

# Chelford Parish Council

## Notice of Parish Council Meeting

**Date:** Thursday 9<sup>th</sup> October, 2025

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

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

*E.M.Maddock*

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

Dated 4<sup>th</sup> October, 2025

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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 11<sup>th</sup> September, 2025 as a correct record and approve signing by the Chairman.
- 6. Finance**
  - (a) To receive and consider the Financial Statement 2025/26 as at 9<sup>th</sup> October, 2025 (Appendix A).
  - (b) To note receipts listed at Appendix B.
  - (c) To approve the payments listed at Appendix C.
  - (d) To confirm the transfer of £10,000 from the Current Account to the Liquidity Manager (95 day notice) Account.
  - (e) To receive updates relating to the allocation process for s.106 community facilities funds for Chelford.
  - (f) To consider matters relating to the 2025/26/27 budget as set out in Appendix D.

# Chelford Parish Council

## 7. Planning & Licensing Matters

- (a) To receive and consider recent planning decisions issued by Cheshire East Council in respect of development within the Parish and any updates relating to outstanding applications. (Appendix E)
- (b) To consider the following planning applications:
  - i. 25/3296/CLPUD: Chelford C of E Primary School, Oak Road, Chelford. SK11 9AY Certificate of proposed lawful use for single storey classroom extension and minor external works.
  - ii. 25/3525/TPO: 12 Mere Court, Chelford. SK11 9EB  
Lime (T1) - Reduction of height by circa 1-1.5metres reducing only the upper crown and the branches within the upper crown growing towards the property. To provide sufficient clearance from the property and improve light in the garden. 20% thin of lower, denser canopy, removal of epicormic growth and deadwood. To bring improved light through the canopy into the garden. This lower section of canopy does not require reducing. Black Pine (T2) - Works only to the sections of the canopy growing towards the Lime, the property & garden and the neighbours garden to the right. Lateral canopy that is mainly growing towards the conservatory to be reduced by circa 1-1.5metres. Then 3 or 4 over-extended limbs, more prone to fracturing that have outgrown the canopy line to be reduced back harder to suitable growth points circa 3 - 5metres to match the remainder of the canopy. One is growing parallel with the boundary wall/Rose Trellis. One is growing out into the Lime and two growing out towards the conservatory. The client would like to carry out the works to prevent any more of the lateral canopy fracturing.
  - iii. Any planning applications received following the issue of the agenda may be included for discussion if required.

## 8. Chelford Activity Park

- (a) To receive a summary of issues identified during routine inspections of the site.
- (b) To note that the recent cableway dismantling inspection did not identify any defects or worn parts within the equipment.
- (c) To receive and consider updates relating to the delivery of the refurbishment work and associated phase one remedial work.
- (d) To receive and consider updates relating to proposed improvement work to the bike track.

## 9. Parish Council projects

- (a) To note updates relating to ongoing Parish Council projects. (Appendix F)
- (b) To receive and consider suggestions from residents for additional Parish Council projects:
  - i. Provision of picnic benches at Mere Court Park (funded by Parish Council).
  - ii. Provision of replacement football nets at Mere Court Park.
  - iii. Provision of additional speed indicator devices.

## 10. Highway matters

- (a) To receive new highway defects for attention from Members.
- (b) To receive updates relating to previously reported highway defects. (Appendix G)
- (c) To note updates relating to ongoing highway priority issues. (Appendix H)
- (d) To receive and consider a suggestion for the Parish Council to support a review of the accessibility of Chelford FP1 (western half) and Chelford BY8 (central section).
- (e) To receive and consider a suggestion for the Parish Council to support a review of tree condition along Chelford FP1.

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## 11. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto:
  - i. ChALC: Invitation to Annual Meeting (22/10/25, 6p.m.)
  - ii. Manchester Airport: Invitation to Town and Parish Council Forum (24/10/25, 11a.m.)

