

# CHELFORD PARISH COUNCIL

## NOTICE OF PARISH COUNCIL MEETING

**Date:** Thursday 14<sup>th</sup> December, 2023

**Time:** 7:30p.m.

**Venue:** The Hub, Elmstead Road, Chelford

*E.M.Maddock*

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

Dated 9<sup>th</sup> December, 2023

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**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.**

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### 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 9<sup>th</sup> November, 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 14<sup>th</sup> December, 2023. (Appendix A)
  - (b) To note receipts since the last meeting: None.
  - (c) To approve the payments listed at Appendix B.
  - (d) To approve the stopping of cheque no. 001574.
  - (e) To receive an update relating to Parish Council savings.
  - (f) To appoint an Internal Auditor for the 2023/24 financial year.
  - (g) To review and approve the Financial Risk Assessment 2023/24. (Appendix C)
  - (h) Budget 2024/25 (Appendix D)
    - i. To consider and determine a revised budget in respect of 2023/24.
    - ii. To consider and determine a budget in respect of 2024/25.

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- iii. To consider precept requirements for 2024/25.

## 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. 23/4479M: 1 Yewtree Cottage, Alderley Road, Chelford. SK11 9AP  
Two storey side and rear extension with adjoining single storey rear extension.
  - ii. Any planning applications received following the issue of the agenda may be included for discussion if required.

## 8. Chelford Activity Park

- (a) To receive a summary of issues identified during routine inspections of the site.
- (b) To receive and consider updates relating to the delivery of the refurbishment work.

## 9. Highway matters

- (a) To receive updates relating to reported highway defects. (Appendix F)
- (b) To receive new highway defects for attention from Members.
- (c) To receive updates relating to identified highway priorities. (Appendix G)
- (d) To consider the Crossing Facilities Strategy as presented to the Cheshire East Council Highways and Transport Committee on 23<sup>rd</sup> November, 2023.  
(Link to information: <https://moderngov.cheshireeast.gov.uk/ecminutes/documents/s112085/Appendix%201%20-%202023%20Ped%20Crossing%20Strategy%20DRAFT%20V5.pdf>)  
[Outcome of committee meeting:
  - 1. Approve the publication of the draft Crossing Facilities Strategy for a six-week consultation process.
  - 2. Note that a report on the outcome of the consultation process which will seek approval for the adoption of an updated Crossing Facilities Strategy will be presented to the Highways and Transport Committee at a future date.]

## 10. Chelford Community Newsletter

- (a) To consider and approve the latest edition of the newsletter for printing and distribution.

## 11. 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. Connecting Chelford: Letter of thanks for grant towards first aid training.
  - ii. Cheshire East Council: School Travel Policy Consultation 2023  
(Closing date: 22/12/23)  
[Link to information: <https://surveys.cheshireeast.gov.uk/s/M1M1U6/>]
  - iii. Cheshire East Council: Strategic Leisure Review Consultation 2023.  
(Closing date: 07/01/24)  
[Link to information: <https://surveys.cheshireeast.gov.uk/s/1WHHZA/>]
  - iv. Cheshire East Council: Consultation on Final Draft Developer Contributions Supplementary Planning Document. (Closing date: 15/12/23)  
[Link to information: <https://cheshireeast-consult.objective.co.uk/kse/event/37754/section/>]
  - v. Cheshire East Council: Consultation on Final Draft Environmental Protection Supplementary Planning Document. (Closing date: 15/12/23)  
[Link to information: <https://cheshireeast-consult.objective.co.uk/kse/event/37763/section/>]
  - vi. NALC: Notification of the Local Government Services Pay Agreement.

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- vii. ChALC: Invitation to information briefing regarding the Cheshire Archives. (18/01/24, 6pm)
- viii. NALC: Confirmation that council tax referendum principles will not apply to town and parish councils for 2024/25.
- ix. Cheshire East Council: Changes to leadership roles:
  - Preferred candidate for appointment to Chief Executive: Mr. Rob Polkinghorne.
  - Borough Councillor Craig Browne standing down from positions of Deputy Leader of the Council and Chairman of the Highways and Transport Committee at the end of February, 2024 to pursue a role with Citizens Advice Staffordshire North.

