

CHELFORD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held

Thursday 8th May, 2025 at 8:20p.m.

at Chelford Primary School, Oak Road, Chelford.

Present Councillors C. Montaldo (Chairman), B. Brindley, J. Fielding, C. Howlett,
T. McCrum, S. Mort, M. Shepherd.
Members of the public (2).
Dr. E. M. Maddock – Clerk & Responsible Financial Officer.

1. **Election of Chairman:** The retiring Chairman invited nominations for the position of Chairman for the 2025/26 civic year. One nomination was received in respect of Councillor C. Montaldo.

151/25 RESOLVED (a) That Councillor C. Montaldo be elected as Chairman to Chelford Parish Council for the 2025/26 civic year.
(b) That the Chairman's Declaration of Acceptance of Office be received. (All in favour)

2. **Election of Vice Chairman:** The Chairman invited nominations for the position of Vice Chairman for the 2025/26 civic year. One nomination was received in respect of Councillor D. Wilson.

152/25 RESOLVED (b) That Councillor D. Wilson be elected as Vice Chairman to Chelford Parish Council for the 2025/26 civic year. (All in favour)

3. **Apologies for absence**
Councillor D. Wilson – Personal reason.
Councillor S. Wilson – Personal reason.
Cheshire East Ward Member: Cllr. A. Harrison.

153/25 RESOLVED (a) To receive and approve the apologies for absence. (All in favour)

4. **Declarations of interest:**

(a) **Agenda items:** Item 10(b)(iii) [App. 25/1400/FUL] – Councillor J. Fielding (leaseholder of site), Councillor C. Montaldo (member of Chelford Social Committee).

154/25 RESOLVED (a) To receive and note the declarations of interest. (All in favour)

(b) **Registration of Interests forms:** Members were reminded to review their forms and advise the Clerk if any updates were required.

155/25 RESOLVED (a) To receive and note the update. (All in favour)

5. **Public forum for questions**

(a) **Questions from residents:** A resident reported that efforts were continuing to secure improved broadband for the Dixon Drive area of Chelford. A door to door campaign had been successful and sufficient support had been registered to enable progress to be made. Lobbying is now taking place to secure funding through the Gigabit Broadband Voucher Scheme and to press for a new contractor to be appointed as soon as possible. It is hoped that the scheme can be delivered using existing underground conduits rather than requiring the installation of telegraph poles.

156/25 RESOLVED (a) To receive and note the update.

(b) To thank the team for their efforts to progress this project. (All in favour)

8:30p.m. – One resident excused themselves from the meeting and left.

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- (b) **Issues raised via social media:** It was reported that comments had been made regarding the 'Save Chelford Church' banners which are still located at various points in the Parish. It was also noted that the covers to the power supplies on Chelford roundabout appear to have been removed. Comments had also been made regarding dog fouling which had not been picked up and was detracting from the appearance of the Parish.

157/25 RESOLVED (a) To note the issues raised via social media.

(b) That the Clerk include a reminder to residents to pick up after their dogs in the next newsletter. (All in favour)

6. Cheshire East Ward Member Cllr. A. Harrison: report on matters of interest:

Borough Councillor A. Harrison was not present at the meeting to report.

158/25 RESOLVED (a) To note Borough Councillor A. Harrison was not present at the meeting to report. (All in favour)

7. Minutes

- (a) The Minutes of the Parish Council Meeting held 10th April, 2025 had been previously circulated to all Members.

159/25 RESOLVED (a) That the Minutes of the Parish Council Meeting held 10th April, 2025 be approved as a correct record and signed by the Chairman. (All in favour)

8. Finance

- (a) **Financial Statement 2025/26 as at 8th May, 2025:** Members considered the financial statement 2025/26 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.

160/25 RESOLVED (a) That the financial statement as at 8th May, 2025 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)

(d) Internal Audit 2024/25

- i. **Internal Audit Report:** The Internal Audit Report contained within the Annual Governance and Accountability Return 2024/25 had been previously circulated to all Members.

161/25 RESOLVED (a) That the Internal Audit Report contained within the Annual Governance and Accountability Return be received and duly noted. (All in favour)

- ii. **Internal Audit Action Plan:** Members considered the Internal Audit Action Plan which noted the following issue: "General reserves have increased significantly over the prior year to £61,951 and at the year-end were in excess of 100% of the precept level. Sector guidance is that councils should aim for a general reserve level of between 25% and 100% of the precept or net operating expenditure. Audit recommendation: The council should review the level of general reserves during the budget setting process with reference to sector guidance".

162/25 RESOLVED (a) That the following response be recorded in respect of the Internal Audit Action Plan: The above issue is received and duly noted. Reserves were reviewed during the 2024/25 budget setting process. Further reviews of general and earmarked reserves will

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take place during the budget setting process in November/December 2025.

(b) That an additional, detailed review of reserves be carried out prior to the budget setting process. (All in favour)

- iii. **Internal Audit Query:** Members noted a query which had been raised by the Internal Auditor regarding the inclusion of material within the newsletter which can be considered to advertise commercial organisations. Members reviewed advice received from the National Association of Local Councils and the Society of Local Council Clerks.

163/25 RESOLVED (a) That the management of the newsletter be transferred to the Chelford Social Committee to enable the publication to continue in its current format.

(b) That resources held by the Parish Council relating to the newsletter be transferred to the Chelford Social Committee at the next meeting. (All in favour)

(e) **Final Accounts and Audit Arrangements 2024/25**

- i. **Annual Governance Statement 2024/25 (Section 1 of the Annual Governance and Accountability Return):** Members considered the Annual Governance Statement 2024/25 and unanimously agreed that 'yes' should be recorded by items 1-8 and 'n/a' be recorded in respect of item 9 (Trust Funds).

164/25 RESOLVED (a) That the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) record a 'yes' in respect of items 1-8 and 'n/a' in respect of item 9.

(b) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 1 of the Annual Governance and Accountability Return 2024/25. (All in favour)

- ii. **Final Accounts and Supporting Notes 2024/25:** The Chairman presented the Final Accounts and Supporting Notes 2024/25 to the Council.

165/25 RESOLVED (a) That the Final Accounts and Supporting Notes for the financial year ended 31st March, 2025 (Appendix D) be duly approved and adopted. (All in favour)

- iii. **Accounting Statements 2024/25 (Section 2 of the Annual Governance and Accountability Return):** The Chairman presented the Accounting Statements 2024/25 to the Council.

166/25 RESOLVED (a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 2 of the Annual Governance and Accountability Return 2024/25. (All in favour)

- (f) **Updates to Practitioners' Guide 2025:** It was reported that a new assertion will be included within the 2025/26 Annual Governance and Accountability Return relating to digital and data compliance. It was noted that guidance relating to the use of gov.uk domains has been strengthened from 'are advised to use' to 'it is best practice to use'.

