

# CHELFORD PARISH COUNCIL

## Minutes of the Parish Council meeting held

Thursday 10<sup>th</sup> November, 2022 at 7:45p.m.

at Chelford Parish Hall, Knutsford Road, Chelford.

Present - Councillors B. Brindley (Chairman), C. Howlett, D. Wilson, C. Wright.

Members of the public (1).

Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

### 1. Apologies for absence -

Councillor C. Montaldo - No reason provided.

Borough Councillor M. Asquith.

**147/22 RESOLVED (a) To receive the apologies for absence. (All in favour)**

Councillor J. Fielding was absent from the meeting.

### 2. Declarations of interest -

Dr. E. M. Maddock - Item 16(a) - Clerk & Responsible Financial Officer.

**148/22 RESOLVED (a) To note the above declaration of interest. (All in favour)**

### 3. Public forum for questions -

#### (a) Questions from members of public -

i. It was reported that the Chelfest event will be taking place in early December. A query was raised as to whether the community Christmas Tree can be installed ahead of the event.

ii. A representative of Chelford Parish Hall attended the meeting to request an update relating to consideration of the future custodian trusteeship of the Parish Hall. A number of points were identified by Members as requiring further clarification.

**149/22 RESOLVED (a) To receive the questions from members of the public.  
(b) That it is understood that the Christmas Tree will be installed prior to Chelfest.  
(c) That the points raised relating to Chelford Parish Hall be noted for consideration at Item 16(b). (All in favour)**

8:20p.m. - One resident excused themselves from the meeting and left.

(b) **Summary of issues raised on social media accounts** - There was nothing to report.

**150/22 RESOLVED (a) To note that no issues had been raised via social media. (All in favour)**

### 4. Reports from external organisations

(a) **Cheshire East Ward Member Cllr. M. Asquith - report of matters of interest** - Borough Councillor M. Asquith was not present at the meeting to report.

**151/22 RESOLVED (a) To note that Borough Councillor M. Asquith was not present at the meeting. (All in favour)**

(b) **Chelford Ward Policing Team - Matters of concern / interest within the Parish** - It was reported that, during October, 2022, no incidents had been reported to the Police.

**152/22 RESOLVED (a) To receive and note the report from the Chelford Ward Policing Team. (All in favour)**

(c) **Manchester Airport - Parish Council Forum meeting (21/10/22)** - It was reported that the meeting had provided updates on development at the airport site, progress with the Terminal 2 re-development, post-Covid passenger numbers, staff

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recruitment, proposed developments around the airport site including hotels and business premises and the development of further freight facilities near to the airport. Slides from the meeting had previously been circulated to all Members.

**153/22 RESOLVED (a) To receive and note the report from the Manchester Airport Parish Council Forum meeting. (All in favour)**

(d) **ChALC - Annual Meeting 2022 (27/10/22)** - It was reported that the meeting had approved an increase in subscription fees. Two motions debated at the meeting were carried unanimously. A pilot scheme of average speed cameras will be taking place in three locations within the county. If successful, the scheme may be rolled out to further locations.

**154/22 RESOLVED (a) To receive and note the report from the ChALC Annual Meeting. (All in favour)**

(e) **20s Plenty for Cheshire East - Information briefing (28/10/22)** - Slides from the briefing had been previously circulated to all Members. It was noted that the potential implications of the scheme on surrounding non-20mph roads was currently unclear.

**155/22 RESOLVED (a) That no action be taken in respect of this scheme at this time. (All in favour)**

## 5. Minutes

(a) The Minutes of the Parish Council Meeting held 13<sup>th</sup> October, 2022 had been previously circulated to all Members.

**156/22 RESOLVED (a) That the Minutes of the Parish Council Meeting held 13<sup>th</sup> October, 2022 be confirmed as a correct record. (All in favour)**

## 6. Finance

(a) **Financial Statement 2022/23 as at 10<sup>th</sup> November, 2022** - Members considered the financial statement 2022/23 which was unanimously accepted. (Appendix A)

(b) **Receipts** - The Chairman noted that no receipts had been received since the last meeting.

(c) **Payments** - The Chairman outlined the basis of the payments listed at Appendix B.

**157/22 RESOLVED (a) That the Statement of Account as at 10<sup>th</sup> November, 2022 be received and observations be duly noted. (Appendix A)**  
**(b) That the report on receipts be received and duly noted.**  
**(c) That the schedule of payments at Appendix B be approved and duly authorised. (All in favour)**

## 7. 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 C)

**158/22 RESOLVED (a) That the recent planning decisions be received and duly noted. (All in favour)**

(b) **Planning applications for consideration**

i. **22/4333M** - 100 Dixon Drive, Chelford. SK11 9BX

Removal of conservatory on the rear elevation to install new patio doors, bay window on the front elevation to be removed and replaced with flush windows and internal layout amendments.

