

CHELFORD PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Date: Thursday 11th April, 2024

Time: 7:30p.m.

Venue: The Hub, Elmstead Road, Chelford

E.M.Maddock

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

Dated 5th April, 2024

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

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

AGENDA

To Members of Chelford Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

- 1. Apologies for absence**
- 2. Declarations of Interest** – To receive Declarations of Interest in any items on the agenda.
- 3. Public Forum for Questions**
 - (a) To receive questions from members of the public.
 - (b) To receive a summary of issues raised via the Parish Council social media accounts.
- 4. Cheshire East Ward Member: Cllr. A. Harrison** – To receive a report on items of interest to the Parish Council.
- 5. Minutes** – To approve the Minutes of the meeting held 14th March, 2024 as a correct record and approve signing by the Chairman.
- 6. Finance**
 - (a) To receive and consider the Financial Statement 2024/25 as at 11th April, 2024. (Appendix A)
 - (b) To note receipts since the last meeting listed at Appendix B.
 - (c) To approve the payments listed at Appendix C.
 - (d) To consider updates relating to newsletter patron/trader fee invoices.
 - (e) To consider, if available, update relating to s.106 funds and consider grant application received from Chelford Parish Hall on behalf of Chelford Indoor Bowls Club.
- 7. Planning Matters**
 - (a) To receive and note recent planning decisions issued by Cheshire East Council in respect of development within the Parish. (Appendix D)
 - (b) To consider the following planning applications:
 - i. None.

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- 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 E)
- (b) To receive new highway defects for attention from Members including the following:
 - i. Poor condition of signage.
 - ii. Obsolete signage.
 - iii. Unauthorised signage.
- (c) To receive updates relating to identified highway priorities. (Appendix F)

10. 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: Invitation to submit motion for consideration at the Annual Meeting.
 - ii. Cheshire East Council: Notice of administrative updates relating to speed indicator devices located on the highway.
 - iii. Cheshire East Council: Notification that the Developer Contributions Supplementary Planning Document (DC SPD) and Environmental Protection Supplementary Planning Document (EP SPD) have now been adopted.
 - iv. Cheshire East Council: Notice of emergency reduction of household waste recycling centres as an essential savings measure. Four core sites will remain open in Alsager, Crewe, Macclesfield and Knutsford.
 - v. Cheshire East Council: Advance notice of Police & Crime Commissioner election on 2nd May, 2024.
[Deadline for registering to vote is 16th April, 2024.
Deadline to apply for free Voter Authority Certificate (for those without acceptable photo ID) is 5pm on 24th April, 2024]

11. Parish Council Projects

- (a) To receive and consider updates relating to Parish Council projects identified at previous meetings.
- (b) To consider a suggestion to install an additional noticeboard in the vicinity of the Galloway Grange development.

12. 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 confirm approval for the content of latest newsletter (Edition 15).
- (d) To confirm approval for a letter sent to Dr. Thomas, on her retirement, acknowledging her contribution to Chelford Surgery and the community of Chelford.
- (e) Chelford Parish Hall
 - i. To receive and update relating to the transfer of the custodian trusteeship to the Parish Council.

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- ii. To consider nominating a representative to the Chelford Parish Hall Management Committee.

13. Co-option of Parish Councillor

- (a) To note that the outcome of the formal advertising of the vacancy by Cheshire East Council has not resulted in an election being called.
- (b) To consider co-opting an individual to fill the current vacancy.

14. Matters for inclusion on next/future meeting agenda

15. Date of next meetings:

- (a) Annual Parish Meeting: Thursday 16th May, 2024 at 7:30pm at Chelford Primary School. Speaker: The Rt Hon Esther McVey MP.
- (b) Annual Parish Council Meeting: Thursday 16th May, 2024 immediately following Annual Parish Meeting.

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.

