

CHELFORD PARISH COUNCIL

Minutes of the Parish Council meeting held Thursday 14th December, 2023 at 7:30p.m. at The Hub, Elmstead Road, Chelford.

Present Councillors B. Brindley (Chairman), J. Fielding, C. Howlett, T. McCrum, D. Wilson,
S. Wilson.

Members of the public (0).

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

1. Apologies for absence

Councillor C. Montaldo – Work reason.

Councillor C. Wright.

427/23 RESOLVED (a) To receive and approve the apologies for absence. (All in favour)

Councillor O. Reeves was absent from the meeting.

2. Declarations of interest – None.

428/23 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** – No questions were presented by members of the public.

429/23 RESOLVED (a) To note that no questions had been presented by Members of the public. (All in favour)

(b) **Summary of issues raised on social media accounts** – It was reported that a resident had received a communication from Cheshire East Council regarding the zebra crossing at Knutsford Road. The response had not been well received by residents and had been referred to Borough Councillor A. Harrison for attention.

430/23 RESOLVED (a) To note the update. (All in favour)

4. Reports from external organisations

(a) **Cheshire East Ward Member Cllr. A. Harrison – report on matters of interest** – Borough Councillor A. Harrison was not present at the meeting to report.

431/23 RESOLVED (a) To note that there was no report from Borough Councillor A. Harrison. (All in favour)

5. Minutes

(a) The Minutes of the Parish Council Meeting held 9th November, 2023 had been previously circulated to all Members.

432/23 RESOLVED (a) That the Minutes of the Parish Council Meeting held 9th November, 2023 be confirmed as a correct record. (All in favour)

6. Finance

(a) **Financial Statement 2023/24 as at 14th December, 2023** – Members considered the financial statement 2023/24 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 payments listed at Appendix B.

**433/23 RESOLVED (a) That the financial statement as at 14th December, 2023 be received and observations duly noted. (Appendix A)
(b) To note that no receipts had been received.**

CHELFORD PARISH COUNCIL

(c) That the schedule of payments at Appendix B be approved and duly authorised. (All in favour)

(d) **Stopping of cheque** – It was reported that it was necessary to stop cheque 001574.

434/23 RESOLVED (a) To approve the stopping of cheque 001574. (All in favour)

(e) **Parish Council savings** – It was reported that it was not possible to open a one year savings bond at Skipton Building Society as this type of account is no longer offered to Parish Councils. Some funds held at NatWest Bank had, however, been transferred to the 35 day notice account.

435/23 RESOLVED (a) To receive and note the update. (All in favour)

(f) **Internal Auditor 2023/24** – The Clerk reported that it was necessary to appoint an Internal Auditor for the 2023/24 financial year. Members considered the service provided during the 2022/23 audit and considered that it was satisfactory.

436/23 RESOLVED (a) That JDH Business Services Ltd. be appointed as Internal Auditor for the 2023/24 financial year. (All in favour)

(g) **Financial Risk Assessment** – Members considered the Financial Risk Assessment 2023/24. (Appendix C)

437/23 RESOLVED (a) That the Financial Risk Assessment 2023/24 be approved as presented at Appendix C. (All in favour)

(h) **Budget 2024/25 -**

i. **Revised budget 2023/24** – Members considered the revised budget 2023/24.

ii. **Draft budget 2024/25** – Members considered the draft budget 2024/25. Detailed consideration was given to the impact of the draft budget on the precept requirement. It was considered that maintaining a budgetary provision to allow the Parish Council to respond to local issues was important. It was also considered that creating an earmarked reserve to support Parish Council activities to address highway safety issues was also important given that representations from residents relating to highway safety are frequently received by the Parish Council.

iii. **Precept requirements for 2024/25** – Members considered the precept requirements for 2024/25.

438/23 RESOLVED (a) That the revised budget 2023/24 be approved as presented. (Appendix D)

(b) That the draft budget 2024/25 be approved as presented. (Appendix D)

(c) That a precept demand in the sum of £50,949 be submitted to Cheshire East Council. (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 E)

439/23 RESOLVED (a) That the recent planning decisions be received and duly noted. (All in favour)

(b) **Planning application for consideration**

i. **23/4479M:** 1 Yewtree Cottage, Alderley Road, Chelford. SK11 9AP
Two storey side and rear extension with adjoining single storey rear

CHELFORD PARISH COUNCIL

extension.

