

CHELFORD PARISH COUNCIL

Minutes of the Parish Council meeting held Thursday 13th July, 2023 at 7:30p.m. at The Hub, Elmstead Road, Chelford.

Present Councillors B. Brindley (Chairman), C. Howlett, C. Montaldo, O. Reeves, D. Wilson, S. Wilson, C. Wright.
Members of the public (0).
Cheshire East Ward Member Councillor A. Harrison.
Dr. E. M. Maddock – Clerk & Responsible Financial Officer.

1. Apologies for absence

Councillor J. Fielding – Personal commitment.
Councillor T. McCrum – Personal commitment.

223/23 RESOLVED (a) To receive and approve the apologies for absence received. (All in favour)

2. Declarations of interest

(a) **Declarations of interest in items on the agenda –**
Councillor D. Wilson – Item 4 – Neighbour to a co-option candidate.
Several Members noted that co-option candidates were known to them due to involvement with other local groups.

224/23 RESOLVED (a) To receive and note the declaration of interest above. (All in favour)

3. Public forum for questions

(a) Questions from members of public

- i. Unexpected tree work – It was reported that residents had raised concern about unexpected tree work being carried out within the Parish. The matter had previously been referred to Cheshire East Council and an officer had been allocated to assess the current activity.
- ii. Chelford Village website – It was reported that the Chelford Village website was due to close at the end of July, 2023.
- iii. No further questions had been received from or were presented by members of the public.

225/23 RESOLVED (a) To receive and note the update related to unexpected tree work. (b) To note that the Chelford Village website is to be closed. (All in favour)

(b) Summary of issues raised on social media accounts

- i. It was reported that a matter relating to a neighbouring parish had been raised. This had been referred to the relevant Clerk.

226/23 RESOLVED (a) To receive and note the update. (All in favour)

4. Co-option of Parish Councillors

(a) Expressions of interest to be co-opted to the Parish Council had been received from four residents. Members considered the expressions of interest and held a short discussion with those candidates present at the meeting.

227/23 RESOLVED (a) That the four expressions of interest be received. (b) That all four candidates be co-opted to Chelford Parish Council. (c) That the declarations of acceptance of office be received

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from newly co-opted Councillors O. Reeves, S. Wilson and C. Wright.

(d) That newly co-opted Councillor T. McCrum complete the declaration of acceptance of office at the next meeting.

(e) That all Members forward their preferred telephone number to the Clerk for sharing within the Parish Council.

(All in favour)

5. Reports from external organisations

- (a) **Cheshire East Ward Member Cllr. A. Harrison – report on matters of interest –** Borough Councillor A. Harrison reported that there are likely to be a number of consultations taking place in the coming months relating to proposed service changes at Cheshire East Council. The Conservative group objected to proposals within the recent library services consultation. A proposal has been put forward to reduce the number of Cheshire East Council planning committees from three to two, however, objections to this have also been raised. A further proposal seeks to increase Borough Councillor allowances (including a retrospective payment for 2022/23).

228/23 RESOLVED (a) To receive and note the report of Borough Councillor A. Harrison. (All in favour)

- (b) **Chelford Ward Policing Team – Matters of concern / interest within the Parish** – It was reported that during June 2023 the following incidents had been recorded within the Parish: one burglary; one suspicious activity; one central alarm activation; one abandoned emergency call; four vulnerable persons assessments; two concern for safety reports and one road related offence.

229/23 RESOLVED (a) To receive and note the update from the Chelford Ward Policing Team. (All in favour)

6. Minutes

- (a) The Minutes of the Annual Parish Council Meeting held 8th June, 2023 had been previously circulated to all Members.

230/23 RESOLVED (a) That the Minutes of the Parish Council Meeting held 8th June, 2023 be confirmed as a correct record. (All in favour)

7. Finance

- (a) **Financial Statement 2023/24 as at 13th July, 2023** – Members considered the financial statement 2023/24 which was unanimously accepted. (Appendix A)
- (b) **Receipts** – The Chairman noted the receipts which had been received since the last meeting. (Appendix B)
- (c) **Payments** – The Chairman outlined the basis of payments listed at Appendix C.

