

CHELFORD PARISH COUNCIL

Minutes of the Parish Council meeting held Thursday 14th March, 2024 at 7:48p.m. at The Hub, Elmstead Road, Chelford.

Present Councillors B. Brindley (Chairman), C. Howlett, T. McCrum, D. Wilson.
Members of the public (0).
Dr. E. M. Maddock – Clerk & Responsible Financial Officer.

1. Apologies for absence

Councillor J. Fielding – Personal reason.
Councillor C. Montaldo – Work reason.
Councillor S. Wilson – Personal reason.
Councillor C. Wright – Work reason.
Cheshire East Ward Member: Cllr. A. Harrison.

071/24 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.

072/24 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 had been received from or were presented by members of the public.

073/24 RESOLVED (a) To note no questions had been received. (All in favour)
(b) **Summary of issues raised on social media accounts** – There were no issues to report.

074/24 RESOLVED (a) To note that no issues were reported. (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.

075/24 RESOLVED (a) To note that Borough Councillor A. Harrison was not present at the meeting. (All in favour)

5. Minutes

(a) The Minutes of the Parish Council Meeting held 8th February, 2024 had been previously circulated to all Members.

076/24 RESOLVED (a) That the Minutes of the Parish Council Meeting held 8th February, 2024 be confirmed as a correct record.
(All in favour)

6. Finance

(a) **Financial Statement 2023/24 as at 14th March, 2024** – Members considered the financial statement 2023/24 which was unanimously accepted. (Appendix A)

(b) **Receipts** – The Chairman noted the receipts since the last meeting at Appendix B.

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

077/24 RESOLVED (a) That the financial statement as at 14th March, 2024 be received and observations duly noted. (Appendix A)
(b) To note the receipts at Appendix B.
(c) That the schedule of payments at Appendix C be approved and duly authorised.
(All in favour)

CHELFORD PARISH COUNCIL

- (d) **Skipton Building Society (Interest)** – Members considered updating the account mandate to direct future interest payments to NatWest Bank to avoid exceeding the Financial Services Compensation Scheme bank protection limit.

078/24 RESOLVED (a) **To approve the updating of the account mandate to direct future interest payments to NatWest Bank. (All in favour)**

- (e) **Skipton Building Society** – Members considered transferring £2,000 from Skipton Building Society to NatWest Bank to avoid exceeding the Financial Services Compensation Scheme bank protection limit.

079/24 RESOLVED (a) **To approve the transfer of £2,000 from Skipton Building Society to NatWest Bank. (All in favour)**

- (f) **Earmarked Reserve (1)** – Members considered creating an additional earmarked reserve, in the sum of £8,000, to fund refurbishment works ordered during 2023/24.

080/24 RESOLVED (a) **That approval be given for the creation of an additional earmarked reserve, in the sum of £8,000, to fund refurbishment works ordered during 2023/24. (All in favour)**

- (g) **Earmarked Reserve (2)** – Members considered creating an additional earmarked reserve, in the sum of £5,000, to fund a boundary treatment review at Chelford Activity Park.

081/24 RESOLVED (a) **That approval be given for the creation of an additional earmarked reserve, in the sum of £5,000, to fund a boundary treatment review at Chelford Activity Park. (All in favour)**

- (h) **Earmarked Reserve (3)** – Members considered adding £4,000 to the Democratic Services Fund earmarked reserve to reduce the budgetary impact of potential future election costs.

082/24 RESOLVED (a) **That approval be given for the addition of £4,000 to the Democratic Services Fund earmarked reserve. (All in favour)**

- (i) **Public Contracts Thresholds** – Members noted the updated Public Contracts Thresholds.

083/24 RESOLVED (a) **That approval be given for the figures quoted within Financial Regulation clause 11 to be updated to reflect the new Public Contract Thresholds. (All in favour)**

- (j) **Grant application** – It was noted that no response had yet been received from Cheshire East Council regarding the availability of s.106 funds.

084/24 RESOLVED (a) **That consideration of the grant application be deferred to a future meeting. (All in favour)**

- (k) **Floral Displays** – Members considered feedback from the floral display contractor regarding the suggested alternative planting scheme. It was also noted that the suggested plants may cost in the region of £450-£500.

