

CHELFORD PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Date: Thursday 14th September, 2023

Time: 7:30p.m.

Venue: The Hub, Elmstead Road, Chelford

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 9th September, 2023

In order to keep councillors and other members of the public safe, please do not attend the meeting if you are feeling unwell for any reason or if you have been in contact with anyone who has Covid, flu or Covid/flu symptoms.

All attendees will be expected to respect social distancing preferences of other attendees.

AGENDA

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 items on the agenda.
- 3. Public Forum for Questions**
 - (a) To receive questions from members of the public.
 - (b) To receive a summary of issues raised via the Parish Council social media accounts.
- 4. Cheshire East Ward Member: Cllr. A. Harrison** – To receive a report on items of interest to the Parish Council.
- 5. Minutes** – To approve the Minutes of the meeting held 10th August, 2023 as a correct record and approve signing by the Chairman.
- 6. Finance**
 - (a) To receive and consider the Financial Statement 2023/24 as at 14th September, 2023. (Appendix A)
 - (b) To note receipts as listed at Appendix B.
 - (c) To approve the payments listed at Appendix C.
 - (d) To receive the external audit report 2022/23 which states, “On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”
 - (e) To receive notice of increase in charges for webmail services £3.50 per month.
 - (f) To receive and consider further information relating to the recently awarded grant to Connecting Chelford.

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- (g) To receive and consider quotations for the provision of replacement table tennis bats for Chelford Activity Park.
- (h) To receive and consider quotations for asset improvement works within the Parish.
- (i) To review savings opportunities for funds held by Parish Council. (Appendix D)
- (j) To consider and determine any donations (direct and/or via the Chelford street poppy initiative) to the Royal British Legion Poppy Appeal 2023. [Approved budget: £70]

7. Planning Matters

- (a) To receive and note recent planning decisions issued by Cheshire East Council in respect of development within the Parish. (Appendix E)
- (b) To consider the following planning application -
 - i. 22/3183T: Amenity Land, Dixon Drive, Chelford.
Lift 3rd order branches over Broomfield Close highway to 6m affecting Oak Tag 3995 Birch Tag 3954 and Alders (multi stems) G1 group x2 trees. Cut Back from Street lightings Broomfield Close Alders and Oak Tag 3955 to clear by up to 2m. Lift of 3rd order branches to 3m over FP to Goat Willow Tag 3958 on Dixon drive and cut back from streetlight to clear by up to 2m.
 - ii. Any planning applications received following the issue of the agenda may be included for discussion if required.
- (c) To receive an update relating to the re-allocation of s.106 funds for community facilities.

8. Chelford Activity Park

- (a) To receive a summary of issues identified during routine inspections of the site.
- (b) To note that the tree work at the site has been completed.
- (c) To receive and consider updates relating to the delivery of the refurbishment work.
- (d) To review the existing specification for grounds maintenance requirements at Chelford Activity Park ahead of inviting quotations.

9. Assets

- (a) To note that the new notice board at Peover Lane has been installed.
- (b) To note that the repairs to the height barrier have been completed (subject to a minor adjustment).
- (c) To receive an update relating to the provision of additional benches and dog poo bag dispensers.
- (d) To review the regular asset cleaning programme.

10. Highway matters

- (a) To receive updates relating to reported highway defects.
- (b) To receive new highway defects for attention from Members.
- (c) To receive updates relating to repairs and upgrades to the zebra crossing.
- (d) To receive and consider information relating to speed indicator devices which have capacity to support ongoing data collection relating to the extent and pattern of speeding.

11. Chelford Community Newsletter

- (a) To consider and approve the latest edition of the newsletter and trades directory for printing and distribution.
- (b) To receive and updates relating to newsletter advertising.
- (c) To review existing policies relating to newsletter production.