231/23 RESOLVED (a) That the financial statement as at 13th July, 2023 be received and observations be duly noted. (Appendix A)
(b) That receipts listed at Appendix B be received and duly noted.
(c) That the schedule of payments at Appendix C be approved and duly authorised. (All in favour)

8. Planning Matters

- (a) **Recent planning decisions** – Members noted the planning decisions which had been issued by Cheshire East Council in respect of development within the Parish since the last meeting. (Appendix D)

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- 232/23 RESOLVED** (a) That the recent planning decisions be received and duly noted. (All in favour)
- (b) **Planning applications for consideration**
- i. **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.
- 233/23 RESOLVED** (a) That no comments be submitted to Cheshire East Council in respect of planning application 23/2154T. (All in favour)
- ii. **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.]
- 234/23 RESOLVED** (a) That the following comment be submitted to Cheshire East Council in respect of planning application 23/2369M:
Chelford Parish Council has no objections to the principle of the development subject to the materials of the proposed extension being sympathetic to the existing building.
It is requested that a traffic management plan is implemented to avoid unnecessary disruption to local residents (i.e. clear and limited periods for the delivery of materials etc.) and to avoid traffic conflicts on the narrow lane. This lane is used by vulnerable users including pedestrians and horse riders and also forms part of a local bus route. Use of the highway for parking by contractors associated with the proposed development should not be permitted. (All in favour)
- iii. **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 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.
- 235/23 RESOLVED** (a) That the following comment be submitted to Cheshire East Council in respect of planning application 23/2425T:
Chelford Parish Council has no objections to the principle of the proposed work subject to the work being carried out by a suitable professional tree surgeon with appropriate insurance. Furthermore, it is requested that Jones Homes be informed of the proposal prior to any work taking place. (All in favour)
- iv. **23/2448M:** 106 Dixon Drive, Chelford. SK11 9BX
Renovation of dwelling to include rear extension and conversion of loft.
- 236/23 RESOLVED** (a) That the following comment be submitted to Cheshire East Council in respect of planning application 23/2448M:
Chelford Parish Council objects to the inclusion of the proposed dormer window as it is considered that this will be unneighbourly and adversely affect the residential amenity of the neighbouring property.

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The Parish Council requests that all relevant policies of the Chelford Neighbourhood Plan are also taken into consideration during the determination of the application, including those relating to materials. (All in favour)

v. Planning applications received following the issue of the agenda – None.

237/23 RESOLVED (a) To note that no new planning applications had been received. (All in favour)

9. Chelford Activity Park

(a) **Issues identified during routine inspections** – It was reported that there continues to be small amount of litter at the site. The tennis net post holes had not yet been re-instated which was preventing the net from being installed. It was also reported that a resident had advised that a dog had been observed biting the zip line seat.

238/23 RESOLVED (a) That the update relating to Chelford Activity Park be received. (All in favour)

(b) **Refurbishment work at Chelford Activity Park** – It was reported that information relating to quality control processes at Cheshire East Council had not yet been received. The missing equipment labels had now been installed.

239/23 RESOLVED (a) To receive and note the updates. (b) That the Clerk continue to pursue outstanding matters raised at the previous meeting. (All in favour)

10. Highway Matters

(a) **Updates on reported highway defects** – It was reported that the following updates had been received in respect of the following highway defects:

- i. Hedge along Knutsford Road (to rear of telephone exchange): Work complete.
- ii. Zebra crossing beacon (not illuminated): No date for repair available.
- iii. Pothole at Holmes Chapel Road (at approach to roundabout): Work complete.
- iv. Damaged chevron on roundabout: No date for repair available.
- v. Young people playing football at Station Road: No action planned.
- vi. Overhanging rose bush at Dixon Drive: No date for trimming available.
- vii. Uneven flags at Dixon Drive (near Station Road): No update.

240/23 RESOLVED (a) To receive and note the updates relating to reported highway defects. (All in favour)

(b) **Highway defects requiring attention** – It was reported that concerns had been raised regarding pedestrians using the dropped kerbs to the east of Highland Drive and Station Road. The presence of the dropped kerbs may encourage pedestrians to cross at this location, however, it is considered that this is potentially dangerous given the road configuration at this location. It was also noted that signage on the footway at this location could cause further problems. Overgrown vegetation at Dixon Drive (near to Millbank Close) was reported.

