

# CHELFORD PARISH COUNCIL

## Minutes of the Parish Council meeting held

Thursday 8<sup>th</sup> December, 2022 at 7:30p.m.

at The Hub, Elmstead Road, Chelford.

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

Members of the public (4).

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

### 1. Apologies for absence -

Borough Councillor M. Asquith.

**186/22 RESOLVED (a) To receive the apologies for absence. (All in favour)**

### 2. Declarations of interest - None.

**187/22 RESOLVED (a) To note that no declarations of interest were made. (All in favour)**

### 3. Public forum for questions -

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

i. Zebra crossing at Knutsford Road - It was reported that concerns continue to be raised regarding the crossing. Residents are urged to report all incidents at the crossing to the Police and Cheshire East Council in order to support the case for modifications to the crossing.

ii. Parking on Dixon Drive - It was reported that concerns had been raised regarding vehicles parked on Dixon Drive. The Police are continuing to monitor the situation.

19:38 - Councillors C. Montaldo and J. Fielding joined the meeting.

iii. Cheshire East Council planning procedures - It was reported that concerns had been raised regarding the planning procedures adopted by Cheshire East Council particularly regarding consultation in respect of amendments to submitted applications.

iv. Broadband improvements for Chelford - Queries had been raised regarding progress by ViSPA to deliver improved broadband within the Parish. Whilst the Parish Council is not able to endorse individual commercial activities, it was considered that an information session or drop in event led by ViSPA may be useful for those residents who may have queries about the scheme.

v. Siding out work along Knutsford Road - It was reported that an expression of thanks had been received from a resident regarding the improvement to the footway along Knutsford Road following siding out work.

**188/22 RESOLVED (a) To receive the concerns and queries from members of the public. (b) To record that the clerk had responded to the individual queries raised above prior to the meeting. (All in favour)**

(b) **Summary of issues raised on social media accounts** - It was noted that positive comments recognising the introduction of the new newsletter had been made. Comments had been made regarding safety concerns at the zebra crossing at Knutsford Road. The new bench at Dixon Drive appears to have been well received.

**189/22 RESOLVED (a) To note the comments raised via social media. (All in favour)**

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## 4. Co-option of Parish Councillor

- (a) **Expressions of interest** - It was reported that three applications had been received. The Chairman welcomed all three candidates to the meeting. A brief discussion ensued with the candidates.

8:14p.m. - Three members of the public excused themselves from the meeting and left.

- (b) **Co-option of councillor** - [Item deferred until after item 15]

**190/22 RESOLVED** (a) **That Somer Chappell be co-opted as a councillor to Chelford Parish Council.** (All in favour)

- (c) **Declaration of Acceptance of Office** - Item deferred.

## 5. 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. Members raised concerns regarding the current lack of direct engagement between Ward Members and Parish Councils and queried whether this was consistent with the expectations of both Cheshire East Council and the relevant political parties.

**191/22 RESOLVED** (a) **To note that Borough Councillor M. Asquith was not present at the meeting.**  
(b) **That the Clerk raise a concern regarding current engagement between Ward Members and Parish Councils.** (All in favour)

- (b) **Chelford Ward Policing Team - Matters of concern / interest within the Parish** - It was reported that, during November, 2022, there had been a property break-in which was being investigated by the Police.

**192/22 RESOLVED** (a) **To receive and note the report from the Chelford Ward Policing Team.** (All in favour)

- (c) **Cheshire East Council - Town & Parish Network meeting held 30th November, 2022** - A written report had been previously circulated to all Members. (Appendix A)

**193/22 RESOLVED** (a) **To receive and note the report from the Town & Parish Network meeting. (Appendix A)** (All in favour)

## 6. Minutes

- (a) The Minutes of the Parish Council Meeting held 10<sup>th</sup> November, 2022 had been previously circulated to all Members.

