

Chelford Parish Council

Notice of Parish Council Meeting

Date: Thursday 11th December, 2025

Time: 7:30p.m.

Venue: The Hub, Elmstead Road, Chelford.



Dr. E. M. Maddock PSLCC, Clerk & Responsible Financial Officer.
Dated 6th December, 2025

In order to keep councillors and other members of the public safe, please do not attend the meeting if you are feeling unwell for any reason or if you have been in contact with anyone who has Covid, flu or Covid/flu symptoms.

All attendees will be expected to respect social distancing preferences of other attendees.

Agenda

To Members of Chelford Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

- 1. Apologies for absence**
- 2. Declarations of Interest**
 - (a) To receive Declarations of Interest in any items on the agenda.
- 3. Public Forum for Questions**
 - (a) To receive questions from members of the public.
 - (b) To receive a summary of issues raised via the Parish Council social media 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 13th November, 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 11th December, 2025 (Appendix A).
 - (b) To note receipts listed at Appendix B.
 - (c) To approve the payments listed at Appendix C.
 - (d) Budget 2025/26/27
 - i. To consider and approve the revised budget 2025/26 and draft budget 2026/27 as set out in Appendix D.
 - ii. To consider and approve the precept requirements for 2026/27.
- 7. Planning 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)

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- (b) To consider the following planning applications:
 - i. 25/4282/PIP: Roadside House, Knutsford Road, Chelford. SK11 9AS
Permission in principle for the construction of up to 5 dwellings.
 - ii. 25/4317/HOUS: 5 Robin Lane, Chelford. SK11 9AZ
Side and rear single storey extension, loft conversion with dormer and hipped to gable roof extension, demolition of existing garage and single storey extension and construction of home office / storage shed.
 - iii. 25/4503/CLEUD: Holly Tree House, Pepper Street, Chelford. SK11 9BE
Certificate of existing lawful use for the confirmation of the existing garden as residential garden land. [Application site in Marthall, but may be of interest.]
 - iv. Any planning applications received following the issue of the agenda may be included for discussion if required.
- (c) Cheshire East Local Plan
 - i. To receive a report from the Cheshire East Town and Parish Council Network meeting. (09/12/25)

8. Chelford Activity Park

- (a) To receive a summary of issues identified during routine inspections of the site.
- (b) To receive and consider updates relating to the delivery of the refurbishment work and associated phase one remedial work.

9. Highway matters

- (a) To receive new highway defects for attention from Members.
- (b) To receive response from Cheshire East Council relating to safety concerns near the junction of Oak Road with Knutsford Road.

"Thank you for your enquiry regarding Oak Road.

"The Council has limited powers to deal with vehicles causing an obstruction and can only intervene where vehicles are obstructing a dropped kerb/footway or are parked where restrictions are present such as keep clear markings and double yellow lines. These issues should be reported directly to the Council's Parking Services team online.

"Vehicles causing an obstruction or parking inconsiderately on the highway where there are no restrictions in place must be reported to the Police. Obstructive parking can be reported via the non-emergency number, 101. It can also be reported online.

"The Council are not able to advise motorists where to park. Motorists will choose locations to park based on a variety of reasons and the Council has no power to influence their choices, as the reasons in so doing and the perceived benefits are different for each motorist."

10. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto:
 - i. Police and Crime Commissioner: Update on government announcement regarding Police and Crime Commissioner role.
 - ii. Police and Crime Commissioner: Update regarding proposal to reduce number of PCSOs in Cheshire.

11. Community Matters

- (a) To receive a report from the Chelford Ward Policing Team on matters of interest or concern within the Parish.

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- (b) To receive an update on community speed watch activities and speed monitoring.
- (c) To receive and consider updates relating to broadband upgrades within Parish.
- (d) To record congratulations to Connecting Chelford for their recent success in being awarded the Kings Award for Voluntary Service.

12. Matters for inclusion on next/future meeting agenda

13. Date of next meeting: Thursday 8th January, 2026 at 7:30p.m. at The Hub.

14. 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. Matters relating to asset management.
 - ii. Matters relating to the process for allocation of s.106 community facilities funds.

