

Chelford Parish Council

Notice of Parish Council Meeting

Date: Thursday 10th October, 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 October, 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**
 - (a) 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. Report from external meeting**
 - (a) Cheshire East Council Town and Parish Council Online Network Meeting (17/09/24).
Topic: CEC Transformation Plan.
- 5. Cheshire East Ward Member: Cllr. A. Harrison**
 - (a) To receive a report on items of interest to the Parish Council.
- 6. Minutes**
 - (a) To approve the Minutes of the Parish Council meeting held 12th September, 2024 as a correct record and approve signing by the Chairman.
- 7. Finance**
 - (a) To receive and consider the Financial Statement 2024/25 as at 10th October, 2024.
(Appendix A)
 - (b) To note receipts as listed at Appendix B.
 - (c) To approve the payments listed at Appendix C.
 - (d) To confirm approval for the transfer of £10,000 from the current account to the business reserve account.
 - (e) To receive the external audit report 2023/24 which states, "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with

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Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

- (f) To adopt the new model Financial Regulations.

[Link to document:

<https://chelfordparishcouncil.org.uk/wp-content/uploads/2024/10/Chelford-Parish-Council-Financial-Regulations-Oct-2024.pdf>]

- (g) To review receipts and payments relating to the Chelford Community Newsletter and determine Patron and Trader fees for the 2024/25 newsletter period. (Appendix D)

8. Planning Matters

- (a) To receive and note recent planning decisions issued by Cheshire East Council in respect of development within the Parish. (Appendix E)
- (b) To consider the following planning application:
 - i. 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.
[Note: Amended application]
 - ii. Any planning applications received following the issue of the agenda may be included for discussion if required.

9. 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 and associated phase one remedial work.

10. Assets

- (a) To receive and consider updates relating to the replacement of speed indicator devices.
- (b) To receive and consider updates relating to the installation of the street furniture (four benches, four dog poo bag dispensers and one notice board).
- (c) To review options relating to red telephone kiosks within the Parish.

11. Highway matters

- (a) To receive updates relating to reported highway defects. (Appendix F)
- (b) To receive new highway defects for attention from Members.
- (c) To receive updates relating to identified highway priorities. (Appendix G)
- (d) To receive and consider updates relating to the draft design for proposed village gateways.
- (e) To receive and consider, if available, updates from Cheshire East Council relating to verge cutting within the Parish.
- (f) To consider and collate information relating to the impact of cycling/running events taking place within/near to the Parish.

12. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto:
 - i. David Wilson Homes: Opportunity to provide feedback on local experiences during the development of Galloway Grange.
 - ii. Manchester Airport: Invitation to Parish Council Forum meeting on 30th October, 2024.

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- iii. The Local Government Boundary Commission for England: To receive and consider the draft proposals for revised electoral wards for Cheshire East Council as set out in the consultation documents and determine any response to the consultation as appropriate.

[Link to information: <https://www.lgbce.org.uk/all-reviews/cheshire-east>]

13. Community Matters

- (a) To receive a report from the Chelford Ward Policing Team on matters of interest or concern within the Parish.
- (b) To receive an update on community speed watch activities.
- (c) To confirm approval for the content of newsletter edition 20.
- (d) To receive and consider updates relating to broadband upgrades with Parish.
- (e) To receive and consider, if available, updates from Esther McVey MP relating to issues raised at the Chelford Annual Parish Meeting in May 2024.

14. Co-option of Parish Councillors

- (a) To consider the co-option of new parish councillors (2).

15. Matters for inclusion on next/future meeting agenda

- (a) Review of Parish Council policies (part).
- (b) Review of subscriptions to other bodies, insurance and earmarked reserves.
- (c) Motion relating to the effectiveness and quality of Cheshire East Council monitoring of output from contracts and contractors.
- (d) Update regarding the transfer of the custodian trusteeship of Chelford Parish Hall.
- (e) Updates relating to ordered maintenance tasks.

16. Dates of next meetings: To note dates of meetings for the remainder of the civic year.

- (a) Thursday 14th November, 2024 at 7:30p.m. at The Hub.
- (b) Thursday 12th December, 2024 at 7:30p.m. at The Hub.
- (c) Thursday 9th January, 2025 at 7:30p.m. at The Hub.
- (d) Thursday 13th February, 2025 at 7:30p.m. at The Hub.
- (e) Thursday 13th March, 2025 at 7:30p.m. at The Hub.
- (f) Thursday 10th April, 2025 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.