167/25 RESOLVED (a) To receive and note the update.

(b) That the required IT policy be considered at the next meeting.

(c) That the Clerk undertake reviews of matters relating to points associated with the new audit assertion and report these to future

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meetings of the Parish Council. (All in favour)

- (g) **Earmarked reserves:** It was noted that earmarked reserves were reviewed and confirmed at the meeting held 13th March, 2025.

168/25 RESOLVED (a) To receive and note the update. (All in favour)

(h) Banking arrangements

i. Authorised signatories

169/25 RESOLVED (a) That no changes to authorised signatories be made at this time. (All in favour)

ii. Direct Debit payments

170/25 RESOLVED (a) That approval be re-confirmed for current direct debit payments to npower, IONOS and the Information Commissioner's Office to continue. (All in favour)

iii. Standing Order payments

171/25 RESOLVED (a) That approval be re-confirmed for the current standing order payments to the Cheshire Pension Fund to continue. (All in favour)

(i) Quarterly bank reconciliation verifications

172/25 RESOLVED (a) That Councillor T. McCrum be authorised to undertake the quarterly bank reconciliation verifications. (All in favour)

- (j) Financial risk assessment:** The financial risk assessment 2025/26 had been previously circulated to all Members.

173/25 RESOLVED (a) That the financial risk assessment 2025/26 be approved and adopted as presented (Appendix E). (All in favour)

(k) VAT reclaim 2024/25

174/25 RESOLVED (a) That the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £4,265.44 be confirmed. (All in favour)

(l) Community Infrastructure Levy Monitoring Report

175/25 RESOLVED (a) That the actions of the Clerk & Responsible Financial Officer in submitting the Community Infrastructure Levy Monitoring Report to Cheshire East Council be confirmed. (All in favour)

- (m) s.106 funds:** It was reported that information had not yet been received from Cheshire East Council regarding the release of the s.106 'community facilities' funds.

176/25 RESOLVED (a) To receive and note the update. (All in favour)

9. Annual Review of Parish Council administrative matters

(a) Scheme of delegated authority

177/25 RESOLVED (a) That the scheme of delegated authority for implementation during periods when holding meetings would pose a risk to those attending be re-approved. (All in favour)

(b) Appointment of committees

178/25 RESOLVED (a) That no committees be appointed at this time. (All in favour)

- (c) Review of Standing Orders and Financial Regulations:** Members noted the recommended updates to standing orders and financial regulations which related to changes to procurement legislation. Members also considered the gender-neutral language update which had been applied to the model documents.

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- 179/25 RESOLVED** (a) That the recommended updates to Standing Orders, relating to procurement matters (Clause 18), be approved.
(b) That the recommended updates to Financial Regulations, relating to procurement matters (Clause 5), be approved.
(c) That the use of the terms 'Chairman' and Vice Chairman' to describe roles within the Parish Council be retained as existing. (All in favour)
(d) Service arrangements
- 180/25 RESOLVED** (a) To note that the Parish Council holds a service arrangement with Northwich Town Council for the delivery of grounds maintenance and floral displays. (All in favour)
(e) Representatives to work with external bodies
- 181/25 RESOLVED** (a) To note that no Members of the Parish Council are appointed as representatives to work with external bodies. (All in favour)
(f) General power of competence
- 182/25 RESOLVED** (a) To note that the Parish Council is not eligible to exercise the general power of competence. (All in favour)
(g) Review of assets and associated insurance
- 183/25 RESOLVED** (a) To confirm the list of assets held.
(b) To confirm the insurance cover held in respect of assets. (All in favour)
(h) Review of scope of insurance cover
- 184/25 RESOLVED** (a) To confirm that the scope of insurance cover currently held meets the needs of the Parish Council. (All in favour)
(i) Subscriptions to other bodies
- 185/25 RESOLVED** (a) To confirm that subscriptions are held to the following organisations: Cheshire Association of Local Councils, Cheshire Community Action and CPRE. (All in favour)
(j) Complaints procedure
- 186/25 RESOLVED** (a) To approve the Complaints procedure as existing. (All in favour)
(k) Grievance and disciplinary procedures
- 187/25 RESOLVED** (a) To approve the Grievance and disciplinary procedures as existing. (All in favour)
(l) Information handling policies
- 188/25 RESOLVED** (a) To approve the following policies as existing: Privacy notice (general); Privacy notice (role holders); Subject access policy; Freedom of information publication scheme; Information and data retention and disposal policy. (All in favour)
(m) Social media policy
- 189/25 RESOLVED** (a) To approve the social media policy as existing. (All in favour)
(n) Grant awarding policy
- 190/25 RESOLVED** (a) To approve the grant awarding policy as existing. (All in favour)
(o) Investment strategy and treasury management strategy
- 191/25 RESOLVED** (a) To note that the Investment strategy and treasury management strategy was reviewed at the meeting held 13th March, 2025. (All in favour)

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(p) s.137 payments 2024/25

192/25 RESOLVED (a) To record that s.137 payments, in the sum of £70.00, had been made during the 2024/25 financial year. (All in favour)

(q) Calendar of meetings 2025/26

193/25 RESOLVED (a) That meetings of Chelford Parish Council be held on the following dates: 12th June, 2025; 10th July, 2025; 14th August, 2025; 11th September, 2025; 9th October, 2025; 13th November, 2025; 11th December, 2025; 8th January, 2026; 12th February, 2026; 12th March, 2026; 9th April, 2026, 14th May, 2026. (All in favour)

10. Planning Matters

(a) **Recent planning decisions:** Members noted new planning decisions that had been issued by Cheshire East Council in respect of development within the Parish since the last meeting. (Appendix E)

194/25 RESOLVED (a) To note the new planning decisions. (All in favour)

(b) **Planning applications for consideration:**

- i. 25/1269/TPO: 1 Mere Court, Chelford. SK11 9EB
Removal of TPO Yew tree (T3) to increase light levels and improve health of surrounding trees and plant life.

195/25 RESOLVED (a) That the following comments be submitted to Cheshire East Council in respect of application 25/1269/TPO:
Chelford Parish Council objects to the proposed removal of the tree. It is considered that efforts should be made to trim the tree, if required, rather than remove an established, protected tree which, according to the application, is not diseased or causing damage to 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. 25/1301/NMA: 106 Dixon Drive, Chelford. SK11 9BX
Non-material amendment to approval 24/4924/HOUS.