## **12. Reports from meetings with external organisations**

- (a) To receive a report from the Cheshire East Council Network Meeting held 12<sup>th</sup> December, 2023 (Topic: Leisure Services Review).

## **13. Community Matters**

- (a) To receive a report from the Chelford Ward Policing Team on matters of interest / concern within the Parish.
- (b) To receive an update on community speed watch activities.
- (c) To receive updates regarding reported maintenance issues at Mere Court Park.

## **14. Co-option of Parish Councillor**

- (a) To receive and consider update regarding the co-option of a new Parish Councillor.

## **15. Matters for inclusion on next/future meeting agenda**

- (a) Confirmation of arrangements for Annual Parish Meeting 2024.
- (b) Updates relating to Parish Council projects identified at the last meeting.

## **16. Date of next meeting – Thursday 11<sup>th</sup> January, 2024 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)**

*E.M.Maddock*

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

Dated 9<sup>th</sup> December, 2023

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## APPENDIX A

Financial Statement – 2023/24 as at 14 <sup>th</sup> December, 2023					
Actual 2022/23 £	Details	2023/24 Budget £	Actual to Nov. 23 £	Agenda Dec. 23 £	Budget Balance £
	<b>Receipts</b>				
44,980.00	Precept	47,498.00	47,498.00		0.00
0.00	Balances	0.00	0.00		0.00
1,145.78	Investment interest	0.00	1,401.60		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	80.00		0.00
1,451.63	VAT refund		2,698.09		1,802.07
<b>48,827.41</b>	<b>Total receipts</b>	<b>47,498.00</b>	<b>51,677.69</b>	<b>0.00</b>	<b>1,802.07</b>
	<b>Payments</b>				
11,847.32	Salary (Clerk)	13,655.00	8,488.05	1,120.55	4,046.40
434.38	National Insurance (Employer)	530.00	361.39	53.39	115.22
2,677.52	Pension contributions (Employer)	2,855.00	1,875.84	247.64	731.52
766.79	Allowances (Clerk)	930.00	564.43	62.44	303.13
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	435.00		105.00
591.36	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	70.00		300.00
0.00	Grants	3,000.00	200.00		2,800.00
318.03	Newsletter	1,467.00	1,231.32		235.68
96.39	Street lighting	280.00	59.75		220.25
24.00	Website	50.00	19.00	6.50	24.50
270.00	Professional services	2,091.00	1,986.00		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	270.00		280.00
2,854.15	Chelford Activity Park maintenance	6,175.00	3,453.10	223.82	2,498.08
2,033.00	Chelford Village maintenance	4,520.00	2,029.50	590.00	1,900.50
19,864.95	Assets – purchase	3,000.00	1,790.07		1,209.93
456.50	Assets – maintenance	3,325.00	765.00	50.00	2,510.00
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		1,638.01	164.06	
<b>48,087.15</b>	<b>Total payments</b>	<b>47,498.00</b>	<b>26,690.31</b>	<b>2,518.40</b>	<b>20,091.36</b>

Cash/Bank reconciliation	01/04/23	09/11/23	14/12/23	31/03/24
Balance B/Fwd	101,662.54	101,662.54	126,649.92	124,131.52
Add total receipts	47,498.00	51,677.69	0.00	1,802.07
Less total payments	47,498.00	26,690.31	2,518.40	20,091.36
Balance C/Fwd	101,662.54	126,649.92	124,131.52	105,842.23
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/23	09/11/23	14/12/23	31/03/24
General funds	56,702.28	81,959.66	79,451.26	61,161.97
Earmarked reserves	44,960.26	44,690.26	44,680.26	44,680.26
	101,662.54	126,649.92	124,131.52	105,842.23

