

# Chelford Parish Council

## Notice of Parish Council Meeting

**Date:** Thursday 12<sup>th</sup> December, 2024

**Time:** 7:30p.m.

**Venue:** The Hub, Elmstead Road, Chelford.

*E.M.Maddock*

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

Dated 6<sup>th</sup> December, 2024

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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.

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## 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 account.
- 4. Cheshire East Ward Member: Cllr. A. Harrison**
  - (a) To receive a report on items of interest to the Parish Council.
- 5. Minutes**
  - (a) To approve the Minutes of the Parish Council meeting held 14<sup>th</sup> November, 2024 as a correct record and approve signing by the Chairman.
- 6. Finance**
  - (a) To receive and consider the Financial Statement 2024/25 as at 12<sup>th</sup> December, 2024. (Appendix A)
  - (b) To note receipts as listed at Appendix B.
  - (c) To approve the payments listed at Appendix C.
  - (d) To consider appropriate action in respect of outstanding invoices 007-23 and 23-045.
  - (e) To approve the following updates to the standing order to Cheshire Pension Fund:
    - i. Payment due January 2025: £450.54
    - ii. Payments due from February 2025: £351.07
  - (f) To nominate a Member (other than a cheque signatory) to undertake the quarterly bank reconciliation verification.
  - (g) To appoint an Internal Auditor for the 2024/25 financial year.

# Chelford Parish Council

- (h) To review and approve the Financial Risk Assessment 2024/25. (Appendix D)
- (i) Budget 2025/26 (Appendix E)
  - i. To consider and determine a revised budget in respect of 2024/25.
  - ii. To consider and determine a budget in respect of 2025/26.
  - iii. To consider precept requirements for 2025/26.

## 7. Planning Matters

- (a) To note that no new planning decisions have been issued by Cheshire East Council in respect of development within the Parish.
- (b) To consider the following planning application:
  - i. 24/4426/PRIOR-1A: 11 Chillingham Close, Chelford. SK11 9FZ  
Prior notification for single storey extension to the rear of the property.
  - ii. Any planning applications received following the issue of the agenda may be included for discussion if required.
- (c) To receive the following planning appeal and consider what, if any, representations should be submitted to the Planning Inspectorate.
  - i. 23/1921M: New Croft, 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 reestablishment of the former cricket facilities.

## 8. Chelford Activity Park

- (a) To receive a summary of issues identified during routine inspections of the site.
- (b) To receive an update relating to the reinstatement of the tennis net ground sleeves.
- (c) To receive and consider updates relating to the delivery of the refurbishment work and associated phase one remedial work.

## 9. Assets and Parish Council projects

- (a) To receive and consider updates relating to the replacement of speed indicator devices.
- (b) To note that the four dog poo bag dispensers have been installed.
- (c) To receive and consider update relating to the installation of the new notice board at Dixon Drive.
- (d) To receive updates relating to ongoing Parish Council projects. (Appendix F)

## 10. Highway matters

- (a) To receive updates relating to reported highway defects. (Appendix G)
- (b) To receive new highway defects for attention from Members.
- (c) To receive updates relating to identified highway priorities. (Appendix H)

## 11. Reports from external meetings

- (a) To receive reports from the following meetings:
  - i. Crewe to Manchester Community Rail Partnership meeting (14/11/24)  
(Appendix I)
  - ii. Meeting with representative from David Wilson Homes (19/11/24).
  - iii. Cheshire East Council Town and Parish Council Online Network Meeting (19/11/24). (Appendix J)

## 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:

# Chelford Parish Council

- i. Cheshire East Council: Polling District Review. (Closing date: 18/12/24)  
[Link to information: [https://www.cheshireeast.gov.uk/council\\_and\\_democracy/voting\\_and\\_elections/electoral\\_review/polling-district-review-2024.aspx](https://www.cheshireeast.gov.uk/council_and_democracy/voting_and_elections/electoral_review/polling-district-review-2024.aspx)]
- ii. Railway 200: Invitation to take part in national celebrations for the 200<sup>th</sup> anniversary of the railways.  
[Link to information: <https://railway200.co.uk/>]

## 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 22.
- (d) To receive and consider updates relating to broadband upgrades with Parish.