- 440/23 RESOLVED** (a) That the following comment be submitted to Cheshire East Council in respect of application 23/4479M.
Chelford Parish Council has no objections to the principle of the proposed development subject to the proposed extension meeting policy requirements in respect of the proposed significant increase in size of the property.

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

- ii. Any planning applications received following issue of agenda: None.

- 441/23 RESOLVED** (a) To note that no further planning applications had been received. (All in favour)

8. Chelford Activity Park

- (a) **Issues identified during routine inspections** – Councillor B. Brindley reported that there had been no significant issues recently at Chelford Activity Park. It was noted that the litter bins were, again, full.

- 442/23 RESOLVED** (a) To receive and note the report. (All in favour)

- (b) **Refurbishment work at Chelford Activity Park** – No update report had been received from Borough Councillor A. Harrison.

- 443/23 RESOLVED** (a) To note that no update was available. (All in favour)

9. Highway Matters

- (a) **Updates on reported highway defects** – Members considered the updates relating to highway defects as listed at Appendix F.

- 444/23 RESOLVED** (a) To receive and note the updates. (All in favour)

- (b) **Highway defects requiring attention** – It was reported that a street light was not working along the pathway between Elmstead Road and Woodfin Croft. It was also noted that residents had queried why street sweeping appeared to take place more frequently in Alderley Edge.

- 445/23 RESOLVED** (a) That the Clerk report the street light defect to Cheshire East Council for attention.

(b) That the Clerk approach Alderley Edge Parish Council to query street sweeping services. (All in favour)

- (c) **Highway priorities** – Members considered the updates relating to the highway priorities identified at a previous meeting. (Appendix G)

- 446/23 RESOLVED** (a) To receive and note the update.

(b) That a query be submitted to Cheshire East Council requesting further information and clarification regarding the communication received from Cheshire East Council by a resident relating to the zebra crossing. (All in favour)

- (d) **Cheshire East Council Crossing Facilities Strategy** – Members noted that the Crossing Facilities Strategy would be subject to consultation at a future date.

- 447/23 RESOLVED** (a) To receive and note the information. (All in favour)

10. Chelford Community Newsletter

- (a) **Newsletter Edition 12** – Members considered the content of Newsletter Edition 12.

CHELFORD PARISH COUNCIL

- 448/23 RESOLVED** (a) That approval be given for the printing and distribution of Edition 12 of the Chelford Community Newsletter. (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. Connecting Chelford: Letter of thanks for grant towards first aid training.
449/23 RESOLVED (a) That the letter of thanks be received and duly noted. (All in favour)
 - ii. Cheshire East Council: School Travel Policy Consultation 2023.
450/23 RESOLVED (a) That no response be submitted to the consultation. (All in favour)
 - iii. Cheshire East Council: Strategic Leisure Review Consultation 2023.
451/23 RESOLVED (a) That no response be submitted to the consultation. (All in favour)
 - iv. Cheshire East Council: Consultation on Final Draft Developer Contributions Supplementary Planning Document.
452/23 RESOLVED (a) That no response be submitted to the consultation. (All in favour)
 - v. Cheshire East Council: Consultation on Final Draft Environmental Protection Supplementary Planning Document.
453/23 RESOLVED (a) That no response be submitted to the consultation. (All in favour)
 - vi. NALC: Notification of the Local Government Services Pay Agreement.
454/23 RESOLVED (a) To receive and note the information. (All in favour)
 - vii. ChALC: Invitation to information briefing regarding the Cheshire Archives.
455/23 RESOLVED (a) That any Members interested in attending the presentation contact the Clerk. (All in favour)
 - viii. NALC: Confirmation that council tax referendum principles will not apply to town and parish councils for 2024/25.
456/23 RESOLVED (a) To receive and note the information. (All in favour)
 - ix. Cheshire East Council: Changes to leadership roles:
 - Preferred candidate for appointment to Chief Executive: Mr. Rob Polkinghorne.
 - Borough Councillor Craig Browne standing down from positions of Deputy Leader of the Council and Chairman of the Highways and Transport Committee at the end of February, 2024 to pursue a role with Citizens Advice Staffordshire North.
457/23 RESOLVED (a) To receive and note the information. (All in favour)

12. Reports from meeting with external organisations

- (a) **Cheshire East Council Network Meeting (12/12/23)** – The meeting had discussed the current leisure services review consultation. It was noted that receipt of recent government funding had resulted in previously suggested site closures being, at least, postponed. Several options for possible changes to the delivery of leisure services were being considered.