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## Cash/Bank Reconciliation as at 14<sup>th</sup> December 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	51,677.69	
Less payments	29,208.71	
Balance carried forward 14/12/23:	124,131.52	

### Bank (NatWest)

<b>Business Reserve Account</b>	16,007.04		05/10/23
Add receipts/transfer since above statement			
	-16,000.00		
	-16,000.00		
Less unrepresented cheques			
	0.00		
	0.00	7.04	14/12/23
<b>Current Account</b>	33,526.72		03/11/23
Add receipts/transfer since above statement			
	-14,000.00		
	-14,000.00		
Less unrepresented cheques			
Approved 2023/24	-5,253.34		
For approval	-2,518.40		
	-7,771.74	11,754.98	14/12/23
<b>Liquidity Manager Account</b>	0.00		09/12/23
Add receipts/transfer since above statement			
	30,000.00		
	30,000.00		
Less unrepresented cheques			
	0.00		
	0.00	30,000.00	14/12/23
<b>Skipton Building Society</b>			
<b>Community Saver Account</b>	82,369.50		29/09/23
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	82,369.50	14/12/23
<b>Total bank balances 14/12/23</b>		<b>124,131.52</b>	

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## APPENDIX B

### Payments for approval

Cheque No 001575	E. M. Maddock	£1,073.54	Salary and allowances: Dec. 2023
Cheque No 001576	H.M. Revenue & Customs	£101.21	Income Tax & National Insurance contributions
Cheque No 001577	Tivoli Group Ltd.	£268.58	Grounds maintenance: Nov. 2023
Cheque No 001578	Northwich Town Council	£708.00	Winter floral display planting
Cheque No 001579	Home Assist	£50.00	Notice board installation
Cheque No 001580	Knutsford Community First Responder Trust*	£287.00	Defibrillator pads and batteries
Standing Order	Cheshire Pension Fund	£309.27	Pension contributions: Dec. 2023
Direct Debit	IONOS	£4.20	Email account fees: Dec. 2023
Direct Debit	IONOS	£3.50	Website hosting fees: Nov/Dec 2023

\*Re-issue of cheque. See agenda item 6(d) for stopping of original cheque.

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## APPENDIX C

### CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2023/24

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
Financial records	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2024.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2024.
Bank and banking	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	Transparency Code.	L	Financial information published by RFO on Parish Council controlled website.	Review requirement to comply annually.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2024.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries, pensions and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
Legal powers	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2024.



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<b>Subject</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/Control of Risk</b>	<b>Review/Assess/Revise</b>
Supplier (procurement) fraud	Loss through supplier fraud	L	<p>Training for staff to alert them to potential risks of providing sensitive company information, by telephone or other means, especially contract and account information.</p> <p>All supplier detail changes to be verified using contact details held by Parish Council.</p> <p>Periodic review of supplier accounts to remove any dormant accounts.</p> <p>Periodic review of supplier address and financial health details with Companies House.</p> <p>Review insurance provision.</p>	<p>Review training needs 2024.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2024.</p>

