

# CHELFORD PARISH COUNCIL

## AGENDA

### ANNUAL PARISH COUNCIL MEETING

THURSDAY, 14<sup>TH</sup> MAY, 2015, 7:30 p.m.

CHELFORD VILLAGE HALL, KNUTSFORD ROAD, CHELFORD.

To Members of Chelford Parish Council,

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

1. **ELECTION OF CHAIRMAN -**
2. **DECLARATIONS OF ACCEPTANCE OF OFFICE -**
3. **APOLOGIES FOR ABSENCE -**
4. **DECLARATIONS OF INTEREST -**
  - i) To receive Declarations of Interest in any item on the agenda.
  - ii) To receive completed Register of Interest forms from all Members.
5. **ELECTION OF VICE CHAIRMAN -**
6. **MINUTES -** To approve the Minutes of the Parish Council Meeting held 12<sup>th</sup> March, 2015 as a correct record and authorise signing by the Chairman.
7. **PUBLIC FORUM FOR QUESTIONS (15 Mins) -**
8. **REPORTS FROM EXTERNAL ORGANISATIONS -** i) Knutsford Rural Policing Team, ii) Cheshire East Ward Member, iii) Rural Summit 5 (16/03/15), iv) Neighbourhood Planning Event (31/03/15) [Circulated by Chairman 07/04/15].
9. **CALENDAR OF MEETINGS 2015/16 -**
  - i) To determine the dates of ordinary Parish Council Meetings 2015/16 and Annual Parish Meeting 2016.
10. **AGENDA DISTRIBUTION -**
  - i) To receive confirmation from Members regarding the method of Agenda distribution.
11. **FINANCE -**
  - i) **To receive and consider the Financial Statement 2015/16 as at 14<sup>th</sup> May, 2015 - Appendix A.**
  - ii) **To consider financial matters impacting upon approved 2015/16 budget:**
    - a) E-ON - Changes to Deemed Contract rates from 1<sup>st</sup> May, 2015. Unit charge to increase from 9.80p per kWh to 12.40p per kWh. Annual increase = £38.35.
    - b) Parish Council Newsletter - Use of Chelford CE Primary School photocopier for April 2015 Newsletter - £50.00.
    - c) Chairman's Allowance.
  - iii) **To ratify the following payments:**
    - a) Cheque No. 001065 ANSA Environmental Services Ltd. £1,418.88 Grass cutting & Litter Pick (x 14) at Village Field. (2014/15)
    - b) Cheque No. 001066 P. Hammond £32.00 Flowers for Station. (2014/15)
  - iv) **To authorise the following payments:**
    - a) Direct Debit E-ON £37.42 Electricity charges - 01/01/15 - 31/03/15.
    - b) Cheque No. 001067 E. M. Maddock £357.06 Salary - 01/04/15 - 31/05/15.
    - c) Cheque No. 001068 Cheshire Association of Local Councils £323.52 Affiliation Fee 2015/16.
    - d) Cheque No. 001069 ThenMedia Limited £215.28 Chelford Village Website - April 2015 - September 2015.
    - e) Cheque No. 001070 Cheshire County Playing Fields Association £20.00 Annual Subscription 2015/16.
    - f) Cheque No. 001071 Cheshire East Council £50.00 Parish Council Newsletter Printing.
  - v) **To note the following receipts since 08/01/15:**
    - a) NatWest Bank plc. - Bank Interest (Business Reserve Account) £0.81 January, 2015
    - b) NatWest Bank plc. - Bank Interest (Business Reserve Account) £0.75 February, 2015
    - c) NatWest Bank plc. - Bank Interest (Business Reserve Account) £0.86 March, 2015
    - d) Cheshire East Borough Council £6,750.00 Precept 2015/16 (50%)
    - e) Cheshire East Borough Council £387.00 Council Tax Support Grant 2015/16
    - f) H. M. Revenue & Customs £681.96 VAT Reclaim (2014/15)