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12. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto –
- i. NALC – Levelling-up and Regeneration Bill: consultation on implementation of plan-making reforms.
[Link to information: <https://www.gov.uk/government/consultations/plan-making-reforms-consultation-on-implementation/levelling-up-and-regeneration-bill-consultation-on-implementation-of-plan-making-reforms>]
 - ii. Cheshire East Council – Consultation on Housing Allocations Policy.
[Link to information: <https://surveys.cheshireeast.gov.uk/s/AllocationsPolicy23/>]
 - iii. Cheshire East Council – Consultation on Final Draft Sustainable Drainage Systems SPD.
[Link to information: <https://cheshireeast-consult.objective.co.uk/kse/event/37614>]
 - iv. Cheshire East Council – Consultation on FlexiLink: Service Proposals.
[Link to information: <https://surveys.cheshireeast.gov.uk/s/FlexiLink/>]
 - v. Cheshire East Council – Consultation on proposed changes to car parking charges.
 - vi. Cheshire East Council – Consultation on proposed changes to street lighting.
 - vii. ChALC – Notice of Annual Meeting on 12th October, 2023 at Helsby Community Sports Club.
 - viii. ChALC – Notice of Cheshire & Warrington Local Enterprise Partnership and Cheshire & Warrington Local Authorities Sustainable & Inclusive Economic Plan consultation event on 18th September, 2023.
 - ix. Congleton Town Council – Congleton Climate Festival and Green Fayre on 30th September, 2023.
[Link to information: <https://www.congletonpartnership.co.uk/congleton-climate-festival/#events22>]
 - x. ChALC – Updated guidance on D-Day anniversary events in June 2024.
[Link to information: www.d-day80beacons.co.uk]
 - xi. Chelford Parish Hall – Notice of Annual General Meeting and ‘200’ Club Draw.
 - xii. Knutsford Community First Responder Trust – Invitation for a new volunteer to support regular defibrillator checking in Chelford, Great Warford and Over Peover.
 - xiii. Police & Crime Commissioner – Commissioner’s Community Action Fund reopens. [Link to information: <https://www.cheshire-pcc.gov.uk/what-the-commissioner-does/community-funding/community-action-fund/>]
 - xiv. Police & Crime Commissioner – Purchase of new speed monitoring devices for each of Cheshire’s nine policing teams.
[Information: Each of the nine local units will have a device at its disposal which will enable the police to monitor more local roads and build data to support enforcement action. The devices use radar to monitor the speed and volume of passing traffic over the course of a week. Once data is collected, the local team will be able to deploy resources more effectively and ensure appropriate community support.]
 - xv. Community Rail Partnership – Relaunch of The Community Rail Integrated Sustainable Transport fund.
[Information: The grant scheme is to help fund community rail initiatives that aim to improve and develop integrated sustainable transport.]

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13. Community Matters

- (a) Chelford Ward Policing Team
 - i. To receive a report on matters of interest / concern within the Parish.
- (b) Community Speed Watch
 - i. To receive an update on community speed watch activities.
- (c) Knutsford Area Parishes Forum
 - i. To receive a report from the meeting held 17th August, 2023.
- (d) To consider the merits of operating a Whatsapp group for the Parish Council.

14. Code of Conduct

- (a) To receive an update relating to Registration of Member Interests.

15. Matters for inclusion on next/future meeting agenda

- (a) Several carried forward from previous meetings.
- (b) Co-option of Parish Councillor.

16. Date of next meeting – Thursday 12th October, 2023 at 7:30p.m. at The Hub.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 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.

17. Matters for consideration including those transferred from above items (as required)

- (a) Clerk & Responsible Financial Officer – Matters relating to employment.

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 9th September, 2023

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APPENDIX A

Financial Statement – 2023/24 as at 14 th September, 2023					
Actual 2022/23 £	Details	2023/24 Budget £	Actual to Aug. 23 £	Agenda Sep. 23 £	Budget Balance £
	Receipts				
44,980.00	Precept	47,498.00	23,749.00		23,749.00
0.00	Balances	0.00	0.00		0.00
1,145.78	Investment interest	0.00	42.94		0.00
0.00	Sale of assets	0.00	0.00		0.00
0.00	Grants, donations & refunds	0.00	0.00		0.00
1,250.00	Newsletter advertising	0.00	60.00	10.00	0.00
1,451.63	VAT refund		2,698.09		1,163.40
48,827.41	Total receipts	47,498.00	26,550.03	10.00	24,912.40
	Payments				
11,847.32	Salary (Clerk)	13,655.00	5,262.50	1,052.50	7,340.00
434.38	National Insurance (Employer)	530.00	220.00	44.00	266.00
2,677.52	Pension contributions (Employer)	2,855.00	1,163.00	232.60	1,459.40
766.79	Allowances (Clerk)	930.00	340.26	91.60	498.14
75.21	Administration	295.00	2.60		292.40
0.00	Chairman/Member allowances	0.00	0.00		0.00
402.50	Audit fees (internal & external)	540.00	225.00	210.00	105.00
591.36	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	0.00		370.00
0.00	Grants	3,000.00	0.00	200.00	2,800.00
318.03	Newsletter	1,467.00	923.49		543.51
96.39	Street lighting	280.00	36.16		243.84
24.00	Website	50.00	10.00	2.00	38.00
270.00	Professional services	2,091.00	1,147.00	839.00	105.00
0.00	Advertising	100.00	0.00		100.00
562.00	Subscriptions/affiliation fees	665.00	539.25		125.75
220.00	Room hire	350.00	347.50		2.50
100.00	Training	550.00	195.00	50.00	305.00
2,854.15	Chelford Activity Park maintenance	6,175.00	1,514.94	240.58	4,419.48
2,033.00	Chelford Village maintenance	4,520.00	1,130.00	350.00	3,040.00
19,864.95	Assets – purchase	3,000.00	905.00		2,095.00
456.50	Assets – maintenance	3,325.00	0.00		3,325.00
1,677.00	Community Events	500.00	499.88		0.12
0.00	Neighbourhood Plan	250.00	0.00		250.00
47.96	Contingency	1,000.00	64.62		935.38
2,698.09	VAT		848.09	315.31	
48,087.15	Total payments	47,498.00	15,374.29	3,627.59	29,659.52

