Councillor M. Asquith was not present at the meeting.**

#### 5. Finance

(a) **Receipts** - Members noted the receipts since the meeting held 12<sup>th</sup> March, 2020. (Appendix A).

(b) **Payments** - Members noted the payments which had been made since the meeting held 12<sup>th</sup> March, 2020. (Appendix B)

(c) **Financial Statement as at 10<sup>th</sup> September, 2020** - Members considered the financial statement as at 10<sup>th</sup> September, 2020. (Appendix C)

(d) **Payments for approval** - Members considered the schedule of payments for approval. (Appendix D)

(e) **Earmarked Reserves** - Members noted the list of earmarked reserves held as at 10<sup>th</sup> September, 2020. It was suggested that these be reviewed during the 2021/22 budget setting process. (Appendix E)

#### 059/20 RESOLVED (a) That the report on receipts since the last meeting be

# CHELFORD PARISH COUNCIL

received and duly noted. (Appendix A)

(b) That the schedule of payments made since the meeting held 12<sup>th</sup> March, 2020 be approved and duly authorised. (Appendix B)

(c) That the Statement of Account as at 10<sup>th</sup> September, 2020 be received and the Chairman's observations duly noted. (Appendix C)

(d) That the schedule of payments at Appendix D be approved and duly authorised.

(e) That the schedule of earmarked reserves at Appendix E be received and duly noted.

Proposed: Councillor G. Willis Seconded: Councillor A. Jones All in favour

(f) Grant application from Friends of Chelford Station

**060/20 RESOLVED** (a) That consideration of the grant application from Friends of Chelford Station be deferred to the next meeting as a quorum of Members was not available at the meeting.

Proposed: Councillor D. Wilson Seconded: Councillor A. Jones All in favour

## 6. Planning Applications

(a) **20/2755M** - 7 Robin Lane, Chelford, Cheshire. SK11 9AZ

A single storey extension was completed last year under permitted development. The intention now is to build a 2nd floor extension on top of this. The extension will include a master bedroom with en suite bathroom.

**061/20 RESOLVED** (a) No observations.

Proposed: Councillor D. Wilson Seconded: Councillor G. Willis All in favour

(b) **20/3607M** - Eddie Stobart Ltd., Knutsford Road, Chelford. SK11 9AS

Amendment to s106 (release the local connection criteria for the Shared Ownership units) on application 16/0504M - Reserved matters application for access, appearance, landscaping, layout and scale following approval 13/4640M.

**062/20 RESOLVED** (a) **Objection: Chelford Parish Council strongly objects to the proposed amendment to the s.106 agreement associated with application 16/0504M on the grounds that this would significantly disadvantage local people from being able to secure a home within the Parish.**

The 'Local Connection' provision, together with the 'Cascade Provision', within the s.106 Agreement is vital to ensure that young people who have grown up in Chelford have a realistic opportunity to continue to do so when they require a home of their own.

The s.106 Agreement already makes adequate and acceptable provision for the allocation of vacant dwellings should there be no demand from the Parish at the relevant time. This supports the wider Cheshire East Council objective to provide affordable housing within the Borough as set out in Policy SC5 of the Cheshire East Local Plan. Furthermore, it is understood that there is current demand within the Borough for affordable properties.

# CHELFORD PARISH COUNCIL

There appears to be no reasonable justification to change the existing allocation process, particularly bearing in mind that the site is only newly developed (completion date for the affordable units July 2019).

In addition, Chelford Parish Council strongly objects to the precedent that this application is seeking to establish. The proposal to remove and re-establish the s.106 clause sets an unacceptable precedent and it is clear from the application covering letter that there is an intention to apply this proposed principle in the future.

Proposed: Councillor D. Wilson Seconded: Councillor A. Jones All in favour

(c) **Cheshire East Council – Licensing Application Process**

It was reported that a response had not yet been received from Cheshire East Council.

**DECISION (a) That the Clerk follow up a response to the concerns raised.**

## 7. Community Issues

- (a) **Community Speed Watch** - It was reported that community speed watch activities were now being undertaken on a weekly basis. A number of vehicles had been recorded travelling in excess of the speed limit, however, it was noted that, as the level of traffic travelling through the village was increasing, the number of speeding vehicles was falling.

**DECISION (a) To receive and note the report.**

- (b) **Mere Court Park** - It was reported that Councillor D. Wilson, Councillor A. Jones and the Clerk had attended a meeting with a representative of Cheshire East Council to discuss progress to complete improvement works at the site. It was noted that, since the meeting, the bollard at the entrance to the site had been installed. Further work at the site will take place to improve the pond area, to install picnic tables and to plant bulbs within the site. Work was also in hand to remove fencing debris from the site.

**DECISION (a) To receive and note the update relating to Mere Court Park.**

**(b) That the Clerk follow up on queries relating to the accessibility of Chelford FP3 which runs through the site.**

- (c) **Use of s.106 funds for improvements to local play, recreation and amenity facilities** - It was reported that Cheshire East Council currently plan to progress the re-development of the play area at Chelford Activity Park at the earliest opportunity. The wider section of Chelford Activity Park together with other amenity spaces within the Parish will be addressed at a future date. It was suggested that a survey could be conducted to establish current usage of green spaces in Chelford and to identify possible improvements which could be explored further.