**194/22 RESOLVED** (a) **That the Minutes of the Parish Council Meeting held 10<sup>th</sup> November, 2022 be confirmed as a correct record.** (All in favour)

## 7. Finance

- (a) **Financial Statement 2022/23 as at 8<sup>th</sup> December, 2022** - Members considered the financial statement 2022/23 which was unanimously accepted. (Appendix B)

- (b) **Receipts** - The Chairman noted the receipts which had been received since the last meeting. (Appendix C)

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

**195/22 RESOLVED** (a) **That the Statement of Account as at 8<sup>th</sup> December, 2022 be received and observations be duly noted. (Appendix B)**  
(b) **That receipts listed at Appendix C be received and duly noted.**  
(c) **That the schedule of payments at Appendix D be approved**

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and duly authorised.

(All in favour)

- (d) **Standing Order update** - It was reported that it was necessary to update the standing order relating to the Cheshire Pension Fund.

**196/22 RESOLVED**

**(a) That approval be given for the authorised signatories to update the standing order to the Cheshire Pension Fund.**

**(All in favour)**

- (e) **Audit arrangements 2022/23**

- i. **Internal Audit** - It was reported that it was necessary to appoint an internal auditor for the 2022/23 financial year. Members considered the service provided during the 2021/22 audit and considered that it was satisfactory.

**197/22 RESOLVED**

**(a) That JDH Business Services Ltd. be appointed as Internal Auditor for the 2022/23 financial year.**

**(All in favour)**

- ii. **External Audit** - It was reported that PKF Littlejohn LLP had been appointed as the external auditor for the period 2022/23 to 2026/27.

**198/22 RESOLVED**

**(a) That the appointment of PKF Littlejohn LLP as the external auditor be duly noted.**

**(All in favour)**

- (f) **Financial Risk Assessment** - Members considered the Financial Risk Assessment 2022/23. (Appendix E)

**199/22 RESOLVED**

**(a) That the Financial Risk Assessment 2022/23 be approved as presented at Appendix E.**

- (g) **Budget 2023/24 -**

- i. **Revised budget 2022/23** - Members considered the revised budget 2022/23.  
ii. **Draft budget 2023/24** - Members considered the draft budget 2023/24.  
iii. **Precept requirements for 2023/24** - Members considered the precept requirements for 2023/24.

**200/22 RESOLVED**

**(a) That the revised budget 2022/23 be approved as presented. (Appendix F)**

**(b) That the draft budget 2023/24 be approved as presented (Appendix F)**

**(c) That a precept demand in the sum of £47,498 be submitted to Cheshire East Council.**

**(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 G)

**201/22 RESOLVED**

**(a) That the recent planning decisions be received and duly noted.**

**(All in favour)**

- (b) **Planning applications for consideration**

- i. **22/4626M** - Foxfields, Peover Lane, Chelford. SK11 9AL  
Demolition of an existing extension and the construction of a single-storey rear swimming pool extension, including amendments to the existing terrace.

**202/22 RESOLVED**

**(a) That the following comment be submitted to Cheshire East Council in respect of planning application 22/4626M: Chelford Parish Council has no objection to the principle of the proposed development subject to all policies within the Chelford Neighbourhood Plan being observed. (All in favour)**

- ii. Planning applications received following the issue of the agenda for

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discussion - None.

**203/22 RESOLVED** (a) To note that no new planning applications had been received since the issuing of the agenda. (All in favour)

(c) **Cheshire East Council Minerals and Waste Development Plan Document** - It was noted that the document makes reference to the possible development of a new sand quarry within the Parish.

**204/22 RESOLVED** (a) That the following responses be submitted to the consultation:

## **Policy MIN 3**

**Chelford Parish Council strongly supports Policy MIN 3 General clause 4 which requires that, "There are no unacceptable adverse environmental and local community impacts".**

## **Policy MIN 4**

**Chelford Parish Council objects to the allocation of Astle Farm East, Chelford (MIN 4.2) as a sand extraction site on the following grounds:**

**1. The permanent loss of a significant area of agricultural land (approx. 60 hectares) which is of good quality (Grade 2) and capable of food production.**

**2. The loss of natural habitat and detrimental impact on local biodiversity. There is an area of Ancient Woodland in the southwest of the site which should be protected from harm. Furthermore, natural habitats, including existing woodland, should also be protected from harm to support local biodiversity.**