196/25 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 25/1301/NMA. (All in favour)

iii. **Any planning applications received since the last meeting:**

- 25/1400/FUL: 25 Astle Court, Dixon Drive, Chelford. SK11 9BU
New disabled ramp access to new enlarged door entrance and side pane and adjustment to existing canopy.

197/25 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 25/1400/FUL. (All in favour)

- 25/1432/FUL: Willow Glade, Peover Lane, Chelford. SK11 9AJ
Single dwelling to replace existing outbuilding.

198/25 RESOLVED (a) That the following comments be submitted to Cheshire East Council in respect of application 25/1432/FUL:
1. Chelford Parish Council notes that the application, according to the proposed site plan, seeks to create a new highway access onto Peover Lane from the proposed new dwelling. This appears to resemble the access included within a previous application (22/3348M) which was refused.

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In contrast, however, that the Design and Access Statement accompanying the current application (25/1432M) states,

"Access.

Vehicular and pedestrian access will use the existing entrance of Willow Glade, with a resin-bound gravel access road leading to the new dwelling."

It is requested that the Planning Officer clarifies the intention regarding access to the proposed new dwelling to ensure that appropriate safety assessments can be carried out.

2. Based on the information contained within the application it is unclear whether the concerns raised by Cheshire East Council Strategic Transport to the previous application (22/3348M) to create a new access have been addressed. It is requested that the Planning Officer seeks appropriate advice from the relevant highways officers regarding these concerns.

3. Chelford Parish Council reiterates concerns regarding highway safety, particularly for passing pedestrians, given the content of the Design and Access Statement which states,

"Landscape.

The existing natural screening, provided by mature trees and hedging along the road, will be preserved to maintain the site's seclusion."

Again, it is requested that the Planning Officer clarifies the intention regarding access to the proposed new dwelling to ensure that appropriate safety assessments can be carried out. The existing mature hedgerow abuts the highway, therefore the proposed new access is considered to pose a safety hazard to both highway users and those egressing from the proposed property.

4. Chelford Parish Council request that, should planning permission for this application be granted, conditions 12 and 13 of the previously approved scheme (application 24/2010M) be applied to this proposal.

12. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) (or any order revoking or re-enacting that order), no development (as defined by Section 55 of the Town and Country Planning Act 1990) as may otherwise be permitted by virtue of Class(es) AA, B, and E of Part 1 Schedule 2 of the Order shall be carried out.

Reason: To ensure continued control over the extent of further building on the site noting the Green Belt location of the site and the justification for the grant of planning permission

13. Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (or any order revoking or re-enacting that order), no development (as defined by Section 55 of the Town and Country Planning Act 1990) as may otherwise be permitted by virtue of Class A, of Part 2 Schedule 2 of the Order shall be carried out.

Reason: To ensure the appearance of the site is acceptable and to protect the openness of the Green Belt, noting the justification for

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the grant of planning permission.

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

- 25/1234/FUL: Land off Knutsford Road, Knutsford Road, Chelford.
Construction of 20 dwellings and associated works.

199/25 RESOLVED (a) That consideration of application 25/1234/FUL be deferred to the next meeting. (All in favour)

- (c) **Planning appeal:** 24/4781/HOUS: 1 Yewtree Cottage, Alderley Road, Chelford. SK11 9AP – Proposed two-storey side and single storey rear extension. Alterations to existing access to widen driveway.

200/25 RESOLVED (a) That no comments be submitted in respect of the above appeal. (All in favour)

11. Chelford Activity Park

- (a) **Issues identified during routine inspections:** Councillor B. Brindley reported that the site had remained tidy over the past month. The table tennis equipment box had been damaged but a mislaid bat had been found and returned to the box. It was reported that comments had been received by Members regarding the condition of banners on the fence of the Parish Hall car park.

201/25 RESOLVED (a) To receive and note the reports.

(b) That the Clerk raise a query to Chelford Parish Hall regarding their policy for dealing with deteriorating banners. (All in favour)

- (b) **Tree inspection:** Members considered the outcome of the recent tree inspection. No significant defects were identified, however, some maintenance work was recommended in respect of some of the trees. A quotation for the recommended work, together with work to secure the necessary tree preservation order application and traffic management licences, had been provided by the tree inspector.

202/25 RESOLVED (a) To receive and note the tree inspection report.

(b) To give approval for the recommended actions identified in the tree inspection report to be carried out by Glendale Countryside Ltd. at a cost of £3,990.

(c) To record that the above approval is considered to constitute an extension of an existing contract, therefore, falls within the provisions of Financial Regulation 5.12. (All in favour)

- (c) **Annual Play Inspection:** Members considered the outcome of the recent annual safety inspection of Chelford Activity Park.

203/25 RESOLVED (a) To receive and note the annual play inspection reports.

(b) To note that the defect associated with the site gate had been resolved.

(c) To note that issues relating to the rusting of the litter bins will be resolved during the refurbishment of the Chelford Activity Park.

(d) That the Clerk make arrangements for the repair to the sign at the multi-use games area.

(e) To note that the multi-use games area and play area are subject to regular clearing of debris as part of the routine maintenance programme.

(f) To note that issues relating to the bike track surfacing are being

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reviewed as part of an ongoing review of the asset.

(g) To note that the issues relating to the table tennis table surfacing will be resolved during the refurbishment of the Chelford Activity Park.

(h) That the Clerk make arrangements for the removal of the moss from the table tennis table base.

(i) To record that the cableway has been subject to a dismantling inspection in October 2024 during which no defects were identified.

(j) To record that advice had been sought from the manufacturer in respect of the finding relating to the seat coming into contact with the support posts. The manufacturer confirmed that the cableway stopper had not been installed in accordance with their instructions and had been rectified during the dismantling inspection.

(k) To approve accepting the advice of the cableway manufacturer and take no further action in respect of this finding. (All in favour)

(d) **Refurbishment of Chelford Activity Park:** There were no updates.

204/25 RESOLVED (a) To defer the item to the next meeting.

(e) **Improvement to the bike track:** It was reported that information had been secured relating to other bike tracks referred to at previous meetings. Each of these appeared to be constructed to the specifications of either national or regional BMX tracks. These tracks were significantly longer, wider and more complex than the modest track at Chelford.

205/25 RESOLVED (a) That the Clerk continue to seek further information regarding possible improvements which could be made to the bike track. (All in favour)

(f) **Facility bookings**

206/25 RESOLVED (a) To note that the previously approved booking for 14th June, 2025 for a child's party had been cancelled.

(b) That approval be given for use of the whole Chelford Activity Park site on 10th May, 2025 for the village celebration of the 80th Anniversary of VE Day. (All in favour)

12. Assets and Parish Council projects

(a) **Parish Council projects updates:** Members considered the updates provided at Appendix F.

