

# Chelford Parish Council

## Notice of Annual Parish Council Meeting

**Date:** Thursday 14<sup>th</sup> May, 2026

**Time:** Immediately following Annual Parish Meeting (7:30p.m.)

**Venue:** Chelford Primary School, Oak Road, Chelford.



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

Dated 9<sup>th</sup> May, 2026

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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. Election of Chairman**

- (a) To elect a Chairman for the 2026/27 civic year.
- (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.

**2. Election of Vice Chairman**

- (a) To elect a Vice Chairman for the 2026/27 civic year.

**3. Apologies for absence**

**4. Declarations of Interest**

- (a) To receive Declarations of Interest in any items on the agenda.
- (b) To remind Members to check previously submitted Registration of Interests forms and inform the Clerk if any updates are required. ([View current forms](#))

**5. 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.

**6. Cheshire East Ward Member: Cllr. A. Harrison**

- (a) To receive a report on items of interest to the Parish Council.

**7. Minutes**

- (a) To approve the Minutes of the Parish Council meeting held 9<sup>th</sup> April, 2026 as a correct record and approve signing by the Chairman.

**8. Finance**

- (a) To receive and consider the financial statement 2026/27 as at 14<sup>th</sup> May, 2026 (Appendix A)
- (b) To note receipts as listed at Appendix B.
- (c) To approve the payments listed at Appendix C.

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- (d) Internal Audit 2025/26
  - i. To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix D)
  - ii. To receive and consider the Internal Audit Action Plan.  
Report states: “No issues arising – a robust set of accounting records have been maintained with a comprehensive audit trail to supporting information and all internal control objectives have been met. Recommendations in respect of 2022/23 have been implemented in full. In addition, the council has provided comprehensive evidence for the aspects of Assertion 10 compliance reviewed by internal audit.”
- (e) Final Accounts and Audit Arrangements 2025/26
  - i. To consider and approve the signing of the Annual Governance Statement 2025/26 (Section 1 of the Annual Governance and Accountability Return). (Appendix E)
  - ii. To approve and adopt the 2025/26 Final Accounts and Supporting Notes. (Appendix F)
  - iii. To approve the signing of the Accounting Statements 2025/26 (Section 2 of the Annual Governance and Accountability Return). (Appendix G)
- (f) To note earmarked reserves currently held by the Parish Council were reviewed and confirmed at the meeting held 12<sup>th</sup> March, 2026.
- (g) Banking Arrangements
  - i. To review any changes required to the authorised signatories.
  - ii. To review and approve existing direct debit payment arrangements.  
[Existing: HM Revenue and Customs, IONOS Cloud Ltd., npower; Information Commissioner’s Office]
  - iii. To review and approve existing standing order arrangements.  
[Existing: Cheshire Pension Fund]
- (h) To nominate a Member (other than the Chairman or a cheque signatory) to undertake the quarterly bank reconciliation verification.
- (i) To consider and approve the financial risk assessment 2026/27. (Appendix H)
- (j) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £4,087.11.
- (k) To confirm the actions of the Clerk & Responsible Financial Officer in submitting the [Community Infrastructure Levy Monitoring Report 2025/26](#) to Cheshire East Council.

## 9. Planning and 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 I)
- (b) To consider the following planning applications:
  - i. None.
  - ii. Any planning applications received following the issue of the agenda may be included for discussion if required.

## 10. 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 provision of gym and trim trail equipment.
- (c) Tree management:
  - i. To note that the debris from a recent branch failure has been cleared and a safety inspection of the tree has been undertaken.
  - ii. To receive an update relating to scheduled summer tree inspection.

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## 11. Parish Council projects

- (a) To note that the refurbishment of the benches at Mere Court Park has been completed.
- (b) To note that the telephone kiosk at Chelford roundabout has been repainted.
- (c) To consider options relating to the notice board at Station Road. (Appendix J)

## 12. Highway matters

- (a) To receive updates on previously reported highway defects. (Appendix K)
- (b) To receive new highway defects for attention from Members.
- (c) To receive and consider information relating to sign cleaning within the Parish.
- (d) To note road closures associated with planned works on Holmes Chapel Road:
  - i. Surface Dressing: 19<sup>th</sup> – 21<sup>st</sup> May 2026 09:30 – 14:30
  - ii. Sweeping: 20<sup>th</sup> – 24<sup>th</sup> May 2026 19:00 – 06:00
  - iii. Lock Chip: 27<sup>th</sup> – 29<sup>th</sup> May 2026 19:00 – 06:00
  - iv. Lining: 29<sup>th</sup> May 2026 – 5<sup>th</sup> June 2026
- (e) To note that dates for planned works on Knutsford Road have not yet been made available. (Advance notice has been issued via direct letters, [Parish Council website](#), notice boards.)

