

CHELFORD PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Date: Thursday 21st July, 2022

Time: 7:45p.m.

Venue: Chelford Parish Hall, Knutsford Road, Chelford

E.M.Maddock

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

Dated 15th July, 2022

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 or Covid symptoms.

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

Government guidance available at: <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

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. Reports from External Organisations**
 - (a) Chelford Ward Policing Team - To receive a report on matters of interest / concern within the Parish.
 - (b) Cheshire East Ward Member Cllr. M. Asquith - To receive a report on items of interest to the Parish Council.
- 5. Minutes**
 - (a) To approve the Minutes of the meeting held 9th June, 2022 as a correct record.
- 6. Finance**
 - (a) To receive and consider the Financial Statement 2022/23 as at 21st July, 2022. (Appendix A)
 - (b) To note receipts received since the last meeting - Appendix B.
 - (c) To approve the payments listed at Appendix C.
 - (d) To formally approve the required resolutions to enable the opening of a savings account at Skipton Building Society.

CHELFORD PARISH COUNCIL

7. Planning Matters

- (a) To receive and note recent planning decisions issued by Cheshire East Council. (Appendix D)
- (b) To consider the following planning applications -
 - i. 22/1423M - 1 Burnt Acre, Chelford. SK11 9SS
C3 Dwelling house - Construction of dormer structure to side elevation.
[Link to information: <https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=22/1423M&query=fbc618d-2b18-45ab-ba60-2256516f6fdb>]
 - ii. 22/1626M - East Farmhouse, Astle Farm, Astle Lane, Chelford. SK10 4TA
Listed Building Consent to add second set of stairs between lounge and first floor landing, change in arrangements to achieve two bedrooms and a family bathroom.
[Link to information: <https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=22/1626M&query=3f40f7fb-01f1-4d61-ac0e-7dfa7c7c0c38>]
 - iii. 22/2306M - 134 Dixon Drive, Chelford. SK11 9BX
Lawful Development Certificate for a proposed new porch under existing roof over hang, infill with masonry existing conservatory side windows, replace existing defective conservatory roof with new insulated flat roof and roof lights and new detached garage.
[Link to information: <https://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=22/2306M&row=2&query=230ee8c1dba94fc29d6a173034696d52&from=i>]
 - iv. Any planning applications received following the issue of the agenda may included for discussion if required.

8. Assets

- (a) To receive from Members reports of damage or deteriorating condition of Parish Council assets identified during routine cleaning.
- (b) To receive and consider quotation for the provision of planters and floral displays at land adjacent to the bus passenger shelter at Knutsford Road.
- (c) To consider design options for proposed additional benches within the Parish (subject to relevant permissions).

9. Chelford Activity Park

- (a) To receive a summary of issues identified during routine inspections of Chelford Activity Park.
- (b) To receive an update relating to bookings for use of the site.
- (c) To receive and consider, if available, updates relating to the delivery of the refurbishment work at Chelford Activity Park.

10. Highway matters

- (a) To receive updates relating to highway defects reported to Cheshire East Council.
- (b) To receive new highway defects for attention from Members.
- (c) To receive an update relating to the siding out work along Knutsford Road.

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. Crewe to Manchester Community Rail Partnership - Invitation to join Steering Group.

CHELFORD PARISH COUNCIL

- ii. Crewe to Manchester Community Rail Partnership - Notice of Government consultation on primary legislative changes to reform our railways.
[Link to information: <https://www.gov.uk/government/consultations/williams-shapps-plan-for-rail-legislative-changes-to-implement-rail-reform>]
- iii. Nether Alderley Parish Council - Proposal to develop local cluster group.
- iv. ChALC - Briefing notes on Biodiversity Net Gain and the Levelling Up Bill.

12. Community Matters

- (a) To receive an update on Community Speed Watch activities.
- (b) To receive an update on the proposed re-use of the station building.
- (c) To receive an update relating to the pathway through land to the rear of Dixon Drive / Millbank Close.
- (d) To receive any updates available relating to provision of school transport.
- (e) To receive information about a proposal to secure a Chelford School minibus.
- (f) To receive, if available, update relating to the re-allocation of s.106 funds arising from the Cricketers Green development.

13. Review of Parish Council policies

- (a) To review parish council policies and approve any amendments considered appropriate. (Appendix E)

14. Matters for inclusion on next/future meeting agenda

- (a) Several carried forward from previous meetings.

15. Date of next meeting - Thursday 11th August, 2022 at 7:45p.m. 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.

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

- (a) **Chelford Parish Hall** - To receive and consider information received.