207/25 RESOLVED (a) To note the updates. (All in favour)

(b) **Dog poo bags:** It was reported that there had been good usage of the dog poo bag dispensers over the past three months.

208/25 RESOLVED (a) That approval be given for the Clerk to purchase further dog poo bags for the dispensers at a cost of £28.20 per case plus delivery. (All in favour)

(c) **Notice board:** It was reported that the notice board mounted at Chelford Corner Shoppe, Peover Lane had been painted.

209/25 RESOLVED (a) To receive and note the report. (All in favour)

13. Highway Matters

(a) **New highway defects:** It was reported that there is a pothole on Dixon Drive between the junction with Millbank Close and Woodland Close.

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210/25 RESOLVED (a) That the above defect be reported to Cheshire East Council for attention. (All in favour)

(b) **Ongoing highway matters:** Members considered the updates at Appendix G.

211/25 RESOLVED (a) To receive and note the updates. (All in favour)

(c) **Ongoing highway priorities:** Members considered the updates at Appendix H.

212/25 RESOLVED (a) To receive and note the updates. (All in favour)

14. 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: Lane rental scheme consultation 2025.

213/25 RESOLVED (a) That no response be submitted to the consultation. (All in favour)

ii. Cheshire Association of Local Councils: State of the Local Council Sector Survey 2025.

Members considered responses to the survey questions.

214/25 RESOLVED (a) That the Clerk be authorised to submit the response on behalf of the Parish Council. (All in favour)

iii. Cheshire Police and Crime Commissioner: Hotspot policing scheme.

215/25 RESOLVED (a) To receive and note the information. (All in favour)

iv. Cheshire Association of Local Councils: Invitation to submit motions for discussion at the Annual Meeting.

216/25 RESOLVED (a) That no motions be submitted for discussion at the Annual Meeting. (All in favour)

v. Cheshire East Council: Local List Supplementary Planning Document consultation.

217/25 RESOLVED (a) That no response be submitted to the consultation. (All in favour)

15. Reports from external meetings

(a) **Crewe to Manchester Community Rail Partnership Steering Group (10/04/25):**

It was reported that the meeting discussed many matters including that rail performance had improved recently; plans are in progress for new trains including some which can operate on batteries; new bike lockers at stations are being rolled out across the area; Cheshire Life magazine is planning a series of articles featuring local railway stations each month; railway companies are keen to support station volunteers in delivering projects at local stations; Railway 200 is being promoted across the area and the Network Rail staff volunteering programme is available to stations who would like help to deliver local projects.

218/25 RESOLVED (a) To receive and note the report. (All in favour)

(b) **Manchester Airport: Parish Council Forum (07/05/25):** It was reported that the meeting highlighted issues that are being experienced relating to drones flying near the airport. Airport City has been rebranded MIX Manchester and will be led by science and manufacturing businesses. The noise action plan is being reviewed with a view to extending the night period from 6.5 hours to 8 hours. Progress with the airspace review project is still delayed due to Leeds-Bradford Airport not having successfully completed Stage 2 of the process. The Community Trust Fund continues to support local projects.

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219/25 RESOLVED (a) To receive and note the report. (All in favour)

16. Legislative changes

(a) The Separation of Waste (England) Regulations 2025

220/25 RESOLVED (a) That no further action is required at this time as the Parish Council falls within the micro-business category which is exempt from the Regulations until 31st March, 2027.

(b) That the Regulations be reviewed at a future date to ensure that activities continue to fall outside of the scope of the Regulations. (All in favour)

(b) The Terrorism (Protection of Premises) Act 2025

221/25 RESOLVED (a) That no further action is required at this time as the Parish Council does not operate a qualifying premises or expect to hold any qualifying events. (All in favour)

17. Community Matters

(a) Chelford Ward Policing Team: It was reported that the latest police update had not identified any incidents taking place in Chelford. A surgery is planned to be held at Ollerton on 13th May, 2025.

222/25 RESOLVED (a) To receive and note the update. (All in favour)

(b) Community Speed Watch: It was reported that the Police had carried out a number of speed checks and recorded a number of vehicles travelling in excess of the speed limit.

223/25 RESOLVED (a) To receive and note the update. (All in favour)

(c) Newsletter: Newsletter edition 26 had been previously circulated to all Members.

224/25 RESOLVED (a) That the content of newsletter edition 26 be approved. (All in favour)

(d) Parish Broadband: Members noted the information provided at item 5(a).

225/25 RESOLVED (a) To receive and note the update. (All in favour)

(e) National celebrations for the 200th anniversary of the railways: Item deferred.

226/25 RESOLVED (a) To defer this item to the next meeting. (All in favour)

18. Co-option of Parish Councillor: It was reported that no expressions of interest had been received.

227/25 RESOLVED (a) To receive and note the update. (All in favour)

19. Matters for inclusion on next/future meeting agenda: None.

20. Date of next meeting: Thursday 12th June, 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.

228/25 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)

21. Matters for consideration including those transferred from above items: None.

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The meeting was declared closed by the Chairman at 10:00p.m.

Signed:..... Approval date: 12th June, 2025

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APPENDIX A

Financial Statement – 2025/26 as at 8 th May 2025					
Actual 2024/25 £	Details	2025/26 Budget £	Actual to Apr. 25 £	Agenda May. 25 £	Budget Balance £
	Receipts				
50,949.00	Precept	53,587.00	26,793.50		26,793.50
0.00	Balances	5,000.00	0.00		0.00
3,951.23	Investment interest	0.00	0.00	202.13	0.00
0.00	Sale of assets	0.00	0.00		0.00
5,196.92	Grants, donations & refunds	0.00	0.00		0.00
1,768.75	Newsletter advertising	1,625.00	0.00		0.00
1,250.00	Unpresented cheque (2023/24)	0.00	0.00		0.00
2,009.79	VAT refund	0.00	0.00		213.80
65,125.69	Total receipts	60,212.00	26,793.50	202.13	27,007.30
	Payments				
15,263.88	Salary (Clerk)	16,931.00	1,424.28	1,424.28	14,082.44
891.45	National Insurance (Employer)	1,655.00	155.72	155.72	1,343.56
3,373.29	Pension contributions (Employer)	3,462.00	306.22	306.22	2,849.56
785.41	Allowances (Clerk)	1,000.00	76.63	76.63	846.74
227.34	Administration	350.00	0.00		350.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
579.00	Audit fees (internal & external)	590.00	0.00	278.00	312.00
731.92	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	0.00		370.00
710.00	Grants	3,000.00	0.00		3,000.00
1,602.65	Newsletter	1,678.00	0.00		1,678.00
103.29	Street lighting	380.00	0.00		380.00
98.00	Website	146.00	8.50	5.00	132.50
293.00	Professional services	2,155.00	0.00		2,155.00
0.00	Advertising	100.00	0.00		100.00
636.72	Subscriptions/affiliation fees	670.00	564.66		105.34
355.00	Room hire	420.00	0.00		420.00
195.00	Training	550.00	0.00		550.00
7,685.96	Chelford Activity Park maintenance	9,420.00	449.99	540.00	8,430.01
2,697.50	Chelford Village maintenance	6,035.00	0.00		6,035.00
10,932.92	Assets – purchase	5,000.00	0.00		5,000.00
440.34	Assets – maintenance	3,800.00	0.00		3,800.00
0.00	Community Events	500.00	0.00		500.00
0.00	Contingency	1,000.00	0.00		1,000.00
4,265.44	VAT		49.20	164.60	
51,938.11	Total payments	60,212.00	3,035.20	2,950.45	54,440.15