## 13. Community Matters

- (a) To receive a report from the Chelford Ward Policing Team on matters of interest or concern within the Parish.
- (b) To receive an update on community speed watch activities.
- (c) To receive summary of speed indicator device data. (Appendix L)
- (d) To receive and consider updates relating to broadband upgrades within Parish.
- (e) To receive update relating to proposed changes to rail services between Birmingham New Street and Manchester Piccadilly.

## 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 & Warrington Combined Authority: Invitation to Town and Parish Councils meeting. (1st July, 2026, 5:30p.m., Sandbach)
  - ii. ChALC: Invitation to submit motions for debate at the Annual Meeting.
  - iii. Chelford Parish Hall: Information regarding tree management.

## 15. Annual Review of Parish Council administrative matters

- (a) To review and re-approve the following [existing policies](#) (no changes proposed):
  - i. Standing Orders
  - ii. Financial Regulations
  - iii. Scheme of delegated authority
  - iv. Grant Awarding Policy
  - v. Biodiversity Policy
  - vi. IT and Email Policy
  - vii. Social Media Policy
  - viii. Information and Data Protection Policy
  - ix. Information and Data Retention and Disposal Policy
  - x. Freedom of Information Scheme and Schedule
  - xi. Subject Access Policy
  - xii. Privacy Notice (General)

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- xiii. Privacy Notice (Staff, Councillors and Role Holders)
- xiv. Complaints Procedure
- xv. Disciplinary Procedure
- xvi. Grievance Procedure

- (b) To review and approve the following [existing policy](#) (updates proposed):
- i. Investment and Treasury Management Strategy
    - Clause 2.2: Replace 'The Council holds approximately £130,000 of funds as at March 2025' with 'The Council holds approximately £140,000 of funds as at March 2026'.
    - Clause 2.2: Replace '...balances are expected to range between £100,000 and £150,000' with '...balances are expected to range between £100,000 and £165,000, however, could reduce significantly upon delivery of planned projects.'
    - Clause 7.2: Replace '2025/26' with '2026/27'
  - (c) To confirm that no committees are appointed by the Parish Council.
  - (d) To note that the Parish Council holds a service level agreement with Northwich Town Council for the delivery of grounds maintenance and floral displays.
  - (e) To note that no Members of the Parish Council are appointed as representatives to work with external bodies.
  - (f) To record that the Parish Council is not eligible to exercise the general power of competence.
  - (g) To review the inventory of Parish Council assets and confirm insurance requirements in respect of insurable risks. (Appendix M)
  - (h) To review and confirm scope of insurance cover held by Parish Council. (Appendix N)
  - (i) To review subscriptions to other bodies. [Current subscriptions: Cheshire Association of Local Councils, CPRE and Cheshire Community Action]
  - (j) To record that payments were made in 2025/26 under s.137 provisions in the sum of £1,158.22.
  - (k) To confirm the dates of Parish Council meetings for the 2026/27 civic year.  
[Proposed: 11<sup>th</sup> June, 2026; 9<sup>th</sup> July, 2026; 13<sup>th</sup> August, 2026, 10<sup>th</sup> September, 2026; 8<sup>th</sup> October, 2026; 12<sup>th</sup> November, 2026; 10<sup>th</sup> December, 2026; 14<sup>th</sup> January 2027; 11<sup>th</sup> February 2027; 11<sup>th</sup> March, 2027; 8<sup>th</sup> April, 2027; 13<sup>th</sup> May, 2027]  
[Note: May 2027 meeting subject to change should the election process require.]

