

# CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 10<sup>TH</sup> MARCH, 2016 at 7:30 p.m.

at ASTLE COURT COMMUNITY CENTRE, ELMSTEAD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), J. Leach (Vice Chairman), K. Chaudhuri, B. Brindley, A. Boon.  
Members of Public (0).  
Cheshire East Borough Councillor G. Walton.  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

## 1. HOUSE-KEEPING ANNOUNCEMENTS -

The Chairman read the Fire Safety announcements as required by the Hire Agreement.

2. **APOLOGIES FOR ABSENCE** - Councillor S. Hampson - Unwell.  
Councillor E. Mitchell - Unwell.

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

## 3. DECLARATIONS OF INTEREST -

- i) Councillor A. Boon - Agenda Item 10(i)(a) - Planning applicant.  
ii) Dr. E. M. Maddock - Agenda Item 19(i) - Clerk & Responsible Financial Officer.

## 4. MINUTES -

- i) The Minutes of the Parish Council Meeting held 14<sup>th</sup> January, 2016 had been previously circulated to all Members.

- 17/16 **Resolved** a) **That the Minutes of the Parish Council Meeting held 14<sup>th</sup> January, 2016 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor B. Brindley

Seconded Councillor D. Wilson

All in favour

## 5. PUBLIC FORUM FOR QUESTIONS -

- i) No questions had been received from or were presented by members of the public.

## 6. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) **Knutsford Rural Policing Team** - No members of the Policing Team were present at the meeting.  
ii) **Cheshire East Ward Member** - Borough Councillor G. Walton reported that progress is being made with the Local Plan and it is anticipated that the examination will resume later this year. Increases in the Cheshire East Council budget have been approved for the financial year 2016/17. The Strategic Planning Board had given approval for the proposed development at Alderley Park which includes 275 dwellings and off-site affordable housing provision. Other items of note included: Cheshire Police has been identified as 'highly efficient', Cheshire East has been named one of the happiest places in the country to live, the Tour of Britain cycling event will be passing through the Borough and will conclude at Tatton Park and a centenary event will be taking place at Tatton Park to commemorate the work of Roald Dahl.

Items 9(i)(a), 9(i)(c) & 10(ii)(a) were brought forward to this point in order that Councillor G. Walton could be present.  
8:08p.m.- Borough Councillor G. Walton excused himself and left the meeting.

## 7. FINANCE -

- i) **Financial Statement 2015/16 as at 10<sup>th</sup> March, 2016 -** (Appendix A)  
The Clerk presented the financial statement 2015/16 which was unanimously accepted.  
ii) **Parish Council Insurance provision: To confirm adequacy of Insurance Cover:**  
a) Public Liability - Limit of Indemnity £10,000,000 - Excess £100.  
b) Employers Liability - Limit of Indemnity £10,000,000.  
c) Libel and Slander - Sum Insured £100,000 - Excess 10% each & every claim or £1,000 whichever is the lower.  
d) Fidelity Guarantee - All Members and Employees - Sum Insured £50,000 - Excess £100.  
e) Personal Accident - Employees, Volunteers and Councillors (aged under 90 years) - limited to £500,000 any one person, £2,000,000 any one incident.  
f) Legal Expenses - Operative for: Employment Disputes and Compensation Awards, Legal Defence, Property Protection and Bodily Injury, Tax Protection, Statutory Licence Protection - Limit of Indemnity £100,000.  
g) All Risks - Sports Equipment (£1,060.90), Goal Posts (£764.91), MUGA (£56,709.35), Play Equipment - Seesaw & Springer (£2,726.51), SIDs including installation (£4,073.86), Outdoor Table Tennis Table (£2,827.35).

- 18/16 **Resolved** a) **That the insurance cover, as presented, be confirmed as adequate for the current needs of the Parish Council.**

Proposed Councillor D. Wilson

Seconded Councillor J. Leach

All in favour

# CHELFORD PARISH COUNCIL

## iii) St. John's Churchyard Maintenance:

Details of the 2015 churchyard maintenance costs at St. John's Church had been previously circulated to Members. It was noted that £1,380 had been allocated in the 2015/16 budget as a contribution towards maintenance costs.