**3. The overall negative impact of the proposed quarrying activities on the green belt given the likely necessity to introduce significant development (e.g. plant site and suitable access) to deliver sand extraction.**

**4. The negative impact, over a substantial, sustained period of time (i.e. 30 years), of the proposed quarrying activities on the local highway network together with associated impact upon local air quality arising from the increased vehicles movements including 30-40 HGV movements per day together with smaller vehicles associated with the site (e.g. employees).**

**5. The negative impact of likely noise, dust and smells arising from the proposed site upon the local community. It is noted that a number of residential properties are located within close proximity of the proposed site, therefore, these residents in particular are likely to experience long term, ongoing detrimental impacts of the proposed quarrying activities**

**6. The potential negative impact of the proposed quarrying activities on nearby listed buildings and their settings, including Astle Farm East Farmhouse which is located very**

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close to the proposed boundary of the proposed quarry site. Furthermore, there are other listed buildings within 700m of the proposed site including: St. John's Church (Grade II\*); Church Cottages (Grade II); The Manor House (Grade II\*) and the Former Tithe Barn at The Manor House (Grade II).

7. The potential loss of public rights of way within the Parish. Astle Farm marks the junction of four local footpaths, i.e. Chelford FP6, Chelford FP7, Chelford FP13 and Nether Alderley FP49. The potential permanent loss of access to these footpaths not only removes valued local amenities from the community but also detracts from the wider footpath network by potentially creating 'dead-ends' which restrict pedestrian access between communities. (All in favour)

9:10p.m. - One member of the public excused themselves from the meeting and left.

## 9. Assets

- (a) **Asset damage / defects** - No issues were reported as requiring attention. It was considered that the removal of the notice board at Station Road should not take place at the current time and should be reviewed at a future date.

205/22 RESOLVED (a) To note that no issues were raised relating to asset condition. (All in favour)

## 10. Chelford Activity Park

- (a) **Issues identified during routine inspections** - It was reported that no new issues had been identified at the site. Existing issues continue to be monitored.

206/22 RESOLVED (a) That the update relating to Chelford Activity Park be received. (All in favour)

## 11. Highway Matters

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

207/22 RESOLVED (a) To note that no new defects required reporting to Cheshire East Council for attention. (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. Cheshire East Council - Draft Cheshire East Partnership Digital Inclusion Strategy consultation.

208/22 RESOLVED (a) That no response be submitted to the consultation. (All in favour)

- ii. Manchester Airport - Confirmation of submission of documents to the Civil Aviation Authority for the CAP1616 Stage 2 Develop & Assess Gateway.

209/22 RESOLVED (a) To receive and note the information. (All in favour)

- iii. Cheshire East Council - Update regarding adoption of new Code of Conduct.

210/22 RESOLVED (a) To receive and note the information. (All in favour)

## 13. Newsletter

- (a) **December/January/February Edition** - Copy of the newsletter had been previously circulated to all Members.

211/22 RESOLVED (a) That approval be given for the printing of the December/January/February edition of the Chelford

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**Community Newsletter.**

**(All in favour)**

- (b) **Matters relating to the newsletter** - It was reported that the first edition of the newsletter had been successful. An increased number of copies of the second edition were to be printed to accommodate local demand. Arrangements for the delivery of the newsletters currently appear to be working well. It was confirmed that relevant permissions had been secured by the Editorial Team relating to the publication of images within the newsletter.

**212/22 RESOLVED (a) To receive and note the report relating to the Chelford community newsletter. (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 12<sup>th</sup> January, 2023 at Chelford Parish Hall.

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.

**213/22 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**

- (a) **Chelford Parish Hall**

**214/22 RESOLVED (a) To receive and note the verbal report of the Clerk. (All in favour)**

The meeting was declared closed by the Chairman at 9:55p.m.

Signed:.....

Approval date: 12<sup>th</sup> January, 2023

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## APPENDIX A

### Cheshire East Council: Town & Parish Network event (30/11/22)

Introductory statements from Lorraine O'Donnell (Chief Executive) and Cllr. Sam Corcoran (Leader of the Council).