E.M.Maddock

Dr. E. M. Maddock PSLCC, Clerk & Responsible Financial Officer. Dated 6th December, 2025

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Appendix A: Financial statement

Financial Statement – 2025/26 as at 11 th December 2025					
Actual 2024/25 £	Details	2025/26 Budget £	Actual to Nov. 25 £	Agenda Dec. 25 £	Budget Balance £
	Receipts				
50,949.00	Precept	53,587.00	53,587.00		0.00
0.00	Balances	5,000.00	0.00		0.00
3,951.23	Investment interest	0.00	1,857.39	38.23	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		3,915.13
65,125.69	Total receipts	60,212.00	59,709.83	38.23	3,915.13
	Payments				
15,263.88	Salary (Clerk)	16,931.00	11,762.40	1,470.30	3,698.30
891.45	National Insurance (Employer)	1,655.00	1,300.97	162.62	191.41
3,373.29	Pension contributions (Employer)	3,462.00	2,528.90	316.11	616.99
785.41	Allowances (Clerk)	1,000.00	700.21	69.97	229.82
227.34	Administration	350.00	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	1,158.22		-788.22
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	98.47		281.53
98.00	Website	146.00	73.00	5.00	68.00
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	70.00		480.00
7,685.96	Chelford Activity Park maintenance	9,420.00	8,538.01	1,200.00	-318.01
2,697.50	Chelford Village maintenance	6,035.00	2,545.70	620.00	2,869.30
10,932.92	Assets – purchase	5,000.00	5,500.00		-500.00
440.34	Assets – maintenance	3,800.00	124.17	470.00	3,205.83
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		3,456.13	459.00	
51,938.11	Total payments	60,212.00	39,900.99	4,773.00	19,453.14

Cash/Bank reconciliation	01/04/25	13/11/25	11/12/25	31/03/26
Balance B/Fwd	132,592.53	132,592.53	152,401.37	147,666.60
Add total receipts	60,212.00	59,709.83	38.23	3,915.13
Less total payments	60,212.00	39,900.99	4,773.00	19,453.14
Balance C/Fwd	132,592.53	152,401.37	147,666.60	132,128.59
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/25	13/11/25	11/12/25	31/03/26
General funds	61,949.57	86,955.33	82,220.56	66,682.55
Earmarked reserves	70,642.96	65,446.04	65,446.04	65,446.04
	132,592.53	152,401.37	147,666.60	132,128.59

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Cash/Bank Reconciliation as at 11th December, 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	59,748.06
Less payments	44,673.99
Balance carried forward 11/12/25	<u>147,666.60</u>

Bank (NatWest)

Current Account	12,791.74	05/11/25
Add receipts/transfer since above statement		
	<u>0.00</u>	
	0.00	
Less unrepresented cheques		
Approved	-4,259.58	
For approval	-4,773.00	
Less payments already issued	<u>0.00</u>	
	<u>-9,032.58</u>	

3,759.16 11/12/25

Business Reserve Account 15,562.21 03/10/25

Add receipts/transfer since above statement	
	<u>0.00</u>
	0.00
Less unrepresented cheques	
	<u>0.00</u>
	<u>0.00</u>

15,562.21 11/12/25

Liquidity Manager Account (35 day) 31,673.59 05/11/25

Add receipts/transfer since above statement	
	<u>0.00</u>
	0.00
Less unrepresented cheques	
	<u>0.00</u>
	<u>0.00</u>

31,673.59 11/12/25

Liquidity Manager Account (95 day) 15,071.41 14/11/25

Add receipts/transfer since above statement	
	<u>0.00</u>
	0.00
Less unrepresented cheques	
	<u>0.00</u>
	<u>0.00</u>

15,071.41 11/12/25

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>
	<u>0.00</u>

81,600.23 11/12/25

Total bank balances 11/12/25 147,666.60

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Appendix B: Receipts

NatWest Bank plc	£38.23	Gross interest: Oct. 2025 (LM95)
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Appendix C: Payments for approval