**159/22 RESOLVED (a) That no comment be submitted to Cheshire East Council in respect of planning application 22/4333M. (All in favour)**

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- ii. Planning applications received following the issue of the agenda for discussion - None.

**160/22 RESOLVED (a) To note that no new planning applications had been received since the issuing of the agenda. (All in favour)**

**(c) Updates in respect of the following licensing matters:**

- i. **Hide and Seek Festival at Capesthorpe Hall** - It was reported that a date for the de-briefing session had not been determined.
- ii. **The Igloo Project at Marthall** - It was reported that concerns had been raised regarding possible drink driving arising from the event rather than noise complaints.

**161/22 RESOLVED (a) That the updates in respect of the two recent events be noted. (All in favour)**

## 8. Assets

- (a) **Asset damage / defects** - No issues were reported as requiring attention.

**162/22 RESOLVED (a) To note that no issues were raised relating to asset condition. (All in favour)**

## 9. Chelford Activity Park

- (a) **Issues identified during routine inspections** - It was reported that the tennis net had been removed and put into storage for the winter.

**163/22 RESOLVED (a) That the update relating to Chelford Activity Park be received. (All in favour)**

- (b) **Refurbishment of Chelford Activity Park** - It was reported that matters relating to the gas supply through the site had not yet been resolved.

**164/22 RESOLVED (a) To receive and note the update. (All in favour)**

## 10. Highway Matters

- (a) **Updates on highway defect reports** - It was reported that siding out work had now commenced along Knutsford Road which was improving conditions for footway users. The verges within the residential estate area had recently been mowed. Updates relating to other issues were not available.
  - i. Knutsford Road - junction sign (near to Oak Road) requires re-planting.
  - ii. Dixon Drive - uprooted street sign (near Egerton Arms)
  - iii. Knutsford Road - damaged sign between Chelford Parish Hall and roundabout.
  - iv. Knutsford Road - leaning speed limit sign at junction with Pepper Street.
  - v. Holmes Chapel Road - blocked gully (near to Cricket Ground).
  - vi. Peover Lane - blocked gullies near to junction with roundabout.
  - vii. Knutsford Road - deteriorating condition of footway surface.
  - viii. Carter Lane - potholes.
  - ix. Knutsford Road - overgrown hedges between Dixon Drive and Mere Court.
  - x. Alderley Road - temporary traffic light.
  - xi. Dixon Drive - potholes and deteriorating highway surface.
  - xii. Footway along Dixon Drive (near to green space) - overhanging vegetation.
  - xiii. Dixon Drive - blocked gullies (near to Egerton Arms).
  - xiv. Holmes Chapel Road - pothole near to St. John's Church.

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- 165/22 RESOLVED** (a) That the update report on highway defects be received and duly noted.  
(b) That the Clerk continue to seek updates in respect of the outstanding highway defects. (All in favour)

(b) Highway defects requiring attention - No new highway defects were identified.

- 166/22 RESOLVED** (a) To note that no new defects required reporting to Cheshire East Council for attention. (All in favour)

## 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. Cheshire East Council - Proposal to decrease the current resource provision for children with hearing impairments (HI) at Lindow Community Primary School from 12 to 6 pupils.

- 167/22 RESOLVED** (a) That no response be submitted to the consultation. (All in favour)

- ii. Cheshire East Council - Strategic Planning Update.

- 168/22 RESOLVED** (a) To receive and note the information. (All in favour)

- iii. Cheshire East Council - Town and Parish Council engagement network launch. (30/11/22).

- 169/22 RESOLVED** (a) That no Members were available to attend. (All in favour)

- iv. Cheshire East Council - Proposals to modernise the Planning Service.

- 170/22 RESOLVED** (a) To receive and note the information. (All in favour)

- v. Hedgehogs R Us - Highway Project.

- 171/22 RESOLVED** (a) To receive and note the information. (All in favour)

- vi. Police & Crime Commissioner - Invitation to meeting. (17/11/22)

- 172/22 RESOLVED** (a) That no Members were available to attend. (All in favour)

- vii. Cheshire East Council - Minerals and Waste Development Plan Document.

- 173/22 RESOLVED** (a) That no response be submitted to the consultation at this time. (All in favour)

- viii. Station Volunteer Adopter - Update regarding train services to Chelford.