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

E.M.Maddock

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

Dated 5th April, 2024

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APPENDIX A

Financial Statement – 2024/25 as at 11 th April 2024					
Actual 2023/24 £	Details	2024/25 Budget £	Actual to Apr. 24 £	Agenda Apr. 24 £	Budget Balance £
	Receipts				
47,498.00	Precept	50,949.00	0.00		50,949.00
0.00	Balances	3,000.00	0.00		0.00
2,971.19	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
1,651.75	Newsletter advertising	1,675.00	0.00		0.00
2,698.09	VAT refund		0.00		48.08
54,819.03	Total receipts	55,624.00	0.00	0.00	50,997.08
	Payments				
13,797.21	Salary (Clerk)	15,994.00	0.00	1,226.94	14,767.06
689.07	National Insurance (Employer)	530.00	0.00	68.07	461.93
3,049.16	Pension contributions (Employer)	3,254.00	0.00	271.15	2,982.85
815.26	Allowances (Clerk)	930.00	0.00	50.33	879.67
139.19	Administration	300.00	0.00		300.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
435.00	Audit fees (internal & external)	565.00	0.00		565.00
629.44	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	0.00		370.00
200.00	Grants	3,000.00	0.00		3,000.00
1,539.15	Newsletter	1,467.00	0.00	198.08	1,268.92
98.14	Street lighting	330.00	0.00	40.45	289.55
64.98	Website	126.00	0.00	6.50	119.50
1,986.00	Professional services	2,143.00	0.00		2,143.00
0.00	Advertising	100.00	0.00		100.00
574.25	Subscriptions/affiliation fees	695.00	0.00		695.00
347.50	Room hire	420.00	0.00		420.00
270.00	Training	550.00	0.00		550.00
4,348.42	Chelford Activity Park maintenance	7,175.00	0.00	223.82	6,951.18
2,619.50	Chelford Village maintenance	6,100.00	0.00		6,100.00
2,015.06	Assets – purchase	5,000.00	0.00		5,000.00
815.00	Assets – maintenance	3,825.00	0.00		3,825.00
499.88	Community Events	500.00	0.00		500.00
0.00	Neighbourhood Plan	250.00	0.00		250.00
64.62	Contingency	1,000.00	0.00		1,000.00
2,009.79	VAT		0.00	48.08	
37,076.62	Total payments	55,624.00	0.00	2,133.42	53,538.66

Cash/Bank reconciliation	01/04/24	01/04/24	11/04/24	31/03/25
Balance B/Fwd	119,404.95	119,404.95	119,404.95	117,271.53
Add total receipts	55,624.00	0.00	0.00	50,997.08
Less total payments	55,624.00	0.00	2,133.42	53,538.66
Balance C/Fwd	119,404.95	119,404.95	117,271.53	114,729.95
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/24	01/04/24	11/04/24	31/03/25
General funds	46,822.19	46,822.19	44,688.77	42,147.19
Earmarked reserves	72,582.76	72,582.76	72,582.76	72,582.76
	119,404.95	119,404.95	117,271.53	114,729.95

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Cash/Bank Reconciliation as at 11th April, 2024

Cash

Balance brought forward 01/04/24		
Current Account	5,333.82	
Business Reserve Account	2,177.90	
Liquidity Manager Account	30,293.00	
Skipton Building Society	81,600.23	
	119,404.95	
Plus receipts	0.00	
Less payments	2,133.42	
Balance carried forward 11/04/25:	117,271.53	

Bank (NatWest)

Business Reserve Account	2,177.90		01/04/24
Add receipts/transfer since above statement			
	0.00	0.00	
Less unrepresented cheques			
	0.00	0.00	2,177.90 11/04/24
Current Account	7,181.37		01/04/24
Add receipts/transfer since above statement			
	0.00	0.00	
Less unrepresented cheques			
Approved 2023/24	-1,847.55		
For approval	-2,133.42	-3,980.97	3,200.40 11/04/24
Liquidity Manager Account	30,293.00		01/04/24
Add receipts/transfer since above statement			
	0.00	0.00	
Less unrepresented cheques			
	0.00	0.00	30,293.00 11/04/24
Skipton Building Society			
Community Saver Account	81,600.23		01/04/24
Add receipts/transfer since above statement			
	0.00	0.00	
Less unrepresented cheques			
	0.00	0.00	81,600.23 11/04/24
Total bank balances 11/04/24		117,271.53	

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APPENDIX B

Receipts (2023/24)

Skipton Building Society	£251.15	Gross interest – October, 2023
Skipton Building Society	£243.82	Gross interest – November, 2023
Skipton Building Society	£252.68	Gross interest – December, 2023
NatWest Bank plc	£0.13	Gross interest – January, 2024 (BR)
Skipton Building Society	£253.45	Gross interest – January, 2024
NatWest Bank plc	£0.17	Gross interest – February, 2024 (BR)
Skipton Building Society	£229.63	Gross interest – February, 2024
Trader BZ	£25.00	Trades Directory Fee 2023/24
Trader BAA	£18.75	Trades Directory Fee 2023/24
Patron BH	£100.00	Newsletter Patron Fee 2023/24
Patron BI	£100.00	Newsletter Patron Fee 2023/24
NatWest Bank plc	£0.97	Gross interest – March, 2024 (BR)
NatWest Bank plc	£74.18	Gross interest – March, 2024 (LM)