Cheque No 001704	Northwich Town Council	£114.00	Bus shelter works [A]
Cheque No 001705	E. M. Maddock	£1,341.35	Salary and allowances: Dec. 25 [B]
Cheque No 001706	Northwich Town Council	£1,254.00	Grounds maintenance, floral displays and sign repair [C]
Cheque No 001707	The Play Inspection Company	£210.00	Operational inspection [D]
Cheque No 001708	Proludic	£1,170.00	Cableway inspection [D]
Direct Debit	H.M. Revenue & Customs	£280.67	PAYE payments [E]
Standing Order	Cheshire Pension Fund	£396.98	Pension contributions: Dec. 2025 [F]
Direct Debit	1&1 IONOS	£6.00	Web hosting: Nov.-Dec. 2025 [G]

[A] Local Government (Miscellaneous Provisions) Act 1953 s.4

[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; Local Government Act 1972 s.144

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

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

[F] Pension Act 2008 s.3

[G] Local Government Act 1972 s.142

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Appendix D: Revised budget 2025/26 and draft budget 2026/27

		Projected 25/26 & Budget 2026/27	Variances 25/26	Balance as at 11/12/25
Clerk's Salary				
2025/26	Salary (Jan 26 - Mar 26)	4,411	-713	
		4,411	-713	3,698
2026/27				
	Basic salary	18,084		
	Contingency for NJC Salary Award	858		
		18,942		
National Insurance (Employer)				
2025/26	3 months (Jan 26 - Mar 26)	488	-297	
		488	-297	191
2026/27				
	Provision	2,018		
		2,018		
Pension Provision (Employer)				
2025/26	Provision	948	-331	
		948	-331	617
2026/27				
	Provision	3,888		
		3,888		
Allowances (Clerk)				
2025/26	Use of home as Office	98	-6	
	Use of computer equipment	13	0	
	Travelling	65	0	
	Broadband & Telephone Service	60	0	
		236	-6	230
2026/27				
	Use of home as Office	390		
	Use of computer equipment	52		
	Travelling	324		
	Broadband & Telephone Service	240		
		1,006		
Chairman/Member Allowances				
2025/26	Chairman's Allowance	0	0	
	Other Member Allowances - Jan 26 - Mar 26	0	0	
		0	0	0
2026/27				
	Chairman's Allowance	0		
	Other Member Allowances	0		
		0		
Administration				
2025/26	Stationery & General Office Supplies	95	0	
	Postages	70	0	
	Computer Consumables	75	0	
	Contingency	85	0	
		325	0	325
2026/27				
	Stationery & General Office Supplies	130		
	Postages	70		
	Computer Consumables	125		
		325		

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		Projected 25/26 & Budget 2026/27	Variances 25/26	Balance as at 11/12/25
Audit Fees				
2025/26	External Audit Fees 2024/25	0	0	
	Internal Audit Fees 2024/25	0	-3	
		0	-3	-3
2026/27				
	External Audit Fees 2025/26	420		
	Internal Audit Fees 2025/26	290		
		710		
Insurance				
2025/26	Premium 2026/27	1,000	0	1,000
2026/27				
	Premium 2027/28	1,000		
Section 137 Donations				
2025/26	RBL Poppy Appeal	0	0	
	Contingency	0	-788	
		0	-788	-788
2026/27				
	RBL Poppy Appeal	70		
	Contingency	300		
		370		
Grants				
2025/26	Grant provision	3,000	0	
		3,000	0	3,000
2026/27				
	Grant provision	3,000		
		3,000		
Newsletter				
2025/26	Printing costs	0	1,556	
		0	1,556	1,556
2026/27				
	Budget removed	0		
		0		
Street Lighting				
2025/26	Electricity charges	75	-23	
	Provision for increase in electricity charges	30	0	
	Repairs	200	0	
		305	-23	282
2026/27				
	Budget reallocated	0		
		0		
Website				
2025/26	Chelford Parish Council domain	20	0	
	Chelford Parish Council website hosting	15	-5	
	Councillor/Clerk email accounts	14	0	
	Contingency	24	0	
		73	-5	68
2026/27				
	Chelford Parish Council domain	20		
	Chelford Parish Council website hosting	60		
	Councillor/Clerk email accounts	42		
	Contingency	24		
		146		