## 12. 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 receive and consider updates relating to broadband upgrades within Parish.
- (d) To consider matters relating to 2025 Remembrance events including attendance by the Chairman at the Chelford Service of Remembrance, poppy wreath requirements and donations to the Royal British Legion.  
[Approved budget: £70 total donation; £25 direct and £45 via Chelford Street Poppies]

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

14. **Date of next meeting:** Thursday 13<sup>th</sup> November, 2025 at 7:30p.m. at The Hub.

## 15. Exclusion of public and press

- (a) 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.
- (b) Matters for consideration including those transferred from above items (as required).
  - i. Clerk & Responsible Financial Officer – Matters relating to employment.

**E.M.Maddock**

Dr. E. M. Maddock PSLCC, Clerk & Responsible Financial Officer. Dated 4<sup>th</sup> October, 2025

# Chelford Parish Council

## Appendix A: Financial statement

Financial Statement – 2025/26 as at 9 <sup>th</sup> October 2025					
Actual 2024/25 £	Details	2025/26 Budget £	Actual to Sep. 25 £	Agenda Oct. 25 £	Budget Balance £
	<b>Receipts</b>				
50,949.00	Precept	53,587.00	26,793.50	26,793.50	0.00
0.00	Balances	5,000.00	0.00		0.00
3,951.23	Investment interest	0.00	1,093.93	68.54	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	4,265.44		2,341.12
<b>65,125.69</b>	<b>Total receipts</b>	<b>60,212.00</b>	<b>32,152.87</b>	<b>26,862.04</b>	<b>2,341.12</b>
	<b>Payments</b>				
15,263.88	Salary (Clerk)	16,931.00	8,821.80	1,470.30	6,638.90
891.45	National Insurance (Employer)	1,655.00	975.73	162.62	516.65
3,373.29	Pension contributions (Employer)	3,462.00	1,896.68	316.11	1,249.21
785.41	Allowances (Clerk)	1,000.00	478.46	109.57	411.97
227.34	Administration	350.00	0.00	24.70	325.30
0.00	Chairman/Member allowances	0.00	0.00		0.00
579.00	Audit fees (internal & external)	590.00	593.00		-3.00
731.92	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	1,088.22		-718.22
710.00	Grants	3,000.00	0.00		3,000.00
1,602.65	Newsletter	1,678.00	122.45		1,555.55
103.29	Street lighting	380.00	69.41		310.59
98.00	Website	146.00	56.00	5.00	85.00
293.00	Professional services	2,155.00	355.00		1,800.00
0.00	Advertising	100.00	0.00		100.00
636.72	Subscriptions/affiliation fees	670.00	614.66		55.34
355.00	Room hire	420.00	335.00		85.00
195.00	Training	550.00	0.00		550.00
7,685.96	Chelford Activity Park maintenance	9,420.00	3,222.04	272.64	5,925.32
2,697.50	Chelford Village maintenance	6,035.00	1,770.50	150.00	4,114.50
10,932.92	Assets – purchase	5,000.00	5,500.00		-500.00
440.34	Assets – maintenance	3,800.00	182.70	124.17	3,493.13
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		2,225.82	115.30	
<b>51,938.11</b>	<b>Total payments</b>	<b>60,212.00</b>	<b>28,307.47</b>	<b>2,750.41</b>	<b>31,495.24</b>

Cash/Bank reconciliation	01/04/25	11/09/25	09/10/25	31/03/26
Balance B/Fwd	132,592.53	132,592.53	136,437.93	160,549.56
Add total receipts	60,212.00	32,152.87	26,862.04	2,341.12
Less total payments	60,212.00	28,307.47	2,750.41	31,495.24
Balance C/Fwd	132,592.53	136,437.93	160,549.56	131,395.44
<b>Cumulative balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/25</b>	<b>11/09/25</b>	<b>09/10/25</b>	<b>31/03/26</b>
General funds	61,949.57	70,991.89	95,103.52	65,949.40
Earmarked reserves	70,642.96	65,446.04	65,446.04	65,446.04
	132,592.53	136,437.93	160,549.56	131,395.44