- Cheshire East Council regard Town & Parish Councils as important stakeholders and assets within the Borough.
- Cheshire East Council is currently experiencing a number of challenges relating to: national political uncertainty; impact of the autumn statement on finances; cost of living challenges and workforce recruitment/retention issues.
- Other matters affecting Cheshire East Council and residents include: stresses within local NHS provision; implications of rises in Covid-19 and/or flu cases; implications of the war in Ukraine; climate change and weather patterns potentially giving rise to increased flooding incidents through the winter months and social disquiet arising from reduced availability of disposable income.

Presentation from Dan Coyne (Head of Communities and Integration, Cheshire East Council) on actions being taken by Cheshire East Council to address the Cost of Living Crisis.

- Cheshire East Council's objective: To minimise the impact the cost of living crisis has on our residents, business and the Council's financial position to ensure we can continue to deliver essential services.
- Cheshire East Council is looking to work with their partners to ensure that with any approaches/decisions that are being proposed, the system impact is fully considered. E.g. a family not paying rent, is then evicted, will then require homelessness provision, impact on social care etc.
- Existing support provisions are being extended to increase help available to those in need.  
Existing provisions include: Holiday Activity Fund; Household Support Fund; Emergency Assistance Scheme and Home Improvement Grants.  
Additional provisions include: Online resources; Warm PlaCEs scheme; telephone service to help residents find out what support they are entitled to and The Wellbeing Squad touring the Borough to support communities.
- Intervention measures being implemented include: sharing local public and voluntary sector provisions to support food, transport, digital poverty and money advice; joint funding of a food poverty co-ordinator; increasing the homelessness provision by procuring an additional 20 properties; providing additional homelessness prevention information and advice; investment in the Citizens Advice Bureau to roll out a Home Energy Support Fund; provision of over 40 Warm SpaCEs which also provide information and advice and providing cost of living payment of £100 per month to sponsors who are housing Ukrainian guests during the winter.
- Further interventions under consideration include: stock of winter well-being items to be distributed to vulnerable residents; rural community transport fund; recommendations from the Peoples Panel.
- Further information available at: <https://www.cheshireeast.gov.uk/livewell/education-employment-and-money/money-matters/cost-of-living.aspx>

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## APPENDIX B

<b>Financial Statement for 2022/23 as at 8th December, 2022</b>					
<b>Actual 2021/22 £.</b>	<b>Details</b>	<b>2022/23 Budget £.</b>	<b>Actual to Nov. 22 £.</b>	<b>Agenda Dec. 22 £.</b>	<b>Budget Balance £.</b>
	<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
0.00	Newsletter advertising	0.00	0.00	360.00	0.00
0.00	Contra Income	0.00	0.00		0.00
1,513.15	V.A.T. Refund	0.00	1,451.63		2,500.63
<b>46,175.73</b>	<b>Total Receipts</b>	<b>44,980.00</b>	<b>46,450.88</b>	<b>360.00</b>	<b>2,500.63</b>
	<b>Payments</b>				
10,571.12	Salary (Clerk)	11,125.00	7,188.16	1,164.79	2,772.05
278.67	National Insurance (Employer)	310.00	196.42	59.49	54.09
4,691.20	Pension Contributions (Employer)	2,395.00	1,624.56	263.24	507.20
763.41	Allowances (Clerk)	930.00	497.37	67.57	365.06
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	70.00		290.00
40.00	Grants	3,000.00	0.00		3,000.00
0.00	Parish Council Newsletter	150.00	57.67	190.48	-98.15
62.08	Street Lighting (Electric & Repairs)	280.00	79.78		200.22
43.98	Website	50.00	16.00	2.00	32.00
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	1,853.95	202.55	3,843.50
1,388.00	Chelford Village - Maintenance	4,500.00	1,788.00	245.00	2,467.00
40.00	Asset Maintenance	3,900.00	450.00		3,450.00
2,944.03	Asset Purchase	3,000.00	7,925.17		-4,925.17
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.		2,410.72	89.91	
<b>26,894.03</b>	<b>Total Payments</b>	<b>44,980.00</b>	<b>27,207.58</b>	<b>2,285.03</b>	<b>17,988.02</b>