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

- (a) Matters relating to asset management
- (b) Christmas tree provision
- (c) Village gateway proposals

## 17. Date of next meeting: See item 15(k).

## 18. 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).

*E.M.Maddock*

Dr. E. M. Maddock PSLCC, Clerk & Responsible Financial Officer. Dated 9<sup>th</sup> May, 2026

# Chelford Parish Council

## Appendix A: Financial Statement as at 14<sup>th</sup> May 2026

Financial Statement – 2026/27 as at 14 <sup>th</sup> May 2026					
Actual 2025/26 £	Details	2026/27 Budget £	Actual to Apr. 26 £	Agenda May 26 £	Budget Balance £
	<b>Receipts</b>				
53,587.00	Precept	54,415.00	0.00	27,207.50	27,207.50
0.00	Balances		0.00		0.00
3,169.55	Investment interest		0.00	192.67	0.00
0.00	Sale of assets		0.00		0.00
0.00	Grants, donations & refunds		0.00		0.00
100.00	Newsletter		0.00		0.00
0.00	Unpresented cheque		0.00		0.00
4,265.44	VAT refund		0.00	4,087.11	208.52
<b>61,121.99</b>	<b>Total receipts</b>	<b>54,415.00</b>	<b>0.00</b>	<b>31,487.28</b>	<b>27,416.02</b>
	<b>Payments</b>				
17,643.60	Salary (Clerk)	18,942.00	1,506.96	1,506.96	15,928.08
1,951.45	National Insurance (Employer)	2,018.00	168.12	168.12	1,681.76
3,793.34	Pension contributions (Employer)	3,888.00	308.93	308.93	3,270.14
1,005.47	Allowances (Clerk)	1,006.00	69.48	81.72	854.80
300.93	Administration	325.00	0.00		325.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
593.00	Audit fees (internal & external)	710.00	0.00	311.00	399.00
1,091.52	Insurance	1,000.00	0.00		1,000.00
1,158.22	Donations (inc. s.137)	370.00	0.00		370.00
150.00	Grants	3,000.00	0.00		3,000.00
121.98	Website	146.00	5.00	12.00	129.00
1,255.00	Professional services	2,171.00	0.00		2,171.00
0.00	Advertising	100.00	0.00		100.00
716.66	Subscriptions/affiliation fees	729.00	0.00	577.60	151.40
335.00	Room hire	440.00	30.00		410.00
172.00	Training	550.00	0.00		550.00
10,078.01	Chelford Activity Park maintenance	9,700.00	0.00	641.07	9,058.93
4,059.52	Parish and asset maintenance	8,320.00	0.00	1,224.61	7,095.39
100.00	Contingency	1,000.00	0.00		1,000.00
5,500.00	Assets – purchase (2025/26)	0.00	0.00		0.00
122.45	Newsletter (2025/26)	0.00	0.00		0.00
4,087.11	VAT		1.00	207.52	-208.52
<b>54,235.26</b>	<b>Total payments</b>	<b>54,415.00</b>	<b>2,089.49</b>	<b>5,039.53</b>	<b>47,285.98</b>

Cash/Bank reconciliation	01/04/26	09/04/26	14/05/26	31/03/27
Balance B/Fwd	139,479.26	139,479.26	137,389.77	163,837.52
Add total receipts	54,415.00	0.00	31,487.28	27,416.02
Less total payments	54,415.00	2,089.49	5,039.53	47,285.98
Balance C/Fwd	139,479.26	137,389.77	163,837.52	143,967.56
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/26	09/04/26	14/05/26	31/03/27
General funds	34,022.74	31,933.25	59,501.00	39,631.04
Earmarked reserves	105,456.52	105,456.52	104,336.52	104,336.52
	139,479.26	137,389.77	163,837.52	143,967.56

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## Cash/Bank Reconciliation as at 14<sup>th</sup> May, 2026

### Cash

Balance brought forward 01/04/26		
Current Account	297.89	
Business Reserve Account	10,393.05	
Liquidity Manager Account (35)	31,939.51	
Liquidity Manager Account (95)	15,248.58	
Skipton Building Society	81,600.23	
	139,479.26	
Plus receipts	31,487.28	
Less payments	7,129.02	
Balance carried forward 14/05/26	163,837.52	