- 174/22 RESOLVED** (a) To receive and note the information. (All in favour)

## 12. Community Matters

(a) **Community speed watch** - Speed watch activities continue to take place with most sessions recording many vehicles travelling in excess of the speed limit. A report had been received from the Police expressing thanks to the volunteers for their work which was having a positive effect on traffic speeds. Concern was raised regarding the speed at which the Police are processing the collected data.

- 175/22 RESOLVED** (a) To receive and note the update. (All in favour)

(b) **Re-allocation of s.106 funds (including for community minibus scheme)** - It was reported that Cheshire East Council had rejected the proposal to use s.106 funds to support the provision of a community minibus scheme.

- 176/22 RESOLVED** (a) To receive and note the report relating to the community minibus scheme.

(b) That the Clerk request further information about the criteria which had been used to reject the proposal.

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(c) That the Clerk request further information about when and how the remaining funds will be allocated. (All in favour)

(c) **Community newsletter** - It was reported that arrangements were in place for the production and distribution of the first edition of the newsletter. High-viz vests and the risk assessment for the delivery volunteers were now available. It was noted that all patrons and traders will be included within the first edition, however, any who fail to pay the advertising fee will be removed from future editions.

**177/22 RESOLVED** (a) That the update relating to the newsletter be received.  
(b) That an expression of thanks be recorded to the volunteers assisting to produce and distribute the newsletter.  
(c) That the draft newsletter be approved for printing and distribution.  
(d) To confirm, for audit purposes, that the Trades Directory will be issued as a supplementary document to the newsletter. (All in favour)

(d) **Mere Court Park** - It was reported that the branch over the pathway had now been removed and that the appearance of the pond had improved.

**178/22 RESOLVED** (a) To receive and note the update.  
(b) That the Clerk request information relating to the proposed future maintenance of the pond. (All in favour)

(e) **St. John's Church, Chelford** - There was nothing to report.

**179/22 RESOLVED** (a) To receive and note the update. (All in favour)

(f) **Community Christmas tree** - It had been confirmed at item 3(a) that the Christmas Tree was to be installed prior to Chelfest at the beginning of December.

**180/22 RESOLVED** (a) To receive and note the update. (All in favour)

## 13. Vacancy for a Parish Councillor

(a) **Formal advertising of the vacancy** - It was reported that notification had been received that no by-election was required to fill the vacancy.

**181/22 RESOLVED** (a) To receive and note the report. (All in favour)

(b) **Co-option of new councillor** - It was reported that the closing date for expressions of interest to be co-opted to the Parish Council is 3<sup>rd</sup> December, 2022.

**182/22 RESOLVED** (a) To receive and note the update. (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 8<sup>th</sup> December, 2022 at The Hub, Elmstead Road.

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.

**183/22 RESOLVED** (a) That the public and press be excluded from the following item of business on the grounds that it could involve the likely disclosure of exempt information. (All in favour)

## 16. Matters for consideration including those transferred from above items

9:40p.m. - The Clerk temporarily left the meeting.

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## (a) Clerk & Responsible Financial Officer

**184/22 RESOLVED**

- (a) That the annual performance and pay review be accepted.
- (b) That the new NJC salary scales be received and accepted.
- (c) That the Clerk's salary be increased by one increment with effect from April 1<sup>st</sup> 2023.
- (d) That the Clerk's working hours be increased by one hour per week with immediate effect. (All in favour)

10:40p.m. - The Clerk re-joined the meeting.

## (b) Chelford Parish Hall

**185/22 RESOLVED**

- (a) That the Clerk obtain quotations for legal advice relating to the progressing current matters. (All in favour)

The meeting was declared closed by the Chairman at 10:47p.m.

Signed:.....