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## Cash/Bank Reconciliation as at 9<sup>th</sup> October, 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	59,014.91
Less payments	31,057.88
Balance carried forward 09/10/25	<u>160,549.56</u>

### Bank (NatWest)

**Current Account** 40,947.87 05/09/25

Add receipts/transfer since above statement	
	<u>-10,000.00</u>
	-10,000.00

Less unrepresented cheques	
Approved	-10,822.19
For approval	<u>-2,750.41</u>
	-13,572.60

17,375.27 09/10/25

**Business Reserve Account** 20,001.03 04/07/25

Add receipts/transfer since above statement	
	<u>-5,000.00</u>
	-5,000.00

Less unrepresented cheques	
	<u>0.00</u>
	0.00

15,001.03 09/10/25

**Liquidity Manager Account (35 day)** 31,553.93 05/09/25

Add receipts/transfer since above statement	
	<u>0.00</u>
	0.00

Less unrepresented cheques	
	<u>0.00</u>
	0.00

31,553.93 09/10/25

**Liquidity Manager Account (95 day)** 5,019.10 15/09/25

Add receipts/transfer since above statement	
	<u>10,000.00</u>
	10,000.00

Less unrepresented cheques	
	<u>0.00</u>
	0.00

15,019.10 09/10/25

### 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 unrepresented cheques	
	<u>0.00</u>
	0.00

81,600.23 09/10/25

Total bank balances 09/10/25 160,549.56

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## Appendix B: Receipts

NatWest Bank plc	£55.81	Gross interest: Aug. 2025 (LM35)
NatWest Bank plc	£12.73	Gross interest: Aug. 2025 (LM95)
Cheshire East Borough Council	£26,793.50	Precept 2025/26 (50%)

## Appendix C: Payments for approval

Cheque No 001695	The Boston Bulb Company	£180.00	Crocus bulbs [A]
Cheque No 001696	E. M. Maddock	£1,646.76	Salary, allowances and expenses: Oct. 25 [B]
Cheque No 001697	Glendale Countryside Ltd	£240.00	Tree works [C]
Direct Debit	H.M. Revenue & Customs	£280.87	PAYE payments [D]
Direct Debit	1&1 IONOS	£6.00	Web hosting: Sep.-Oct. 2025 [E]
Standing Order	Cheshire Pension Fund	£396.98	Pension contributions: Oct. 2025 [F]

[A] Local Government Act 1972 s.144

[B] Local Government Act 1972 s.112; Local Government Act 1972 s.111

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

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

[E] Local Government Act 1972 s.142

[F] Pension Act 2008 s.3

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## Appendix D: 2025/26/27 Budget

The Chelford Parish Council budget setting process will take place between October, 2025 and December, 2025. Several aspects will be considered including earmarked reserves, general reserves, revised budget for 2025/26, budget for 2026/27 and precept 2026/27.

In order that an appropriate budget can be set the following sections set out initial discussion points for consideration. The outcome of these discussions will inform the next stages of the process with final decisions on all aspects being made in December, 2025.

### (a) Review of Parish Council earmarked reserves

Earmarked reserves are funds allocated for specific purposes for which expenditure may not take place within the current financial year. Earmarked reserves also enable funds to be built up gradually for planned projects or longer term objectives. Furthermore, earmarked reserves allow reduced fluctuation in precept demands where expected, periodic high cost activities are involved (e.g. elections).