### Bank (NatWest)

<b>Current Account</b>	29,768.00		05/05/26
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
2025/26	-40.00		
2026/27	-354.50		
For approval	-5,039.53		
Less payments already issued	129.51		
	-5,304.52		
		24,463.48	14/05/26
<b>Business Reserve Account</b>	10,533.74		02/04/26
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00		
		10,533.74	14/05/26
<b>Liquidity Manager Account (35 day)</b>	31,991.49		05/05/26
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00		
		31,991.49	14/05/26
<b>Liquidity Manager Account (95 day)</b>	15,248.58		15/04/26
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00		
		15,248.58	14/05/26
<b>Skipton Building Society</b>			
<b>Community Saver Account</b>	81,600.23		01/04/26
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00		
		81,600.23	14/05/26
Total bank balances 14/05/26		163,837.52	

# Chelford Parish Council

## Appendix B: Receipts

2025/26

NatWest Bank plc	£31.68	Gross interest – Feb. 2026 (LM95)
NatWest Bank plc	£8.27	Gross interest – Mar. 2026 (BR)
NatWest Bank plc	£55.78	Gross interest – Mar. 2026 (LM35)
NatWest Bank plc	£36.28	Gross interest – Mar. 2026 (LM95)

2026/27

Skipton Building Society	£140.69	Gross interest – Mar. 2026
Cheshire East Borough Council	£27,207.50	Precept 2026/27 (50%)
HM Revenue and Customs	£4,087.11	VAT reclaim 2025/26
NatWest Bank plc	£51.98	Gross interest – Apr. 2026 (LM35)

## Appendix C: Payments for approval

Cheque No 001727	JRB Enterprise Ltd	£75.78	Dog gloves [A]
Direct Debit	npower	£43.53	Electricity (01/01/26 – 31/03/26) [B]
Direct Debit	IONOS Cloud Ltd.	£4.20	Email accounts: Apr. 26 [C]
Direct Debit	IONOS Cloud Ltd.	£6.00	Web hosting: Apr. 26 – May 26 [C]
Cheque No 001728	E. M. Maddock	£1,349.22	Salary and allowances: May 26 [D]
Direct Debit	HM Revenue and Customs	£324.70	PAYE payments [E]
Standing Order	Cheshire Pension Fund	£391.81	Pension contributions: May 26 [F]
Cheque No 001729	Northwich Town Council	£60.00	Grounds maintenance: Mar. 26 [G]
Cheque No 001729	Northwich Town Council	£655.20	Grounds maintenance: Apr. 26 [G]
Cheque No 001730	CPRE	£60.00	Membership fee 2026/27 [H]
Cheque No 001731	Cheshire Association of Local Councils	£517.60	Affiliation fee 2026/27 [H]
Cheque No 001732	JDH Business Services Ltd.	£373.20	Internal Audit fee 2025/26 [I]
Cheque No 001733	Handyman Services	£780.00	Refurbishment of telephone kiosk [J]
Cheque No 001733	Handyman Services	£340.00	Refurbishment of benches [G]
Cheque No 001734	Nothing But Padlocks	£54.09	Replacement locks [J]
Direct Debit	IONOS Cloud Ltd.	£4.20	Email accounts: May 26 [C]

[A] Local Government and Ratings Act 1997 s.31

[B] Parish Councils Act 1957 s.3

[C] Local Government Act 1972 s.142

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

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

[F] Pension Act 2008 s.3

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

[H] Local Government Act 1972 s143

[I] The Accounts and Audit Regulations 2025 s.5

[J] Local Government Act 1972 s.111

# Chelford Parish Council

## Appendix D: Internal Audit Report 2025/26

### Annual Internal Audit Report 2025/26

Chelford Parish Council  
chelfordparishcouncil.org.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	N/A		✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		*See 1 below
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY 08/04/2026 DD/MM/YYYY JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit  Date 09/04/2026

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets, if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

# Chelford Parish Council

## Appendix E: Annual Governance Statement 2025/26

### Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

#### CHELFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<https://chelfordparishcouncil.org.uk/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