## 14. Co-option of Parish Councillors

- (a) To record the resignation of Mr. C. Wright from the position of Councillor.
- (b) To note that the formal notices advertising the vacancy have been displayed within the Parish and on the Parish Council website.  
[An election to fill the vacancy will be held if ten electors of the Parish give notice requesting such to Cheshire East Council within 14 days of the days of the notice. If no such notice is given the Parish Council is able to fill the vacancy by co-option.]
- (c) To consider the co-option of new parish councillors (2) to fill previously existing vacancies.
- (d) To consider actions to promote the recruitment of new councillors.

## 15. Matters for inclusion on next/future meeting agenda

- (a) Several carried forward from previous meetings.

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

- (a) Thursday 9<sup>th</sup> January, 2025 at 7:30p.m. at The Hub.
- (b) Thursday 13<sup>th</sup> February, 2025 at 7:30p.m. at The Hub.
- (c) Thursday 13<sup>th</sup> March, 2025 at 7:30p.m. at The Hub.
- (d) Thursday 10<sup>th</sup> 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)

*E.M.Maddock*

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

Dated 6<sup>th</sup> December, 2024

# Chelford Parish Council

## APPENDIX A

Financial Statement – 2024/25 as at 12 <sup>th</sup> December, 2024					
Actual 2023/24 £	Details	2024/25 Budget £	Actual to Nov. 24 £	Agenda Dec. 24 £	Budget Balance £
	<b>Receipts</b>				
47,498.00	Precept	50,949.00	50,949.00		0.00
0.00	Balances	3,000.00	0.00		0.00
2,971.19	Investment interest	0.00	2,267.97	661.68	0.00
0.00	Sale of assets	0.00	0.00		0.00
0.00	Grants, donations & refunds	0.00	0.00	5,196.92	0.00
1,651.75	Newsletter advertising	1,675.00	125.00	925.00	0.00
0.00	Unpresented cheque (2023/24)	0.00	1,250.00		0.00
2,698.09	VAT refund		2,009.79		2,012.27
<b>54,819.03</b>	<b>Total receipts</b>	<b>55,624.00</b>	<b>56,601.76</b>	<b>6,783.60</b>	<b>2,012.27</b>
	<b>Payments</b>				
13,797.21	Salary (Clerk)	15,994.00	9,815.52	1,632.39	4,546.09
689.07	National Insurance (Employer)	530.00	544.56	124.02	-138.58
3,049.16	Pension contributions (Employer)	3,254.00	2,169.20	360.76	724.04
815.26	Allowances (Clerk)	930.00	519.20	62.44	348.36
139.19	Administration	300.00	0.00	99.16	200.84
0.00	Chairman/Member allowances	0.00	0.00		0.00
435.00	Audit fees (internal & external)	565.00	579.00		-14.00
629.44	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	70.00		300.00
200.00	Grants	3,000.00	710.00		2,290.00
1,539.15	Newsletter	1,467.00	961.59	320.53	184.88
98.14	Street lighting	330.00	103.29		226.71
64.98	Website	126.00	64.00	5.00	57.00
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	601.72		93.28
347.50	Room hire	420.00	330.00	25.00	65.00
270.00	Training	550.00	125.00		425.00
4,348.42	Chelford Activity Park maintenance	7,175.00	6,167.82	1,368.14	-360.96
2,619.50	Chelford Village maintenance	6,100.00	2,697.50		3,402.50
2,015.06	Assets – purchase	5,000.00	0.00		5,000.00
815.00	Assets – maintenance	3,825.00	150.00	64.90	3,610.10
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		1,704.83	307.44	
<b>37,076.62</b>	<b>Total payments</b>	<b>55,624.00</b>	<b>27,606.23</b>	<b>4,369.78</b>	<b>25,660.26</b>

Cash/Bank reconciliation	01/04/24	14/11/24	12/12/24	31/03/25
Balance B/Fwd	119,404.95	119,404.95	148,400.48	150,814.30
Add total receipts	55,624.00	56,601.76	6,783.60	2,012.27
Less total payments	55,624.00	27,606.23	4,369.78	25,660.26
Balance C/Fwd	119,404.95	148,400.48	150,814.30	127,166.31
<b>Cumulative balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/24</b>	<b>14/11/24</b>	<b>12/12/24</b>	<b>31/03/25</b>
General funds	46,822.19	78,212.16	80,625.98	56,977.99
Earmarked reserves	72,582.76	70,188.32	70,188.32	70,188.32
	119,404.95	148,400.48	150,814.30	127,166.31