Chelford Parish Council currently holds the following earmarked reserves:

Community project fund	£18,132.57	
Democratic services fund	£5,000.00	
Neighbourhood Plan	£1,222.95	
Highway safety projects	£10,000.00	
Mere Court Improvements	£345.52	(Grant)
Telephone kiosk	£2,745.00	(Insurance)
Asset refurbishment fund	£8,000.00	
Multi-use games area maintenance	£1,000.00	(Grant)
Chelford Activity Park – refurbishment	£10,000.00	
Chelford Activity Park – boundary review	£5,000.00	
Chelford Activity Park – tree maintenance	£3,000.00	
Chelford Activity Park – bike track	£1,000.00	
Total	£65,446.04	

Example questions for consideration:

- Does the Parish Council wish to retain the above reserves for the stated purposes?
- Does the Parish Council wish to create any new reserves (if so, for what purpose and value?)
- What level of funding is the Parish Council prepared to allocate to the delivery of an upgraded bike track?

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## **(b) Aspirations for 2026/27**

In November and December 2025 further consideration will be given to the 2026/27 budget and precept. In order to inform the construction of the budget consideration should be given to many points, including:

- What new activities / projects does the Parish Council wish to pursue in 2026/27?
- Are there any existing activities / projects that the Parish Council no longer wish to pursue?
- Are there any longer term goals for which the Parish Council wishes to develop cumulative savings to deliver?
- Does the Parish Council wish to review current funding limits within the Grant Awarding Policy?

## **(c) General reserves**

In November and December 2025 further consideration will be given to the 2026/27 budget. It will also be necessary to consider and approve a General Reserves Policy.

Sector guidance states, "As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans."

Guidance goes on to state, "The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances."

"The generally expected recommendation with regard to this appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure."

"The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve."

"None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold."

Example points for discussion:

- What capacity or level of responsiveness does the Parish Council wish to have in respect of unplanned circumstances?
- Does the Parish Council wish to continue to reduce precept demands by using reserves?

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## Appendix E: Planning updates

### Recent planning decisions

25/1575/FUL	Woodshouse Stables, Carter Lane, Chelford. SK11 9BD Part demolition of existing building and replacement with a new build dwelling and attached garage. (Note property not within Parish.) DECISION: Approved with conditions (17/09/25) <a href="#">25/1575/FUL Notice of decision</a>
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### 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.
25/1234/FUL	Land off Knutsford Road, Knutsford Road, Chelford. Construction of 20 dwellings and associated works.
25/1584/FUL	Land East of Chelford Station, Chelford. Full planning application for the erection of 104 dwellings with landscaping and sustainable drainage, vehicular access of Knutsford Road, public open space including play space, and a non-vehicular link to Dixon Drive.
25/2475/ADV	Westminster House, Knutsford Road, Chelford. SK11 9AS Advertisement consent for 1 No. hanging sign, 1 No. wall mounted sign and 1 No. fence mounted sign.
25/3036/PIP	Land south of Chelford Road, Chelford. SK10 4TA Permission in principle for three to four dwellings.
25/3257/CLPUD	Sirius House, Alderley Road, Chelford. SK11 9AP Certificate of lawful development for proposed installation of 2 new windows within the existing board room; replacement double door in office 06 to become a new single door and replacement of a single door in office 01 to become a window.

## Appendix F: Updates relating to projects identified by Parish Council

1. Ensure walking provision is considered when strategic plans for Green Spaces are developed.  
STATUS: New pathway at Chelford Activity Park currently under construction.
2. Consider inclusion of fitness trail when preparing plans for the refurbishment of Chelford Activity Park.  
STATUS: Proposed fitness trail and outdoor gym equipment at Chelford Activity Park to be installed in next phase of work.
3. Consider provision of additional benches within Green Spaces.  
STATUS: Benches at Chelford Activity Park relocated to accommodate pathway.

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Picnic benches at Mere Court Park currently not being pursued by Cheshire East Council.