# CHELFORD PARISH COUNCIL

## APPENDIX D

### Revised budget 2023/24 and draft budget 2024/25

		Projected 23/24 & Budget 2024/25	Variations 23/24	Balance as at 14/12/24
<b>Clerk's Salary</b>				
2023/24	Salary and backpay (Jan 23 - Mar 23)	4,190	-143	
		4,190	-143	4,047
<b>2024/25</b>				
	Basic salary	14,724		
	Contingency for Performance & Pay Review	412		
	Contingency for NJC Salary Award	858		
		<b>15,994</b>		
<b>National Insurance (Employer)</b>				
2023/24	3 months (Jan 24 - Mar 24)	161	-46	
		161	-46	115
<b>2024/25</b>				
	Based on basic salary	530		
		<b>530</b>		
<b>Pension Provision (Employer)</b>				
2023/24	Based on basic salary	743	-11	
		743	-11	732
<b>2024/25</b>				
	Based on basic salary	3,254		
		<b>3,254</b>		
<b>Allowances (Clerk)</b>				
2023/24	Use of home as Office	78	0	
	Use of computer equipment	13	0	
	Travelling	152	0	
	Broadband & Telephone Service	60	0	
		303	0	303
<b>2024/25</b>				
	Use of home as Office	312		
	Use of computer equipment	52		
	Travelling	326		
	Broadband & Telephone Service	240		
		<b>930</b>		
<b>Chairman/Member Allowances</b>				
2023/24	Chairman's Allowance	0	0	
	Other Member Allowances - Jan 24 - Mar 24	0	0	
		0	0	0
<b>2024/25</b>				
	Chairman's Allowance	0		
	Other Member Allowances	0		
		<b>0</b>		
<b>Administration</b>				
2023/24	Stationery & General Office Supplies	65	0	
	Postages	70	0	
	Computer Consumables	75	0	
	Contingency	83	0	
		293	0	293
<b>2024/25</b>				
	Stationery & General Office Supplies	70		
	Postages	70		
	Computer Consumables	75		
	Contingency	85		
		<b>300</b>		

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		Projected 23/24 & Budget 2024/25	Variances 23/24	Balance as at 14/12/24
<b>Audit Fees</b>				
2023/24	External Audit Fees 2022/23	0	105	
	Internal Audit Fees 2022/23	0	0	
		0	105	105
<b>2024/25</b>				
	External Audit Fees 2023/24	315		
	Internal Audit Fees 2023/24	250		
		<b>565</b>		
<b>Insurance</b>				
2023/24	Premium 2023/24	1,000	0	1,000
<b>2024/25</b>				
	Premium 2024/25	<b>1,000</b>		
<b>Section 137 Donations</b>				
2023/24	RBL Poppy Appeal Contingency	0	0	
		300	0	
		300	0	300
<b>2024/25</b>				
	RBL Poppy Appeal Contingency	70		
		300		
		<b>370</b>		
<b>Grants</b>				
2023/24	Grant provision	2,800	0	
		2,800	0	2,800
<b>2024/25</b>				
	Grant provision	3,000		
		<b>3,000</b>		
<b>Parish Council Newsletters</b>				
2023/24	Printing costs			
	850 x Newsletters (10 issues per year)	470	-235	
	850 x Trades Directory (4 issues per year)	147	-147	
		617	-382	235
<b>2024/25</b>				
	Printing costs			
	850 x Newsletters (10 issues per year)	1,174		
	850 x Newsletters (4 issues per year)	293		
		<b>1,467</b>		
<b>Street Lighting</b>				
2023/24	Electricity charges	75	-35	
	Provision for increase in electricity charges	30	0	
	Repairs	150	0	
		255	-35	220
<b>2024/25</b>				
	Annual Electric	150		
	Provision for increase in electricity charges	30		
	Repairs	150		
		<b>330</b>		
<b>Website</b>				
2023/24	Chelford Parish Council domain	10	0	
	Councillor/Clerk email accounts	12	-7	
	Contingency	9	1	
		31	-6	25
<b>2024/25</b>				
	Chelford Parish Council website	60		
	Councillor/Clerk email accounts	42		
	Contingency	24		
		<b>126</b>		