<b>Cash/Bank Reconciliation</b>	<b>01/04/22</b>	<b>10/11/22</b>	<b>08/12/22</b>	<b>31/03/23</b>
Balance B/Fwd.	100,922.28	100,922.28	120,165.58	118,240.55
Add Total Receipts	44,980.00	46,450.88	360.00	2,500.63
Less Total Payments	-44,980.00	-27,207.58	-2,285.03	-17,988.02
<b>Balance C/Fwd.</b>	<b>100,922.28</b>	<b>120,165.58</b>	<b>118,240.55</b>	<b>102,753.16</b>
<b>Cumulative Balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/22</b>	<b>10/11/22</b>	<b>08/12/22</b>	<b>31/03/23</b>
General Funds	37,882.74	63,593.60	61,668.57	46,181.18
Earmarked Reserves	63,039.54	56,571.98	56,571.98	56,571.98
	<b>100,922.28</b>	<b>120,165.58</b>	<b>118,240.55</b>	<b>102,753.16</b>



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## CASH/BANK RECONCILIATION AS AT - 8<sup>th</sup> December, 2022

### CASH

Balance Brought Forward 01/04/22	
Current Account	55,093.12
Business Reserve Account	45,829.16
Plus Receipts	46,810.88
	147,733.16
Less Payments	29,492.61
Balance Carried Forward 08/12/22	<b>118,240.55</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	
Less unrepresented cheques			
	0.00	0.00	
		15,848.41	08/12/22
<b>Current Account -</b>	27,782.64		04/11/22
Add income received since above Statement			
	150.00	150.00	
Less unrepresented cheques/ Transfer			
Approved	-3,255.47		
For approval	-2,285.03	-5,540.50	
		22,392.14	08/12/22
<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	
Less unrepresented cheques/ Transfer			
	0.00	0.00	
		80,000.00	08/12/22
<b>Total Bank Balances 08/12/22</b>		<b>118,240.55</b>	

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## APPENDIX C

### Receipts

a. Patron A	£70.00	Newsletter advertising fee
b. Patron B	£70.00	Newsletter advertising fee
c. Patron C	£70.00	Newsletter advertising fee
d. Patron D	£70.00	Newsletter advertising fee
e. Trader A	£20.00	Newsletter advertising fee
f. Trader B	£20.00	Newsletter advertising fee
g. Trader C	£20.00	Newsletter advertising fee
h. Trader D	£20.00	Newsletter advertising fee

## APPENDIX D

### Payments for approval

a. Cheque No 001494	Northwich Town Council	£294.00	Floral display planting
b. Cheque No 001495	E. M. Maddock	£1,132.37	Salary, allowances & backpay (pt): Dec. 22
c. Cheque No 001496	H.M. Revenue & Customs Insurance	£95.42	Income Tax & National contributions
d. Cheque No 001497	Greenfingers Landscape Ltd.	£243.06	Grounds maintenance: Nov. 22
e. Cheque No 001498	Cheshire East Council	£190.48	Newsletter printing: Nov. 22
f. Direct Debit	1&1 IONOS Ltd.	£2.40	Email accounts fee: Dec. 22
g. Standing Order	Cheshire Pension Fund	£327.30	Pension contributions: Dec. 22

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## APPENDIX E

### CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2022/23

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.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2023/24.
	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.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2023/24.
	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.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
	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 2023/24.
	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 2023/24.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
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 2022/23.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2022/23.</p>