19/16

**Resolved a) That a contribution in the sum of £1,380.00 be made to St. John's Church towards churchyard maintenance.**

Proposed Councillor D. Wilson

Seconded Councillor J. Leach

All in favour

## iv) To authorise the following payments - the Clerk outlined the basis of the following payments:

- |                      |   |           |  |
|----------------------|---|-----------|--|
| a) Cheque No. 001094 | E. M. Maddock                           | £950.12   | Salary 01/02/16 - 31/03/16 & Expenses.     |
| b) Cheque No. 001095 | Robertson & Partners                    | £240.00   | Hedge cutting.                             |
| c) Cheque No. 001096 | Zurich Municipal                        | £1,328.89 | Insurance Premium 2016/17.                 |
| d) Cheque No. 001097 | St. Johns Church,<br>Chelford           | £1,380.00 | Donation - Grounds maintenance.            |
| e) Cheque No. 001098 | Cheshire Police & Crime<br>Commissioner | £60.00    | Operation Shield Order (6 residents).      |
| f) Cheque No. 001099 | Cheshire Community<br>Action            | £50.00    | Community Pride Competition Entry<br>2016. |
| g) Cheque No. 001100 | T. Icke                                 | £66.96    | Station Volunteer Expenses.                |
| h) Cheque No. 001101 | TWM Traffic Control<br>Systems Ltd      | £180.00   | Servicing of Speed Indicator Devices.      |
| i) Cheque No. 001102 | Chelford Parish Hall                    | £97.50    | Room Hire 2015/16.                         |
- v) **Receipts** - the Clerk reported that the following receipt had been received since 1<sup>st</sup> October, 2015:
- |   |        |  |
|---|--------|--|
| a) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.81  | October, 2015.                         |
| b) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.84  | November, 2015.                        |
| c) NatWest Bank plc. - Bank Interest (Business Reserve Account) | £0.84  | December, 2015.                        |
| d) NatWest Bank plc. - Compensation Payment                     | £25.00 | Compensation - Incorrect Bank Charges. |
| e) 6 residents (£10.00 per resident)                            | £60.00 | Operation Shield Order Payments.       |

20/16

**Resolved a) That the Statement of Account, as at 10<sup>th</sup> March, 2016 be received and the Clerk's observations duly noted.**

**b) That the schedule of 9 payments be approved and duly authorised.**

**c) That the report on receipts since 1<sup>st</sup> October, 2015 be received and duly noted.**

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

## 8. PARISH COUNCIL POLICIES & PROCEDURES -

- Grant Awarding Policy** - Councillor D. Wilson reported that preparation of this policy was still ongoing.
- Planning Application Policy** - The Clerk reported that there were items within the draft policy for which clarification was to be sought. The policy would be presented to a future meeting for consideration.
- Committee System** - Councillor D. Wilson reported that he and Councillor J. Leach were currently considering the benefits and limitations of implementing such a system. This matter will be considered at a future meeting.
- Guidelines and Policy on The Obstruction of the Highway by Hedges, Trees and Other Vegetation** - Councillor D. Wilson suggested that it may be helpful to residents to review the wording of the publicly displayed notices that form part of the above policy.

**Decision a)** That consideration be given, at a future meeting, to the wording of the notices associated with Guidelines and Policy on The Obstruction of the Highway by Hedges, Trees and Other Vegetation.

## 9. CORRESPONDENCE -

- 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:**
  - Cheshire East Council - Registration of Community Room at Astle Court Community Centre, Elmstead Road as Community Asset** - The Clerk reported that this application had been unsuccessful as the community room forms part of a residential complex rendering the application invalid.
  - Community Pride Competition 2016** - Available competitions: Best Kept Village, Village Community Safety Award, Best Community Newsletter, Best Community Website, Working with/by Young People, Best Community Initiative, Community Champion Award, Community Spirit Award.

**Decision a)** That Chelford Parish Council enters the Best Kept Village competition 2016.



# CHELFORD PARISH COUNCIL

## 11. HIGHWAY MAINTENANCE & ENHANCEMENTS -

### i) Outstanding highway matters from/since previous meeting:

- 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) Street lighting not working from Roundabout along Knutsford Road.
- f) Damaged lighting column near to Chelford Roundabout junction with Chelford Road.
- g) Footway 'siding out' between Chelford Roundabout and St. John's Church, Holmes Chapel Road.

**Decision** a) To note that there was nothing to report in respect of the above highway matters.

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

## 12. ASSETS -

- i) **Servicing of Speed Indicator Devices (SIDs)** - The Clerk reported that the SIDs had now been serviced. The engineer was, however, unable to decrease the brightness of the displays as this would make them 'barely readable'. It appears that the solar panels are not of sufficient capacity to support the display activity, therefore, the engineer suggests purchasing replacement solar panels to ensure consistent functionality. Councillor D. Wilson added that he had requested that the branches overhanging the SID near to Dixon Drive be trimmed by the property owners concerned.

**Decision** a) That consideration be given to the suitability of the solar panels at a future date.

- ii) **Village Field RoSPA Inspection Report** - Councillor D. Wilson reported that the issues outstanding from the last RoSPA Inspection Report had been reviewed. The gate had been fixed, however, attempts to secure caps for the protruding bolts on the basketball hoops were unsuccessful. It was considered that it might be helpful to meet with the Inspector, at his next inspection, to discuss the issues arising.

25/16 **Resolved** a) That the Clerk be authorised to attend the next RoSPA Inspection to discuss any issues arising.

- b) That the cost of the appointment to meet the RoSPA Inspector, in the sum of £42.00, be approved.

Proposed Councillor J. Leach

Seconded Councillor D. Wilson

All in favour

- iii) **Future management responsibility, usage, fees and charges of Village Field & Facilities** - Councillor D. Wilson reported that this matter will need to be given serious consideration by the Parish Council due to the proposed demise of the Parish Plan Team. Clear management and responsibilities will need to be established to ensure that Parish Council obligations are met.