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### vi) VAT Reclaim:

- a) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC (01/04/15) in the sum of £681.96. (£16.07 - 2013/14, £665.89 - 2014/15)

### vii) Internal Audit 2014/15 - To consider the Internal Audit Report (Section 4 of Annual Return 2014/15) and determine any actions required in relation thereto. (attached)

### viii) Final Accounts and External Audit Arrangements 2014/15 -

- a) To approve and adopt the 2014/15 Final Accounts and Supporting Notes. (attached)
- b) To approve the signing of the Annual Statements 2014/15 (Section 1 of the Annual Return) for submission to the External Auditors. (attached)
- c) To approve the signing of the Annual Governance Statement 2014/15 (Section 2 of the Annual Return) for submission to the External Auditors. (attached)

### ix) s.137 Donations & Voluntary Grants -

- a) St. John's Church - War Memorial Restoration Project - To consider current position.

## 12. CORRESPONDENCE -

### i) To consider 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) ChALC - Macclesfield Area Meeting - 17<sup>th</sup> June, 2015. (Consider nomination of attendees)
- b) Green Energy UK Direct Ltd. - Solar Energy & Community Project funding.
- c) Tom Langham - Request for consideration of action in respect of litter and debris at 'Ape Valley'.
- d) ChALC - Audit & Finance Updates. (Consider impact upon Parish Council)
- e) Mr. R. Gillespie - Query relating to progress with development at Chelford Agricultural Centre. (Response provided by Chairman - 05/05/15)

### ii) To note other correspondence received by the Parish Council since the date of the last ordinary meeting.

(Appendix B)

### iii) Interactive Parish Councillor Communications.

## 13. PLANNING & LICENSING APPLICATIONS -

### i) To confirm representations made in respect of the following applications:

- a) 15/0895M Proposed garage conversion with porch and single storey extension - 29 Hitchlowes, Chelford, Macclesfield, SK11 9SR. (No Objections)

### ii) Applications for consideration:

- a) 15/1648D Discharge of condition 42 (Detailed Scheme for Enhancement of Public Access) on Application 09/2806W - Mere Farm Quarry, Chelford Road, Nether Alderley, Macclesfield. SK10 4SZ.
- b) 15/1923M Single storey garage extension - 12 Broomfield Close, Chelford, Macclesfield, SK11 9SL.
- c) Any further applications received prior to meeting will be included.

### iii) Planning Application 13/4640M - Eddie Stobart Ltd. - Update on s.106 Agreement.

### iv) Planning Applications 14/1788W & 14/1944W - Mere Farm Quarry, Chelford Road, Nether Alderley, SK10 4SZ - To consider nomination of Parish Council representative to address the Cheshire East Council Strategic Planning Board currently scheduled for 3<sup>rd</sup> June, 2015. (See below for application details)

**Application details: 14/1788W:** Variation of condition 2 and 54 of permission 09/2806W to extend the date in condition 4 from 28<sup>th</sup> April 2014 to 30<sup>th</sup> September 2016, and amend the approved restoration scheme to that shown on plan M103/222 rev 'C'. **14/1944W:** Variation of conditions 4 and 59 of permission 5/06/2940 to allow to extend the date in condition 4 from 28<sup>th</sup> April 2014 to 30<sup>th</sup> September 2016, and amend the approved restoration scheme to that shown on plan M103/222 rev 'C'.

## 14. HIGHWAY MAINTENANCE & ENHANCEMENTS -

### i) Matters reported from/since previous meeting:

- a) Dilapidated fencing, Holmes Chapel Road, from The Post Office towards Chelford Bridge.
- b) Feeding of feral cats near to Chelford Agricultural Centre.
- c) Unsecured barriers near to railway bridge along Knutsford Road.
- d) Access onto A535 Holmes Chapel Road in vicinity of St. John's Church.
- e) Prevention of further damage to the grass verges near to the Wright Marshall site caused by parking of lorries.