# Chelford Parish Council

## Cash/Bank Reconciliation as at 12<sup>th</sup> December, 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
	<u>119,404.95</u>
Plus receipts	63,385.36
Less payments	31,976.01
Balance carried forward 12/12/24:	<u><u>150,814.30</u></u>

### Bank (NatWest)

<b>Business Reserve Account</b>	24,427.66		04/12/24
Add receipts/transfer since above statement			
	<u>0.00</u>	0.00	
Less unrepresented cheques			
	<u>0.00</u>	<u>0.00</u>	
		24,427.66	12/12/24
<b>Current Account</b>	16,597.37		05/12/24
Add receipts/transfer since above statement			
	<u>0.00</u>	0.00	
Less unrepresented cheques			
Approved	-95.00		
For approval	-4,369.78		
Less payments already issued	<u>1,710.22</u>		
		<u>-2,754.56</u>	
		13,842.81	12/12/24
<b>Liquidity Manager Account</b>	30,943.60		29/11/24
Add receipts/transfer since above statement			
	<u>0.00</u>	0.00	
Less unrepresented cheques			
	<u>0.00</u>	<u>0.00</u>	
		30,943.60	12/12/24
<b>Skipton Building Society</b>			
<b>Community Saver Account</b>	81,600.23		01/04/24
Add receipts/transfer since above statement			
	<u>0.00</u>	0.00	
Less unrepresented cheques			
	<u>0.00</u>	<u>0.00</u>	
		81,600.23	12/12/24
Total bank balances 12/12/24		<u><u>150,814.30</u></u>	

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## APPENDIX B

### Receipts

Zurich Municipal	£5,196.92	Insurance claim
NatWest Bank plc	£80.65	Gross interest – October, 2024 (LM)
NatWest Bank plc	£25.68	Gross interest – October, 2024 (BR)
Skipton Building Society	£232.17	Gross interest – October, 2024
Trader A	£25.00	Trades Directory Fee 2024/25
Trader B	£25.00	Trades Directory Fee 2024/25
Trader C	£25.00	Trades Directory Fee 2024/25
Trader D	£25.00	Trades Directory Fee 2024/25
Trader E	£25.00	Trades Directory Fee 2024/25
Trader F	£25.00	Trades Directory Fee 2024/25
Patron A	£100.00	Newsletter Advertising Fee 2024/25
Trader G	£25.00	Trades Directory Fee 2024/25
Trader H	£25.00	Trades Directory Fee 2024/25
Trader I	£25.00	Trades Directory Fee 2024/25
Trader J	£25.00	Trades Directory Fee 2024/25
Patron B	£100.00	Newsletter Advertising Fee 2024/25
NatWest Bank plc	£72.60	Gross interest – November, 2024 (LM)
NatWest Bank plc	£25.90	Gross interest – November, 2024 (BR)
Skipton Building Society	£224.68	Gross interest – November, 2024
Trader K	£25.00	Trades Directory Fee 2024/25
Patron C	£100.00	Newsletter Advertising Fee 2024/25
Trader L	£25.00	Trades Directory Fee 2024/25
Patron D	£100.00	Newsletter Advertising Fee 2024/25
Trader M	£25.00	Trades Directory Fee 2024/25
Patron E	£100.00	Newsletter Advertising Fee 2024/25
Patron F	£100.00	Newsletter Advertising Fee 2024/25

## APPENDIX C

### Payments for approval

Cheque No 001638	Proludic	£1,581.77	Cableway inspection and repair
Cheque No 001639	Cheshire East Council	£122.45	Newsletter printing: Oct. 2024
Direct Debit	1&1 IONOS	£6.00	Web hosting: Nov.-Dec. 2024
Cheque No 001640	E. M. Maddock	£1,564.14	Salary and allowances: Dec. 2024 and backpay (Apr.-Nov 2024)
Cheque No 001641	H.M. Revenue & Customs	£283.92	PAYE payments
Cheque No 001642	Northwich Town Council	£60.00	Grounds maintenance: Nov. 2024
Cheque No 001643	Cheshire East Council	£25.00	Room hire (16/05/24)
Cheque No 001643	Cheshire East Council	£198.08	Newsletter printing: Nov. 2024
Cheque No 010644	JRB Enterprise Ltd.	£77.88	Dog poo dispenser bags
Standing Order	Cheshire Pension Fund	£450.54	Pension contributions: Dec. 2024

# Chelford Parish Council

## APPENDIX D

### CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2024/25

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.	M	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.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2025.
	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 2025.
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 2025.
	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 2025.