085/24 RESOLVED (a) **That the floral display contract continue on the existing basis.**
(b) **That consideration be given, at a future meeting, to utilising the planting suggestions at alternative appropriate locations within the Parish, for example around the proposed village gateways. (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 D)

CHELFORD PARISH COUNCIL

- 086/24 RESOLVED** (a) That the recent planning decisions be received and duly noted. (All in favour)
- (b) **Planning applications for consideration**
- i. **24/0737M:** Willow Glade, Peover Lane, Chelford. SK11 9AJ
Conversion of pool house to form new dwelling.
- 087/24 RESOLVED** (a) That the following comments be submitted to Cheshire East Council in respect of application 24/0737M:
1. Chelford Parish Council has concerns regarding the unwelcome precedent that the proposed development would set in the rural, green belt setting.
 2. Chelford Parish Council wishes to draw attention to the Chelford Neighbourhood Plan and request that all relevant policies are observed including those relating to the use of materials which are in keeping with existing surrounding buildings.
 3. The site lies within the Green Belt, therefore, appropriate assessments should be undertaken to ensure that the openness of the green belt will not be detrimentally impacted by the proposed development and/or ancillary structures which may be constructed to support use of a second dwelling at the site.
 4. It is requested that the current use class of the building is confirmed together with the use class of the proposed converted building to clearly establish whether the proposed dwelling is to be independent or ancillary to the existing dwelling.
 5. It is requested that appropriate assessments are carried out to ensure that the proposed development meets the criteria of a 'conversion' of an existing building given the extensive nature of work proposed.
 6. That appropriate assessments should be made to ensure that highway access to the site is safe for all highways users, including passing pedestrians.
 7. It is noted that a bat survey has been completed confirming the existence of four bat species in and around the site. It is considered that any habitat supporting bats should be protected. (All in favour)
- ii. **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.
- 088/24 RESOLVED** (a) That no comments be submitted to Cheshire East Council in respect of application 24/0871D. (All in favour)
- iii. Any planning applications received since the last meeting: None.
- 089/24 RESOLVED** (a) To note that no further application had been received. (All in favour)

CHELFORD PARISH COUNCIL

8. Chelford Activity Park

- (a) **Issues identified during routine inspections** – Councillor B. Brindley reported that there were no current issues at the site.

090/24 RESOLVED (a) To receive and note the report. (All in favour)

- (b) **Refurbishment work at Chelford Activity Park** – It was reported that no update had been received from Borough Councillor A. Harrison.

091/24 RESOLVED (a) To receive the update. (All in favour)

9. Highway Matters

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

092/24 RESOLVED (a) To receive and note the updates. (All in favour)

- (b) **Highway defects requiring attention** – No further highway defects were identified for attention.

093/24 RESOLVED (a) To note that no further highway defects had been identified. (All in favour)

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

094/24 RESOLVED (a) To receive and note the updates. (All in favour)

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. Cheshire East Council: Strategic Leisure Review update.

095/24 RESOLVED (a) To receive and note the information. (All in favour)

- ii. The Local Government Boundary Commission for England: Invitation to Electoral Review of Cheshire East Briefing.

096/24 RESOLVED (a) That any Members interested in attending the meeting contact the Clerk. (All in favour)

11. Consultations

- (a) To consider the following consultations and determine any responses considered appropriate thereto:

- i. The Local Government Boundary Commission for England: Cheshire East Ward Boundaries consultation.

097/24 RESOLVED (a) That no response be submitted to the consultation. (All in favour)

- ii. Cheshire East Council: Local Nature Recovery Strategy consultation.

098/24 RESOLVED (a) That no response be submitted to the consultation. (All in favour)

- iii. Department for Levelling Up, Housing and Communities: Consultation on changes to various permitted development rights.

099/24 RESOLVED (a) That no response be submitted to the consultation. (All in favour)

12. Parish Council Projects

- (a) **Updates on projects** – It was reported that initial work to improve the appearance of the bus shelter at Knutsford Road (near to the Shell garage) and to refurbish the notice board at Station Road had been delayed due to the current wet weather.