# CHELFORD PARISH COUNCIL

## APPENDIX F

### DRAFT REVISED BUDGET 2022/23 AND BUDGET 2023/24

	Projected 22/23 & Budget 2023/24	Variances 22/23	Balance as at 08/12/22
<b>Clerk's Salary</b>			
2022/23	Salary and backpay (Jan 23 - Mar 23)		
	3,495	-723	
	<b>3,495</b>	<b>-723</b>	<b>2,772</b>
<b>2023/24</b>			
	Basic salary	12,630	
	Contingency for Performance & Pay Review	395	
	Contingency for NJC Salary Award	630	
	<b>13,655</b>		
<b>National Insurance (Employer)</b>			
2022/23	3 months (Jan 23 - Mar 23)		
	179	-125	
	<b>179</b>	<b>-125</b>	<b>54</b>
<b>2023/24</b>			
	Based on basic salary	530	
	<b>530</b>		
<b>Pension Provision (Employer)</b>			
2022/23	Based on basic salary		
	790	-283	
	<b>790</b>	<b>-283</b>	<b>507</b>
<b>2023/24</b>			
	Based on basic salary	2,855	
	<b>2,855</b>		
<b>Allowances (Clerk)</b>			
2022/23	Use of home as Office	78	0
	Use of computer equipment	13	0
	Travelling	214	0
	Broadband & Telephone Service	60	0
	<b>365</b>	<b>0</b>	<b>365</b>
<b>2023/24</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>			
2022/23	Chairman's Allowance	0	0
	Other Member Allowances - Jan 23 - Mar 23	0	0
	<b>0</b>	<b>0</b>	<b>0</b>
<b>2023/24</b>			
	Chairman's Allowance	0	
	Other Member Allowances	0	
	<b>0</b>		
<b>Administration</b>			
2022/23	Stationery & General Office Supplies	65	0
	Postages	20	0
	Computer Consumables	75	0
	Contingency	85	0
	<b>245</b>	<b>0</b>	<b>245</b>
<b>2023/24</b>			
	Stationery & General Office Supplies	65	
	Postages	70	
	Computer Consumables	75	
	Contingency	85	
	<b>295</b>		

# CHELFORD PARISH COUNCIL

**Audit Fees**

2022/23 External Audit Fees 2021/22  
Internal Audit Fees 2021/22

**2023/24** External Audit Fees 2022/23  
Internal Audit Fees 2022/23

**Insurance**

2022/23 Premium 2022/23

**2023/24** Premium 2023/24

**Section 137 Donations**

2022/23 RBL Poppy Appeal  
Contingency

**2023/24** RBL Poppy Appeal  
Contingency

**Grants**

2022/23 Grant provision

**2023/24** Grant provision

**Parish Council Newsletters**

2022/23 Printing costs  
850 x Newsletters (3 issues)  
850 x Trades Directory (1 issue)  
High viz vests

**2023/24** Printing costs  
850 x Newsletters (10 issues per year)  
850 x Newsletters (4 issues per year)

**Street Lighting**

2022/23 Electricity charges  
Provision for increase in electricity charges  
Repairs

**2023/24** Annual Electric  
Provision for increase in electricity charges  
Repairs

**Website**

2022/23 Chelford Parish Council domain  
Councillor/Clerk email accounts  
Contingency

**2023/24** Chelford Parish Council website  
Councillor/Clerk email accounts  
Contingency

	Projected 22/23 & Budget 2023/24	Variances 22/23	Balance as at 08/12/22
	0	100	
	0	-7	
	0	93	93
	315		
	225		
	<b>540</b>		
	750	0	750
	<b>1,000</b>		
	0	-10	
	300	0	
	300	-10	290
	70		
	300		
	<b>370</b>		
	3,000	0	
	3,000	0	3,000
	3,000		
	<b>3,000</b>		
	0	150	
	353	-470	
	74	-147	
	0	-58	
	427	-525	-98
	1,174		
	293		
	<b>1,467</b>		
	50	-30	
	0	30	
	150	0	
	200	0	200
	100		
	30		
	150		
	<b>280</b>		
	10	0	
	6	0	
	0	16	
	16	16	32
	10		
	24		
	16		
	<b>50</b>		