241/23 RESOLVED (a) That the Clerk refer the above matters to Cheshire East Council for attention. (All in favour)

(c) **Zebra crossing, Knutsford Road** – It was reported that the beacon was still awaiting repair and no response had been received to the request for a full crossing review to address several concerns.

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- 242/23 RESOLVED (a) To receive and note the update. (All in favour)**
- 11. Chelford Community Newsletter**
- (a) **Newsletter Edition 8** – Members considered the content of Newsletter Edition 8.
 - (b) **Roles and responsibilities of the Parish Council and useful numbers document** – Members considered the draft document.
- 243/23 RESOLVED (a) That approval be given for the printing and distribution of Edition 8 of the Chelford Community Newsletter. (b) That the roles and responsibilities document and the useful phone numbers document be distributed with Edition 8 of the newsletter. (All in favour)**
- 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. ChALC – Notice of preparations for national events to commemorate the 80th Anniversary of D-Day on 6th June, 2024.
- 244/23 RESOLVED (a) To receive and note the information. (All in favour)**
- ii. Police & Crime Commissioner – Quarterly Review.
- 245/23 RESOLVED (a) To receive and note the information. (All in favour)**
- iii. Cheshire East Council Bus Support Criteria Consultation.
- 246/23 RESOLVED (a) That no response be submitted to the consultation. (All in favour)**
- 13. Community Matters**
- (a) **Community Speed Watch**
 - i. **Community Speed Watch activities** – It was reported that community speed watch had been temporarily suspended, however, it is expected to re-commence in the coming weeks.
- 247/23 RESOLVED (a) To receive and note the report. (All in favour)**
- ii. **Proposal for average speed cameras** – It was reported that the outcome of the pilot scheme is Plumley was awaited prior to any further roll-out of average speed cameras.
- 248/23 RESOLVED (a) To receive and note the report. (All in favour)**
- (b) **Chelford Bowling Club** – It was reported that several organisations had provided advice relating to the planning status of the site.
- 249/23 RESOLVED (a) To receive and note the report. (All in favour)**
- (c) **Chelford Parish Hall** – It was reported that matters were progressing to transfer the holding trusteeship of Chelford Parish Hall to the Parish Council.
- 250/23 RESOLVED (a) To receive and note the update. (All in favour)**
- (d) **Chelford Railway Station**
 - i. **Ticket vending machine** – It was reported that the ticket vending machine at the station had been damaged and was awaiting repair. A resident had asked whether the Parish Council could support efforts to secure a repair in the near future.
- 251/23 RESOLVED (a) That the Clerk contact Northern Railway to support the request for the ticket vending machine to be repaired. (All in favour)**

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- ii. **Train station ticket office consultation** – Members considered the consultation relating to the closure of ticket offices at railway stations.

252/23 RESOLVED (a) That no response be submitted to the consultation.
(All in favour)

14. Matters for inclusion on next/future meeting agenda

- (a) Several carried forward from previous meetings.

15. Date of next meeting – Thursday 10th August, 2023 at 7:30p.m.

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.

253/23 RESOLVED (a) That a resolution to exclude the public and press from the following item of business on the grounds that it could involve the likely disclosure of exempt information was not required as no business is to be discussed at item 16.
(All in favour)

16. Matters for consideration including those transferred from above items – None.

The meeting was declared closed by the Chairman at 9:00p.m.

Signed:.....