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

- (a) Clerk & Responsible Financial Officer – Matters relating to employment.

E.M.Maddock

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

Dated 5th October, 2024

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APPENDIX A

Financial Statement – 2024/25 as at 10 th October, 2024					
Actual 2023/24 £	Details	2024/25 Budget £	Actual to Sep. 24 £	Agenda Oct. 24 £	Budget Balance £
	Receipts				
47,498.00	Precept	50,949.00	25,474.50	25,474.50	0.00
0.00	Balances	3,000.00	0.00		0.00
2,971.19	Investment interest	0.00	1,412.78	855.19	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	112.50	12.50	0.00
0.00	Unpresented cheque (2023/24)	0.00	1,250.00		0.00
2,698.09	VAT refund		2,009.79		1,176.13
54,819.03	Total receipts	55,624.00	30,259.57	26,342.19	1,176.13
	Payments				
13,797.21	Salary (Clerk)	15,994.00	7,361.64	1,226.94	7,405.42
689.07	National Insurance (Employer)	530.00	408.42	68.07	53.51
3,049.16	Pension contributions (Employer)	3,254.00	1,626.90	271.15	1,355.95
815.26	Allowances (Clerk)	930.00	374.34	75.76	479.90
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	264.00	315.00	-14.00
629.44	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	0.00	70.00	300.00
200.00	Grants	3,000.00	0.00	710.00	2,290.00
1,539.15	Newsletter	1,467.00	565.43	273.71	627.86
98.14	Street lighting	330.00	72.57	30.72	226.71
64.98	Website	126.00	47.00	8.50	70.50
1,986.00	Professional services	2,143.00	293.00		1,850.00
0.00	Advertising	100.00	0.00		100.00
574.25	Subscriptions/affiliation fees	695.00	551.72	50.00	93.28
347.50	Room hire	420.00	330.00		90.00
270.00	Training	550.00	125.00		425.00
4,348.42	Chelford Activity Park maintenance	7,175.00	3,910.32	450.00	2,814.68
2,619.50	Chelford Village maintenance	6,100.00	1,670.00	350.00	4,080.00
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		949.89	226.24	
37,076.62	Total payments	55,624.00	18,550.23	4,126.09	34,123.81

Cash/Bank reconciliation	01/04/24	12/09/24	10/10/24	31/03/25
Balance B/Fwd	119,404.95	119,404.95	131,114.29	153,330.39
Add total receipts	55,624.00	30,259.57	26,342.19	1,176.13
Less total payments	55,624.00	18,550.23	4,126.09	34,123.81
Balance C/Fwd	119,404.95	131,114.29	153,330.39	120,382.71
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/24	12/09/24	10/10/24	31/03/25
General funds	46,822.19	58,531.53	83,142.07	50,194.39
Earmarked reserves	72,582.76	72,582.76	70,188.32	70,188.32
	119,404.95	131,114.29	153,330.39	120,382.71

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Cash/Bank Reconciliation as at 10th October, 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	56,601.76
Less payments	22,676.32
Balance carried forward 10/10/24:	153,330.39

Bank (NatWest)

Business Reserve Account	13,919.23		05/10/24
Add receipts/transfer since above statement			
	10,000.00		
	10,000.00		
Less unrepresented cheques			
	0.00		
	0.00	23,919.23	10/10/24
Current Account	30,430.67		05/10/24
Add receipts/transfer since above statement			
	-10,000.00		
	-10,000.00		
Less unrepresented cheques			
Approved	0.00		
For approval	-4,126.09		
Less payments already issued	716.00		
	-3,410.09	17,020.58	10/10/24
Liquidity Manager Account	30,790.35		05/10/24
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	30,790.35	10/10/24
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	10/10/24
Total bank balances 10/10/24		153,330.39	

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APPENDIX B

Receipts

NatWest Bank plc	£17.20	Gross interest – July, 2024 (BR)
Skipton Building Society	£248.80	Gross interest – July, 2024
Trader BAD	£6.25	Trades Directory Fee 2023/24
NatWest Bank plc	£15.97	Gross interest – August, 2024 (BR)
Skipton Building Society	£248.80	Gross interest – August, 2024
Cheshire East Borough Council	£25,474.50	Precept 2024/25 (50%)
Trader BAE	£6.25	Trades Directory Fee 2023/24
NatWest Bank plc	£83.46	Gross interest – September, 2024 (LM)
NatWest Bank plc	£16.81	Gross interest – September, 2024 (BR)
Skipton Building Society	£224.15	Gross interest – September, 2024