### ii) To receive highway matters for attention from Members -

### iii) Cheshire East Council - Road Safety Consultation.

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- 15. PROJECT REPORTS** - i) Mere Court Play Area, ii) Station Building, iii) Indoor Bowls, iv) Table Tennis, v) Chelford Pathway, vi) Village Field Facility Development.
- 16. VILLAGE MAINTENANCE** -
- a) To consider provision of annual village floral displays in the planters (9), boxes outside the Post Office, hayrack outside butchers in Village and hanging baskets outside the school.
  - b) To consider costs of planting at Chelford Station.
  - c) To consider the costs of grass cutting at St. John's Church.
  - d) To consider the costs of grass cutting at the Parish Field and grass splay.
- 17. WELSH MEMORIAL CUP** - To consider the valuation and future of the Welsh Memorial Cup.
- 18. PARISH COUNCIL DOCUMENTATION** - To note that Minutes for the Annual Parish Meeting held 20<sup>th</sup> May, 2014 have been secured, however, other requested documents remain outstanding. (i.e. Pre 1996 Minutes, pre 2014/15 Insurance documents, specific financial records relating to 2014/15)
- 19. MATTERS FOR INCLUSION ON NEXT MEETING AGENDA** -
- i) SID Maintenance.
  - ii) Recording of Parish Council Meetings for publication on Parish Website.
- 20. ANNUAL PARISH MEETING** - Tuesday, 19<sup>th</sup> May, 2015 at 7:30 p.m. at Chelford Village Hall, Chelford.
- 21. DATE OF NEXT ORDINARY PARISH COUNCIL MEETING** - To be confirmed.
- 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.**
- 22. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS** -  
(as required)
- i) **Banking Arrangements** - Review of Authorised Signatories.
  - ii) **Presentation gifts** - To consider current position.
  - iii) **Chelford Village Hall** - To consider current position.

E.M.Maddock

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

Dated 10<sup>th</sup> May, 2015.

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APPENDIX A

Financial Statement for 2015/16 as at 14 May 2015				
Details	Actual 2014/15 £.	2015/16 Budget £.	Agenda May. 2015 £.	Budget Balance £.
<b>Receipts</b>				
Precept	10,800.00	13,500.00	6,750.00	6,750.00
Balances	0.00	643.00		0.00
Investment Interest	9.83	10.00		10.00
Sale of Assets	0.00	0.00		0.00
Grants, Donations & Refunds	1,004.74	387.00	387.00	0.00
V.A.T. Refund (14/15)	3,370.50		681.96	37.66
<b>Total Receipts</b>	<b>15,185.07</b>	<b>14,540.00</b>	<b>7,818.96</b>	<b>6,797.66</b>
<b>Payments</b>				
Salary (Clerk)	2,654.28	2,210.00	357.06	1,852.94
National Insurance (Employer)	0.00	0.00		0.00
Allowances (Clerk)	0.00	650.00		650.00
Chairman/Member Allowances	0.00	0.00		0.00
Administration	12.72	210.00		210.00
Audit Fees (Internal & External)	230.00	300.00		300.00
Insurance	1,236.14	1,315.00		1,315.00
Sect. 137 - Donations	1,907.70	1,965.00		1,965.00
Parish Council Newsletter	0.00	0.00	50.00	-50.00
Christmas Trees & Lighting	0.00	395.00		395.00
Street Lighting (Electric & Repairs)	133.90	240.00	35.64	204.36
Website	358.80	400.00	179.40	220.60
Village Planters	853.33	620.00		620.00
Village Field Maintenance	1,233.80	1,600.00		1,600.00
Hedge Cutting	0.00	375.00		375.00
Playground / Sports Equipment	0.00	0.00		0.00
Playground Maintenance	0.00	100.00		100.00
Playground Inspections	283.00	300.00		300.00
Tennis Coaching	337.15	620.00		620.00
SIDS	0.00	100.00		100.00
Professional Services	0.00	450.00		450.00
Bank Safe Custody Charges	90.00	0.00		0.00
Advertising	0.00	25.00		25.00
Subscriptions/Affiliation Fees	422.30	425.00	343.52	81.48
Room Hire	122.50	340.00		340.00
Training	0.00	50.00		50.00
Assets	0.00	1,100.00		1,100.00
Miscellaneous	0.00	0.00		0.00
Contingency	0.00	750.00		750.00
V.A.T.	665.89		37.66	-37.66
<b>Total Payments</b>	<b>10,541.51</b>	<b>14,540.00</b>	<b>1,003.28</b>	<b>13,536.72</b>
<b>Cash/Bank Reconciliation</b>				
		<b>01/04/15</b>	<b>14/05/15</b>	<b>31/03/16</b>
Balance B/Fwd.		26,324.46	26,324.46	33,140.14
Add Total Receipts		14,540.00	7,818.96	6,797.66
Less Total Payments		-14,540.00	-1,003.28	-13,536.72
<b>Balance C/Fwd.</b>		<b>26,324.46</b>	<b>33,140.14</b>	<b>26,401.08</b>
<b>Cumulative Balances</b>				
		<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
		<b>01/04/15</b>	<b>14/05/15</b>	<b>31/03/16</b>
General Funds		6,649.31	13,464.99	6,725.93
Earmarked Reserves		19,675.15	19,675.15	19,675.15
Capital Reserves		0.00	0.00	0.00
		<b>26,324.46</b>	<b>33,140.14</b>	<b>26,401.08</b>