# CHELFORD PARISH COUNCIL

		Projected 22/23 & Budget 2023/24	Variances 22/23	Balance as at 08/12/22
<b>Professional Services</b>				
2022/23	Provision of professional advice/services	1,800	0	
	Society of Local Council Clerks - Membership	0	0	
		1,800	0	1,800
<b>2023/24</b>				
	Provision of professional advice/services	1,800		
	Society of Local Council Clerks - Membership	291		
		<b>2,091</b>		
<b>Advertising</b>				
2022/23	None	0	100	100
<b>2023/24</b>				
	Provision	<b>100</b>		
<b>Subscriptions/Affiliation Fees</b>				
2022/23	Data Protection Registration	35	5	
	ChALC	0	49	
	Cheshire Community Action	0	0	
	CPRE	0	4	
		35	58	93
<b>2023/24</b>				
	Data Protection Registration	40		
	ChALC	490		
	Cheshire Community Action	50		
	CPRE	40		
	Open Spaces Society	45		
		<b>665</b>		
<b>Training</b>				
2022/23	Training Provision - Members & Clerk	280	0	
	Clerk - Regional Training Seminars	120	0	
		400	0	400
<b>2023/24</b>				
	Training Provision - Members	350		
	Clerk	200		
		<b>550</b>		
<b>Room Hire</b>				
2022/23	Ordinary Parish Council Meetings	105	60	
	Annual Parish Meeting	30	0	
	Extra Ordinary Parish Council Meetings	40	0	
	Contingency	0	40	
		175	100	275
<b>2023/24</b>				
	Ordinary Parish Council Meetings	240		
	Annual Parish Meeting	30		
	Extra Ordinary Parish Council Meetings	40		
	Contingency	40		
		<b>350</b>		



# CHELFORD PARISH COUNCIL

		Projected 22/23 & Budget 2023/24	Variances 22/23	Balance as at 08/12/22
<b>Chelford Activity Park - Maintenance</b>				
2022/23	Grass Cutting, Site Maintenance, Litter Bin emptying	811	-116	
	Hedge Cutting	300	0	
	RoSPA Inspection	0	35	
	Tree Safety Inspection	300	0	
	Maintenance - Trees	3,000	-2,350	
	Maintenance - Play Area Equipment	100	150	
	Maintenance - BMX Track	225	0	
	Maintenance - MUGA	188	400	
	Maintenance - Table Tennis Table	0	50	
	Maintenance - Seats & Picnic Benches	0	300	
	Contingency	450	0	
		<b>5,374</b>	<b>-1,531</b>	<b>3,843</b>
<b>2023/24</b>				
	Grass Cutting, Site Maintenance, Litter Bin emptying	2,800		
	Hedge Cutting	300		
	RoSPA Inspection	175		
	Tree Safety Inspection	300		
	Maintenance - Trees	650		
	Maintenance - Sports/Recreation facilities	1,500		
	Contingency	450		
		<b>6,175</b>		
<b>Chelford Village - Maintenance</b>				
2022/23	Floral displays	0	0	
	Planter Watering	294	882	
	Parish Improvement Maintenance	1,291	0	
		<b>1,585</b>	<b>882</b>	<b>2,467</b>
<b>2023/24</b>				
	Floral displays	650		
	Planter Watering	1,470		
	Defibrillators	400		
	Parish Improvement Maintenance	2,000		
		<b>4,520</b>		
<b>Asset Maintenance</b>				
2022/23	Notice Boards	50	100	
	Bus Shelter	0	1,000	
	Telephone Kiosks	0	1,000	
	Benches	100	200	
	Planters	100	0	
	Height Barrier	250	-150	
	Speed Indicator Devices	400	0	
	Speed Watch Equipment	50	0	
	Defibrillators	40	560	
	Contingency	0	-250	
		<b>990</b>	<b>2,460</b>	<b>3,450</b>