APPENDIX C

Payments for approval

Cheque No 001623	Chelford Social Committee	£710.00	Grant for replacement shed
Cheque No 001624	E. M. Maddock	£1,184.36	Salary and allowances: Oct. 2024
Cheque No 001625	H.M. Revenue & Customs	£118.93	PAYE payments
Cheque No 001626	Northwich Town Council	£960.00	Floral display watering and grounds maintenance: September 2024
Cheque No 001627	Cheshire East Council	£273.71	Newsletter printing: Sep. 2024
Cheque No 010628	PKF Littlejohn LLP	£378.00	External audit fee 2023/24
Cheque No 001629	Cheshire Community Action	£50.00	Subscription fee 2024/25
Cheque No 001630	Royal British Legion	£25.00	Donation (direct)
Cheque No 001631	Royal British Legion	£45.00	Donation (Chelford street poppies)
Standing Order	Cheshire Pension Fund	£338.63	Pension contributions: Oct. 2024
Direct Debit	1&1 IONOS	£6.00	Web hosting: Sep.-Oct 2024
Direct Debit	1&1 IONOS	£4.20	Email account fee: October 2024
Direct Debit	npower	£32.26	Electricity: Jul.-Sep. 2024

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APPENDIX D

Chelford Community Newsletter

Ten editions of the Chelford Community Newsletter are distributed each year within the Parish. A Trades Directory is distributed on a quarterly basis and one additional information document has been distributed during the 2023/24 newsletter period.

2023/24 Fees:

Patrons: £100.00 for inclusion within ten editions of the newsletter.

Traders: £25.00 for inclusion within four editions of the traders directory.

2023/24 Receipts:

Patrons: (10) £1,000.00

Traders: (30) £693.75 [Includes partial year entries and unconfirmed payments]

Total receipts: £1,693.75

2023/24 Printing costs:

Newsletters (10) £1,209.20 [Includes projected for October printing]

Traders Directory (4) £300.02

Useful Information (1) £75.63

Total projected printing costs: £1,584.85

APPENDIX E

(a) Recent planning decisions

24/2010M Willow Glade, Peover Lane, Chelford. SK11 9AJ
New single dwelling to replace existing building.
DECISION STATUS – Approved with conditions (13/09/24)

(b) Outstanding planning applications

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 [Amended application]

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]

24/3159M 1 Yewtree Cottage, Alderley Road, Chelford. SK11 9AP
Lawful development certificate for proposed construction of a single storey side and rear extension, detached double garage and log store and single-storey outbuilding to contain a swimming pool and gym.
DECISION STATION – Undecided

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APPENDIX F

Updates relating to reported highway matters

1. Damaged chevron sign at Chelford Roundabout
UPDATE: Update from Cheshire East Council, "As you are aware, we scheduled a replacement chevron following a collision on the Chelford Roundabout. Due to the complexities of the traffic management which is required to work safely at this location, this has been deferred to a specialist traffic management provider. The work has now been programmed for delivery and this will be undertaken by the end of October, 2024."
2. Overgrown hedge at Knutsford Road
UPDATE: Awaiting response from resident regarding trimming works.
3. Overgrown footway along Alderley Road
UPDATE: Cheshire East Council advises that this location is included in the routine maintenance programme.
4. Weeds along gutter of Elmstead Road
UPDATE: Cheshire East Council has assessed the report and arranged to carry out work as soon as possible.
5. Request for low level lighting at Dixon Drive
UPDATE: Awaiting response.
6. Pothole at Oak Road (near junction with Knutsford Road)
UPDATE: Cheshire East Council has assessed the report and arranged to carry out a repair as soon as possible.
7. Signs obscured by foliage
['Chelford Village Hall' sign at Knutsford Road; speed limit sign on Chelford Road; roundabout sign on Holmes Chapel Road; junction sign on Holmes Chapel Road]
UPDATE: Awaiting assessment.
8. Pothole at Holmes Chapel Road (near to church)
UPDATE: Awaiting repair.
9. Damaged bollard at Peover Lane (near junction with roundabout)
UPDATE: Awaiting repair.
10. Overgrown hedge at Knutsford Road (to the rear of the telephone exchange)
UPDATE: Trimming works complete.