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### APPENDIX B

#### CORRESPONDENCE

##### **Cheshire Association of Local Councils (ChALC) -**

ChALC Newsletter - March, 2015.  
Election Information for Clerks.  
Regional Conference - 6<sup>th</sup> June, 2015.  
SLCC Allotments Training Course.  
Minutes of Macclesfield Area meeting (25/02/15).  
War Memorial Workshop - 12<sup>th</sup> May, 2015.  
Induction Pack Subject Dividers  
My Community Rights Programmes 2015/16.  
Community Led Planning Officer Job Opportunity.  
Cheshire East VE Day Commemoration Events - 8<sup>th</sup> May, 2015.  
Audit & Finance Updates.  
Big Lunch Extras Programme.  
Change of ChALC Office address  
ChALC & LALC - Spring Conference 2015.

##### **Cheshire East Council -**

Traffic Management LAP Reports - 12, 19, 25 March, 2015, 2, 9, 16, 23, 30 April, 2015, 7 May 2015.  
Winter Service Decisions - 9, 11, 13, 18, 20, 21, 25, 29 March, 2015, 2, 14, 25, 30 April, 2015.  
Partnerships Newsletter - March/April, 2015, Call for articles May/June 2015 Newsletter.  
Town & Parish Council Grant Schemes.  
Publication of six strategic documents for Cheshire East.  
Cheshire East Flood Protection Grants.  
Elections Process - Update.  
Cheshire East Grants to create Neighbourhood Plans.  
Statement of Persons Nominated for Parish Council - Uncontested Election.  
Members' Handbook and details for Cheshire East's Website 2015/2016.  
CELAF: Road Safety on Rural Lanes Sub-Group Meeting - 19/05/15.  
Our Place Grants & Support Programme.  
Opportunity to be a part of the Cheshire and Nantwich Shows.  
Empowered communities urged to enter £10,000 prize fund.

##### **Cheshire Emergency Services -**

Cheshire Police - Action Fraud - Adobe & LinkedIn Phishing emails, Sporting Event Ticket Scams, Ticket Fraudsters Operating using Social Media, Rugby World Cup 2015 - Avoid Bogus Ticket Websites/Sellers, Spoofer emails claiming 'buyer protection', Spam emails pretending to be from Apple iTunes, Emergency Services Open Day 17/05/15.