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		Projected 23/24 & Budget 2024/25	Variances 23/24	Balance as at 14/12/24
<b>Professional Services</b>				
2023/24	Provision of professional advice/services	105	0	
	Society of Local Council Clerks - Membership	0	0	
		105	0	105
<b>2024/25</b>				
	Provision of professional advice/services	1,800		
	Society of Local Council Clerks - Membership	343		
		<b>2,143</b>		
<b>Advertising</b>				
2023/24	None	0	100	100
<b>2024/25</b>				
	Provision	<b>100</b>		
<b>Subscriptions/Affiliation Fees</b>				
2023/24	Data Protection Registration	40	0	
	ChALC	0	37	
	Cheshire Community Action	0	0	
	CPRE	0	4	
	Open Spaces Society	0	45	
		40	86	126
<b>2024/25</b>				
	Data Protection Registration	40		
	ChALC	500		
	Cheshire Community Action	50		
	CPRE	60		
	Open Spaces Society	45		
		<b>695</b>		
<b>Training</b>				
2023/24	Training Provision - Members & Clerk	80	0	
	Clerk - Regional Training Seminars	200	0	
		280	0	280
<b>2024/25</b>				
	Training Provision - Members	350		
	Clerk	200		
		<b>550</b>		
<b>Room Hire</b>				
2023/24	Ordinary Parish Council Meetings	0	-90	
	Annual Parish Meeting	0	12	
	Extra Ordinary Parish Council Meetings	0	40	
	Contingency	0	40	
		0	2	2
<b>2024/25</b>				
	Ordinary Parish Council Meetings	330		
	Annual Parish Meeting	30		
	Extra Ordinary Parish Council Meetings	30		
	Contingency	30		
		<b>420</b>		

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		Projected 23/24 & Budget 2024/25	Variances 23/24	Balance as at 14/12/24
<b>Chelford Activity Park - Maintenance</b>				
2023/24	Grass Cutting, Site Maintenance, Litter Bin emptying	896	-89	
	Hedge Cutting	300	0	
	RoSPA Inspection	0	25	
	Tree Safety Inspection	0	300	
	Maintenance - Trees	0	-600	
	Maintenance - Sports/Recreation facilities	1,500	0	
	Contingency	166	0	
		<b>2,862</b>	<b>-364</b>	<b>2,498</b>
<b>2024/25</b>				
	Grass Cutting, Site Maintenance, Litter Bin emptying	3,100		
	Hedge Cutting	400		
	RoSPA Inspection	225		
	Tree Safety Inspection	500		
	Maintenance - Trees	1,000		
	Maintenance - Sports/Recreation facilities	1,500		
	Contingency	450		
		<b>7,175</b>		
<b>Chelford Village - Maintenance</b>				
2023/24	Floral displays	0	-530	
	Planter Watering	458	0	
	Defibrillators	100	-127	
	Parish Improvement Maintenance	2,000	0	
		<b>2,558</b>	<b>-657</b>	<b>1,901</b>
<b>2024/25</b>				
	Floral displays	1,500		
	Planter Watering	2,000		
	Defibrillators	600		
	Parish Improvement Maintenance	2,000		
		<b>6,100</b>		
<b>Asset Maintenance</b>				
2023/24	Notice Boards	100	0	
	Bus Shelter	500	500	
	Telephone Kiosks	1,000	0	
	Benches	0	300	
	Planters	0	100	
	Height Barrier	0	-665	
	Speed Indicator Devices	400	0	
	Speed Watch Equipment	0	50	
	Dog Poo Bag Dispenser Bags	0	25	
	Contingency	200	0	
		<b>2,200</b>	<b>310</b>	<b>2,510</b>