**DECISION (a) That Councillor A. Jones draft a questionnaire to assess current usage and future possibilities for the Green Spaces in Chelford.**

8:09p.m. - 8:11p.m. - Short adjournment to re-join online meeting platform.

- (d) **s.106 funds for indoor sports and recreation at Chelford Parish Hall** - It was reported that Cheshire East Council had approved the use of the funds for new lighting and sound systems at Chelford Parish Hall. Chelford Parish Hall are now

# CHELFORD PARISH COUNCIL

progressing the delivery of the project.

**DECISION (a) To receive and note the report.**

- (e) **Uprooted signage within the Parish** - It was reported that signs at Dixon Drive and Pepper Street had recently been uprooted. The damage had been reported to Cheshire East Council and repairs were awaited.

**DECISION (a) To receive and note the report.**

**8. Matters for inclusion on next/future meeting agenda**

- (a) Planted area near to bus passenger shelter, Knutsford Road, Chelford.
- (b) Overgrown hedges within Parish.
- (c) Deteriorating street signage within Parish.

**9. Date of next meeting** - To be determined.

The meeting was declared closed by the Chairman at 8:26p.m.

# CHELFORD PARISH COUNCIL

## APPENDIX A

### Receipts 2019/20

a. NatWest Bank plc.	£7.78	Gross interest - January 2020
b. NatWest Bank plc.	£7.03	Gross interest - February 2020
c. Chelford Parish Hall	£220.00	Chelford Activity Park repairs
d. NatWest Bank plc.	£8.03	Gross interest - March 2020

### Receipts 2020/21

a. Cheshire East Borough Council	£20,956.50	Precept 2020/21 (50%)
b. NatWest Bank plc.	£7.53	Gross interest - April 2020
c. H.M. Revenue & Customs	£861.42	VAT reclaim 2019/20
d. NatWest Bank plc.	£7.28	Gross interest - May 2020
e. NatWest Bank plc.	£0.40	Gross interest - June 2020

## APPENDIX B

### Payment 2019/20

a. Cheque No 001346	Greenfingers Landscapes Ltd.	£205.99	Grounds Maintenance - March 2020
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### Payments 2020/21

a. Direct Debit 2020	E-ON	£17.06	Electricity charges: Jan-Mar
b. Direct Debit	1&1 IONOS	£1.00	Email account fee - April 2020
c. Cheque No 001347	Greenfingers Landscapes Ltd.	£216.30	Grounds maintenance - April 2020
d. Cheque No 001348	Playsafety Ltd.	£164.40	RoSPA Inspection
e. Cheque No 001349	CPRE	£36.00	2020/21 Membership fee
f. Direct Debit	1&1 IONOS	£1.00	Email account fee - May 2020
g. Cheque No 001350 2020	Greenfingers Landscapes Ltd.	£216.30	Grounds maintenance - May 2020
h. Cheque No 001351	JDH Business Services Ltd.	£202.80	Internal Audit fee 2019/20
i. Cheque No 001352	Cheshire Association of Local Councils	£376.20	2020/21 Affiliation fee
j. Direct Debit	1&1 IONOS	£2.40	Email account fee - June 2020
k. Cheque No 001353 planters,	Northwich Town Council	£3,954.00	Provision and planting of removal of old planters
l. Cheque No 001354	Greenfingers Landscapes Ltd.	£216.30	Grounds maintenance - June 2020
m. Cheque No 001355	Cheshire Community Action	£50.00	2020/21 Membership fee
n. Direct Debit 2020	E-ON	£17.06	Electricity charges: Apr-Jun 2020
o. Direct Debit	1&1 IONOS	£2.40	Email account fee - July 2020
p. Cheque No 001356 2020	Greenfingers Landscapes Ltd.	£216.30	Grounds maintenance - July 2020