CHELFORD PARISH COUNCIL

458/23 RESOLVED (a) To receive and note the report. (All in favour)

13. Community Matters

(a) **Chelford Ward Policing Team** – It was reported that monthly crime reports were to recommence from the end of December 2023.

459/23 RESOLVED (a) To receive and note the update. (All in favour)

(b) Community Speed Watch

i. **Community Speed Watch activities** – There was nothing to report.

460/23 RESOLVED (a) To receive and note the update. (All in favour)

(c) **Maintenance issues at Mere Court Park** – There was nothing to report.

461/23 RESOLVED (a) To receive and note the update. (All in favour)

14. Co-option of Parish Councillor – No expressions of interest had been received.

462/23 RESOLVED (a) To defer the co-option of a councillor to a future meeting. (All in favour)

15. Matters for inclusion on next/future meeting agenda

16. Date of next meeting – Thursday 11th January, 2024 at 7:30p.m. at The Hub.

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.

463/23 RESOLVED (a) That a resolution to exclude the public and press from the following item of business on the grounds that it could involve the likely disclosure of exempt information is not required as there are no items to discuss. (All in favour)

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

The meeting was declared closed by the Chairman at 8:58p.m.

Signed:.....

Approval date: 11th January, 2024

CHELFORD PARISH COUNCIL

APPENDIX A

Financial Statement – 2023/24 as at 14 th December, 2023					
Actual 2022/23 £	Details	2023/24 Budget £	Actual to Nov. 23 £	Agenda Dec. 23 £	Budget Balance £
	Receipts				
44,980.00	Precept	47,498.00	47,498.00		0.00
0.00	Balances	0.00	0.00		0.00
1,145.78	Investment interest	0.00	1,401.60		0.00
0.00	Sale of assets	0.00	0.00		0.00
0.00	Grants, donations & refunds	0.00	0.00		0.00
1,250.00	Newsletter advertising	0.00	80.00		0.00
1,451.63	VAT refund		2,698.09		1,802.07
48,827.41	Total receipts	47,498.00	51,677.69	0.00	1,802.07
	Payments				
11,847.32	Salary (Clerk)	13,655.00	8,488.05	1,120.55	4,046.40
434.38	National Insurance (Employer)	530.00	361.39	53.39	115.22
2,677.52	Pension contributions (Employer)	2,855.00	1,875.84	247.64	731.52
766.79	Allowances (Clerk)	930.00	564.43	62.44	303.13
75.21	Administration	295.00	2.60		292.40
0.00	Chairman/Member allowances	0.00	0.00		0.00
402.50	Audit fees (internal & external)	540.00	435.00		105.00
591.36	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	70.00		300.00
0.00	Grants	3,000.00	200.00		2,800.00
318.03	Newsletter	1,467.00	1,231.32		235.68
96.39	Street lighting	280.00	59.75		220.25
24.00	Website	50.00	19.00	6.50	24.50
270.00	Professional services	2,091.00	1,986.00		105.00
0.00	Advertising	100.00	0.00		100.00
562.00	Subscriptions/affiliation fees	665.00	539.25		125.75
220.00	Room hire	350.00	347.50		2.50
100.00	Training	550.00	270.00		280.00
2,854.15	Chelford Activity Park maintenance	6,175.00	3,453.10	223.82	2,498.08
2,033.00	Chelford Village maintenance	4,520.00	2,029.50	590.00	1,900.50
19,864.95	Assets – purchase	3,000.00	1,790.07		1,209.93
456.50	Assets – maintenance	3,325.00	765.00	50.00	2,510.00
1,677.00	Community Events	500.00	499.88		0.12
0.00	Neighbourhood Plan	250.00	0.00		250.00
47.96	Contingency	1,000.00	64.62		935.38
2,698.09	VAT		1,638.01	164.06	
48,087.15	Total payments	47,498.00	26,690.31	2,518.40	20,091.36

Cash/Bank reconciliation	01/04/23	09/11/23	14/12/23	31/03/24
Balance B/Fwd	101,662.54	101,662.54	126,649.92	124,131.52
Add total receipts	47,498.00	51,677.69	0.00	1,802.07
Less total payments	47,498.00	26,690.31	2,518.40	20,091.36
Balance C/Fwd	101,662.54	126,649.92	124,131.52	105,842.23
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/23	09/11/23	14/12/23	31/03/24
General funds	56,702.28	81,959.66	79,451.26	61,161.97
Earmarked reserves	44,960.26	44,690.26	44,680.26	44,680.26
	101,662.54	126,649.92	124,131.52	105,842.23