# 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 2025.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2025.</p>

# Chelford Parish Council

## APPENDIX E

### Revised budget 2024/25 and draft budget 2025/26

		Projected 24/25 & Budget 2025/26	Variations 24/25	Balance as at 12/12/24
<b>Clerk's Salary</b>				
2024/25	Salary (Jan 25 - Mar 25)	3,816	730	
		3,816	730	4,546
<b>2025/26</b>				
	Basic salary	15,678		
	Contingency for Performance & Pay Review	395		
	Contingency for NJC Salary Award	858		
		<b>16,931</b>		
<b>National Insurance (Employer)</b>				
2024/25	3 months (Jan 25 - Mar 25)	223	-361	
		223	-361	-138
<b>2025/26</b>				
	Based on basic salary	1,655		
		<b>1,655</b>		
<b>Pension Provision (Employer)</b>				
2024/25	Based on basic salary	843	-119	
		843	-119	724
<b>2025/26</b>				
	Based on basic salary	3,462		
		<b>3,462</b>		
<b>Allowances (Clerk)</b>				
2024/25	Use of home as Office	78	0	
	Use of computer equipment	13	0	
	Travelling	197	0	
	Broadband & Telephone Service	60	0	
		348	0	348
<b>2025/26</b>				
	Use of home as Office	384		
	Use of computer equipment	52		
	Travelling	324		
	Broadband & Telephone Service	240		
		<b>1,000</b>		
<b>Chairman/Member Allowances</b>				
2024/25	Chairman's Allowance	0	0	
	Other Member Allowances - Jan 25 - Mar 25	0	0	
		0	0	0
<b>2025/26</b>				
	Chairman's Allowance	0		
	Other Member Allowances	0		
		<b>0</b>		
<b>Administration</b>				
2024/25	Stationery & General Office Supplies	70	0	
	Postages	70	0	
	Computer Consumables	0	-25	
	Contingency	85	0	
		225	-25	200
<b>2025/26</b>				
	Stationery & General Office Supplies	95		
	Postages	70		
	Computer Consumables	100		
	Contingency	85		
		<b>350</b>		

# Chelford Parish Council

		Projected 24/25 & Budget 2025/26	Variations 24/25	Balance as at 12/12/24
<b>Audit Fees</b>				
2024/25	External Audit Fees 2023/24	0	0	
	Internal Audit Fees 2023/24	0	-14	
		0	-14	-14
<b>2025/26</b>				
	External Audit Fees 2024/25	315		
	Internal Audit Fees 2024/25	275		
		<b>590</b>		
<b>Insurance</b>				
2024/25	Premium 2025/26	1,000	0	1,000
<b>2025/26</b>				
	Premium 2026/27	<b>1,000</b>		
<b>Section 137 Donations</b>				
2024/25	RBL Poppy Appeal	0	0	
	Contingency	300	0	
		300	0	300
<b>2025/26</b>				
	RBL Poppy Appeal	70		
	Contingency	300		
		<b>370</b>		
<b>Grants</b>				
2024/25	Grant provision	2,290	0	
		2,290	0	2,290
<b>2025/26</b>				
	Grant provision	3,000		
		<b>3,000</b>		
<b>Parish Council Newsletters</b>				
2024/25	Printing costs			
	900 x Newsletters (10 issues per year)	245	-51	
	900 x Trades Directory (4 issues per year)	76	-9	
	900 x Useful Information (1 issue per year)	0	-76	
		321	-136	185
<b>2025/26</b>				
	Printing costs			
	900 x Newsletters (10 issues per year)	1,275		
	900 x Newsletters (4 issues per year)	322		
	900 x Useful Information (1 issue per year)	81		
		<b>1,678</b>		
<b>Street Lighting</b>				
2024/25	Electricity charges	75	-28	
	Provision for increase in electricity charges	30	0	
	Repairs	150	0	
		255	-28	227
<b>2025/26</b>				
	Annual Electric	150		
	Provision for increase in electricity charges	30		
	Repairs	200		
		<b>380</b>		
<b>Website</b>				
2024/25	Chelford Parish Council domain	0	0	
	Chelford Parish Council website hosting	20	-1	
	Councillor/Clerk email accounts	14	0	
	Contingency	0	24	
		34	23	57
<b>2025/26</b>				
	Chelford Parish Council domain	20		
	Chelford Parish Council website hosting	60		
	Councillor/Clerk email accounts	42		
	Contingency	24		
		<b>146</b>		