# Chelford Parish Council

## Appendix F: Final Accounts and Supporting Notes 2025/26

### Summary Receipts & Payments Account for the year ended 31st March, 2026

2024/25	<u>Receipts</u>	2025/26
£.		£.
50,949.00	Precept	53,587.00
3,951.23	Investment Interest	3,169.55
0.00	Sale of assets	0.00
5,196.92	Grants	0.00
1,768.75	Newsletter advertising	100.00
1,250.00	Unpresented cheque (2023/24)	0.00
2,009.79	V.A.T. Refund	4,265.44
<u>65,125.69</u>	Total Receipts	<u>61,121.99</u>
	<u>Payments</u>	
15,263.88	Salary (Clerk)	17,643.60
891.45	National Insurance (Employer)	1,951.45
3,373.29	Pension Contributions (Employer)	3,793.34
785.41	Allowances (Clerk)	1,005.47
0.00	Member Allowances	0.00
227.34	Administration	300.93
579.00	Audit Fees (internal & external)	593.00
731.92	Insurance	1,091.52
70.00	Donations - Sect. 137	1,158.22
710.00	Grants	150.00
1,602.65	Parish Council Newsletter	122.45
103.29	Street Lighting (Electric & Repairs)	145.20
98.00	Website	121.98
293.00	Professional Services	1,255.00
0.00	Advertising	0.00
636.72	Subscriptions / Affiliation Fees	716.66
355.00	Room Hire	335.00
195.00	Training	172.00
7,685.96	Chelford Activity Park - Maintenance	10,078.01
2,697.50	Chelford Village - Maintenance	3,228.85
440.34	Asset Maintenance	685.47
10,932.92	Asset Purchase	5,500.00
0.00	Community Day	0.00
0.00	Contingency	100.00
4,265.44	V.A.T.	4,087.11
<u>51,938.11</u>	Total Payments	<u>54,235.26</u>
	-----	
119,404.95	Balance B/Fwd. 01/04/25	132,592.53
65,125.69	Add Total Receipts	61,121.99
-51,938.11	Less Total Payments	-54,235.26
<u>132,592.53</u>	Balance C/Fwd. 31/03/26	<u>139,479.26</u>
	<u>Analysis of Cumulative Funds</u>	
20,174.23	NatWest Business Reserve Account	10,393.05
-419.29	NatWest Bank Current Account	297.89
31,237.36	NatWest Liquidity Manager Account (LM35)	31,939.51
0.00	NatWest Liquidity Manager Account (LM95)	15,248.58
81,600.23	Skipton Building Society	81,600.23
<u>132,592.53</u>	Total	<u>139,479.26</u>
	<u>Above Funds held for the following purposes:-</u>	
61,949.57	General Funds	34,022.74
70,642.96	Earmarked Reserves	105,456.52
0.00	Capital Reserves	0.00
<u>132,592.53</u>		<u>139,479.26</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2026 and reflects its receipts and payments during the year.

# Chelford Parish Council

## Chelford Parish Council – Supporting Notes 2025/26

### Assets

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

Speed indicators devices (2)	£5,500.00
	<u>£5,500.00</u>

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

High viz jackets	£0.00
Speed indicator devices (2)	£0.00
Notice board	£0.00
Play area signage	£0.00
Laptop computer	£0.00
	<u>£0.00</u>

Note: Assets register reviewed in line with definition of fixed asset determined at the Council meeting held 12<sup>th</sup> March, 2026.

Items totalling £83.22 (table tennis paddles, high viz jackets, lights and lock) removed from the fixed asset register.

At the 31st March, 2026 the following assets were held:-

Full list within assets register	Total value: <u>£108,564.05</u>
----------------------------------	---------------------------------

### Leases

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

### Borrowings

As at close of business on 31st March, 2026 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	£4,087.11
	<u>£4,087.11</u>

### Capital Reserves

None

### Earmarked Reserves

Democratic Services Fund	£2,500.00
Mere Court Improvements	£345.52
MUGA Maintenance (Parish Plan Grant)	£1,000.00
Highway safety projects	£25,000.00
Parish appearance projects	£25,000.00
Local engagement projects	£10,000.00
Community facilities improvement	£35,000.00
2025/26 commitments	£6,611.00
	<u>£105,456.52</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 £14,929.50 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
Chelford Social Committee	Donation	£1,088.22
RBL Poppy Appeal	Donation	£25.00
RBL Poppy Appeal	Donation	£45.00
		<u>£1,158.22</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 £3,793.34