E.M.Maddock

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

Dated 15th July, 2022

CHELFORD PARISH COUNCIL

APPENDIX A

Financial Statement for 2022/23 as at 21st July, 2022					
Actual 2021/22 £.	Details	2022/23 Budget £.	Actual to Jun. 22 £.	Agenda Jul. 22 £.	Budget Balance £.
Receipts					
41,913.00	Precept	44,980.00	22,490.00		22,490.00
0.00	Balances	0.00	0.00		0.00
4.58	Investment Interest	0.00	0.00	10.98	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		1,670.08
46,175.73	Total Receipts	44,980.00	23,941.63	10.98	24,160.08
Payments					
10,571.12	Salary (Clerk)	11,125.00	2,547.30	898.52	7,679.18
278.67	National Insurance (Employer)	310.00	74.43	24.81	210.76
4,691.20	Pension Contributions (Employer)	2,395.00	757.47	203.07	1,434.46
763.41	Allowances (Clerk)	930.00	175.56	69.28	685.16
0.00	Chairman/Member Allowances	0.00	0.00		0.00
130.10	Administration	295.00	0.00		295.00
381.86	Audit Fees (Internal & External)	495.00	202.50		292.50
567.32	Insurance	750.00	0.00		750.00
60.00	Sect. 137 Donations	360.00	0.00		360.00
40.00	Grants	3,000.00	0.00		3,000.00
0.00	Parish Council Newsletter	150.00	0.00		150.00
62.08	Street Lighting (Electric & Repairs)	280.00	9.87		270.13
43.98	Website	50.00	6.00	2.00	42.00
263.00	Professional Services	2,070.00	0.00		2,070.00
0.00	Advertising	100.00	0.00		100.00
497.20	Subscriptions/Affiliation Fees	620.00	477.00	50.00	93.00
80.00	Training	400.00	0.00		400.00
105.00	Room Hire	350.00	0.00		350.00
2,391.55	Chelford Activity Park - Maintenance	5,900.00	730.76	202.55	4,966.69
1,388.00	Chelford Village - Maintenance	4,500.00	49.00	392.00	4,059.00
40.00	Asset Maintenance	3,900.00	89.95		3,810.05
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	795.00	866.60	838.40
143.88	Contingency	1,000.00	35.97	11.99	952.04
1,451.63	V.A.T.		1,548.37	121.71	
26,894.03	Total Payments	44,980.00	14,124.35	2,842.53	29,683.20

Cash/Bank Reconciliation	01/04/22	09/06/22	21/07/22	31/03/23
Balance B/Fwd.	100,922.28	100,922.28	110,739.56	107,908.01
Add Total Receipts	44,980.00	23,941.63	10.98	24,160.08
Less Total Payments	-44,980.00	-14,124.35	-2,842.53	-29,683.20
Balance C/Fwd.	100,922.28	110,739.56	107,908.01	102,384.89
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/22	09/06/22	21/07/22	31/03/23
General Funds	37,882.74	54,167.58	51,336.03	45,812.91
Earmarked Reserves	63,039.54	56,571.98	56,571.98	56,571.98
	100,922.28	110,739.56	107,908.01	102,384.89

CHELFORD PARISH COUNCIL

CASH/BANK RECONCILIATION AS AT - 21st July, 2022

CASH

Balance Brought Forward 01/04/22	
Current Account	55,093.12
Business Reserve Account	45,829.16
Plus Receipts	23,952.61
	124,874.89
Less Payments	16,966.88
Balance Carried Forward 21/07/22	107,908.01

BANK (Natwest)

Business Reserve Account -	45,840.14		05/07/22
Add income/transfer received since above statement	0.00		
	0.00	0.00	
Less unrepresented cheques	0.00		
	0.00	0.00	
		45,840.14	21/07/22
Current Account -	65,612.39		05/07/22
Add income received since above Statement	0.00		
	0.00	0.00	
Less unrepresented cheques/ Transfer			
Approved	-1,168.22		
For approval	-2,842.53		
Less payments already made	466.23		
	-3,544.52	62,067.87	21/07/22
Total Bank Balances 21/07/22		107,908.01	

CHELFORD PARISH COUNCIL

APPENDIX B

Receipts

a. NatWest Bank plc	£3.19	Gross interest - April 2022
b. NatWest Bank plc	£4.02	Gross interest - May 2022
c. NatWest Bank plc	£3.77	Gross interest - June 2022