# Chelford Parish Council

		Projected 24/25 & <b>Budget 2025/26</b>	Variances 24/25	Balance as at 12/12/24
<b>Professional Services</b>				
2024/25	Provision of professional advice/services	1,800	0	
	Society of Local Council Clerks - Membership	0	50	
		<b>1,800</b>	<b>50</b>	<b>1,850</b>
<b>2025/26</b>				
	Provision of professional advice/services	1,800		
	Society of Local Council Clerks - Membership	355		
		<b>2,155</b>		
<b>Advertising</b>				
2024/25	None	0	100	100
<b>2025/26</b>				
	Provision	<b>100</b>		
<b>Subscriptions/Affiliation Fees</b>				
2024/25	Data Protection Registration	40	0	
	ChALC	0	8	
	Cheshire Community Action	0	0	
	CPRE	0	0	
	Open Spaces Society	0	45	
		<b>40</b>	<b>53</b>	<b>93</b>
<b>2025/26</b>				
	Data Protection Registration	55		
	ChALC	505		
	Cheshire Community Action	50		
	CPRE	60		
		<b>670</b>		
<b>Training</b>				
2024/25	Training Provision – Members	350	0	
	Clerk	75	0	
		<b>425</b>	<b>0</b>	<b>425</b>
<b>2025/26</b>				
	Training Provision - Members	350		
	Clerk	200		
		<b>550</b>		
<b>Room Hire</b>				
2024/25	Ordinary Parish Council Meetings	0	0	
	Annual Parish Meeting	0	5	
	Extra Ordinary Parish Council Meetings	30	0	
	Contingency	0	30	
		<b>30</b>	<b>35</b>	<b>65</b>
<b>2025/26</b>				
	Ordinary Parish Council Meetings	330		
	Annual Parish Meeting	30		
	Extra Ordinary Parish Council Meetings	60		
		<b>420</b>		

# Chelford Parish Council

		Projected 24/25 & Budget 2025/26	Variances 24/25	Balance as at 12/12/24
<b>Chelford Activity Park - Maintenance</b>				
2024/25	Grass Cutting, Site Maintenance, Litter Bin emptying	575	-399	
	Hedge Cutting	0	-1,410	
	RoSPA Inspection	0	-9	
	Cableway Inspection	0	-1,318	
	Tree Safety Inspection	500	0	
	Maintenance - Trees	0	-250	
	Maintenance - Sports/Recreation facilities	1,500	0	
	Contingency	450	0	
		<b>3,025</b>	<b>-3,386</b>	<b>-361</b>
<b>2025/26</b>				
	Grass Cutting, Site Maintenance, Litter Bin emptying	3,800		
	Hedge Cutting	300		
	RoSPA Inspection	270		
	Cableway Inspection	1,100		
	Tree Safety Inspection	1,000		
	Maintenance - Trees	1,000		
	Maintenance - Sports/Recreation facilities	1,500		
	Contingency	450		
		<b>9,420</b>		
<b>Chelford Village - Maintenance</b>				
2024/25	Floral displays	0	320	
	Planter Watering	263	250	
	Defibrillators	500	70	
	Parish Improvement Maintenance	2,000	0	
		<b>2,763</b>	<b>640</b>	<b>3,403</b>
<b>2025/26</b>				
	Floral displays	1,360		
	Planter Watering	2,015		
	Defibrillators	600		
	Dog Poo Bag Dispenser Bags	60		
	Parish Improvement Maintenance	2,000		
		<b>6,035</b>		
<b>Asset Maintenance</b>				
2024/25	Notice Boards	100	50	
	Bus Shelter	150	850	
	Telephone Kiosks	1,000	0	
	Benches	300	0	
	Planters	0	100	
	Height Barrier	0	600	
	Speed Indicator Devices	0	250	
	Speed Watch Equipment	0	50	
	Dog Poo Bag Dispenser Bags	0	-40	
	Contingency	200	0	
		<b>1,750</b>	<b>1,860</b>	<b>3,610</b>