CHELFORD PARISH COUNCIL

Cash/Bank Reconciliation as at 14th December 2023

Cash

Balance brought forward 01/04/23		
Current Account	4,687.60	
Business Reserve Account	15,908.73	
Skipton Building Society	81,066.21	
	101,662.54	
Plus receipts	51,677.69	
Less payments	29,208.71	
Balance carried forward 14/12/23:	124,131.52	

Bank (NatWest)

Business Reserve Account	16,007.04		05/10/23
Add receipts/transfer since above statement			
	-16,000.00		
	-16,000.00		
Less unrepresented cheques			
	0.00		
	0.00	7.04	14/12/23
Current Account	33,526.72		03/11/23
Add receipts/transfer since above statement			
	-14,000.00		
	-14,000.00		
Less unrepresented cheques			
Approved 2023/24	-5,253.34		
For approval	-2,518.40		
	-7,771.74	11,754.98	14/12/23
Liquidity Manager Account	0.00		09/12/23
Add receipts/transfer since above statement			
	30,000.00		
	30,000.00		
Less unrepresented cheques			
	0.00		
	0.00	30,000.00	14/12/23
Skipton Building Society			
Community Saver Account	82,369.50		29/09/23
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	82,369.50	14/12/23
Total bank balances 14/12/23		124,131.52	

CHELFORD PARISH COUNCIL

APPENDIX B

Payments for approval

Cheque No 001575	E. M. Maddock	£1,073.54	Salary and allowances: Dec. 2023
Cheque No 001576	H.M. Revenue & Customs	£101.21	Income Tax & National Insurance contributions
Cheque No 001577	Tivoli Group Ltd.	£268.58	Grounds maintenance: Nov. 2023
Cheque No 001578	Northwich Town Council	£708.00	Winter floral display planting
Cheque No 001579	Home Assist	£50.00	Notice board installation
Cheque No 001580	Knutsford Community First Responder Trust*	£287.00	Defibrillator pads and batteries
Standing Order	Cheshire Pension Fund	£309.27	Pension contributions: Dec. 2023
Direct Debit	IONOS	£4.20	Email account fees: Dec. 2023
Direct Debit	IONOS	£3.50	Website hosting fees: Nov/Dec 23

*Re-issue of cheque. See agenda item 6(d) for stopping of original cheque.

CHELFORD PARISH COUNCIL

APPENDIX C

CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2023/24

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.
Financial records	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2024.
	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.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2024.
Bank and banking	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.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

CHELFORD PARISH COUNCIL

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 2024.
	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 2024.

CHELFORD PARISH COUNCIL

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 2024.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2024.</p>

CHELFORD PARISH COUNCIL

APPENDIX D

Revised budget 2023/24 and draft budget 2024/25

		Projected 23/24 & Budget 2024/25	Variances 23/24	Balance as at 14/12/24
Clerk's Salary				
2023/24	Salary and backpay (Jan 23 - Mar 23)	4,190	-143	
		4,190	-143	4,047
2024/25				
	Basic salary	14,724		
	Contingency for Performance & Pay Review	412		
	Contingency for NJC Salary Award	858		
		15,994		
National Insurance (Employer)				
2023/24	3 months (Jan 24 - Mar 24)	161	-46	
		161	-46	115
2024/25				
	Based on basic salary	530		
		530		
Pension Provision (Employer)				
2023/24	Based on basic salary	743	-11	
		743	-11	732
2024/25				
	Based on basic salary	3,254		
		3,254		
Allowances (Clerk)				
2023/24	Use of home as Office	78	0	
	Use of computer equipment	13	0	
	Travelling	152	0	
	Broadband & Telephone Service	60	0	
		303	0	303
2024/25				
	Use of home as Office	312		
	Use of computer equipment	52		
	Travelling	326		
	Broadband & Telephone Service	240		
		930		
Chairman/Member Allowances				
2023/24	Chairman's Allowance	0	0	
	Other Member Allowances - Jan 24 - Mar 24	0	0	
		0	0	0
2024/25				
	Chairman's Allowance	0		
	Other Member Allowances	0		
		0		
Administration				
2023/24	Stationery & General Office Supplies	65	0	
	Postages	70	0	
	Computer Consumables	75	0	
	Contingency	83	0	
		293	0	293
2024/25				
	Stationery & General Office Supplies	70		
	Postages	70		
	Computer Consumables	75		
	Contingency	85		
		300		