Approval date: 8<sup>th</sup> December, 2022

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## APPENDIX A

Financial Statement for 2022/23 as at 10th November, 2022					
Actual 2021/22 £.	Details	2022/23 Budget £.	Actual to Oct. 22 £.	Agenda Nov. 22 £.	Budget Balance £.
<b>Receipts</b>					
41,913.00	Precept	44,980.00	44,980.00		0.00
0.00	Balances	0.00	0.00		0.00
4.58	Investment Interest	0.00	19.25		0.00
0.00	Sale of Assets	0.00	0.00		0.00
2,745.00	Grants, Donations & Refunds	0.00	0.00		0.00
	Contra Income	0.00	0.00		0.00
1,513.15	V.A.T. Refund	0.00	1,451.63		2,410.72
<b>46,175.73</b>	<b>Total Receipts</b>	<b>44,980.00</b>	<b>46,450.88</b>	<b>0.00</b>	<b>2,410.72</b>
<b>Payments</b>					
10,571.12	Salary (Clerk)	11,125.00	5,943.70	898.52	4,282.78
278.67	National Insurance (Employer)	310.00	173.67	22.75	113.58
4,691.20	Pension Contributions (Employer)	2,395.00	1,767.43	203.07	424.50
763.41	Allowances (Clerk)	930.00	440.38	56.99	432.63
0.00	Chairman/Member Allowances	0.00	0.00		0.00
130.10	Administration	295.00	50.32		244.68
381.86	Audit Fees (Internal & External)	495.00	402.50		92.50
567.32	Insurance	750.00	0.00		750.00
60.00	Sect. 137 Donations	360.00	0.00	70.00	290.00
40.00	Grants	3,000.00	0.00		3,000.00
0.00	Parish Council Newsletter	150.00	0.00	57.67	92.33
62.08	Street Lighting (Electric & Repairs)	280.00	79.78		200.22
43.98	Website	50.00	14.00	2.00	34.00
263.00	Professional Services	2,070.00	270.00		1,800.00
0.00	Advertising	100.00	0.00		100.00
497.20	Subscriptions/Affiliation Fees	620.00	527.00		93.00
80.00	Training	400.00	0.00		400.00
105.00	Room Hire	350.00	75.00		275.00
2,391.55	Chelford Activity Park - Maintenance	5,900.00	1,561.45	202.55	4,136.00
1,388.00	Chelford Village - Maintenance	4,500.00	3,088.00		1,412.00
40.00	Asset Maintenance	3,900.00	89.95	450.00	3,360.05
2,944.03	Asset Purchase	3,000.00	6,625.17		-3,625.17
0.00	Neighbourhood Plan	500.00	0.00		500.00
0.00	Community Day / Platinum Jubilee	2,500.00	1,677.00		823.00
143.88	Contingency	1,000.00	47.96		952.04
1,451.63	V.A.T.		2,369.81	40.91	
<b>26,894.03</b>	<b>Total Payments</b>	<b>44,980.00</b>	<b>25,203.12</b>	<b>2,004.46</b>	<b>20,183.14</b>

Cash/Bank Reconciliation	01/04/22	13/10/22	10/11/22	31/03/23
Balance B/Fwd.	100,922.28	100,922.28	122,170.04	120,165.58
Add Total Receipts	44,980.00	46,450.88	0.00	2,410.72
Less Total Payments	-44,980.00	-25,203.12	-2,004.46	-20,183.14
<b>Balance C/Fwd.</b>	<b>100,922.28</b>	<b>122,170.04</b>	<b>120,165.58</b>	<b>102,393.16</b>
<b>Cumulative Balances</b>				
	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/22</b>	<b>13/10/22</b>	<b>10/11/22</b>	<b>31/03/23</b>
General Funds	37,882.74	65,598.06	63,593.60	45,821.18
Earmarked Reserves	63,039.54	56,571.98	56,571.98	56,571.98
	<b>100,922.28</b>	<b>122,170.04</b>	<b>120,165.58</b>	<b>102,393.16</b>

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## CASH/BANK RECONCILIATION AS AT - 10<sup>th</sup> November, 2022

### CASH

Balance Brought Forward 01/04/22	
Current Account	55,093.12
Business Reserve Account	45,829.16
Plus Receipts	46,450.88
	147,373.16
Less Payments	27,207.58
Balance Carried Forward 10/11/22	<b>120,165.58</b>

### BANK (Natwest)

<b>Business Reserve Account -</b>	15,848.41		05/10/22
Add income/transfer received since above statement	0.00		
	0.00	0.00	
Less unrepresented cheques	0.00		
	0.00	0.00	
		15,848.41	10/11/22
<b>Current Account -</b>	32,618.56		05/10/22
Add income received since above Statement	0.00		
	0.00	0.00	
Less unrepresented cheques/ Transfer			
Approved	-6,296.93		
For approval	-2,004.46		
	-8,301.39		
		24,317.17	10/11/22
<b>Skipton Building Society - Saver Account -</b>	80,000.00		30/08/22
(Transfer from NatWest Current Account)			
Add income received since above Statement	0.00		
	0.00	0.00	
Less unrepresented cheques/ Transfer	0.00		
	0.00	0.00	
		80,000.00	10/11/22
<b>Total Bank Balances 10/11/22</b>		<b>120,165.58</b>	