**Decision** a) That this matter be considered at a future meeting.

- iv) **Welsh Memorial Cup** - The Clerk reported that a resident had offered to buy the Welsh Memorial Cup. Councillor K. Chaudhuri suggested that Chelford Primary School be offered the opportunity to use the cup.

**Decision** a) That Councillor K. Chaudhuri approach Chelford Primary School to establish whether they have a suitable use for the cup.

- v) **Provision of additional key for notice board at Dixon Drive** - Councillor D. Wilson reported that he was still endeavouring to secure an additional key to the notice board.

- vi) **Hire Fees relating to hire of Village Field facilities on 13<sup>th</sup> June, 2015** - It was noted that the situation regarding the MUGA hire fee relating to a hire in the summer was not yet resolved. Councillor J. Leach explained that the Parish Council would not be receiving the fee due to an arrangement made relating to a sporting activity for children at the site.

26/16 **Resolved** a) That the Clerk's concern regarding the arrangements relating to the outstanding MUGA hire fee be noted.

- b) That no further action be taken to recover the hire fee in respect of the 2015 hire of the MUGA by the Stockport Christadelphians.

Proposed Councillor J. Leach

Seconded Councillor D. Wilson

All in favour

## 13. VILLAGE MAINTENANCE/IMPROVEMENTS -

- i) **Mere Court Recreation Area** - Councillor D. Wilson reported that the contractor who will undertake dredging works to the pond is still waiting for suitable weather to take the necessary equipment onto the site.

- ii) **Litter bin near to St. John's Church** - Members considered the Risk Assessment (Appendix D) and discussed possible measures to meet the risks identified. It was noted that much of the litter arises from vehicles rather than pedestrians, therefore, the proposed litter bin will not resolve this element of the issue.

27/16 **Resolved** a) That the provision of a litter bin adjacent to St. John's Church be abandoned.

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

# CHELFORD PARISH COUNCIL

- iii) **Chelford Pathway Project** - Councillor D. Wilson reported that he had contacted the landowner who appeared to be unenthusiastic regarding proceeding with the project due to a number of factors.

28/16

- Resolved** a) That Chelford Parish Council do not proceed with the provision of a pathway between Dixon Drive and Chelford Village Field.  
b) That the funds, currently earmarked for the Chelford Pathway Project, in the sum of £19,682.57 be unearmarked.

Proposed Councillor D. Wilson

Seconded Councillor K. Chaudhuri

All in favour

- iv) **Parish Council Hedge Cutting Responsibilities** - The Clerk reported that confirmation had been received that the hedge, when approaching the bridge from the Village Hall, on the right hand side is the responsibility of Northern Rail and the left hand side is the responsibility of Network Rail. Network Rail has programmed assessment and maintenance works for April 2016.  
v) **Parish Council Maintenance estimates** - Councillor D. Wilson suggested that an annual timetable be established for dealing with estimates for maintenance works. These will need to be co-ordinated by the Clerk and considered by Members. Consideration would also need to be given to maintenance of benches and notice boards within the Parish.

- Decision** a) That Councillor D. Wilson arrange for the planting specifications to be made available to the Clerk.  
b) That Councillor J. Leach arrange for the grass cutting specification to be made available to the Clerk.

## 14. NEIGHBOURHOOD PLAN -

- i) **Neighbourhood Planning Event - 4<sup>th</sup> March, 2016** - Councillor D. Wilson reported that he had attended the event which had provided useful information.  
ii) **Neighbourhood Plan Progress** - Councillor D. Wilson reported that he had not yet placed an article on the website calling for volunteers to join the steering group.

- Decision** a) That Councillor D. Wilson arrange for an article to be placed on the Chelford Village website inviting interested parties to make themselves known to the Parish Council.

## 15. COMMUNITY FACILITY PROVIDERS -

- i) **Chelford Tenants & Residents Association (CTARA) - Future of Astle Court Community Centre** - Councillor D. Wilson reported that users of the Community Room would now be required to pay a hire charge of £10 per hour. The Clerk reported that, following the unsuccessful attempts to secure a Licence Agreement with CTARA, Peaks & Plains Housing Trust had offered the Parish Council the opportunity to enter into a Management Licence Agreement.

- Decision** a) That the Clerk be authorised to seek further information relating to the proposed Licence Agreement for consideration by Members at a future meeting.

### ii) Parish Plan Team -

- a) **Future of Parish Plan Team** - There was nothing to report.  
b) **Outdoor Table Tennis Project - Concluding Actions** - The Clerk reported that to bring this project to a close it was necessary for the Parish Plan Team to transfer the guarantee documentation and provide formal notification of ownership transfer.

- Decision** a) That Councillor J. Leach request the Parish Plan Team to provide guarantee documentation and formal notification of asset transfer to the Clerk.

- c) **Outdoor Adult Gym Equipment - Specification of Proposed Scheme** - Councillor D. Wilson reported Cheshire East Council had advised that they were moving away from the installation of adult gym equipment due to health and safety concerns, maintenance requirements and the limited health/fitness benefits. Cheshire East Council is currently favouring trim trails which require less maintenance and have few health and safety risks. Councillor Wilson advised that he had made this information available to the Parish Plan Team for their consideration.