# CHELFORD PARISH COUNCIL

		Projected 23/24 & Budget 2024/25	Variances 23/24	Balance as at 14/12/24
<b>2024/25</b>	Notice Boards	150		
	Bus Shelter	1,000		
	Telephone Kiosks	1,000		
	Benches	300		
	Planters	100		
	Height Barrier	600		
	Speed Indicator Devices	400		
	Speed Watch Equipment	50		
	Dog Poo Bag Dispenser Bags	25		
	Contingency	200		
		<b>3,825</b>		
<b>Asset Purchase</b>				
2023/24	Asset purchase	1,210	0	
	New benches	6,725	-6,725	
	Dog poo bag dispensers	395	-395	
	Speed Indicator Devices	6,500	-6,500	
		14,830	-13,620	1,210
<b>2024/25</b>	Provision	5,000		
		<b>5,000</b>		
<b>Neighbourhood Plan</b>				
2023/24	Plan Review Provision	0	250	
		0	250	250
<b>2024/25</b>	Plan Review Provision	250		
		250		
<b>Community Events</b>				
2023/24	Coronation Event	0	0	
		0	0	0
<b>2024/25</b>	Provision	500		
		<b>500</b>		
<b>Other</b>				
2023/24	Contingency provision	935	0	
		935	0	935
<b>2024/25</b>	Contingency provision	1,000		
		<b>1,000</b>		
	2023/24 Sub Totals	34,503	-14,411	20,092
	2023/24 Income -			
	Newsletter income (Year 1 receipts in 2023/24)		80	
	Newsletter income (Year 2 receipts)		1,675	
	Interest receipts (Apr – Sep 2023)		1,401	
	Interest receipts (Projected: Oct 2023 – Mar 2024)		1,400	
	2023/24 Expenditure Projection and Savings Totals	34,503	-9,855	
	2024/25 Draft Budget Expenditure Total	<b>55,624</b>		
	Less savings 2023/24	0		
	Less Newsletter income (Year 3 projected receipts)	-1,675		
	Less funds from balances	-3,000		
	Gross Council Tax Requirement 2024/25	<b>50,949</b>		

# CHELFORD PARISH COUNCIL

## Analysis of funds

01/04/23	Balance brought forward	101,662.54	
	Plus receipts (actual)	51,677.69	
	Less payments (actual)	-29,208.71	
	Plus receipts (projected)	1,802.07	
	Less payments (projected)	-34,503.00	
			91,430.59
	Less Earmarked Reserves:		
	Neighbourhood Plan (PC)	-1,222.95	
	Democratic Services Fund	-1,000.00	
	Asset Refurbishment Fund	-7,634.00	
	Tree Maintenance Fund*	-3,000.00	
	Boundary sign replacement project**	0.00	
	Village gateway project**	-2,394.44	
	Highway safety projects***	-10,000.00	
	Chelford Activity Park Refurbishment	-8,108.28	
	Community Project Fund (Comp)	-18,132.57	
	Telephone Kiosk (Insurance)	-2,745.00	
	Mere Court Improvements (G)	-345.52	
	Transparency Code (G)	-117.50	
	MUGA Maintenance (PPT) (G)	-1,000.00	
			-55,700.26
31/03/24	General funds carried forward		35,730.33

\* earmarked reserve increased by £1,020

\*\* reallocation of earmarked reserve

\*\*\* new earmarked reserve

### Tax Base 2024/25 (Band D) and Precept impact on Property Bands

2023/24				2024/25			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		37.84	A	6/9		40.45
B	7/9		44.15	B	7/9		47.19
C	8/9		50.45	C	8/9		53.94
D	9/9	836.82	56.76	D	9/9	839.66	60.68
E	11/9		69.37	E	11/9		74.16
F	13/9		81.99	F	13/9		87.65
G	15/9		94.60	G	15/9		101.13
H	18/9		113.52	H	18/9		121.36
	Precept	£47,498			Precept	£50,949	

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## APPENDIX E

### Outstanding planning applications & recent planning decisions

- 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
- 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
- 23/2213M Fishing Lane, Bollington Lane, Nether Alderley.  
Provision of two parking areas and three fishing cabins. Retrospective permission for erection of fencing.  
DECISION STATUS – Undecided [To be considered by committee]
- 23/2755M 3 Church Cottages, Holmes Chapel Road, Chelford. SK11 9AQ  
Replace existing single glazed windows with double glazed windows.  
[23/2756M: Listed Building Consent for above proposal]  
DECISION STATUS – Undecided
- 23/3183T: 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.  
DECISION STATUS – Consent for works in TPO with conditions (07/11/23)
- 23/3339T Amenity Land, Broomfield Close, Chelford.  
Turkey Oaks Quercus Cirrus fully mature tags 3965 and 3966 1-3m selective end weight reduction of tree to reduce load and risk.  
DECISION STATUS – Consent for works in TPO with conditions (27/11/23)
- 23/3587T 16 Broomfield Close, Chelford. SK11 9SL  
T1 Mature Oak, crown lift by 4 metres, crown hanging very low to garden. T2 Mature Oak, crown lift by 4 metres branches overhanging property. Also crown reduce on the side by 3 metres as too close to property.  
DECISION STATUS – Withdrawn (08/12/23)
- 23/3801M 16 Broomfield Close, Chelford. SK11 9SL  
Single storey rear extension, internal modification, adjusting front window and the installation of new solar panels to the front pitched roof.  
DECISION STATUS – Approved with conditions (17/11/23)