Approval date: 10th August, 2023

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APPENDIX A

Financial Statement – 2023/24 as at 13 th July, 2023					
Actual 2022/23 £	Details	2023/24 Budget £	Actual to Jun. 23 £	Agenda Jul. 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	0.00		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	40.00	20.00	0.00
1,451.63	VAT refund		2,698.09		732.83
48,827.41	Total receipts	47,498.00	26,487.09	20.00	24,481.83
	Payments				
11,847.32	Salary (Clerk)	13,655.00	3,157.50	1,052.50	9,445.00
434.38	National Insurance (Employer)	530.00	132.00	44.00	354.00
2,677.52	Pension contributions (Employer)	2,855.00	697.80	232.60	1,924.60
766.79	Allowances (Clerk)	930.00	198.20	71.93	659.87
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		315.00
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		3,000.00
318.03	Newsletter	1,467.00	615.66	117.35	733.99
96.39	Street lighting	280.00	17.14	19.02	243.84
24.00	Website	50.00	4.00	4.00	42.00
270.00	Professional services	2,091.00	856.00	291.00	944.00
0.00	Advertising	100.00	0.00		100.00
562.00	Subscriptions/affiliation fees	665.00	489.25	50.00	125.75
220.00	Room hire	350.00	17.50	330.00	2.50
100.00	Training	550.00	110.00	85.00	355.00
2,854.15	Chelford Activity Park maintenance	6,175.00	1,067.30	223.82	4,883.88
2,033.00	Chelford Village maintenance	4,520.00	140.00	640.00	3,740.00
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	0.00	64.62	935.38
2,698.09	VAT		558.89	173.94	
48,087.15	Total payments	47,498.00	9,693.72	3,399.78	35,137.33

Cash/Bank reconciliation	01/04/23	08/06/23	13/07/23	31/03/24
Balance B/Fwd	101,662.54	101,662.54	118,455.91	115,076.13
Add total receipts	47,498.00	26,487.09	20.00	24,481.83
Less total payments	47,498.00	9,693.72	3,399.78	35,137.33
Balance C/Fwd	101,662.54	118,455.91	115,076.13	104,420.63
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/23	08/06/23	13/07/23	31/03/24
General funds	56,702.28	73,545.65	70,250.87	59,595.37
Earmarked reserves	44,960.26	44,910.26	44,825.26	44,825.26
	101,662.54	118,455.91	115,076.13	104,420.63

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Cash/Bank Reconciliation as at 13th July 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	26,507.09	
Less payments	13,093.50	
Balance carried forward 13/07/23:	115,076.13	

Bank (NatWest)

Business Reserve Account	15,908.73		05/04/23
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	15,908.73	13/07/23
Current Account	26,506.59		05/06/23
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
Approved 2022/23	-318.03		
Approved 2023/24	-4,752.21		
For approval	-3,399.78		
Less payment already issued	64.62		
	-8,405.40	18,101.19	13/07/23
Skipton Building Society			
Community Saver Account	81,066.21		01/04/23
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	81,066.21	13/07/23
Total bank balances 13/07/23		115,076.13	

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APPENDIX B

Receipts

Trader AE	£10.00	Newsletter advertising fee
Trader AF	£10.00	Newsletter advertising fee

APPENDIX C

Payments for approval

Cheque No 001538	E. M. Maddock	£1,039.68	Salary & allowances: July 2023
Cheque No 001539	H.M. Revenue & Customs	£70.86	Income Tax & National Insurance contributions
Cheque No 001540	Greenfingers Landscape Ltd.	£268.58	Grounds maintenance: June 2023
Cheque No 001541	Northwich Town Council	£768.00	Floral displays planting and watering
Cheque No 001542	The Chelford Social Committee	£330.00	Room hire 2023/24
Cheque No 001543	Society of Local Council Clerks	£291.00	Membership fee 2023/24
Cheque No 001544	Cheshire Association of Local Councils	£85.00	Training fees (3)
Cheque No 001545	Cheshire East Council	£117.35	Newsletter printing: June 2023
Cheque No 001546	Cheshire Community Action	£50.00	Membership fee 2023/24
Direct Debit	npower	£19.50	Electricity charges: April-June 2023
Direct Debit	1&1 IONOS	£2.40	Email account fees: June 2023
Direct Debit	1&1 IONOS	£2.40	Email account fees: July 2023
Standing Order	Cheshire Pension Fund	£290.49	Pension contributions: July 2023
Cheque No 001284	Friends of Chelford Station	£64.62	Brushcutter servicing*

[Note: *cheque issued in March 2019 and banked June 2023]

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APPENDIX D

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 – Undecided
- 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 – 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
- 23/1416M Foxfields, Peover Lane, Chelford. SK11 9AL
Installation of ground mounted solar P.V. system.
DECISION STATUS – Approved with conditions (30/06/23)
- 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