- iii) **Tennis Coaching** - Councillor D. Wilson reported that he had agreed to begin negotiations regarding tennis coaching in April, 2016. It was noted that the Clerk had raised several concerns regarding the arrangements for tennis coaching in 2015 and that these needed to be resolved. Previous charges made to the Parish Council had been to fund 'empty places' and the sibling discount. This appeared not be consistent with the intended purpose of the funds.

29/16

- Resolved** a) That the Clerk be authorised to make arrangements for tennis coaching for the 2016 season.  
b) That the Clerk be authorised to terminate the existing agreement if satisfactory terms could not be reached.  
c) That, should it be necessary to terminate the existing agreement, the Clerk be authorised to obtain details of alternative coaches to provide tennis coaching within the Parish.

Proposed Councillor B. Brindley

Seconded Councillor A. Boon

All in favour

## 16. HER MAJESTY THE QUEEN - 90<sup>TH</sup> BIRTHDAY CELEBRATIONS -

- i) **Event to celebrate the Queen's 90<sup>th</sup> Birthday** - Councillor D. Wilson reported that a group was being established within the Parish to co-ordinate an event to mark the Queen's 90<sup>th</sup> Birthday. This is likely to be

# CHELFORD PARISH COUNCIL

the Summer Fete on the afternoon of 11<sup>th</sup> June, 2016 followed by a hog roast and disco in the evening. Councillor D. Wilson was currently seeking sponsors for the event and hoped that funds would allow the provision of a commemorative item for children of the Parish.

## 17. MATTERS FOR INCLUSION ON NEXT MEETING AGENDA -

- i) Parish Council Assets Register & Register of Deeds & Other Documents in respect of Parish Council owned/held assets.
- ii) Bus Shelter - Knutsford Road.

## 18. DATE OF NEXT MEETING - Thursday, 12<sup>th</sup> May, 2016 at 7:30 p.m. at Chelford Village Hall.

The Annual Parish Meeting will be held on Tuesday 17<sup>th</sup> May, 2016 at 7:30p.m. at Chelford Village 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.**

30/16      **Resolved**    a) **That Standing Order 1(y) be suspended in order that the remaining business may be transacted.**

b) **That the press and public be excluded from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.**

Proposed Councillor D. Wilson

Seconded Councillor A. Boon

All in favour

## 19. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

i) Clerk & Responsible Financial Officer -

- a) February 2016 Working Hours Review - Councillor D. Wilson outlined the outcome of the Review Meeting. The Clerk made a short statement in support of the working hours review.

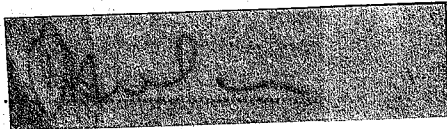
10:10p.m. - The Clerk left the meeting room during the discussion of this item.

10:25p.m. - The Clerk returned to the meeting room.

31/16      **Resolved**    a) **That the Clerk's contracted hours be amended from 8 to 12 with effect from 11<sup>th</sup> March, 2016.**

The meeting was declared closed by the Chairman at 10:30p.m.

Signed:



Approval Date - 12<sup>th</sup> May, 2016

# CHELFORD PARISH COUNCIL

APPENDIX A

Financial Statement for 2015/16 as at 10 March 2016						
Actual 2014/15 £.	Details	2015/16 Budget £.	Actual to Jan. 2016 £.	Revised budget adjustments	Agenda Mar. 2016 £.	Budget Balance £.
<b>Receipts</b>						
10,800.00	Precept	13,500.00	13,500.00			0.00
0.00	Balances	643.00	0.00			0.00
9.83	Investment Interest	10.00	4.93		2.49	2.58
0.00	Sale of Assets	0.00	0.00			0.00
1,004.74	Grants, Donations & Refunds	387.00	3,837.00		25.00	0.00
0.00	Contra Income	0.00	0.00		60.00	0.00
3,370.50	V.A.T. Refund (14/15)		681.96			810.58
<b>15,185.07</b>	<b>Total Receipts</b>	<b>14,540.00</b>	<b>18,023.89</b>		<b>87.49</b>	<b>813.16</b>
<b>Payments</b>						
2,654.28	Salary (Clerk)	2,210.00	3,755.80	-2,406.00	859.66	0.54
0.00	National Insurance (Employer)	0.00	0.00	0.00		0.00
0.00	Allowances (Clerk)	650.00	834.17	-297.00	77.50	35.33
0.00	Chairman/Member Allowances	0.00	139.50	-140.00		0.50
12.72	Administration	210.00	25.73	71.00	12.96	100.31
230.00	Audit Fees (Internal & External)	300.00	100.00	200.00		0.00
1,236.14	Insurance	1,315.00	0.00	-85.00	1,328.89	71.11
1,907.70	Sect. 137 - Donations	1,965.00	272.60	-50.00	1,496.96	245.44
0.00	Parish Council Newsletter	0.00	50.00	-50.00		0.00
0.00	Christmas Trees & Lighting	395.00	0.00	395.00		0.00
133.90	Street Lighting (Electric & Repairs)	240.00	117.08	101.00		21.92
358.80	Website	400.00	358.80	41.00		0.20
853.33	Village Planters	620.00	563.50	57.00		-0.50
1,233.80	Village Field Maintenance	1,600.00	1,266.25	334.00		-0.25
0.00	Hedge Cutting	375.00	0.00	155.00	200.00	20.00
0.00	Playground Maintenance	100.00	0.00	100.00		0.00
283.00	Playground & Playing Field Inspections	300.00	130.00	170.00		0.00
337.15	Tennis Coaching	620.00	297.00	323.00		0.00
0.00	SIDS	100.00	0.00	-300.00	180.00	220.00
0.00	Professional Services	450.00	0.00	450.00		0.00
0.00	Advertising	25.00	0.00	25.00		0.00
0.00	Data Protection Registration	0.00	35.00	-35.00		0.00
422.30	Subscriptions/Affiliation Fees	425.00	379.52	45.00		0.48
122.50	Room Hire	340.00	0.00	165.00	97.50	77.50
0.00	Training	50.00	25.00	25.00		0.00
0.00	Asset Purchase / Maintenance	1,100.00	1,373.00	-273.00		0.00
0.00	Contingency	750.00	0.00	750.00		0.00
0.00	Contra Expenses	0.00	0.00		60.00	0.00
665.89	V.A.T.		770.58		40.00	
<b>10,451.51</b>	<b>Total Payments</b>	<b>14,540.00</b>	<b>10,493.53</b>	<b>-229.00</b>	<b>4,353.47</b>	<b>792.58</b>
<b>Cash/Bank Reconciliation</b>						
		<b>01/04/15</b>	<b>14/01/16</b>		<b>10/03/16</b>	<b>31/03/16</b>
	Balance B/Fwd.	26,324.46	26,324.46		33,854.82	29,588.84
	Add Total Receipts	14,540.00	18,023.89		87.49	813.16
	Less Total Payments	-14,540.00	-10,493.53		-4,353.47	-792.58
	<b>Balance C/Fwd.</b>	<b>26,324.46</b>	<b>33,854.82</b>		<b>29,588.84</b>	<b>29,609.42</b>
<b>Cumulative Balances</b>						
		<b>Balance</b>	<b>Balance</b>		<b>Balance</b>	<b>Balance</b>
		<b>01/04/15</b>	<b>14/01/16</b>		<b>10/03/16</b>	<b>31/03/16</b>
	General Funds	6,649.31	11,594.34		7,392.83	7,413.41
	Earmarked Reserves	19,675.15	22,260.48		22,196.01	22,196.01
		<b>26,324.46</b>	<b>33,854.82</b>		<b>29,588.84</b>	<b>29,609.42</b>

# CHELFORD PARISH COUNCIL

## CASH/BANK RECONCILIATION AS AT - 10th March 2016

### CASH

Balance Brought Forward 01/04/15	26,324.46
Plus Receipts	18,111.38
	<u>44,435.84</u>
Less Payments	14,847.00
Balance Carried Forward 10/03/16	<u><u>29,588.84</u></u>

### BANK (Natwest)

<b>Business Reserve Account -</b>	19,682.57	22/01/16
Add income/transfer received since above statement	<u>0.00</u>	
Less unrepresented cheques	<u>0.00</u>	
	19,682.57	10/03/16
<b>Current Account -</b>	14,294.74	24/02/16
Add income received since above Statement	<u>0.00</u>	
	0.00	
Less unrepresented cheques/ Transfer		
Approved - January 2016	35.00	
For approval - March 2016	<u>4,353.47</u>	
	<u>-4,388.47</u>	
	9,906.27	10/03/16
<b>Total Bank Balances 10/03/16</b>	<u><u>29,588.84</u></u>	