CHELFORD PARISH COUNCIL

		Projected 23/24 & Budget 2024/25	Variations 23/24	Balance as at 14/12/24
Audit Fees				
2023/24	External Audit Fees 2022/23	0	105	
	Internal Audit Fees 2022/23	0	0	
		0	105	105
2024/25				
	External Audit Fees 2023/24	315		
	Internal Audit Fees 2023/24	250		
		565		
Insurance				
2023/24	Premium 2023/24	1,000	0	1,000
2024/25				
	Premium 2024/25	1,000		
Section 137 Donations				
2023/24	RBL Poppy Appeal	0	0	
	Contingency	300	0	
		300	0	300
2024/25				
	RBL Poppy Appeal	70		
	Contingency	300		
		370		
Grants				
2023/24	Grant provision	2,800	0	
		2,800	0	2,800
2024/25				
	Grant provision	3,000		
		3,000		
Parish Council Newsletters				
2023/24	Printing costs			
	850 x Newsletters (10 issues per year)	470	-235	
	850 x Trades Directory (4 issues per year)	147	-147	
		617	-382	235
2024/25				
	Printing costs			
	850 x Newsletters (10 issues per year)	1,174		
	850 x Newsletters (4 issues per year)	293		
		1,467		
Street Lighting				
2023/24	Electricity charges	75	-35	
	Provision for increase in electricity charges	30	0	
	Repairs	150	0	
		255	-35	220
2024/25				
	Annual Electric	150		
	Provision for increase in electricity charges	30		
	Repairs	150		
		330		
Website				
2023/24	Chelford Parish Council domain	10	0	
	Councillor/Clerk email accounts	12	-7	
	Contingency	9	1	
		31	-6	25
2024/25				
	Chelford Parish Council website	60		
	Councillor/Clerk email accounts	42		
	Contingency	24		
		126		

CHELFORD PARISH COUNCIL

		Projected 23/24 & Budget 2024/25	Variances 23/24	Balance as at 14/12/24
Professional Services				
2023/24	Provision of professional advice/services	105	0	
	Society of Local Council Clerks - Membership	0	0	
		105	0	105
2024/25				
	Provision of professional advice/services	1,800		
	Society of Local Council Clerks - Membership	343		
		2,143		
Advertising				
2023/24	None	0	100	100
2024/25				
	Provision	100		
Subscriptions/Affiliation Fees				
2023/24	Data Protection Registration	40	0	
	ChALC	0	37	
	Cheshire Community Action	0	0	
	CPRE	0	4	
	Open Spaces Society	0	45	
		40	86	126
2024/25				
	Data Protection Registration	40		
	ChALC	500		
	Cheshire Community Action	50		
	CPRE	60		
	Open Spaces Society	45		
		695		
Training				
2023/24	Training Provision - Members & Clerk	80	0	
	Clerk - Regional Training Seminars	200	0	
		280	0	280
2024/25				
	Training Provision - Members	350		
	Clerk	200		
		550		
Room Hire				
2023/24	Ordinary Parish Council Meetings	0	-90	
	Annual Parish Meeting	0	12	
	Extra Ordinary Parish Council Meetings	0	40	
	Contingency	0	40	
		0	2	2
2024/25				
	Ordinary Parish Council Meetings	330		
	Annual Parish Meeting	30		
	Extra Ordinary Parish Council Meetings	30		
	Contingency	30		
		420		