Cash/Bank reconciliation	01/04/25	10/04/25	08/05/25	31/03/26
Balance B/Fwd	132,592.53	132,592.53	156,350.83	153,602.51
Add total receipts	60,212.00	26,793.50	202.13	27,007.30
Less total payments	60,212.00	3,035.20	2,950.45	54,440.15
Balance C/Fwd	132,592.53	156,350.83	153,602.51	126,169.66
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/25	10/04/25	08/05/25	31/03/26
General funds	61,949.57	85,707.87	82,959.55	55,526.70
Earmarked reserves	70,642.96	70,642.96	70,642.96	70,642.96
	132,592.53	156,350.83	153,602.51	126,169.66

CHELFORD PARISH COUNCIL

Cash/Bank Reconciliation as at 8th May, 2025

Cash

Balance brought forward 01/04/25	
Current Account	-419.29
Business Reserve Account	20,174.23
Liquidity Manager Account	31,237.36
Skipton Building Society	81,600.23
	<u>132,592.53</u>
Plus receipts	26,995.63
Less payments	<u>5,985.65</u>
Balance carried forward 08/05/25	<u><u>153,602.51</u></u>

Bank (NatWest)

Current Account	40,952.24		04/04/25
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unpresented cheques			
Approved (2024/25)	-13,584.03		
Approved (2025/26)	-3,029.20		
For approval	<u>-2,950.45</u>		
		<u>-19,563.68</u>	
			21,388.56 08/05/25
Business Reserve Account	19,376.36		04/04/25
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unpresented cheques			
	<u>0.00</u>		
		<u>0.00</u>	
			19,376.36 08/05/25
Liquidity Manager Account (35 day)	31,237.36		04/04/25
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unpresented cheques			
	<u>0.00</u>		
		<u>0.00</u>	
			31,237.36 08/05/25
Skipton Building Society			
Community Saver Account	81,600.23		31/03/25
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unpresented cheques			
	<u>0.00</u>		
		<u>0.00</u>	
			81,600.23 08/05/25
Total bank balances 08/05/25		<u><u>153,602.51</u></u>	

CHELFORD PARISH COUNCIL

APPENDIX B

Receipts

Skipton Building Society	£202.13	Gross interest – March, 2025
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APPENDIX C

Payments for approval

Direct Debit	1&1 IONOS	£6.00	Web hosting: Apr.-May 2025 [A]
Cheque No 001666	E. M. Maddock	£1,316.80	Salary and allowances: May 25 [B]
Cheque No 001667	H.M. Revenue & Customs	£261.49	PAYE payments [C]
Cheque No 001668	JDH Business Services Ltd.	£333.60	Internal audit fee 2024/25 [D]
Cheque No 001669	Glendale Countryside Ltd.	£360.00	Tree safety inspection [E]
Cheque No 001670	Playsafety Limited	£288.00	RoSPA inspection [E]
Standing Order	Cheshire Pension Fund	£384.56	Pension contributions: May 25 [F]

[A] Local Government Act 1972 s.142

[B] Local Government Act 1972 s.112

[C] The Income Tax (Pay As You Earn) Regulations 2003 s.67G

[D] The Accounts and Audit Regulations 2015 s.5

[E] Public Health Act 1875 s.164; Local Government Act 1972 Sch. 14 para.27

[F] Pension Act 2008 s.3

CHELFORD PARISH COUNCIL

APPENDIX D

Summary Receipts & Payments Account for the year ended 31st March, 2025

2023/24 £.	<u>Receipts</u>	2024/25 £.
47,498.00	Precept	50,949.00
2,971.19	Investment Interest	3,951.23
0.00	Sale of assets	0.00
0.00	Grants	5,196.92
1,651.75	Newsletter advertising	1,768.75
0.00	Unpresented cheque 2023/24	1,250.00
2,698.09	V.A.T. Refund	2,009.79
<u>54,819.03</u>	Total Receipts	<u>65,125.69</u>
	<u>Payments</u>	
13,797.21	Salary (Clerk)	15,263.88
689.07	National Insurance (Employer)	891.45
3,049.16	Pension Contributions (Employer)	3,373.29
815.26	Allowances (Clerk)	785.41
0.00	Member Allowances	0.00
139.19	Administration	227.34
435.00	Audit Fees (internal & external)	579.00
629.44	Insurance	731.92
70.00	Donations - Sect. 137	70.00
200.00	Grants	710.00
1,539.15	Parish Council Newsletter	1,602.65
98.14	Street Lighting (Electric & Repairs)	103.29
64.98	Website	98.00
1,986.00	Professional Services	293.00
0.00	Advertising	0.00
574.25	Subscriptions / Affiliation Fees	636.72
347.50	Room Hire	355.00
270.00	Training	195.00
4,348.42	Chelford Activity Park - Maintenance	7,685.96
2,619.50	Chelford Village - Maintenance	2,697.50
815.00	Asset Maintenance	440.34
2,015.06	Asset Purchase	10,932.92
499.88	Community Day	0.00
0.00	Neighbourhood Plan	0.00
64.62	Contingency	0.00
2,009.79	V.A.T.	4,265.44
<u>37,076.62</u>	Total Payments	<u>51,938.11</u>
101,662.54	Balance B/Fwd. 01/04/24	119,404.95
54,819.03	Add Total Receipts	65,125.69
-37,076.62	Less Total Payments	-51,938.11
<u>119,404.95</u>	Balance C/Fwd. 31/03/25	<u>132,592.53</u>
	<u>Analysis of Cumulative Funds</u>	
2,177.90	NatWest Business Reserve Account	20,174.23
5,333.82	NatWest Bank Current Account	-419.29
30,293.00	NatWest Liquidity Manager Account	31,237.36
81,600.23	Skipton Building Society	81,600.23
<u>119,404.95</u>	Total	<u>132,592.53</u>
	<u>Above Funds held for the following purposes:-</u>	
46,822.19	General Funds	61,949.57
72,582.76	Earmarked Reserves	70,642.96
0.00	Capital Reserves	0.00
<u>119,404.95</u>		<u>132,592.53</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2025 and reflects its receipts and payments during the year.