Cash/Bank reconciliation	01/04/23	10/08/23	14/09/23	31/03/24
Balance B/Fwd	101,662.54	101,662.54	112,838.28	109,220.69
Add total receipts	47,498.00	26,550.03	10.00	24,912.40
Less total payments	47,498.00	15,374.29	3,627.59	29,659.52
Balance C/Fwd	101,662.54	112,838.28	109,220.69	104,473.57
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/23	10/08/23	14/09/23	31/03/24
General funds	56,702.28	68,013.02	64,395.43	59,648.31
Earmarked reserves	44,960.26	44,825.26	44,825.26	44,825.26
	101,662.54	112,838.28	109,220.69	104,473.57

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Cash/Bank Reconciliation as at 14th September 2023

Cash

Balance brought forward 01/04/23		
Current Account	4,687.60	
Business Reserve Account	15,908.73	
Skipton Building Society	81,066.21	
	101,662.54	

Plus receipts	26,560.03	
Less payments	19,001.88	
Balance carried forward 14/09/23:	109,220.69	

Bank (NatWest)

Business Reserve Account	15,951.67	05/07/23
Add receipts/transfer since above statement		

0.00	0.00
0.00	

Less unrepresented cheques		
0.00	0.00	
0.00		

15,951.67 14/09/23

Current Account	19,297.13	04/08/23
Add receipts/transfer since above statement		

0.00	0.00
0.00	

Less unrepresented cheques		
Approved 2022/23	-318.03	
Approved 2023/24	-3,148.70	
For approval	-3,627.59	
	-7,094.32	

12,202.81 14/09/23

Skipton Building Society

Community Saver Account	81,066.21	01/04/23
Add receipts/transfer since above statement		

0.00	0.00
0.00	

Less unrepresented cheques		
0.00	0.00	
0.00		

81,066.21 14/09/23

Total bank balances 14/09/23	109,220.69
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APPENDIX B

Receipts

Trader AG	£10.00	Newsletter advertising fee
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APPENDIX C

Payments for approval

Cheque No 001552	Cheshire Association of Local Councils	£50.00	Training fee (CM/SW)
Cheque No 001553	E. M. Maddock	£1,079.26	Salary, allowances, expenses: Sep. 2023
Cheque No 001554	H.M. Revenue & Customs	£71.06	Income Tax & National Insurance contributions
Cheque No 001555	Greenfingers Landscape Ltd.	£268.58	Grounds maintenance: Aug. 2023
Cheque No 001556	Northwich Town Council	£420.00	Floral display watering
Cheque No 001557	Geldards LLP	£993.80	Legal fees re: Chelford Parish Hall Trusteeship transfer
Cheque No 001558	PKF Littlejohn LLP	£252.00	External Audit fee 2022/23
Cheque No 001559	Connecting Chelford	£200.00	Grant
Standing Order	Cheshire Pension Fund	£290.49	Pension contributions: Sep. 2023
Direct Debit	1&1 IONOS	£2.40	Email account fees: Sep. 2023

APPENDIX D

Review of savings options

A number of banks and building societies have been reviewed in respect of savings accounts available to Parish Councils. The following lists five highest interest rates currently available for each account type.

Instant Access Accounts

Skipton Building Society	3.65%	No minimum account balance.
Dudley Building Society	3.50%	Minimum balance £1,000.
Nationwide	2.25%	Minimum balance £5,000.
NatWest Bank	1.45%	No minimum account balance.
Barclays Bank	1.20%	No minimum account balance.

30-35 Day Notice Accounts

Dudley Building Society	4.00%	Minimum balance £1,000. [30 day notice]
Redwood Bank	3.25%	Minimum balance £10,000, [35 day notice]
NatWest Bank	3.20%	No minimum account balance. [35 day notice]
Nationwide	3.10%	Minimum balance £5,000. [35 day notice] Must have instant saver account too.
Lloyds Bank	2.45%	Minimum balance £10,000. [32 day notice] Minimum withdrawal amount £10,000.