CHELFORD PARISH COUNCIL

		Projected 23/24 & Budget 2024/25	Variances 23/24	Balance as at 14/12/24
Chelford Activity Park - Maintenance				
2023/24	Grass Cutting, Site Maintenance, Litter Bin emptying	896	-89	
	Hedge Cutting	300	0	
	RoSPA Inspection	0	25	
	Tree Safety Inspection	0	300	
	Maintenance - Trees	0	-600	
	Maintenance - Sports/Recreation facilities	1,500	0	
	Contingency	166	0	
		2,862	-364	2,498
2024/25				
	Grass Cutting, Site Maintenance, Litter Bin emptying	3,100		
	Hedge Cutting	400		
	RoSPA Inspection	225		
	Tree Safety Inspection	500		
	Maintenance - Trees	1,000		
	Maintenance - Sports/Recreation facilities	1,500		
	Contingency	450		
		7,175		
Chelford Village - Maintenance				
2023/24	Floral displays	0	-530	
	Planter Watering	458	0	
	Defibrillators	100	-127	
	Parish Improvement Maintenance	2,000	0	
		2,558	-657	1,901
2024/25				
	Floral displays	1,500		
	Planter Watering	2,000		
	Defibrillators	600		
	Parish Improvement Maintenance	2,000		
		6,100		
Asset Maintenance				
2023/24	Notice Boards	100	0	
	Bus Shelter	500	500	
	Telephone Kiosks	1,000	0	
	Benches	0	300	
	Planters	0	100	
	Height Barrier	0	-665	
	Speed Indicator Devices	400	0	
	Speed Watch Equipment	0	50	
	Dog Poo Bag Dispenser Bags	0	25	
	Contingency	200	0	
		2,200	310	2,510

CHELFORD PARISH COUNCIL

		Projected 23/24 & Budget 2024/25	Variances 23/24	Balance as at 14/12/24
2024/25	Notice Boards	150		
	Bus Shelter	1,000		
	Telephone Kiosks	1,000		
	Benches	300		
	Planters	100		
	Height Barrier	600		
	Speed Indicator Devices	400		
	Speed Watch Equipment	50		
	Dog Poo Bag Dispenser Bags	25		
	Contingency	200		
		3,825		
Asset Purchase				
2023/24	Asset purchase	1,210	0	
	New benches	6,725	-6,725	
	Dog poo bag dispensers	395	-395	
	Speed Indicator Devices	6,500	-6,500	
		14,830	-13,620	1,210
2024/25	Provision	5,000		
		5,000		
Neighbourhood Plan				
2023/24	Plan Review Provision	0	250	
		0	250	250
2024/25	Plan Review Provision	250		
		250		
Community Events				
2023/24	Coronation Event	0	0	
		0	0	0
2024/25	Provision	500		
		500		
Other				
2023/24	Contingency provision	935	0	
		935	0	935
2024/25	Contingency provision	1,000		
	2023/24 Sub Totals	34,503	-14,411	20,092
	2023/24 Income -			
	Newsletter income (Year 1 receipts in 2023/24)		80	
	Newsletter income (Year 2 receipts)		1,675	
	Interest receipts (Apr – Sep 2023)		1,401	
	Interest receipts (Projected: Oct 2023 – Mar 2024)		1,400	
	2023/24 Expenditure Projection and Savings Totals	34,503	-9,855	
	2024/25 Draft Budget Expenditure Total	55,624		
	Less savings 2023/24	0		
	Less Newsletter income (Year 3 projected receipts)	-1,675		
	Less funds from balances	-3,000		
	Gross Council Tax Requirement 2024/25	50,949		

CHELFORD PARISH COUNCIL

Analysis of funds

01/04/23	Balance brought forward	101,662.54	
	Plus receipts (actual)	51,677.69	
	Less payments (actual)	-29,208.71	
	Plus receipts (projected)	1,802.07	
	Less payments (projected)	-34,503.00	
			91,430.59
	Less Earmarked Reserves:		
	Neighbourhood Plan (PC)	-1,222.95	
	Democratic Services Fund	-1,000.00	
	Asset Refurbishment Fund	-7,634.00	
	Tree Maintenance Fund*	-3,000.00	
	Boundary sign replacement project**	0.00	
	Village gateway project**	-2,394.44	
	Highway safety projects***	-10,000.00	
	Chelford Activity Park Refurbishment	-8,108.28	
	Community Project Fund (Comp)	-18,132.57	
	Telephone Kiosk (Insurance)	-2,745.00	
	Mere Court Improvements (G)	-345.52	
	Transparency Code (G)	-117.50	
	MUGA Maintenance (PPT) (G)	-1,000.00	
			-55,700.26
31/03/24	General funds carried forward		35,730.33

* earmarked reserve increased by £1,020

** reallocation of earmarked reserve

*** new earmarked reserve

Tax Base 2024/25 (Band D) and Precept impact on Property Bands

2023/24				2024/25			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		37.84	A	6/9		40.45
B	7/9		44.15	B	7/9		47.19
C	8/9		50.45	C	8/9		53.94
D	9/9	836.82	56.76	D	9/9	839.66	60.68
E	11/9		69.37	E	11/9		74.16
F	13/9		81.99	F	13/9		87.65
G	15/9		94.60	G	15/9		101.13
H	18/9		113.52	H	18/9		121.36
	Precept	£47,498			Precept	£50,949	