CHELFORD PARISH COUNCIL

Chelford Parish Council – Supporting Notes 2024/25

Assets

During the year the following assets were purchased at the cost shown:-

Noticeboard	£3,255.62
Dog poo bag dispensers	£952.75
Benches (4)	£6,724.55
	<u>£10,932.92</u>

During the year the following assets were disposed of for the amount shown:-

None	£0.00
	<u>£0.00</u>

At the 31st March, 2025 the following assets were held:-

Full list within assets register	
Total value:	<u>£107,417.63</u>

Leases

At the year end the following leases were in operation:- None

Borrowings

As at close of business on 31st March, 2025 the following loans to the Council were outstanding:- None

Debts

At the year end the following debts were outstanding and due to the Council.

VAT reclaim	£4,265.44
	<u>£4,265.44</u>

Capital Reserves

None

Earmarked Reserves

Democratic Services Fund	£5,000.00
Mere Court Improvements	£345.52
MUGA Maintenance (Parish Plan Grant)	£1,000.00
Neighbourhood Plan (PC funds)	£1,222.95
Tree maintenance work	£3,000.00
Chelford Activity Park - Refurbishment	£10,000.00
Chelford Activity Park – Boundary Review	£5,000.00
Asset Refurbishment Fund	£8,000.00
Telephone Kiosk (Insurance)	£2,745.00
Highway safety projects	£10,000.00
Community Project Fund	£18,132.57
Speed indicator device (Insurance)	£5,196.92
Bike track (work order issued)	£1,000.00
	<u>£70,642.96</u>

Tenancies

During the year the following tenancies were held:- None

Section 137 Payments

The limit for spending under Sect. 137 of the Local Government Act 1972 for the Council in the year of account was £14,474.59 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
RBL Poppy Appeal	Donation	£25.00
RBL Poppy Appeal	Donation	£45.00
		<u>£70.00</u>

Agency Work

During the year the Council undertook the following agency work on behalf of other local authorities:- None

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year:- None

Pensions

For the year of account the Council made the contributions to staff pensions of £3,373.29

Contingent Liabilities

None

CHELFORD PARISH COUNCIL

APPENDIX E

Financial Risk Management Record – 2025/26

The following risk assessment sets out risks which the Council may encounter during the year. The list is not exhaustive and additional items may be added throughout the year as circumstances require.

Priority of risk management				
Likelihood of occurrence	Highly Likely (score 3)	Medium (3 x 1)	High (3 x 2)	Very High (3 x 3)
	Possible (score 2)	Low (2 x 1)	Medium (2 x 2)	High (2 x 3)
	Unlikely (score 1)	Very low (1 x 1)	Low (1 x 2)	Medium (1 x 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
Impact				

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Section one: Areas where there may be scope to use insurance to help manage risk							
Property and contents owned by the council	Loss or damage	2	2	4	An up-to-date register of assets and investments	Review bi-annually by council, annually by internal auditor. Check website list correct as of 31/03/25	Nov. 25
Damage to third party property or individuals	Public liability	2	3	6	Property maintenance and insurance cover	Insurance held with Zurich Municipal, reviewed and renewed annually by council, reviewed internal auditor	Mar. 26
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by third party	Public liability	2	2	4	Annual review of risk and the adequacy of cover	Value of insurance held reviewed annually by council and internal auditor	Mar. 26
Loss of cash through theft or dishonesty	Fidelity guarantee	1	2	2	Cash handling is not encouraged but where case is received – banked within 7 days	Insurance held with Zurich Municipal, reviewed and renewed annually by council, reviewed internal auditor	Mar. 26

CHELFORD PARISH COUNCIL

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Legal liability as consequence of asset ownership	Public liability	2	2	4	Property maintenance and insurance cover	All assets covered by insurance. Assets reviewed at least annually and maintenance arranged upon identification of defect.	Nov. 25
Section two: Working with others to help manage risk							
Security for vulnerable buildings, amenities or equipment		1	2	2	Property maintenance and insurance cover	Inspection regime – councillors and clerk carry out ongoing checks of assets.	Nov. 25
The provision of services being carried out under agency/ partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	1	1	1	Standing orders and financial regulations updated regularly to reflect best practice	Risk reviewed bi-annually by council, annually by internal auditor, all partners risk assessed and multiple quotes obtained and compared in minutes	Nov. 25
Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	2	2	4	Financial regulations and internal audit review	RFO to check all bank statements against council records and query errors or inconsistencies immediately	Nov. 25
Banking arrangements, including detecting bank mistakes and loss	Detect and deter bank mistakes leading to loss or charges	2	2	4	Financial regulations and internal audit review	RFO to check all bank statements against council records and query errors or inconsistencies immediately	Nov. 25
Ad hoc provision of amenities/ facilities for events to local community groups	Public liability	2	2	4	Bookings process specifies requirement for insurance cover for activities	Ask all for hirers insurance	Nov. 25
Vehicle or equipment lease or hire	Injury, damage or loss	1	1	1	Hire from reputable companies	Use of vehicle or equipment lease or hire to be approved by council. Terms of hire/lease to be obtained.	Nov. 25

CHELFORD PARISH COUNCIL

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Trading units (leisure centres, playing fields, burial grounds, etc)	External contractors for maintenance	1	1	1	Standing orders and financial regulations set out process for appointing external contractors	Reports to council regarding budget monitoring and terms of engagement	Nov. 25
Professional services (architects, accountancy, design, etc)	Standing orders and financial regulations deal with the awarding of contracts	2	1	2	Professional services obtained from reputable companies. Recommendations taken from other Parish Councils where appropriate.	Initial advice from County association or SLCC. Internal audit reviewed. Further or specialist services based on best available advice and recommendations	Nov. 25
Supplier (procurement) fraud	Loss through supplier fraud	2	1	2	Training for staff to alert them to potential risks of providing sensitive company information, by telephone or other means, especially contract and account information. All supplier detail changes to be verified using contact details held by Parish Council. Periodic review of supplier accounts to remove any dormant accounts. Periodic review of supplier address and financial health details with Companies House. Review insurance provision.	New suppliers to be verified by RFO prior to engagement. Awarding of ongoing supplier contracts to be approved by council.	Nov. 25
Section three: Self managed risk							
Proper financial records	In accordance with statutory requirements	1	1	1	Financial records maintained by RFO in accordance to proper practices	Review bi-annually by council, annually by internal auditor	Nov. 25
Proper financial records	Financial irregularities	1	1	1	Detailed financial records presented to council on regular basis	Internal audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque	Nov. 25
Business activities	Ensuring that they are within legal powers of councils	1	1	1	Relevant training, resources and access to professional advice made available to Clerk	Internal auditor review, regular reference to legislation and guidance	Nov. 25