# CHELFORD PARISH COUNCIL

		Projected 22/23 & <b>Budget 2023/24</b>	Variances 22/23	Balance as at 08/12/22
<b>2023/24</b>	Notice Boards	150		
	Bus Shelter	1,000		
	Telephone Kiosks	1,000		
	Benches	300		
	Planters	100		
	Height Barrier	100		
	Speed Indicator Devices	400		
	Speed Watch Equipment	50		
	Dog Poo Bag Dispenser Bags	25		
	Contingency	200		
		<b>3,325</b>		
<b>Asset Purchase</b>				
2022/23	Parish Boundary Signs	0	-6,468	
	Planters (2)	0	-1,300	
	Speed Watch Equipment	0	-141	
	Notice Board - Peover Lane	935	0	
	Dog Poo Bag Dispensers	316	0	
	Benches	2,766	-1,324	
	Activity Park security	0	-16	
	Parish Improvement Assets	307	0	
		<b>4,324</b>	<b>-9,249</b>	<b>-4,925</b>
<b>2023/24</b>	Parish Improvement Assets	3,000		
		<b>3,000</b>		
<b>Neighbourhood Plan</b>				
2022/23	Plan Review Provision	0	500	
		0	500	500
<b>2023/24</b>	Plan Review Provision	250		
		<b>250</b>		
<b>Community Events</b>				
2022/23	2022 event	0	2,000	
	The Queen's Platinum Jubilee events	0	-1,177	
		0	823	823
<b>2023/24</b>	Coronation of King Charles III	500		
		<b>500</b>		
<b>Other</b>				
2022/23	Contingency provision	952	0	
		952	0	952
<b>2023/24</b>	Contingency provision	<b>1,000</b>		

# CHELFORD PARISH COUNCIL

2022/23 Sub Totals	25,402	-7,414	17,988
2022/23 Income -			
Newsletter income (projected receipts)		1,240	
Boundary signs (from reserves)		2,394	
Tree maintenance (from reserves)		1,980	
2022/23 Expenditure Projection and Savings Totals	25,402	-1,800	
2023/24 Draft Budget Expenditure Total	<b>47,498</b>		
Less savings 2022/23	<b>0</b>		
Gross Council Tax Requirement 2023/24	<b>47,498</b>		

## Analysis of funds

01/04/22	Balance brought forward	100,922.28	
	Plus receipts (actual)	46,810.88	
	Less payments (actual)	-29,492.61	
	Plus receipts (projected)	2,500.63	
	Less payments (projected)	<u>-25,402.00</u>	
			95,339.18
	Less Earmarked Reserves:		
	Mere Court Improvements	-345.52	
	Community Project Fund	-18,132.57	
	Asset Refurbishment Fund	-7,634.00	
	Tree Maintenance Fund	-5,000.00	
	Democratic Services Fund	-1,000.00	
	Transparency Code Grant	-117.50	
	MUGA Maintenance (PPT)	-1,000.00	
	Neighbourhood Plan (PC)	-1,222.95	
	Telephone Kiosk (Insurance)	-2,745.00	
	Chelford Activity Park Refurbishment	<u>-20,000.00</u>	
			-57,197.54
31/03/23	General funds carried forward		<u><u>38,141.64</u></u>

### Tax Base 2023/24 (Band D) and Precept impact on Property Bands

2022/23				2023/24			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		36.84	A	6/9		37.84
B	7/9		42.98	B	7/9		44.15
C	8/9		49.12	C	8/9		50.45
D	9/9	813.97	55.26	D	9/9	836.82	56.76
E	11/9		67.54	E	11/9		69.37
F	13/9		79.82	F	13/9		81.99
G	15/9		92.10	G	15/9		94.60
H	18/9		110.52	H	18/9		113.52
	Precept	£44,980			Precept	£47,498	

# CHELFORD PARISH COUNCIL

## APPENDIX G

### 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
- 22/1947M - 7 Robin Close, Chelford. SK11 9BA  
Demolition of existing out-buildings, construction of two storey side extension.  
DECISION STATUS - Approved with conditions (15/11/22)
- 22/2152M - Shamba Cottage, Alderley Road, Chelford. SK11 9AP  
Demolition of single storey garage and rear workshop to existing house. Internal layout 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 - Refused works to protected tree (17/11/22)

# CHELFORD PARISH COUNCIL

- 22/3194M - 1 Robin Close, Chelford. SK11 9BA  
Certificate of proposed lawful development for side extension.  
DECISION STATUS - Positive certificate (25/11/22)
- 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
- 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.  
DECISION STATUS - Undecided