APPENDIX C

Payments for approval

Cheque No 001592	E. M. Maddock	£1,158.93	Salary and allowances: April 2024
Cheque No 001593	H.M. Revenue & Customs	£118.93	Income Tax & National Insurance contributions
Cheque No 001594	Tivoli Group Limited	£268.58	Grounds maintenance: March 2024
Cheque No 001595	Cheshire East Council	£198.08	Newsletter printing: March 2024
Standing Order	Cheshire Pension Fund	£338.63	Pension contributions: April 2024
Direct Debit	1&1 IONOS	£3.60	Web hosting: March-April 2024
Direct Debit	1&1 IONOS	£4.20	Email account fee: April 2024
Direct Debit	npower	£42.47	Electricity: Jan-Mar. 2024

APPENDIX D

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

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- 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]
- 23/4479M 1 Yewtree Cottage, Alderley Road, Chelford. SK11 9AP
Two storey side and rear extension with adjoining single storey rear extension.
DECISION STATUS – Refused (27/03/24)
- 24/0447M 19 Woodland Close, Chelford. SK11 9BZ
Proposed garage conversion, partial loft conversion including front dormer, single storey rear extension and associated internal alterations.
DECISION STATUS – Approved with conditions (20/03/24)
- 24/0737M Willow Glade, Peover Lane, Chelford. SK11 9AJ
Conversion of pool house to form new dwelling.
DECISION STATUS – Undecided
- 24/0871D Former Tithe Barn, The Manor House, Holmes Chapel Road, Chelford.
Discharge of conditions 3, 4, 8 on approval 21/0618M Appeal A & B: Listed Building Consent for conversion and extension of former tithe barn to form swimming pool and associated works to Wisteria Cottage.
DECISION STATUS - Undecided

APPENDIX E

Updates relating to reported highway matters

1. Damaged chevron sign at Chelford Roundabout
UPDATE: Planned work was abandoned due to safety concerns. The repair will be re-programmed for night work.
2. Street light out at Knutsford Road, to the east of junction with Dixon Drive
UPDATE: A new lantern has been ordered, however, delivery has been delayed from the manufacturer. The new lantern will be fitted upon receipt.
3. Street lights out at Chelford Roundabout, between Alderley Road and Chelford Road exits
UPDATE: Repairs have been delayed due to safety concerns and the loss of electricity supply to the columns.
4. Street light at at pathway between Elmstead Road and Woodfin Croft
UPDATE: A new lantern is required, however, installation delays have been encountered due to access to the lantern.
5. Overgrown hedge at Knutsford Road (1)
UPDATE: Awaiting assessment.
6. Overgrown hedge at Knutsford Road (2)
UPDATE: Trimming work planned.

APPENDIX F

Highway Priorities 2023/24

Immediate priorities:

1. Review of zebra crossing at Knutsford Road
UPDATE: Awaiting response from Cheshire East Council regarding options to improve the safety of the crossing.
2. Review of yellow lines at junction of Oak Road and Knutsford Road
UPDATE: Response from Cheshire East Council: Cheshire Constabulary data shows that over

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the last five years there has been one reported injury collision at this location. The data does not include damage-only collisions or near misses. The request has been added to the list of locations for consideration during prioritisation assessments which inform future work programmes.

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 – reminder sent to Police for update.
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
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: Knutsford Road: Response awaited from Cheshire East Council.
Elmstead Road: The request has been added to the list of locations for consideration during prioritisation assessments which inform future work programmes. Where parked vehicles are causing an obstruction or preventing egress from properties they can be reported to the police. Where parking restrictions exist, enforcement is undertaken by the Cheshire East Council parking services team.

Other highway priorities to be pursued:

8. Re-instatement of worn yellow lines on Dixon Drive
UPDATE: Item being pursued by Borough Councillor Harrison.
9. Review of street lighting provision within the Parish (particularly along Knutsford Road)
UPDATE: No update.
10. Installation of village gateways
UPDATE: Item being pursued by Borough Councillor Harrison.
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.
14. Installation of rumble strips
UPDATE: No update.