Cheshire Fire & Rescue Service - e-Newsletter - March, 2015, April 2015, Reminder - 5 Year Strategy Consultation.

Cheshire Police - Child Sexual Exploitation Awareness Day, Business Crime Conference, The 'We're Here' Commitments, Farm Fire in Plumley, 'We're Here' Commitments Survey,

##### **Cheshire Police & Crime Commissioner - [www.cheshire-pcc.gov.uk](http://www.cheshire-pcc.gov.uk)**

Blog - Investment in tackling domestic abuse, Commitment to victims, Policing Objectives 2015/16, Meeting Prospective Parliamentary Candidates, Mental Health Nurses are Making a Difference, Working together to tackle rural and wildlife crime, Working together for a brighter future - business crime.

##### **Community & Voluntary Services Cheshire East - [www.cvsce.org.uk](http://www.cvsce.org.uk)**

E-bulletin - 13, 27 March, 2015, 10, 24 April, 2015.

VCF Ambassadors & Advocates needed for the Cheshire & Warrington LEP Board.

The Voice Newsletter - February, 2015, March, 2015, April, 2015.

'Early Bird' Membership Joining Offer Ending Soon.

Training News - April 2015.

Annual Volunteer's Gala Night - 4<sup>th</sup> June, 2015.

Call for participants for Volunteer Gala Video.

Pensions Auto-Enrolment Seminar.

Safeguarding Training for voluntary, community and faith organisations.

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**Rural Services Network** - [www.rsnonline.org.uk](http://www.rsnonline.org.uk)

Weekly News Digest - 9, 16, 23, 30 March 2015, 7, 13, 20, 27 April 2015, 5 May 2015.

Rural Opportunities Bulletin - April, 2015, May 2015.

Hinterland Newsletter - 13, 20, 27 March 2015, 2, 10, 17, 24 April 2015, 1, 8 May 2015.

Rural Vulnerability Service - March 2015 (Rural Transport), April 2015 (Rural Broadband), April 2015 (Fuel Poverty).

RSN Spotlight - March 2015 (Rural Economy), April 2015 (The Heart of the Village), April (Rural Housing).

**Other Correspondence** -

Healthwatch Cheshire East - e-Bulletin: 17/04/15, 01/05/15, Care Home Visit Reports, Board Meeting 21/04/15, Scrutiny Update.

Public Sector Executive - Newsletter 17, 23, 30 March 2015, 13, 20, 27 April 2015, 5 May 2015, Presentation Advice, Health & Care Event - June 2015, Data security, Brain Training, Writing the Digital Business Handbook, The Launch Manual for Great Ideas, Finance for non-financial Executives, Online Reputation Management, AAT Qualifications, Avoid running out of money in retirement,

HMRC - Connection Vouchers, Payroll System Update, National Minimum Wage, Change to NICs for employees under 21, Webinars, Effective Tax Management, Employer Updates, Webinars Reminder, Online Training System, Basic Tools Training, PAYE Online Chat.

Local Government News - Newsletter 12, 19, 26 March 2015, 2, 9, 16, 21 April 2015, 1, 8 May 2015.

Unlock Democracy - Unlock Magna Carta event - Manchester, Election Leaflets website, Vote Match App., 4 days left to Register to Vote, Election Leaflet Database Update, New website launch.

National Health Executive Online - 5 Trends Reshaping I.T.

Historic Towns Forum - Spring Newsletter.

Marketing Cheshire - Promoting Cheshire Businesses.

Local Works - Update re: Parish Council selling of electricity.

E-ON - Energy Talk Newsletter - March, 2015, Monthly Market Report - March 2015, May 2015.

Holmes Chapel Comprehensive School - Statement re: Housing developments in and around Holmes Chapel.

Zurich Municipal - Building Valuation Tool, Local Council Seminars.

CPRE - Cheshire Viewpoint - Spring 2015.

A-ON - Local Council Insurance Quotations.