### Contingent Liabilities

None

# Chelford Parish Council

## Appendix G: Accounting Statements 2025/26

### Section 2 – Accounting Statements 2025/26 for

#### CHELFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	119,405	132,593	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	50,949	53,587	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	14,177	7,535	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	19,529	23,388	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	32,409	30,847	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	132,593	139,480	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	132,593	139,480	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	107,418	108,564	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

Emmaddock REQUIRED

Date 06/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# Chelford Parish Council

## Appendix H: Risk Assessment 2026/27

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			
<b>Section one: Areas where there may be scope to use insurance to help manage risk</b>							
Property and contents owned by the council	Loss or damage	2	2	4	An up-to-date register of assets and investments	Review annually by council, annually by internal auditor.	Feb. 27
Damage to third party property or individuals	Public liability	2	3	6	Property maintenance and insurance cover	Insurance held with Zurich, reviewed and renewed annually by council, reviewed internal auditor	Feb. 27
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 insurance cover	Value of insurance held reviewed annually by council and internal auditor	Feb. 27
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, reviewed and renewed annually by council, reviewed internal auditor	Feb. 27
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.	Feb. 27
<b>Section two: Working with others to help manage risk</b>							
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.	Mar. 27

# Chelford Parish Council

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
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	None at review date. If activity occurs: Risk reviewed bi-annually by council, annually by internal auditor, all partners risk assessed and multiple quotes obtained and compared in minutes	Mar. 27
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	Mar. 27
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	Mar. 27
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	Mar. 27
Vehicle or equipment lease or hire	Injury, damage or loss	1	1	1	Hire from reputable companies	None at review date. If activity occurs: Use of vehicle or equipment lease or hire to be approved by council. Terms of hire/lease to be obtained.	Mar. 27
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	Mar. 27
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	Mar. 27
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 cover.	New suppliers to be verified by RFO prior to engagement. Awarding of ongoing supplier contracts to be approved by council.	Mar. 27

# Chelford Parish Council

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
<b>Section three: Self managed risk</b>							
Proper financial records	In accordance with statutory requirements	1	1	1	Financial records maintained by RFO in accordance to proper practices	Regular reports to council, annual review by internal auditor	Mar. 27
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	Mar. 27
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. Powers to spend recorded in minutes.	Internal auditor review, regular reference to legislation and guidance	Mar. 27
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	Mar. 27
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	Mar. 27
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	Mar. 27
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	Mar. 27
Borrowing	Complying with restrictions	1	1	1	Financial regulations and internal audit review	None at review date. If activity occurs: Internal auditor review, council checked	Mar. 27
Employment law and Inland Revenue regulations	Ensuring that requirements met	1	1	1	Financial regulations and internal auditor review	Internal auditor review	Mar. 27
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. 27
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. 27

# Chelford Parish Council

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Salaries and associated cost	Unpaid tax and NI contributions to Inland Revenue	1	1	1	Payments are made to HMRC by direct debit and detailed in the financial statements presented to council	Payments listed at each council meeting. Signatories check each payment.	Mar. 27
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. 27
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	Mar. 27
Annual precept	Requirements not submitted to principal authority	1	3	3	Precept receipt recorded in minutes	Full minute – RFO to follow up	Mar. 27
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	Mar. 27
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	Mar. 27
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	Mar. 27
Reserves - General	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Nov. 26
Reserves - Earmarked	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Nov. 26
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	Mar. 27
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 statutory requirements. Internal Auditor review	Mar. 27
Rights of inspection	Provision of right	2	1	2	Standing orders, financial regulations and Proper practices	Website and policies updated regularly	Mar. 27

# 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	Information retention policies	Policies approved and published	Mar. 27
Register of Member's Interests and Gifts/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.	Mar. 27
Compliance with Transparency Code	Non compliance	1	1	1	Standing orders, financial regulations and Proper practices	Stay up to date with legislative changes. Required material published on website.	Mar. 27
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. 26
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	Mar. 27
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	Mar. 27