CHELFORD PARISH COUNCIL

APPENDIX E

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
- 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]
- 23/2755M 3 Church Cottages, Holmes Chapel Road, Chelford. SK11 9AQ
Replace existing single glazed windows with double glazed windows.
[23/2756M: Listed Building Consent for above proposal]
DECISION STATUS – Undecided
- 23/3183T: Amenity Land, Dixon Drive, Chelford.
Lift 3rd order branches over Broomfield Close highway to 6m affecting Oak Tag 3995 Birch Tag 3954 and Alders (multi stems) G1 group x2 trees. Cut Back from Street lightings Broomfield Close Alders and Oak Tag 3955 to clear by up to 2m. Lift of 3rd order branches to 3m over FP to Goat Willow Tag 3958 on Dixon drive and cut back from streetlight to clear by up to 2m.
DECISION STATUS – Consent for works in TPO with conditions (07/11/23)
- 23/3339T Amenity Land, Broomfield Close, Chelford.
Turkey Oaks Quercus Cirrus fully mature tags 3965 and 3966 1-3m selective end weight reduction of tree to reduce load and risk.
DECISION STATUS – Consent for works in TPO with conditions (27/11/23)
- 23/3587T 16 Broomfield Close, Chelford. SK11 9SL
T1 Mature Oak, crown lift by 4 metres, crown hanging very low to garden. T2 Mature Oak, crown lift by 4 metres branches overhanging property. Also crown reduce on the side by 3 metres as too close to property.
DECISION STATUS – Withdrawn (08/12/23)
- 23/3801M 16 Broomfield Close, Chelford. SK11 9SL
Single storey rear extension, internal modification, adjusting front window and the installation of new solar panels to the front pitched roof.
DECISION STATUS – Approved with conditions (17/11/23)

CHELFORD PARISH COUNCIL

APPENDIX F

Updates relating to reported highway matters

1. Zebra crossing safety review
UPDATE: Speed data has been collected and reviewed. The average speed during the data collection period was 29mph. A further assessment of the crossing will be undertaken in the near future following the publication of the revised criteria.
2. Damaged chevron sign at Chelford Roundabout
UPDATE: Repair scheduled (no date available)
3. Unauthorised advertising sign at Chelford Roundabout
UPDATE: Re-reported as sign still present.
4. Dropped kerbs at Knutsford Road, near to junction with Station Road
UPDATE: Location has been assessed and is considered to meet the standard for an uncontrolled crossing.
5. Protruding kerbs at traffic lights on Alderley Road
UPDATE: Cheshire East Council has assessed the issue and included it in the repair and improvement programme for this financial year. While every effort is made to keep to the programme, it can sometimes change to stay within the available budget.
6. Street light out at Knutsford Road, to the east of junction with Dixon Drive
UPDATE: Repair scheduled (no date available)
7. Street lights out at Chelford Roundabout, between Alderley Road and Chelford Road exits
UPDATE: Repair scheduled (no date available)
8. Use of mannequins to deter vehicles from speeding
UPDATE: Awaiting information from Police to support progressing proposal.

APPENDIX G

Highway Priorities 2023/24

Immediate priorities:

1. Review of zebra crossing at Knutsford Road
UPDATE: Meeting held with Cheshire East Council regarding safety concerns at crossing. Review of crossing to be undertaken using new pedestrian crossings policy (see item 9(d)).
2. Review of yellow lines at junction of Oak Road and Knutsford Road
UPDATE: Matter logged with Cheshire East Council for attention.

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. 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.

CHELFORD PARISH COUNCIL

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: Elmstead Road and Knutsford Road (near shops) being reviewed by Cheshire East Council.

Other highway priorities to be pursued:

8. Re-instatement of worn yellow lines on Dixon Drive
UPDATE: Issue logged with Cheshire East Council for attention.
9. Review of street lighting provision within the Parish (particularly along Knutsford Road)
UPDATE: No update.
10. Installation of village gateways
UPDATE: No update.
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. Hedge along Knutsford Road to be trimmed in near future.
14. Installation of rumble strips
UPDATE: No update.