CHELFORD PARISH COUNCIL

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Business activities	Illegal activity or payments	1	2	2	Relevant procedures set out in standing orders and financial regulations. All activity and payments within the powers of the Parish Council to be resolved and minuted at meetings	Internal auditor review, regular reference to legislation and guidance	Nov. 25
Direct costs and overhead expenses	Goods not supplied but billed	1	1	1	Financial regulations and internal audit review	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders	Nov. 25
Direct costs and overhead expenses	Invoice incorrectly calculated or recorded	1	1	1	Financial regulations and internal audit review	RFO to check arithmetic on all invoices and perform regular bank reconciliations	Nov.25
Direct costs and overhead expenses	Cheque payable wrong (excessive or to wrong party)	1	1	1	Financial regulations and internal audit review	Signatories initial stub and voucher to confirm accuracy	Nov. 25
Borrowing	Complying with restrictions	1	1	1	Financial regulations and internal audit review	Internal auditor review, council checked	Nov. 25
Employment law and Inland Revenue regulations	Ensuring that requirements met	1	1	1	Financial regulations and internal auditor review	Internal auditor review	Nov. 25
Salaries and associated costs	Salary paid incorrectly	1	1	1	Financial regulations and internal auditor review	Check salary to Minute, check hours and rate to contract. Salary analysis detailed on payment vouchers issued and verified by signatories	Mar. 26
Salaries and associated cost	Wrong deduction of NI and tax	1	1	1	NI and Tax deductions calculated using HMRC PAYE RTI system which is regularly updated	RFO to check payments made in accordance with HMRC PAYE RTI output. Internal auditor reviewed	Mar. 26
Salaries and associated cost	Unpaid tax and NI contributions to Inland Revenue	1	1	1	Payments are made to HMRC by cheque and detailed in the financial statements presented to council	Payments listed at each council meeting. Signatories check each payment.	Mar. 26
VAT	Ensuring requirements are met under HMRC regulations	1	1	1	VAT reclaim submitted annually at year end	Internal auditor review, advice taken as needed from county association and SLCC	Mar. 26

CHELFORD PARISH COUNCIL

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Annual precept	Ensuring adequacy within sound budgeting arrangement	1	1	1	Detailed budget process	Internal auditor review. Budget published on website. Regular review of budget status during year by council	Nov. 25
Annual precept	Requirements not submitted to principal authority	1	3	3	Precept receipt recorded in minutes	Full minute – RFO to follow up	Nov. 25
Annual precept	Amount not received from principal authority	1	3	3	Precept receipt recorded in minutes	RFO to confirm receipt and minute at next meeting of council	Nov. 25
Monitoring of performance	Budget delivering services required	1	1	1	Standing orders and financial regulations	Councillors review budget at least quarterly and policies at least annually	Nov. 25
Reporting and auditing	Compliance	1	1	1	Standing orders, financial regulations and Proper practices	Independent internal auditor appointed. Annual reports detailing compliance with audit regulations are presented to council	Nov. 25
Reserves - General	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting	Nov. 25
Reserves - Earmarked	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Nov. 25
Grants	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	1	1	1	Grant awarding procedures	All grants based on approved form and/or detailed supporting information, minuted and checked by internal auditor	Nov. 25
Council minutes	Proper, timely and accurate reporting of council business in the minutes	1	1	1	Standing orders and financial regulations	Posted on website for public to see. Agenda published in accordance with Transparency Code. Internal Auditor review	Nov. 25
Rights of inspection	Provision of right	2	1	2	Standing orders, financial regulations and Proper practices	Website and policies updated regularly	Nov. 25

CHELFORD PARISH COUNCIL

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Document control	Proper systems	1	1	1		Policies approved and published	Nov. 25
Register of Member's Interests and Gifts and Hospitality	In place, complete, accurate and up-to-date	2	1	2	Standing orders, financial regulations and Proper practices	Internal audit review. Principal authority review.	Nov. 25
Compliance with Transparency Code	Non compliance	1	1	1	Standing orders, financial regulations and Proper practices	Stay up to date with legislative changes.	Nov. 25
Employees	Loss of clerk	1	3	3	Hours, health, stress, training, long term sick, early departure – risk monitored as appropriate	Annual review process to identify/address issues arising.	Oct. 25
Business continuity	Risk of council not being able to continue its business due to an unexpected or tragic circumstances	1	3	3	In the event of the clerk/RFO being indisposed a Member (other than the Chairman) may perform the necessary duties	Review process annually	Nov. 25
Business continuity	Loss of paper/ electronic records	1	3	3	Files and records held by clerk. Regular backups of electronic files made. Electronic minutes and other documents published on website	Review process annually	Nov. 25

APPENDIX F

(a) Recent planning decisions – None.

(b) Outstanding planning applications

25/0792/DSC	Cheshire East Leisure Amenity Land North of the Cattle Market, Dixon Drive, Chelford. SK11 9AX Discharge of condition 16 on approved application 18/0171M - Demolition of all existing structures and buildings, remediation of the site and the erection of a residential led mixed use development comprising 89 no residential dwellings (use class C3) and 140 sq m (1,500 sq ft) of business floorspace (use class B1) together with landscaping, access points from Dixon Drive, car parking, an acoustic fence and associated infrastructure.
25/0926/HOUS	The Police House, Oak Road, Chelford. SK11 9AY Demolition of existing garage and erection of new garage.

CHELFORD PARISH COUNCIL

APPENDIX G

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: New pathway at Chelford Activity Park under review with respect to position and design.
2. Consider inclusion of fitness trail when preparing plans for the refurbishment of Chelford Activity Park.
UPDATE: Position of proposed fitness trail and outdoor gym equipment at Chelford Activity Park under review. Awaiting further details from Cheshire East Council.
3. Consider provision of additional benches within Green Spaces.
UPDATE: Picnic benches to be installed at Mere Court Park (date unknown). Bench provision at Chelford Activity Park to be reviewed following finalisation of pathway route. (One bench may need to be relocated to accommodate the pathway.) Awaiting revised proposal details from Cheshire East Council.
4. Repair and refurbish brick bus passenger shelter at Knutsford Road
UPDATE: Initial maintenance work completed. Detailed survey planned to identify any repairs required to the shelter and consider options to improve the appearance and amenity of the shelter (e.g. installation of information boards, review of internal furniture, etc.).
5. Renovate and re-purpose red telephone kiosk at Chelford Roundabout.
UPDATE: Quotations being sought for renovation work. Consideration to be given to possible future uses of 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. Consideration to be given to possible future uses of the kiosk particularly given the location and limited access to the potential asset.