4. Repair and refurbish brick bus passenger shelter at Knutsford Road  
STATUS: Consider costs to refurbish the shelter.
5. Renovate and re-purpose red telephone kiosk at Chelford Roundabout.  
STATUS: Consider costs to refurbish the kiosk.
6. Replace and re-purpose red telephone kiosk at Knutsford Road.  
STATUS: Consider feasibility of replacing the kiosk in context of possible future uses given the location and limited access to the potential asset.
7. Identification and review of problematic areas for dog poo  
STATUS: Dog poo bag dispensers continue to be monitored.  
September 2025: 786 bags used. 43% at Dixon Drive (near Galloway Grange); 38% at Oak Road; 10% at Highland Drive and 9% at Dixon Drive (opposite to Millbank Close).  
Total usage (Feb-Sep 2025): 3006 bags used. 53% at Dixon Drive (near Galloway Grange); 27% at Oak Road; 8% at Highland Drive and 12% at Dixon Drive (opposite to Millbank Close).
8. Provision of litter bin at Dixon Drive (opposite to Millbank Close)  
STATUS: Parish Council approved to fund purchase of asset. Future maintenance of bin to be responsibility of Cheshire East Council. Awaiting Cheshire East Council to proceed.

## Appendix G: Updates relating to reported highway defects

1. Overgrown hedge at Knutsford Road  
UPDATE: Awaiting response from resident regarding trimming works. Borough Councillor A. Harrison following up.
2. Damaged bollard at Peover Lane (near junction with roundabout)  
UPDATE: Cheshire East Council response: "A job has been raised and scheduled to be carried out by Cheshire East Highways".
3. Damaged sign at Pepper Street (near junction with Knutsford Road)  
UPDATE: Work complete.
4. Issues regarding synchronicity of traffic lights at Alderley Road  
UPDATE: Cheshire East Council response: "Assessed - does not meet criteria for works at current time".
5. Mud and water on footway along Knutsford Road (between Parish Hall and roundabout)  
UPDATE: No action planned by Cheshire East Highways.

Other previously made highway reports awaiting assessment and further action by Cheshire East Council:

1. Request for loading bay outside Chelford Surgery, Elmstead Road.
2. Request for 20mph speed limit outside Chelford Primary School, Oak Road.

## Appendix H: Highway Priorities

Immediate priorities:

1. Review of zebra crossing at Knutsford Road  
STATUS: Continue to lobby for improved lighting at the crossing to increase the visibility of pedestrians. Monitor outcome of planning application 25/1234/FUL which proposes to provide a puffin crossing.

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2. Safety monitoring of zebra crossing at Knutsford Road  
STATUS: Initial enquiries identified several options relating to video monitoring of the crossing. Cheshire East Council confirmed that any collected evidence (video or other format) would not be accepted to support requests for an upgrade to the crossing. Awaiting further information from surveillance providers in order for a review to be undertaken of most effective option available.
3. Review of yellow lines at junction of Oak Road and Knutsford Road  
STATUS: 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.

## High priority issues:

4. Review of options to tackle speeding issues within the Parish  
STATUS: Speed indicator devices now installed at Knutsford Road.  
Preliminary data indicates:
  - Knutsford Road (west): Maximum speed detected (outgoing) 91mph; maximum speed detected (incoming) 79mph.
  - Knutsford Road (east): Maximum speed detected (outgoing) 68mph; maximum speed detected (incoming) 69mph.

## Other highway priorities to be pursued:

5. Re-instatement of worn yellow lines on Dixon Drive  
STATUS: Borough Councillor A. Harrison requested a review of the parking restrictions lines. Awaiting outcome of lining review.
6. Review of street lighting provision within the Parish (particularly along Knutsford Road)  
STATUS: Monitor progress to repair defective columns at Knutsford Road and Chelford roundabout. Follow up on request for low level lighting along Dixon Drive to enable safe walking routes during winter months.
7. White lining through village  
STATUS: Awaiting start date for planned lining works. Cheshire East Council plan 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.
8. Installation of village gateways  
STATUS: Awaiting outcome of design and feasibility study.
9. Removal of redundant signage  
STATUS: Remaining David Wilson Homes signs have been reported and awaiting removal.
10. Install more robust bollards at Dixon Drive (no through road point near Galloway Grange)  
STATUS: Follow up on requests for improvements to bollards and request for no-parking signs.