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APPENDIX G

Highway Priorities 2023/24

Immediate priorities:

1. Review of zebra crossing at Knutsford Road
UPDATE: No update.
ACTION: Continue to log incidents at the crossing and lobby for crossing improvements.
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 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.
ACTION: Continue to log incidents at this location. No further action at this time.

High priority issues:

3. Review of options to tackle speeding issues within the Parish
UPDATE: Provision of two new SIDs along Knutsford Road being progressed.
Community speed watch to resume following relevant training.
Potential for average speed cameras to be assessed when initial pilot scheme at Plumley has been completed.
ACTION: Continue to pursue provision of two new SIDs. Community speed watch to resume. No further action at this time in respect of average speed cameras.
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.
Issue referred to Cheshire East Council Walking Champion for attention.
ACTION: Continue to press for repairs to this section of footway.
5. Siding out of footways along Knutsford Road
UPDATE: Issue logged with Cheshire East Council for attention.
ACTION: Awaiting update from Borough Councillor Harrison.
6. Review of gullies and drainage issues
UPDATE: Gully emptying data being analysed and correlated to any current flooding issues. Drainage issue at Peover Lane addressed (early October, 2024).
ACTION: Continue to monitor flooding issues and report as necessary.
7. Signage (or other measures) to deter parking on footways (e.g. Elmstead Road, Knutsford Road (near shops))
UPDATE: Knutsford Road: Road Safety Team reviewing impact of commercial businesses on parking issues.
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.
ACTION: No further action at this time.

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Other highway priorities to be pursued:

8. Re-instatement of worn yellow lines on Dixon Drive
UPDATE: Cheshire East Council has assessed the issue and added it to the improvement programme for repair over the longer term. This means that it is unlikely that any improvement work will take place during the current financial year.
ACTION: Continue to press for re-instatement work to be carried out.
9. Review of street lighting provision within the Parish (particularly along Knutsford Road)
UPDATE: Existing defective columns reported to Cheshire East Council for attention: street light out at Knutsford Road, to the east of junction with Dixon Drive has been fixed. Street lights out at Chelford Roundabout, between Alderley Road and Chelford Road exits are awaiting repair (Repairs have been delayed due to safety concerns and the loss of electricity supply to the columns.).
ACTION: Monitor repair work and re-report where further defect occur.
10. Installation of village gateways
UPDATE: Draft designs prepared including the following features:
 - New boundary sign with white picket gateway fencing at Knutsford Road (plan shows located on Parish Council owned Grass Splay)
 - Existing boundary sign with new white picket gateway fencing at Knutsford Road (plan shows located at current boundary sign site)
 - New 'SLOW' marking on Knutsford Road (eastbound) between Egerton Arms and junction with Dixon Drive
 - Refresh 'SLOW' marking on Knutsford Road (eastbound) near to junction with Oak Road
 - Refresh 'SLOW' marking on Knutsford Road (westbound) between railway bridge and junction with Highland Drive
 - Refresh 'SLOW' marking on Knutsford Road (westbound) between Chelford Parish Hall and railway bridge
 - New 30mph roundel and dragons teeth on Knutsford Road (westbound) to the east of Chelford Activity Park boundary.ACTION: Awaiting further details of proposed village gateways.
11. Removal of redundant signage
UPDATE: David Wilson Homes has apologised for the oversight in leaving the signage in place and is making arrangements for the signs to be removed. National Garden Scheme apologised for signs not being removed and is making relevant individuals aware of need to remove signage following events. Awaiting response from Pear Tree Barns developer.
ACTION: Report redundant signage to Cheshire East Council as required.
12. Install more robust bollards at Dixon Drive (no through road point near Galloway Grange)
UPDATE: No update.
ACTION: Continue to press for improvements to the bollards.
13. Enforcement of hedge/shrub/tree cutting adjacent to footways
UPDATE: Individual issues reported to Cheshire East Council as required.
ACTION: Report issues as required.
14. Installation of rumble strips
UPDATE: No update.
ACTION: Parish Council to consider possible locations and desirability of rumble strips.