# CHELFORD PARISH COUNCIL

APPENDIX B

## CORRESPONDENCE

	<b>Cheshire Association of Local Councils (ChALC) -</b>
05/01/16	Vacancy - Administrative Assistant (Macclesfield Area).
-	ChALC Weekly Bulletin - 14, 21, 29 January 2016, 4, 12, 18, 25 February, 2016, 3 March 2016.
11/01/16	Meeting with Police & Crime Commissioner - 26 <sup>th</sup> January, 2016.
13/01/16	Clerk & Councillor Induction Training.
18/01/16	Cheshire East Landscape Survey.
21/01/16	Transparency Fund Reminder.
25/02/16	Roles & Responsibilities Training.
	<b>Cheshire East Council -</b>
-	Traffic Management LAP Reports - 7, 14, 21, 28 January 2016, 4, 11, 18, 25 February 2016, 3 March 2016.
-	Partnerships Newsletter - 25/01/16 - January/February 2016; 08/02/16 - Request for articles for March/April.
19/01/16	Request for notification of changes to Clerk and/or Councillors.
26/01/16	Audlem & Sandbach Neighbourhood Plans - Examiner Reports.
29/01/16	Cheshire East Local Plan - current position notification.
10/02/16	Clean for the Queen campaign.
12/02/16	Rural Summit 7 - Rural Tourism and Connectivity - 16 <sup>th</sup> March, 2016.
26/02/16	Marton Neighbourhood Plan Consultation.
	<b>Cheshire Emergency Services -</b>
-	Cheshire Police - Action Fraud: 19/02/16 - Protect yourself from bogus websites; 22/02/16 - Good Citizen Award Scam.
-	Cheshire Police Alerts: 14/01/16 - Rural Crime Conference 29/02/16; 20/10/16 - Hate crime awareness; 28/01/16 - Timeshare Recovery Room Fraud; 01/02/16: "Your Package Has Been Seized" Royal Mail Scam Email; 05/02/16 - Bogus Trades People; 09/02/16 - Attitudes to fraud and scams survey; 11/02/16 - Crime Prevention Leaflet; 16/02/16 - Tumble Dryer Fire Alerts - product recall; 22/02/16 - Rural Crime Conference 29/02/16; 25/02/16 - Police Constable and Police & Crime Commissioner's Bulletin; 25/02/16 - Cheshire Constabulary delivers 'excellent performance' according to Her Majesty's Inspectorate of Constabulary; 02/03/16 - Online extortion demands.
-	Cheshire Fire & Rescue Service: 15/01/16 - Firelink Newsletter; 09/02/16 - Firelink Newsletter; 25/02/16 - Communications pole overhanging road in Over Peover.
	<b>Community &amp; Voluntary Services Cheshire East -</b>
-	E-bulletin: 15, 29 January 2016, 15, 25 February 2016.
-	The Voice Newsletter: 22/01/16.
14/01/16	Membership Advertisement.
-	Training News - January 2016, March 2016.
17/02/16	New volunteering website.
	<b>Rural Services Network -</b>
-	Weekly News Digest - 4, 11, 19, 27 January 2016, 8, 15, 22, 29 February 2016.
-	Rural Opportunities Bulletin - 6 January 2016, 3 February 2016, 2 March 2016.
-	Hinterland Newsletter - 15, 22, 29 January 2016, 5, 12, 19, 26 February 2016, 4 March 2016.
-	Rural Vulnerability Service - Rural Broadband (January 2016); Fuel Poverty (January 2016); Rural Transport (February 2016); Rural Broadband (February 2016).
-	RSN Spotlight - Rural Housing (January 2016); Young People in Rural Areas (February 2016).
07/01/16	RSN Seminar - Making Rural Settlements Work - 9 <sup>th</sup> February 2016.
-	Rural News Special - 25/01/16 - Concerns over government funding settlement for rural communities; 01/02/16 - Rural funding re-think required; 02/02/16 - Government faces 'major revolt' over rural funding.
	<b>Other Correspondence -</b>
-	Healthwatch Cheshire East - 15/01/16 - Cheshire East Primary Care Event 20/01/16 Postponed; 22/01/15 - e-Bulletin; 16/02/16 - Ambulance Service Review; 02/03/16 - e-Bulletin.
-	Public Sector Executive - Newsletter 11, 14, 21, 25, 28 January 2016, 1, 4, 8, 11, 15, 18, 22, 25, 29 February 2016, 3 March 2016; 21/01/16 - Building virtual work environments; 22/01/16 - Data trends and challenges; 26/01/16 - Finance for non-financial executives; 28/01/16 - Data analysis tools; 02/02/16 - Building a sustainable business; 03/02/16 - Qlik analytics software; 10/02/16 - Flood & Coast Conference 2016; 16/02/16 - Heart matters from the British Heart Foundation; 24/02/16 - At what age can you retire?; 02/03/16 - Cybersecurity services.
-	Government News - Newsletter 15, 19, 22 January 2016.

# CHELFORD PARISH COUNCIL

-	HMRC - 18/01/16 - Getting started as an employer webinar; 26/01/16 - Consumer Rights Act 2015; 01/02/15 - HMRC & Companies house working together; 02/02/16 - HMRC working with Health & Safety Executive; 04/02/16 - Online Payrolling Benefits in Kind (PBK) Registration Service; 08/02/16 - Online returns & verifications from April 2016; 10/02/16 - Employers and the new National Living Wage; 12/02/16 - Changes to Payroll from April 2016; 15/02/16 - Important Employers Information; 23/02/16 - Webinars: Changes for Employers from 2016/17; 25/02/16 - Tax Code advice for Employers; 01/03/16 - National Living Wage Webinar Support; 04/01/16 - Payroll support webinars; 04/03/16 - Growing your business - HMRC advice.
-	Manchester Airport - 25/01/16 - Last minute concert tickets; 29/01/16 - Invitation to Manchester Airport Town/Parish Council Meetings; 05/02/16 - Annual Outreach Programme; 01/03/16 - Short notice concert tickets.
-	CPRE - 05/01/16 - Planning Bulletin.
15/01/16	United Utilities - Winter Wise and Leakline.
-	E-ON - 14/01/16 - Energy Market Presentations; 19/01/16 - Energy Talk Newsletter; 11/02/16 - Energy Regulations Webinar; 16/02/16 - Monthly Market Report.
16/01/16	Northwich Town Council - Christmas Tree Services 2016.
25/01/16	Cheshire Community Action - Invitation to enter Community Pride Competition 2016.
01/02/16	So Cheshire Newsletter.
04/02/16	Historic Towns Forum - Annual Report.
05/02/16	NatWest Bank plc. - Savings interest paid gross.
11/02/16	Cheshire Community Action - Community Transport Survey.
16/02/16	Unlock Democracy - Election of the Manchester Team.
18/02/16	Birkbeck College, University of London - Results of Freedom of Information study.
22/02/16	Cheshire & Wirral Partnership NHS Foundation Trust - Life Magazine.
01/03/16	Clerks & Councils Direct.
02/03/16	Came & Company Parish Council Insurance Brokers - The Queen's 90 <sup>th</sup> Birthday.
	<b>Advertisements -</b>
-	Broxap Litter Bins & Recycling Units - 07/01/16 - Recycling Bins; 12/01/16 - Derby Range Litter & Recycling Bins; 13/01/16 - Low Maintenance Stainless Steel Bollards; 19/01/16 - Heavy duty large capacity recycling bins; 20/01/16 - Bespoke signage; 28/01/16 - Concrete planters; 02/02/16 - High security litter bins.
-	05/01/16 - Playquest Introduction; 15/01/16 - Online Playgrounds Ltd. - Replacement parts for swings; 19/01/16 - Realise Futures - Eco Picnic Furniture; 25/01/16 - Parish Council websites; 29/01/16 - Kompan - Lead and Cadmium Paint Statement; 02/02/16 - Glasdon - Products for Local Councils; 08/02/16 - Parish Council Website Services; 08/02/16 - Fenland Leisure Products - Play Equipment and surfacing; 04/03/16 - Audiominutes - Equipment for recording Parish Council meetings; 04/03/16 - Pear Technology - Digital mapping.