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## APPENDIX F

### Updates relating to reported highway matters

1. Zebra crossing safety review  
UPDATE: Speed data has been collected and reviewed. The average speed during the data collection period was 29mph. A further assessment of the crossing will be undertaken in the near future following the publication of the revised criteria.
2. Damaged chevron sign at Chelford Roundabout  
UPDATE: Repair scheduled (no date available)
3. Unauthorised advertising sign at Chelford Roundabout  
UPDATE: Re-reported as sign still present.
4. Dropped kerbs at Knutsford Road, near to junction with Station Road  
UPDATE: Location has been assessed and is considered to meet the standard for an uncontrolled crossing.
5. Protruding kerbs at traffic lights on Alderley Road  
UPDATE: Cheshire East Council has assessed the issue and included it in the repair and improvement programme for this financial year. While every effort is made to keep to the programme, it can sometimes change to stay within the available budget.
6. Street light out at Knutsford Road, to the east of junction with Dixon Drive  
UPDATE: Repair scheduled (no date available)
7. Street lights out at Chelford Roundabout, between Alderley Road and Chelford Road exits  
UPDATE: Repair scheduled (no date available)
8. Use of mannequins to deter vehicles from speeding  
UPDATE: Awaiting information from Police to support progressing proposal.

## APPENDIX G

### Highway Priorities 2023/24

#### Immediate priorities:

1. Review of zebra crossing at Knutsford Road  
UPDATE: Meeting held with Cheshire East Council regarding safety concerns at crossing. Review of crossing to be undertaken using new pedestrian crossings policy (see item 9(d)).
2. Review of yellow lines at junction of Oak Road and Knutsford Road  
UPDATE: Matter logged with Cheshire East Council for attention.

#### High priority issues:

3. Review of options to tackle speeding issues within the Parish  
UPDATE: Application for two new SIDs along Knutsford Road to be progressed. Community speed watch to resume when permitted. Potential for average speed cameras to be assessed when initial pilot scheme at Plumley has been completed.
4. Footway surface condition along Knutsford Road from junction with Station Road to railway platform access  
UPDATE: Issue logged with Cheshire East Council for attention.
5. Siding out of footways along Knutsford Road  
UPDATE: Issue logged with Cheshire East Council for attention.
6. Review of gullies and drainage issues

## CHELFORD PARISH COUNCIL

UPDATE: Gully emptying data being analysed and correlated to any current flooding issues.

7. Signage (or other measures) to deter parking on footways (e.g. Elmstead Road, Knutsford Road (near shops))

UPDATE: Elmstead Road and Knutsford Road (near shops) being reviewed by Cheshire East Council.

Other highway priorities to be pursued:

8. Re-instatement of worn yellow lines on Dixon Drive

UPDATE: Issue logged with Cheshire East Council for attention.

9. Review of street lighting provision within the Parish (particularly along Knutsford Road)

UPDATE: No update.

10. Installation of village gateways

UPDATE: No update.

11. Removal of redundant signage

UPDATE: Please advise the Clerk of any signs which are redundant so that these can be reported for removal.

12. Install more robust bollards at Dixon Drive (no through road point near Galloway Grange)

UPDATE: No update.

13. Enforcement of hedge/shrub/tree cutting adjacent to footways

UPDATE: Individual issues reported to Cheshire East Council as required. Hedge along Knutsford Road to be trimmed in near future.

14. Installation of rumble strips

UPDATE: No update.