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90-95 Day Notice Accounts

Dudley Building Society	4.25%	Minimum balance £1,000. [90 day notice]
NatWest Bank	4.17%	No minimum account balance. [95 day notice]
Redwood Bank	4.05%	Minimum balance £10,000. [95 day notice]
Nationwide	3.10%	Minimum balance £5,000. [95 day notice] Must have instant saver account too.
Metro Bank	2.35%	No minimum account balance. [95 day notice]

1 Year Fixed Term Accounts

Nationwide	5.40%	Minimum investment £5,000. Must have instant saver account too.
Skipton Building Society	5.25%	Minimum investment £500. Terms of account to be reviewed 13/09/23.
Redwood Bank	4.80%	Minimum investment £10,000.
Metro Bank	4.01%	Minimum investment £5,000.
Lloyds Bank	3.50%	Minimum investment £10,000.

Credit Ratings

	Fitch	Moodys	Standard & Poor
Barclays Bank	A+	A1	A+
Dudley Building Society	?	?	?
Lloyds Bank	A+	A1	A+
Metro Bank	B	?	?
Nationwide Building Society	A+	A1	A+
NatWest Bank	A+	A1	A+
Redwood Bank	?	?	?
Skipton Building Society	A	A2	?

Note: All above institutions are covered by the Financial Services Compensation Scheme for balances up to £85,000.

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APPENDIX E

Outstanding planning applications & recent planning decisions

- 19/2936W Dingle Bank Quarry, Holmes Chapel Road, Lower Withington. SK11 9DR
Variation of Condition 4 on application 16/3064W – Variation of Conditions 2, 4 and 5 of permission 10/3080W.
DECISION STATUS – Withdrawn (15/03/21)
- 19/4049M Land at former Chelford Agricultural Centre, Dixon Drive, Chelford.
Non-material amendment to approved application 18/0171M.
DECISION STATUS – Undecided
- 19/5674M The Coach House, Peover Lane, Chelford. SK11 9AN
Planning permission for replacement of the existing Gardener's Cottage, together with ancillary garaging/store and garden building and associated works.
DECISION STATUS – Undecided
- 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.
DECISION STATUS – Undecided
- 22/3348M Willow Glade, Peover Lane, Chelford. SK11 9AJ
Conversion of existing building to form new dwelling.
DECISION STATUS – Refused (01/09/23)
- 22/5050M Fir Tree Cottage, Carter Lane, Chelford. SK11 9BD
Demolition of existing house and garage and construction of new replacement dwelling.
DECISION STATUS – Undecided
- 23/1921M Land to the south of Peover Lane, Chelford. SK11 9AJ
Construction of two new dwellings and the gifting of the land outlined in blue to the community to enable the re-establishment of the former cricket facilities.
DECISION STATUS – Undecided
- 23/2154T 2 Yewtree Cottage, Alderley Road, Chelford. SK11 9AP
Yew Tree – reduce stubs back down into live growth. Reason: to produce a solid canopy formation and to improve the overall shape of the tree.
DECISION STATUS – Undecided
- 23/2369M Holly Tree House, Pepper Street, Chelford. SK11 9BE
Extensions and alterations to include a side and rear leisure complex extension to the existing dwelling and alterations to the existing detached garage. [Application site within Marthall Parish.]
DECISION STATUS – Undecided
- 23/2425T 1 Highland Drive, Chelford. SK11 9GB
T1: Oak tree, by roadside, near the side of the house. Reduce radial crown spread of tree by up to 2m, on South and East face away from building. Thin out remaining tree canopy by up to 20% to balance crown. Tree is very close to building and it is recommended to make minor works now to keep the tree at a suitable size for its

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location. T2: Oak tree just behind fence at the back of the property. Remove overextended lateral branch that extends over the garden to balance crown and improve aesthetic of tree.

DECISION STATUS – Undecided

23/2448M 106 Dixon Drive, Chelford. SK11 9BX

Renovation of dwelling to include rear extension and conversion of loft.

DECISION STATUS – Approved with conditions (07/09/23)

23/2213M Fishing Lane, Bollington Lane, Nether Alderley.

Provision of two parking areas and three fishing cabins. Retrospective permission for erection of fencing.

DECISION STATUS – Undecided

23/2883M 6 Clay Heyes, Chelford. SK11 9ST

1st floor extension above garage and conversion of attic.

DECISION STATUS – Undecided