# CHELFORD PARISH COUNCIL

## APPENDIX C

Financial Statement for 2020/21 as at 10th September 2020					
Actual 2019/20 £.	Details	2020/21 Budget £.	Actual to Aug. 20 £.	Agenda Sep. 20 £.	Budget Balance £.
	<b>Receipts</b>				
31,684.00	Precept	41,913.00	20,956.50		20,956.50
0.00	Balances	2,000.00	0.00		0.00
84.74	Investment Interest	0.00	15.21		0.00
0.00	Sale of Assets	0.00	0.00		0.00
411.62	Grants, Donations & Refunds	0.00	0.00		0.00
0.00	Contra Income	0.00	0.00		0.00
1,022.16	V.A.T. Refund & Income Tax adjustment		861.42	223.98	909.01
<b>33,202.52</b>	<b>Total Receipts</b>	<b>43,913.00</b>	<b>21,833.13</b>	<b>223.98</b>	<b>21,865.51</b>
	<b>Payments</b>				
9,042.36	Salary (Clerk)	10,908.00	0.00	4,957.56	5,950.44
84.23	National Insurance (Employer)	200.00	0.00	91.56	108.44
643.68	Allowances (Clerk)	725.00	0.00	187.28	537.72
0.00	Chairman/Member Allowances	0.00	0.00		0.00
127.94	Administration	270.00	0.00		270.00
353.00	Audit Fees (Internal & External)	475.00	169.00		306.00
550.30	Insurance	1,100.00	0.00		1,100.00
50.00	Sept. 137 Donations	400.00	0.00		400.00
510.28	Grants	2,880.00	0.00		2,880.00
217.95	Parish Council Newsletter	375.00	0.00		375.00
64.51	Street Lighting (Electric & Repairs)	270.00	32.50		237.50
28.28	Website	50.00	5.66	4.00	40.34
350.00	Professional Services	1,175.00	0.00	257.00	918.00
0.00	Advertising	100.00	0.00		100.00
497.20	Subscriptions/Affiliation Fees	545.00	462.20		82.80
100.00	Training	380.00	0.00	25.00	355.00
252.50	Room Hire	370.00	0.00		370.00
2,956.97	Chelford Activity Park - Maintenance	5,950.00	858.00	180.25	4,911.75
851.00	Chelford Village - Maintenance	3,100.00	1,127.00		1,973.00
0.00	Asset Maintenance	2,520.00	0.00		2,520.00
20.81	Asset Purchase	8,620.00	2,168.00		6,452.00
1,171.55	Neighbourhood Plan	500.00	0.00		500.00
0.00	Community Day	2,000.00	0.00		2,000.00
0.00	Contingency	1,000.00	0.00	13.36	986.64
861.42	V.A.T.		867.16	41.85	
<b>18,733.98</b>	<b>Total Payments</b>	<b>43,913.00</b>	<b>5,689.52</b>	<b>5,757.86</b>	<b>33,374.63</b>

Cash/Bank Reconciliation	01/04/20	31/08/20	10/09/20	31/03/21
Balance B/Fwd.	60,158.89	60,158.89	76,302.50	70,768.62
Add Total Receipts	43,913.00	21,833.13	223.98	21,865.51
Less Total Payments	-43,913.00	-5,689.52	-5,757.86	-33,374.63
<b>Balance C/Fwd.</b>	<b>60,158.89</b>	<b>76,302.50</b>	<b>70,768.62</b>	<b>59,259.50</b>
<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/20</b>	<b>31/08/20</b>	<b>10/09/20</b>	<b>31/03/21</b>
General Funds	25,431.35	44,869.96	39,336.08	27,826.96
Earmarked Reserves	34,727.54	31,432.54	31,432.54	31,432.54
	<b>60,158.89</b>	<b>76,302.50</b>	<b>70,768.62</b>	<b>59,259.50</b>

# CHELFORD PARISH COUNCIL

## CASH/BANK RECONCILIATION AS AT - 10<sup>th</sup> September, 2020

### CASH

Balance Brought Forward 01/04/20	
Current Account	14,352.95
Business Reserve Account	45,805.94
Plus Receipts	22,057.11
	82,216.00
Less Payments	11,447.38
Balance Carried Forward 10/09/20	<u><u>70,768.62</u></u>

### BANK (Natwest)

<b>Business Reserve Account -</b>	45,821.15	30/06/20
Add income/transfer received since above statement	<u>0.00</u>	0.00
Less unrepresented cheques	<u>0.00</u>	0.00
		45,821.15 10/09/20
<b>Current Account -</b>	31,312.93	30/07/20
Add income received since above Statement	<u>0.00</u>	0.00
Less unrepresented cheques/ Transfer		
Approved 2019/20	-565.28	
For ratification	-266.30	
For Approval	-5,757.86	
Less payment from HMRC account credit	<u>223.98</u>	
	<u>-6,365.46</u>	24,947.47 10/09/20
<b>Total Bank Balances 10/09/20</b>	<u><u>70,768.62</u></u>	

# CHELFORD PARISH COUNCIL

## APPENDIX D

### Payments for approval

a. Direct Debit 2020	1&1 IONOS	£2.40	Email account fee - August
b. Direct Debit	1&1 IONOS	£2.40	Email account fee - September 2020
c. Cheque No 001357	Greenfingers Landscapes Ltd.	£216.30	Grounds maintenance - August 2020
d. Cheque No 001358	E. M. Maddock	£5,282.78	Salary April - September 2020, allowances, expenses & SLCC membership
e. Payment from Account credit	H.M. Revenue & Customs	£223.98	Income tax and National Insurance contributions
f. Cheque No 001359	SLCC	£30.00	SLCC National Conference registration fee

## APPENDIX E

### Earmarked Reserves as at 10<sup>th</sup> September, 2020

a. Mere Court Improvements	£345.52
b. Community Project Fund	£18,132.57
c. Asset Refurbishment Fund	£6,134.00
d. Democratic Services Fund	£1,000.00
e. Transparency Code Grant	£117.50
f. Neighbourhood Plan	£1,222.95
g. MUGA Maintenance	£1,000.00
h. Tree maintenance work	£1,980.00
i. Replacement notice boards	£1,500.00