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Professional Services

2025/26 Provision of professional advice/services
Society of Local Council Clerks - Membership

2026/27 Provision of professional advice/services
Society of Local Council Clerks - Membership

Advertising

2025/26 None

2026/27 Provision

Subscriptions/Affiliation Fees

2025/26 Data Protection Registration
ChALC
Cheshire Community Action
CPRE

2026/27 Data Protection Registration
ChALC
Cheshire Community Action
CPRE

Training

2025/26 Training Provision – Members
Clerk

2026/27 Training Provision - Members
Clerk

Room Hire

2025/26 Ordinary Parish Council Meetings
Annual Parish Meeting
Extra Ordinary Parish Council Meetings

2026/27 Ordinary Parish Council Meetings
Annual Parish Meeting
Extra Ordinary Parish Council Meetings

Projected 25/26 & Budget 2026/27	Variances 25/26	Balance as at 11/12/25
1,800	0	
0	0	
1,800	0	1,800
1,800		
371		
2,171		
0	100	100
100		
47	8	
0	0	
0	0	
0	0	
47	8	55
55		
540		
50		
84		
729		
350	0	
130	0	
480	0	480
350		
200		
550		
0	60	
0	5	
40	-20	
40	45	85
330		
30		
80		
440		

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		Projected 25/26 & Budget 2026/27	Variances 25/26	Balance as at 11/12/25
Chelford Activity Park - Maintenance				
2025/26	Grass cutting, site maintenance, litter bin emptying, hedge cutting	775	0	
	RoSPA Inspection	175	-495	
	Cableway Inspection	0	125	
	Tree Safety Inspection	0	700	
	Maintenance - Trees	0	-3,190	
	Maintenance – Gates/fences/bins/etc	1,000	-1,000	
	Maintenance - Sports/Recreation facilities	1,287	0	
	Contingency	305	0	
		3,542	-3,860	-318
2026/27	Grass cutting, site maintenance, litter bin emptying, hedge cutting	4,400		
	Safety Inspections	750		
	Cableway Inspection	1,050		
	Tree Safety Inspection	500		
	Maintenance - Trees	1,500		
	Maintenance - Sports/Recreation facilities	1,500		
		9,700		
Chelford Village - Maintenance				
2025/26	Floral displays	0	120	
	Planter Watering	0	422	
	Defibrillators	600	0	
	Dog Poo Bag Dispenser Bags	85	-208	
	Parish Improvement Maintenance	1,850	0	
		2,535	334	2,869
2026/27	Budget reallocated	0		
		0		
Asset Maintenance				
2025/26	Notice Boards	0	150	
	Bus Shelter	710	0	
	Telephone Kiosks	1,000	0	
	Benches	340	-40	
	Planters	0	100	
	Height Barrier	0	600	
	Speed Indicator Devices	0	400	
	Speed Watch Equipment	0	50	
	Contingency	500	-604	
		2,550	656	3,206
2026/27	Budget reallocated	0		
		0		
Asset Purchase				
2025/26	Asset purchase	0	0	
	Speed indicator devices (inc. installation)	445	-945	
	Village gateway (feasibility study and design)	1,500	-1,500	
	Bin at Dixon Drive	402	-402	
		2,347	-2,847	-500
2026/27	Budget removed	0		
		0		

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Parish and Asset maintenance

2025/26 N/A

2026/27

- Floral displays
- Planter Watering
- Defibrillator consumables
- Dog Poo Bag Dispenser Bags
- Notice Boards
- Bus Shelter
- Telephone Kiosks
- Benches
- Planters
- Height Barrier
- Boundary signs
- Speed Indicator Devices
- Speed Watch Equipment
- Street lighting: electric
- Street lighting: repairs
- Contingency