APPENDIX C

Payments for approval

a. Cheque No 001464	Chelford Social Committee	£466.23	Grant: Platinum Jubilee event
b. Cheque No 001465	Chelford Social Committee	£400.37	Grant: Platinum Jubilee event
c. Cheque No 001466	E. M. Maddock	£932.77	Salary and allowances: July 22
d. Cheque No 001467	H.M. Revenue & Customs	£24.81	National Insurance contributions
e. Cheque No 001468	Greenfingers Landscape Ltd.	£243.06	Grounds maintenance: June 22
f. Cheque No 001469	Northwich Town Council	£470.40	Floral displays and watering
g. Cheque No 001470	Cheshire Community Action	£50.00	Membership fee 2022/23
h. Direct Debit	1&1 IONOS Ltd.	£2.40	Email accounts fee: July 22
i. Standing Order	Cheshire Pension Fund	£252.49	Pension contributions: July 22

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
- 20/5353M - 4 Station Road, Chelford. SK11 9AX
Single storey rear and side extension.
DECISION STATUS - Undecided

CHELFORD PARISH COUNCIL

- 21/0617M - Former Tithe Barn, The Manor House, Holmes Chapel Road, Chelford.
[Also 21/0618M - Listed building consent application]
Conversion and extension of former tithe barn to form swimming pool and associated works to Wisteria Cottage.
DECISION STATUS - Refused (19/07/21) - Decision under appeal
- 21/1729D - Former Mere Farm Quarry, Chelford Road, Nether Alderley. SK10 4SZ
Discharge of conditions 5, 8, 9, 11, 12, 16, 21, 22, 23 and 24 on approval 19/2513M for delivery of watersports and outdoor activity centre including new vehicular access, car parking and multi-use building.
DECISION STATUS - Undecided
- 21/4993M - Grangelands, 2 Grangewood Drive, Chelford. SK11 9BY
Demolition of conservatory and construction of two storey rear extension and single storey front / side extension.
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
- 22/0501M - Chelford House, Chelford Road, Chelford. SK11 9AH
Conversion of domestic outbuilding (former stables) to form ancillary accommodation for staff.
[22/0502M - Listed Building Consent application for above proposed development]
DECISION STATUS - Undecided
- 22/0686M - 22 Broomfield Close, Chelford. SK11 9SL
Detached garage. Removal of existing boundary wall that has vertical structural cracks and is out of vertical alignment. New 1.83m high post and panel fence positioned 600mm out from face of existing wall.
DECISION STATUS - Undecided
- 22/0946M - 8 Dixon Drive, Chelford. SK11 9BU
Proposed front, rear and side extension with loft conversion.
DECISION STATUS - Undecided
- 22/1336M - 4 Wheat Moss, Chelford. SK11 9SP
Detached garden room and store to front side of house.
DECISION STATUS - Undecided
- 22/1424M - 1 Burnt Acre, Chelford. SK11 9SS
Non material amendment on application 21/2785M - 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 a front dormer.
DECISION STATUS - Undecided
- 22/1947M - 7 Robin Close, Chelford. SK11 9BA
Demolition of existing out-buildings, construction of two storey side extension.
DECISION STATUS - Undecided

CHELFORD PARISH COUNCIL

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

APPENDIX E

Review of parish council policies

[Copies of policies available at: <http://www.chelfordparishcouncil.org.uk/community/chelford-parish-council-13771/policies/>]

Policy: Standing Orders

Recommended update: Clause 2(d): replace “These will normally be held at 7:30p.m. on the second Thursdays of the following months: January, March, July, September and November” with “These will normally be held at 7:45p.m. on the second Thursdays of each month.”

Reason for recommended update: To reflect current meeting arrangements.

Policy: Financial Regulations

Recommended update: None

Reason for recommended update: N/A

Policy: Information and Data Retention and Disposal Policy

Recommended update: Page 4, table 2: Delete row 13

Reason for recommended update: To remove duplicate of information.

Policy: Information available from Chelford Parish Council under the model publication scheme

Recommended update: None

Reason for recommended update: N/A

Policy: Privacy Notice - General

Recommended update: Page 1 - “Where you pay for activities such as use of a council hall....” Recommend substituting 'use of a council hall' for 'the hiring of council facilities'.

Reason for recommended update: To make the policy more relevant and avoid unnecessary confusion regarding responsibility for local venues.

Policy: Privacy Notice - staff, councillors and role holders

Recommended update: None

Reason for recommended update: N/A

Policy: Subject access policy

Recommended update: Redrafting of policy.

Reason for recommended update: To make the policy more relevant and concise.

[**Note:** Newer model Standing Orders and Financial Regulations are available and consideration should be given, at a future meeting, to reviewing and adopting the newer model documents.]