# Chelford Parish Council

## Analysis of funds

01/04/24	Balance brought forward	119,404.95	
	Plus receipts (actual)	63,385.36	
	Less payments (actual)	-31,976.01	
	Plus receipts (projected)	3,012.27	
	Less payments (projected)	<u>-37,367.00</u>	
			116,459.57
	Less Earmarked Reserves:		
	Democratic Services Fund	-5,000.00	
	Mere Court Improvements (G)	-345.52	
	MUGA Maintenance (PPT) (G)	-1,000.00	
	Neighbourhood Plan (PC)	-1,222.95	
	Tree Maintenance Fund	-3,000.00	
	Chelford Activity Park Refurbishment	-10,000.00	
	Chelford Activity Park Boundary	-5,000.00	
	Asset Refurbishment Fund	-8,000.00	
	Telephone Kiosk (Insurance)	-2,745.00	
	Highway safety projects	-10,000.00	
	Community Project Fund (Comp)	<u>-18,132.57</u>	
			-64,446.04
31/03/25	General funds carried forward		<u><u>52,013.53</u></u>

### Tax Base 2025/26 (Band D) and Precept impact on Property Bands

2024/25				2025/26			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		40.45	A	6/9		43.13
B	7/9		47.19	B	7/9		50.32
C	8/9		53.94	C	8/9		57.51
D	9/9	839.66	60.68	D	9/9	828.26	64.70
E	11/9		74.16	E	11/9		79.08
F	13/9		87.65	F	13/9		93.45
G	15/9		101.13	G	15/9		107.83
H	18/9		121.36	H	18/9		129.40
	Precept	£50,949			Precept	£53,587	

# Chelford Parish Council

## APPENDIX F

### Review and updates relating to projects identified by Parish Council

#### Pre-2023/24 (brought forward):

1. Ensure walking provision is considered when strategic plans for Green Spaces are developed.  
UPDATE: Formal pathway included in refurbishment of Mere Court Park (2020). Formal pathway included within Chelford Activity Park refurbishment plan.  
ACTION: Continue to pursue the development of a pathway at Chelford Activity Park as part of phase 2 refurbishment work.
2. Consider inclusion of fitness trail when preparing plans for the refurbishment of Chelford Activity Park.  
UPDATE: Fitness trail included in refurbishment plan for Chelford Activity Park.  
ACTION: Continue to pursue the development of a fitness trail at Chelford Activity Park as part of phase 2 refurbishment work.
3. Consider provision of additional benches within Green Spaces.  
UPDATE: Picnic benches to be installed at Mere Court Park (date unknown). New benches included within Chelford Activity Park refurbishment plan. Additional benches (4) installed in residential estate.  
ACTION: Monitor progress to install picnic benches at Mere Court Park.  
Continue to pursue the inclusion of seating provision at Chelford Activity Park as part of phase 2 refurbishment work.
4. Repair and refurbish brick bus passenger shelter at Knutsford Road  
UPDATE: Initial maintenance work ordered and due for completion in near future.  
ACTION: Monitor completion of initial maintenance work. Undertake detailed survey to identify any repairs required to the shelter and consider options to improve the appearance and amenity of the shelter.
5. Renovate and re-purpose red telephone kiosk at Chelford Roundabout.  
UPDATE: Quotations being sought for renovation work.  
ACTION: Consider costs of renovation work and possible future uses for the kiosk.
6. Replace and re-purpose red telephone kiosk at Knutsford Road.  
UPDATE: Replacement kiosk being sourced together with quotations and permissions for installation.  
ACTION: Consider costs of kiosk replacement and possible future uses for the kiosk.

#### 2023/24:

1. Review of floral displays (content)  
UPDATE: Floral displays contract reviewed 2024.  
ACTION: Review contract in readiness for next routine renewal.
2. Review of floral displays (provision of additional displays)  
UPDATE: Initial suggestions for locations discussed.  
ACTION: Consideration to be given to viability and sustainability of possible additional floral display locations.
3. Identification and review of problematic areas for dog poo  
UPDATE: Dog poo bag dispensers installed at four locations.  
ACTION: Undertake period of monitoring to identify usage and impact.