CHELFORD PARISH COUNCIL

- 100/24 RESOLVED** (a) To receive and note the project updates. (All in favour)
(b) **It's Your Neighbourhood scheme** – It was reported that one expression had been received regarding entering the It's Your Neighbourhood scheme.

- 101/24 RESOLVED** (a) To receive and note the update. (All in favour)

13. Community Matters

- (a) **Chelford Ward Policing Team** – It was reported that the latest police report was not currently available.

- 102/24 RESOLVED** (a) To receive and note the update. (All in favour)

- (b) **Community Speed Watch** – It was reported that no response had yet been received from Cheshire Police regarding the re-commencement of speed watch activities.

- 103/24 RESOLVED** (a) To receive and note the update. (All in favour)

- (c) **Newsletter** – Newsletter edition 14 and the latest Trades Directory had been previously circulated to all Members.

- 104/24 RESOLVED** (a) That the content of newsletter edition 14 and the Trades Directory be approved. (All in favour)

- 14. Co-option of Parish Councillor** – It was reported that the current vacancy for a parish councillor was presently subject to formal advertising by Cheshire East Council.

- 105/24 RESOLVED** (a) To receive and note the update. (All in favour)

- 15. Matters for inclusion on next/future meeting agenda** – None.

16. Dates of next meetings

- (a) Parish Council Meeting: Thursday 11th April, 2024 at 7:30p.m. at The Hub.
(b) Annual Parish Meeting: Thursday 16th May, 2024 at 7:30p.m. at Chelford Primary School. Speaker: The Rt Hon Esther McVey MP.
(c) 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.

- 106/24 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 8:35p.m.

Signed:.....

Approval date: 11th April, 2024

CHELFORD PARISH COUNCIL

APPENDIX A

Financial Statement – 2023/24 as at 14 th March 2024					
Actual 2022/23 £	Details	2023/24 Budget £	Actual to Feb. 24 £	Agenda Mar. 24 £	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	1,501.42	163.59	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	980.00	428.00	0.00
1,451.63	VAT refund		2,698.09		2,009.79
48,827.41	Total receipts	47,498.00	52,677.51	591.59	2,009.79
	Payments				
11,847.32	Salary (Clerk)	13,655.00	12,605.30	1,191.91	-142.21
434.38	National Insurance (Employer)	530.00	625.83	63.24	-159.07
2,677.52	Pension contributions (Employer)	2,855.00	2,785.75	263.41	-194.16
766.79	Allowances (Clerk)	930.00	751.75	63.51	114.74
75.21	Administration	295.00	40.10	99.09	155.81
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	629.44	370.56
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	1,539.15		-72.15
96.39	Street lighting	280.00	98.14		181.86
24.00	Website	50.00	54.98	10.00	-14.98
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	35.00	90.75
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	4,124.60	223.82	1,826.58
2,033.00	Chelford Village maintenance	4,520.00	2,619.50		1,900.50
19,864.95	Assets – purchase	3,000.00	1,790.07	224.99	984.94
456.50	Assets – maintenance	3,325.00	815.00		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		1,899.41	110.38	
48,087.15	Total payments	47,498.00	34,161.83	2,914.79	12,431.17

Cash/Bank reconciliation	01/04/23	08/02/24	14/03/24	31/03/24
Balance B/Fwd	101,662.54	101,662.54	120,178.22	117,855.02
Add total receipts	47,498.00	52,677.51	591.59	2,009.79
Less total payments	47,498.00	34,161.83	2,914.79	12,431.17
Balance C/Fwd	101,662.54	120,178.22	117,855.02	107,433.64
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/23	08/02/24	14/03/24	31/03/24
General funds	56,702.28	64,477.96	62,272.26	51,850.88
Earmarked reserves	44,960.26	55,700.26	55,582.76	55,582.76
	101,662.54	120,178.22	117,855.02	107,433.64

CHELFORD PARISH COUNCIL

Cash/Bank Reconciliation as at 14th March, 2024

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	53,269.10	
Less payments	37,076.62	
Balance carried forward 14/03/24:	117,855.02	