## APPENDIX C

### PLANNING COMMENTS RELATING TO APPLICATION 16/0504M

**Reserved matters application for access, appearance, landscaping, layout and scale following approval 13/4640M - Eddie Stobart Ltd, Knutsford Road, Chelford, Macclesfield. SK11 9AS**

The previous Chelford Parish Council expressed strong support for the development of the Stobart site and the current Parish Council echoes that support. Such support was and is justified on the grounds that a mixed development of homes would encourage families to locate in Chelford and at the same time would allow local families to remain in Chelford. In doing so, it is hoped that this development will create a more balanced age profile and have a positive impact on the sustainability of the village facilities and its community. The details submitted for Reserved Matters appeared to be generally in line with the previous outline approval, which was actively supported by the Parish Council, except one major issue, which is described in the 'Comments' section.

Detailed and lengthy discussions took place between representatives of the previous Parish Council, Cheshire East Officers and Councillors, Chelford residents and the Stobart Planning Manager, to establish and agree key principles and conditions prior to outline planning submission. Those key principles, outlined below remain the cornerstone on which the current Parish Council bases its comments on the reserved matters planning submission by Jones Homes.

- It was established by the various parties that in assessing the affordable provision for Chelford and its local area, both the Stobart site and the Market site would be taken into account at the same time. This was agreed with Cheshire East and respective representatives accepted an estimated figure of 37 dwellings as the basis of this provision across the two sites.
- The Parish Council stressed that the need for such provision was for 2/3 bedroom homes, having surveyed the housing needs in the area and this was accepted in the outline planning submission

# CHELFORD PARISH COUNCIL

- An absolute requirement was that the design of any affordable housing be “materially indistinguishable from similar market housing” on the site. This was certainly the Cheshire East Planning Officer’s position and that view was reinforced by the views of the Parish Council and Chelford residents
- Affordable homes should be pepper potted throughout the site and not appear to be segregated from market homes

## Comments Specific to the Application

Taking the above into account and representations made by Chelford residents, the Parish Council wishes to make the following comments on the reserved matters application, which relates to the housing provision:

- The provision of 12 1-bed apartments does not reflect the previously agreed provision for 2/3 affordable homes. The 2013 SHMA does not identify a specific need for such 1-bed dwellings in Chelford given that the assessment of need is derived from an aggregation of Mobberley, Alderley and Chelford areas. Taking into account the demographic nature of each area, we suggest that the majority of that demand for 1-bed apartments is more than likely to have originated from areas other than Chelford. There may well be demand for 1-bed apartments in Alderley, but the target client group is unlikely to qualify for affordable homes in Chelford. Whilst there may be a few 1-bed apartments required by young people in Chelford, the proposals grossly overstate the needs of Chelford residents on one hand and ignore them on the other, by not providing 3 bed affordable homes. The SHMA statistics were never mentioned or used during the lengthy, detailed and amicable consultations carried out between the Chelford Parish Council, Cheshire East and Turley Associates when preparing the original outline application.
- It is extremely unlikely that these 1-bed apartments would allow older residents to downsize given that ownership of a previous dwelling would disqualify them from such provision.
- An apartment block which houses 43% of the total affordable provision, is not in our view consistent with the principle of pepper potting. Whilst we appreciate the constraints created by the site, we do not accept that just under half of the affordable provision should be located in one corner of the site.
- The proposed apartment block does not conform to the principle of affordable homes being indistinguishable from market homes. Further, the Design and Access Statement on page 4 states that the development “*respects the traditional scale of residential properties in Chelford*”. The large scale and mass of the 3.5 floor apartment block does not in anyway meet this criterion and its dimensions ensure that it will be marked out as something entirely separate from market housing.
- The design of the block is, in our view, totally unsuitable for the development and will have an overbearing presence, irrespective of its proposed location, not only within the development but also for the village. Although some adjustment has been made to its height, this is insufficient and will do little to reduce its visibility. Whilst there is an existing large shed in the proposed location, which lacks any aesthetic qualities, it has no windows, is painted dark green and as such merges into the foliage fronting onto the main road and is reasonably unobtrusive. However Chelford residents have no great desire to see one large building replaced by another! An apartment block of the suggested height, with a considerable number of windows will present an unacceptable view, especially when apartments are lit at night. It is our view that such a building is not suitable for a semi rural environment and will have a negative impact on the local landscape as well as the development itself, given the proximity to much smaller properties.
- All the existing and former affordable dwellings in Chelford are no more than 2 floors and providing either 2 or 3 bedroom accommodation. Most of the former council owned properties are now in private ownership resulting in a net loss of 2 and 3 bedroom dwellings within the village. The Parish Council has been approached a number of times in the last few years by existing residents requiring 3 bed affordable accommodation not 1 bed apartments.
- There is only a very small number of dwellings within the village that are 2.5 storeys in height and none at all contained within the newer built Seddons Development or the former social housing. One photo in the Design and Access Statement shows Dixon Court, the only block of apartments within the village. This was not a successful development and many flats remained unsold for a considerable period of time and when eventually sold, realised less than the original asking price (Land Registry statistics). There would not appear to be a significant demand for this type of accommodation in the Chelford area.
- There is no affordable provision for 3 bed homes and this will not lead to an appropriate balance of affordable homes for a cross section of ages and families in the village. The existing lack of 3 bed affordable homes has

# CHELFORD PARISH COUNCIL

already had a negative impact on some Chelford residents. Given that the affordable homes must remain in perpetuity, this imbalance will persist.

In relation to the proposals for a pedestrian crossing, the Parish Council has consulted with the building developer and Cheshire East Officers, in order to ascertain an alternative location, given that the planned location is not feasible. The Parish Council remains steadfast in its wish to see a crossing provided in a suitable location and wishes therefore that investigations continue with a view to finding an acceptable solution.

In conclusion, the Parish Council is committed to improving the well being of residents and their local environment. To date successive parish councils and residents have supported the development. However, the Parish Council objects to that part of the plan proposing a 12 1-bed apartment block as part of the affordable provision and as such cannot support the development as it currently stands. The Parish Council also objects to the location and design of this proposed building.

The Parish Council requests that the following be considered in relation the affordable provision:

- That the number of 1 bed dwellings is significantly reduced and the accommodation design for these dwellings be changed along with its dimensions
- That there should be some 3 bed affordable provision
- That the location of affordable dwellings be reviewed

We would contend that as the locally elected authority we are in a good position to comment on what is required in our own community and the previous public consultation reinforces this.

## APPENDIX D

### RISK ASSESSMENT - PROPOSED LITTER BIN NEAR TO ST. JOHN'S CHURCH

Subject	Risk(s) Identified	Who is at risk?	Risk*	Management/Control of Risk
Ownership of land upon which litter bin will be located.	Potential liability for unauthorised siting of asset.	Parish Council.	H	Secure written confirmation of landownership and agreement to site the litter bin in specified location.
Activity appropriate to address issue.	Potential abuse of asset provision.	Local residents. St. John's Church. Parish Council.	M	Establish the nature of the current 'litter problem' to ensure that the proposed receptacle is appropriate to meet the needs of the type and quantity of waste.
Design of litter bin.	Open topped design gives potential for large items to be dumped, contents to escape and poses a potential fire hazard.	Local residents. St. John's Church. Parish Council. Users of A535.	H	Consider alternative design which restricts the possibility of large items being dumped into the bin or litter escaping. Ensure that litter bin is made from fire resistant materials.
Installation & fixing of litter bin.	Potential for litter bin to be displaced from location by humans / wind / vehicle.	Local residents. Pedestrians on A535 footway. Vehicle occupants travelling on A535.	M H H	Inspection following installation to ensure that litter bin is installed using appropriate fixing methods. Regular ongoing checks to ensure litter bin is fixed in situ.
Emptying of litter bin	Necessity to possess waste licence. [Fine of up to £5,000 for non-registration.]	Individual emptying litter bin. Parish Council.	H	Ensure that the contractor/individual who will empty the litter bin possesses the appropriate waste licence.
Emptying of litter bin.	Adequacy of frequency of emptying - to prevent litter spreading into surrounding residential area and onto highway.	Local residents. St. John's Church. Highway users.	M M M	Regular checks made to ensure that litter bin does not overflow.
Emptying of litter bin.	Potential for hazardous items to be present in refuse.	Individual emptying the litter bin. Children.	M L	Ensure that the contractor/individual who will empty the litter bin has appropriate waste handling training & protective wear. Ensure regular emptying of bin to avoid potential prolonged exposure to hazardous items.

\* Combined probability/severity risk.