# Chelford Parish Council

4. Support The Hub in carrying out work to make the venue more useable for whole community  
UPDATE: [Note: The Hub is not within the management of the Parish Council.]  
Funding opportunities for energy efficiency projects and digital connectivity projects brought to the attention of The Hub. Grant of £710 provided for replacement shed.  
ACTION: Continue to forward relevant funding opportunities to The Hub and to respond to requests for support as required.
5. Support Friends of Chelford Station Group to recruit more volunteers to help maintain the green space around the station  
UPDATE: Friends of Chelford Station Group invited to submit articles to the newsletter to encourage residents to join the group. Parish Council has supported work by providing floral displays for the southbound platform and annual hedge cutting services.  
ACTION: Continue to provide floral displays and hedge cutting support.
6. Consider holding an event to address vegetation overhanging footways and encourage a sense of collective community responsibility  
UPDATE: Article included within the newsletter reminding residents to ensure their boundary hedges and other vegetation are not obstructing the footways.  
ACTION: Consider the viability of the suggested event if still required.
7. Consider supporting the 20s Plenty campaign  
UPDATE: 20s Plenty campaign continue to lobby nationally for reduced speed limits. Parish Councils are invited to consider whether there is local support for a scheme in their local area.  
ACTION: Consider inviting a representative of the campaign to speak to the Parish Council and/or a public meeting.
8. Consider options for reviewing accessibility of public rights of way within Parish  
UPDATE: [Note: Public Rights of Way are the shared responsibility of landowners and Cheshire East Council (as the Highway Authority).] Chelford FP1 included within the annual strimming schedule (770m). Chelford FP5 included within the annual strimming schedule (370m).  
ACTION: Report public rights of way issues to Cheshire East Council when received. Public rights of way information to be added to the Parish Council website.
9. Consider holding litter picking events throughout the year  
UPDATE: Previously planned event abandoned due to leader of initiative resigning. Small, informal litter picking activities carried out by volunteers.  
ACTION: Review whether there are significant litter issues requiring addressing.
10. Raise awareness of Neighbourhood Watch schemes  
UPDATE: Information relating to Neighbourhood Watch included within newsletter. Four localised Neighbourhood Watch groups listed within the scheme (Dixon Drive, Knutsford Road, Broomfield Close, Burnt Acre).  
ACTION: Consider including reminder information in future newsletter.
11. Explore ways to engage with residents  
UPDATE: Parish Council newsletter article endeavours, where appropriate, to include details of consultations on issues which may affect or be of interest to residents. Consultations, invitations to meetings and other information published on the Parish Council website and Facebook page. Residents are invited to attend Parish Council meetings. A new notice board at Dixon Drive provides a further information point within the community. List of Parish Councillors is displayed on notice boards.  
ACTION: Review delivery style and content of the Annual Parish Meeting to provide greater interaction and encourage attendance. Extend engagement opportunities on Parish Council website to seek local views.

# Chelford Parish Council

12. Consider entering Britain in Bloom competition  
UPDATE: Information relating to competition discussed by Parish Council.  
Consideration given to the non-competitive scheme 'It's Your Neighbourhood'. Article in the newsletter invited residents to express interest in participating in the scheme – only one expression of interest received.  
ACTION: To consider viability of pursuing the suggestion.
13. Consider creating a welcome pack for new residents with lists of local trades, latest newsletter and perhaps vouchers from local businesses to encourage people to support local shops  
UPDATE: Discussed by Parish Council, however, it was considered that the regular newsletter may supersede the 'welcome pack'. Challenges identified regarding effective administration of such a scheme given the increasing number of properties within the Parish and the lack of a comprehensive method to minimise 'missing' new residents.  
ACTION: No further action at this time.
14. Management of unmown areas at Mere Court Park  
UPDATE: Cheshire East Council advise that the area acts as a buffer between the open space and neighbouring properties. The area is cut back every few years to prevent it encroaching into the open space. There will be no nettle or bramble control other than strimming back to keep them from the edge of the footpath.  
ACTION: Monitor and report issues as they arise.
15. New notice board at Dixon Drive (near to Galloway Grange)  
UPDATE: Notice board has been ordered and is due to be installed imminently.  
ACTION: Confirm installation of notice board.

## APPENDIX G

### Updates relating to reported highway matters

1. Damaged chevron sign at Chelford Roundabout  
UPDATE: Update from Cheshire East Council: Latest communication regarding the damaged chevron at Chelford Roundabout has been logged as a formal complaint. The Stage 1 complaint has been passed to the Highways team to look into.  
(Response expected by 17/12/24)
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. Request for low level lighting at Dixon Drive  
UPDATE: Awaiting response.
5. 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.
6. 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.
7. Damaged bollard at Peover Lane (near junction with roundabout)  
UPDATE: A job has been raised and scheduled to be carried out by Cheshire East Highways.