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## APPENDIX B

### Payments for approval

a. Cheque No 001487	E. M. Maddock	£906.09	Salary and allowances: Nov. 22
b. Cheque No 001488	H.M. Revenue & Customs	£22.75	National Insurance contributions
c. Cheque No 001489	Greenfingers Landscape Ltd.	£243.06	Grounds maintenance: Oct. 22
d. Cheque No 001490	Home Assist	£450.00	Installation of boundary signs
e. Cheque No 001491	Jax First Aid Limited	£57.67	High viz vests
f. Cheque No 001492	Royal British Legion	£25.00	Donation (direct)
g. Cheque No 001493	Royal British Legion	£45.00	Donation (via street poppies)
h. Direct Debit	1&1 IONOS Ltd.	£2.40	Email accounts fee: Nov. 22
i. Standing Order	Cheshire Pension Fund	£252.49	Pension contributions: Nov. 22

[Note: Credit note received relating to invoice from Cheshire Pension Fund in the sum of £900]

## APPENDIX C

### 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
- 21/6410M - Land between Newcroft and Willow Glade, Peover Lane, Chelford.  
Outline planning application for the erection of two houses with all matters apart from access reserved.  
DECISION STATUS - Undecided
- 22/1423M - 1 Burnt Acre, Chelford. SK11 9SS  
C3 Dwelling house - Construction of dormer structure to side elevation.  
DECISION STATUS - Withdrawn (12/10/22)
- 22/1947M - 7 Robin Close, Chelford. SK11 9BA  
Demolition of existing out-buildings, construction of two storey side extension.  
DECISION STATUS - Undecided
- 22/2152M - Shamba Cottage, Alderley Road, Chelford. SK11 9AP  
Demolition of single storey garage and rear workshop to existing house. Internal layout

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reconfigurations, and erection of two storey rear extension and single storey side extension. External over-cladding with timber boarding at first floor, new timber framed porch, and enlargement of permeable driveway and erection of single storey garage with office.

DECISION STATUS - Undecided

22/2976M - Willow Glade, Peover Lane, Chelford. SK11 9AJ

Erection of new 4 bay garage.

DECISION STATUS - Undecided

22/3044M - Chelford Roundabout, Chelford Road, Chelford.

Advertisement consent for five signs at entrance on to the roundabout.

DECISION STATUS - Undecided

22/3101T - 1 Highland Drive, Chelford. SK11 9GB

[T1] Oak: Located roadside within metal fenced border (tree furthest from rd).

Proposal: As per clients request sectional dismantle to ground level leaving stump as close to grade as possible. Reason: Dominating over garden with increasing encroachment to property. Significant litter drop. [T2] Oak: Located roadside within metal fenced border (tree closest to rd). Proposal: As per clients request sectional dismantle to ground level leaving stump as close to grade. Reason: Asymmetrical crown which is dominating over side of property. Significant litter drop.

DECISION STATUS - Undecided

22/3194M - 1 Robin Close, Chelford. SK11 9BA

Certificate of proposed lawful development for side extension.

DECISION STATUS - Undecided

22/3311D - Grangelands, 2 Grangewood Drive, Chelford. SK11 9BY

Discharge of conditions 5 and 6 of 21/4993M: Condition 5 - No Development shall take place until details of an engineer designed, no dig pile and beam foundation, and installation methodology for the area indicated on the Tree Protection Plan in light green block hatching has been submitted to the Local Planning Authority. Reason: To ensure the continued wellbeing of trees in the interests of the amenity of the area and to accord with Section 7.4 of BS 5837:2012 Trees in Relation to design, demolition and construction. Condition 6 - Prior to the commencement of development or other operations being undertaken on site in connection with the development hereby approved (including any tree felling, tree pruning, demolition works, soil moving, temporary access construction and / or widening, or any operations involving the use of motorised vehicles or construction machinery) a detailed service and foul and surface water drainage layout shall be submitted to and approved in writing by the Local Planning Authority (notwithstanding any additional approvals which may be required under any other Legislation). Such layout shall provide for the long-term retention of the trees. No development or other operations shall take place except in complete accordance with the approved service/drainage layout. Reason: To ensure the continued wellbeing of the trees in the interests of the amenity of the area.

DECISION STATUS - Undecided

22/3348M - Willow Glade, Peover Lane, Chelford. SK11 9AJ

Conversion of existing building to form new dwelling.

DECISION STATUS - Undecided

22/3825M - 1 Burnt Acre, Chelford, Macclesfield. SK11 9SS

Variation of condition: Demolition of existing car port and conservatory and the erection of a single storey side and rear extension to original dwelling with associated internal alterations and loft conversion including front dormer.

DECISION STATUS - Undecided