Bank (NatWest)

Business Reserve Account	51.63		05/01/24
Add receipts/transfer since above statement			
	100.00		
	100.00		
Less unrepresented cheques			
	0.00		
	0.00	151.63	14/03/24
Current Account	9,237.06		05/03/24
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
Approved 2023/24	-1,250.00		
For approval	-2,914.79		
Less payment already issued	42.80		
	-4,121.99	5,115.07	14/03/24
Liquidity Manager Account	30,218.82		01/03/24
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	30,218.82	14/03/24
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	14/03/24
Total bank balances 14/03/24		117,855.02	

CHELFORD PARISH COUNCIL

APPENDIX B

Receipts

NatWest Bank plc	£86.95	Gross interest – January, 2024 (LM)
NatWest Bank plc	£76.64	Gross interest – February, 2024 (LM)
Patron BF	£100.00	Newsletter Patron Fee 2023/24
Patron BG	£100.00	Newsletter Patron Fee 2023/24
Trader BQ	£25.00	Trades Directory Fee 2023/24
Trader BR	£25.00	Trades Directory Fee 2023/24
Trader BS	£28.00	Trades Directory Fee 2023/24
Trader BT	£25.00	Trades Directory Fee 2023/24
Trader BU	£25.00	Trades Directory Fee 2023/24
Trader BV	£25.00	Trades Directory Fee 2023/24
Trader BW	£25.00	Trades Directory Fee 2023/24
Trader BX	£25.00	Trades Directory Fee 2023/24
Trader BY	£25.00	Trades Directory Fee 2023/24

APPENDIX C

Payments for approval

Direct Debit	Information Commissioner's Office	£35.00	Data Protection Fee 2024/25
Direct Debit	IONOS	£4.20	Email account fees: Feb. 2024
Direct Debit	IONOS	£3.60	Website hosting: Feb-Mar 2024
Cheque No 001588	E. M. Maddock	£1,510.93	Salary and allowances: Mar. 2024 and expenses.
Cheque No 001589	H.M. Revenue & Customs	£129.87	Income Tax & National Insurance contributions
Cheque No 001590	Tivoli Group Ltd.	£268.58	Grounds maintenance: Feb. 2024
Cheque No 001591	Zurich Municipal	£629.44	Insurance premium 2024/25
Standing Order	Cheshire Pension Fund	£328.97	Pension contributions: Mar. 2024
Direct Debit	IONOS	£4.20	Email account fees: 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

CHELFORD PARISH COUNCIL

- 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 – Undecided
- 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 – 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. Unauthorised advertising sign at Chelford Roundabout
UPDATE: Sign removed.
3. Protruding kerbs at traffic lights on Alderley Road
UPDATE: A keep right arrow has been installed at this location.
4. 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.
5. 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.
6. Use of mannequins to deter vehicles from speeding
UPDATE: Police response: "there isn't an official position / guidance relating to the use of them. However, when placing them near a road it is extremely important to consider the safety of oncoming traffic ie ensuring they are far enough away from the road side, they are not dressed in florescent clothing that could be blinding to oncoming vehicles etc."
7. 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.
8. Unnecessary signage for Galloway Grange
UPDATE: The signage has been assessed and it does not present an immediate risk to highway users at this time. As the problem is not causing an immediate safety issue we will now look at the best long-term approach for this location. No further action planned at this time.
9. Potholes at Oak Road (outside The Police House)
UPDATE: Repair completed.
10. Pothole outside St. John's Church
UPDATE: The pothole has been assessed and it does not present an immediate risk to highway users at this time. As the problem is not causing an immediate safety issue we will now look at the best long-term approach for this location. No further action planned at this time.
11. Overgrown hedges at Knutsford Road (2)
UPDATE: Awaiting assessment.

CHELFORD PARISH COUNCIL

APPENDIX F

Highway Priorities 2023/24

Immediate priorities:

1. Review of zebra crossing at Knutsford Road
UPDATE: Matter logged with Cheshire East Council for attention.
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.
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: 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. Hedge along Knutsford Road recently trimmed.
14. Installation of rumble strips
UPDATE: No update.