# Chelford Parish Council

## APPENDIX H

### 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. Continue to lobby for improved lighting at the crossing to increase the visibility of pedestrians.
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. Continue to lobby for action in order to reduce the number of 'near-miss' incidents at the junction and reduce the impact on traffic flow along Knutsford Road and Oak Road.

#### 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 now resumed. 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 continue. 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. Access to footway much improved following removal of debris and overgrown vegetation.  
ACTION: No further action at this time.
5. Siding out of footways along Knutsford Road  
UPDATE: Issue logged with Cheshire East Council for attention. Siding out work completed along Knutsford Road from junction with Station Road to Chelford Parish Hall by Chelford Edging Group.  
ACTION: Awaiting update from Borough Councillor Harrison regarding remainder of footway.
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

# Chelford Parish Council

the Cheshire East Council parking services team.

ACTION: No further action at this time.

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. Councillor B. Brindley to raise issue during meeting with representative from David Wilson Homes.
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 defects occur.
10. Installation of village gateways  
UPDATE: Cheshire East Council plans to refresh the slow markings through the village, install some dragon's teeth lining at the start of the speed limit change into the village and also install a 30mph roundel at the speed limit change, however, the proposed gateway signs do not fall within the scope of items for which Ward Member budgets can be spent. These, therefore, are not being completed as part of the above work.  
ACTION: Awaiting start date for the lining work.
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 and for signage to alert motorists for need for access for emergency vehicles.
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.

# Chelford Parish Council

## APPENDIX I

### Crewe to Manchester Community Rail Partnership meeting (14/11/24)

- The 'View Through a Train Window' art project on the Edgeley Approach to Stockport Station has been installed. This is also being supported by a booklet.
- The Learn Live: Rail Safe Friendly programme has been active since April, 2024. Many schools in the Northern area have been involved in the scheme.
- Two replacement engines have been purchased for the educational train set. The Community Rail Partnership will be looking at how to use the train set to engage with schools and groups.
- Friends of Station Groups are able to access funding from the Community Rail Partnership to support improvements, projects and activities.
- Judging for the Cheshire Best Kept Station awards has been completed and the awards ceremony is due to take place in early 2025.
- Chelford Station has been identified within the 'Activity Plan' as requiring new notice boards to display up to date local and lone information for the benefit of rail users, station visitors and the local area. [Update requested on progress to complete]
- Community Rail Partnership keen to promote railway stations as gateways to new places and new experiences. Efforts are being made to promote leisure journeys and to work with marketing teams from train operators to align campaigns.
- Arlo's Adventure books are being distributed to primary schools to raise awareness of rail safety. [Order placed for books for Chelford Primary School]
- Funding is likely to be available to support special events to commemorate Railway 200 in 2025.
- The Crewe to Manchester and South East Manchester Community Rail Partnership have received accreditation from the Department for Transport. This is formal recognition from the Department for Transport that a community rail partnership operates to a high standard and that its objectives and activities are supported by Government.

## APPENDIX J

### Cheshire East Council Town and Parish Council Online Network Meeting (19/11/24)

- Cheshire East Council: Finances
  - Financial statements suggest that there will be a £20m overspend during current financial year.
  - Significant funding shortfalls also expected in future financial years.
  - Efforts being made to seek additional savings, income and efficiencies.
- Cheshire East Council: Target Operating Model
  - A model is being developed setting out what Cheshire East Council does and how delivery is organised.
  - Cheshire East Council's aspirations are to (i) collaborate and enable success; (ii) innovate with evidence based decisions; and (iii) uphold professionalism and build trust.
  - It is planned that the Target Operating Model will be implemented in 2025.
- Town & Parish Council elections
  - Charges will be applied for the administration of all future 'all-out' elections.

# Chelford Parish Council

- The last 'all-out' elections cost approximately £1.1m to administer – this covered the cost of electing 82 Cheshire East Councillors and over 1,000 town and parish councillors.
- Charges will be applied whether or not the election for the parish is contested.
- No details are available yet as to the likely charges to be applied.
- Joint Strategic Needs Assessment
  - Work is ongoing to review health and wellbeing across Cheshire East so that gaps in support services can be identified and better decision making meet the needs of residents.
  - Health outcomes are influenced by many factors: 30% health behaviours; 40% socioeconomic factors; 20% clinical care and 10% built environment.
  - Detailed information available on the Cheshire East Council website.