2023/24:

1. Review of floral displays (content)
UPDATE: Routine weeding added to the 2025/26 floral display contract.
2. Review of floral displays (provision of additional displays)
UPDATE: 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 and filled with bags. A period of monitoring, to identify usage and impact, is being undertaken. Public feedback following the installation of the dispensers has been very positive.
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. The Parish Council will 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

CHELFORD PARISH COUNCIL

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.

6. Consider holding an event to address vegetation overhanging footways and encourage a sense of collective community responsibility
UPDATE: Articles periodically included within the newsletter reminding residents to ensure their boundary hedges and other vegetation are not obstructing the footways. Consider the viability of the suggested event, if still required, in the autumn.
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. Parish Council may wish to 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). 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. Undertake periodic reviews to establish whether there are significant litter issues requiring attention.
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). 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. Residents invited to the Annual Parish Meeting to share local issues.
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.
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. Discussion concluded to take no further action at this time.

CHELFORD PARISH COUNCIL

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.
Parish Council will continue to monitor and report issues as they arise.
15. New notice board at Dixon Drive (near to Galloway Grange)
UPDATE: Notice board has been installed.
16. Renovation of notice board at Station Road.
UPDATE: Maintenance work completed.

APPENDIX H

Updates relating to reported highway matters

1. Overgrown hedge at Knutsford Road
UPDATE: Awaiting response from resident regarding trimming works. Borough Councillor A. Harrison following up.
2. Overgrown footway along Alderley Road
UPDATE: Cheshire East Council advises that this location is included in the routine maintenance programme.
3. Request for low level lighting at Dixon Drive
UPDATE: No update.
4. Signs obscured by foliage
UPDATE: Hedge cutting has been undertaken and improved visibility of several signs. Review to be undertaken to identify any signs which remain obscured.
5. 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.
6. Damaged sign at Peover Lane (near junction with Knutsford Road)
UPDATE: Cheshire East Council update: Work complete (16/04/25).
7. Banner at junction of Oak Road with Knutsford Road.
UPDATE: No update.
8. Request for loading bay outside Chelford Surgery, Elmstead Road.
UPDATE: Cheshire East Council response, "The Council will visit Elmstead Road to determine whether parking measures/ loading bay are appropriate and necessary. Your comments will be considered during this assessment. If the assessment concludes that parking measures/loading bay are required, your request will be added to our list of locations for consideration and be prioritised against other locations to form a future works programme. However, please be aware that our current programme for this financial year has already been finalised. We are unable to provide a specific timeframe for when your location will be addressed in a future programme of works due to current budget pressures."
9. Request for 20mph speed limit outside Chelford Primary School, Oak Road.
UPDATE: Cheshire East Council response: "The Council will visit Oak Road to determine whether parking restrictions are appropriate and necessary. Your comments will be considered during this assessment. Our response would be: If the assessment concludes that parking restrictions are appropriate required, your request will be added to our list of locations for consideration and be prioritised against other locations to form a future works programme. However, please be aware that our current

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programme for this financial year has already been finalised. We are unable to provide a specific timeframe for when your location will be addressed in a future programme of works due to current budget pressures.

The Council will consider your request against the Speed Management Strategy that was approved by the Highways and Transport Committee in 2022, the next steps are:

- Your request will be logged and checked against other requests.
- Cheshire East Highway's Road Safety Team will consider and review the site, the first step in the review process is a desk top evaluation of the location to develop a priority score. Where possible, for high scoring sites, a high-level indicative cost for the suspected solution will be developed to help prioritisation. Resources permitting, this is expected to be undertaken within 1 month of receipt of the enquiry.
- In reviewing your request, the team will work with partner organisations to assess any issues in the locality.
- If the location/s would benefit from educational or enforcement measure/s, one of the team will contact you.
- You will be notified of the outcome of the assessment including if it is being considered for future funding.
- Requests for speed management measures are prioritised for funding across the Borough annually for development.
- Upon prioritisation, further investigations will be undertaken to understand the measures to be introduced and revise the likely costs.
- The measures that may be introduced could range from signing and lining to amendments to the road layout. This wide range of solutions will dictate the feasibility and affordability of any proposals within the available budgets.
- If sites are then identified as feasible and selected for funding, they will be included in the following year's annual works programme and key stakeholders will be kept informed throughout the process, this may include any statutory consultation that is required to implement.

10. Crack on Knutsford Road (eastbound carriageway) at railway bridge

UPDATE: No update

11. Deteriorating condition of bridges (2) at Holmes Chapel Road

UPDATE: Cheshire East Council response, "We had a full principal inspection on both of these structures in May 2024. (A Principal Inspection is a full inspection, to within touching distance of all the bridge elements). There is no cause for concern with regards to the structural integrity and stability of these structures. North requires some routine maintenance including the removal of vegetation and silt from the invert and they both would benefit from some repointing works throughout. However, these are minor maintenance actions and wouldn't be anything to indicate anything more sinister. The maintenance actions will be programmed for this financial year, when we have resources."

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APPENDIX I

Highway Priorities 2023/24

Immediate priorities:

1. Review of zebra crossing at Knutsford Road
UPDATE: 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.
The Parish Council will 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.
Further update: see Appendix T, item 9.

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.
Awaiting arrangements for traffic management to enable the re-planting of the post at Knutsford Road.
Community speed watch now resumed. 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. Issue referred to Cheshire East Council Walking Champion for attention. Access to footway much improved following removal of debris and overgrown vegetation.
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.
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).
The Parish Council continues 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.

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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. The Parish Council continues to press for re-instatement work to be carried out. The issue has also been raised with 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 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.).
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. Village gateway proposals being developed following discussion at January 2025 Parish Council meeting.
11. Removal of redundant signage
UPDATE: David Wilson Homes has apologised for the oversight in leaving the signage in place and has removed the signage. 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.
12. Install more robust bollards at Dixon Drive (no through road point near Galloway Grange)
UPDATE: The Parish Council continues 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.
14. Installation of rumble strips
UPDATE: Parish Council to consider possible locations and desirability of rumble strips.