Community Events

2025/26 Provision

2026/27 Budget removed

Other

2025/26 Contingency provision

2026/27 Contingency provision

2025/26 Sub Totals

2025/26 funds held
Insurance claim

2025/26 Expenditure Projection and Savings Totals

2026/27 Draft Budget Expenditure Total

Less savings 2025/26
Less funds from balances

Gross Council Tax Requirement 2026/27

Projected 25/26 & Budget 2026/27	Variances 25/26	Balance as at 11/12/25
0	0	
0	0	0
1,360		
2,015		
600		
365		
150		
200		
1,000		
400		
100		
500		
200		
500		
100		
180		
200		
450		
8,320		
0	500	
0	500	500
0		
0		
523	477	
523	477	1,000
1,000		
24,650	-5,197	19,453
	5,197	
24,650	0	
54,415		
0		
0		
54,415		

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Analysis of funds

01/04/2025	Balance brought forward	132,592.53	
	Plus receipts (actual)	59,748.06	
	Less payments (actual)	-44,673.99	
	Plus receipts (projected)	3,915.13	
	Less payments (projected)	<u>-24,650.00</u>	
			126,931.73
	Less Earmarked Reserves:		
	Democratic Services Fund	-2,500.00	
	Mere Court Improvements (G)	-345.52	
	MUGA Maintenance (PPT) (G)	-1,000.00	
	Highway safety projects	-25,000.00	
	Parish appearance projects	-25,000.00	
	Local engagement projects	-10,000.00	
	Community facilities improvement	<u>-35,000.00</u>	
			-98,845.52
31/03/2026	General funds carried forward		<u><u>28,086.21</u></u>

Tax Base 2026/27 (Band D) and Precept impact on Property Bands

2025/26				2026/27			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		43.13	A	6/9		43.61
B	7/9		50.32	B	7/9		50.88
C	8/9		57.51	C	8/9		58.14
D	9/9	828.26	64.70	D	9/9	831.88	65.41
E	11/9		79.08	E	11/9		79.95
F	13/9		93.45	F	13/9		94.48
G	15/9		107.83	G	15/9		109.02
H	18/9		129.40	H	18/9		130.82
	Precept	£53,587			Precept	£54,415	

Chelford Parish Council

Appendix E: Planning updates

Recent planning decisions

None

Outstanding planning applications

25/0792/DSC	<p>Cheshire East Leisure Amenity Land North of the Cattle Market, Dixon Drive, Chelford. SK11 9AX</p> <p>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.</p>
25/1234/FUL	<p>Land off Knutsford Road, Knutsford Road, Chelford.</p> <p>Construction of 20 dwellings and associated works.</p> <p>[Additional documents submitted 28/11/25]</p>
25/1584/FUL	<p>Land East of Chelford Station, Chelford.</p> <p>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.</p>
25/3036/PIP	<p>Land south of Chelford Road, Chelford. SK10 4TA</p> <p>Permission in principle for three to four dwellings.</p>
25/3525/TPO	<p>12 Mere Court, Chelford. SK11 9EB</p> <p>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.</p>
25/3260/TPO	<p>24 Hitchlowes, Chelford. SK11 9SR</p> <p>Group of trees marked as G1 in blue on the sketch plan including 4 juvenile Beech trees and 1 established larch: pruning back of the row of trees behind number 24 Hitch Lowes by up to 2m where necessary, at some points it will be less than 1'. trees were planted when the properties were built, then ownership/management was transferred to a subsidiary company which has since closed, therefore the trees are unmanaged. the customer would like them pruned back to the boundary to reduce leaf cover of the property and increase aesthetics.</p>
25/3895/PIP	<p>Swiss Cottage, Stubby Lane, Nether Alderley. SK10 4SZ</p> <p>Construction of one dwelling.</p>
25/4233/FUL	<p>Westminster House, Knutsford Road, Chelford. SK11 9AS</p> <p>Erection of a glazed extension to the rear of the existing building.</p>