# Chelford Parish Council

## Appendix I: Planning updates

### Recent planning decisions

- 26/0273/DSC            The Manor House, Holmes Chapel Road, Chelford. SK11 9AH  
Discharge of conditions 5 and 6 on approval APP/R0660/Y/21/3284800  
(21/0618M): Listed building consent for the conversion and extension of  
former tithe barn to form swimming pool and associated works to Wisteria  
Cottage.  
Decision: Approved with conditions (16/04/26)
- 26/0292/TPO            4 Grangewood Drive, Chelford. SK11 9BY  
T1 - Western Red Cedar - Reduction in height by circa 7 metres. Tree in  
question has a very exposed twin-stemmed top section susceptible to  
windloading. Tree is in close proximity to the property. Client is keen to  
reduce the trees sail effect and preserve the tree.  
Decision: Consent for works in TPO with conditions (28/04/26)
- 26/0867/DSC            The Manor House, Holmes Chapel Road, Chelford. SK11 9AH  
Discharge of conditions 5 and 6 on approval APP/R0660/W/21/3284801  
(21/0617M).  
Decision: Approved (16/04/26)
- 26/0939/TPO            8 Drumblefield, Chelford. SK11 9BT  
Oak (T1) – Crown reduction of North East through to South West sections  
of the canopy. Focus to be placed on reducing the lateral canopy on the  
property side back by circa 1.5 metres, then blending the upper canopy on  
the property side by 1 metre. Major deadwood to be removed throughout.  
Decision: Refused works to Protected Tree (05/05/26)
- 26/1005/TPO            12 Mere Court, Chelford. SK11 9EB  
Sycamore (T1) – Fell.  
Decision: Consent for works in TPO with conditions (05/05/26)

### Outstanding planning applications

- 25/3036/PIP            Land south of Chelford Road, Chelford. SK10 4TA  
Permission in principle for three to four dwellings.
- 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.

# Chelford Parish Council

## Appendix J: Notice board at Station Road



Notice board at Station Road

A review of the notice board has been undertaken in respect of access, safety and condition. The board is in satisfactory condition having been re-treated in 2025, however, access and safety in respect of the board need further consideration.

Currently the notice board opens via two locks at the top of the board with the door hinged along the bottom edge. Access is somewhat challenging due to (a) the height of the locks; (b) the dimensions of the board; (c) the location of the board near the edge of raised ground within a supporting wall at the junction of Station Road and Knutsford Road; and (d) planting around the base of the notice board.

A range of options are available to address the issues:

Option 1: Do nothing. This option does not address any issues relating to safety or access.

Option 2: Modify the notice board to enable safer access. Quotations have been sought for the modification of the board to enable locking along the bottom edge and a self-supporting upwards opening door.

Option 3: Replace the notice board. Indicative costs to replace the notice board have been obtained.

Option 4: Remove the notice board. This would address the access and safety issues relating to the board but also remove future opportunities to utilise the notice board. Costs would be incurred for the removal and disposal of the notice board.

Option 5: Donate the notice board to a community group. This would transfer the management of the notice board to the recipient organisation.

# Chelford Parish Council

## Appendix K: Highway issues updates

1. Mud and water on footway along Knutsford Road (between Parish Hall and roundabout)  
Update: Issue being reviewed by landowner.
2. Street lights out along Knutsford Road between Chelford Parish Hall and roundabout  
Update: "Will be fulfilled by planned works."
3. Potholes at Dixon Drive near to junction with Millbank Close  
Update: "We have assessed the report and have arranged to carry out a repair in the next 20 working days."
4. Pothole at Dixon Drive near to junction with Woodland Close  
Update: "We have assessed the report and have arranged to carry out a repair in the next 20 working days."
5. Pothole on Knutsford Road outside Applewood House  
Update: "Will be fulfilled by planned works."
6. Damaged safety railings on railway bridge at Knutsford Road  
Update: "We have made the location safe until we can return to carry out further works. Unfortunately, we are unable to provide you with a timescale of the further works."
7. Request for loading bay outside Chelford Surgery, Elmstead Road  
Update: No update received from Cheshire East Council.
8. Request for 20mph speed limit outside Chelford Primary School, Oak Road  
Update: No update received from Cheshire East Council.
9. Safety concerns at zebra crossing  
Update: Planning application 25/1234/FUL approved with conditions by Northern Planning Committee. Parish Council to lobby for proposed improvement works to be completed at earliest opportunity. Jones Homes awaiting completion of s.106 agreement before any work can commence.
10. Review of yellow lines at junction of Oak Road and Knutsford Road  
Update: "The request has been added to the list of locations for consideration during prioritisation assessments which inform future work programmes."
11. Re-instatement of worn yellow lines on Dixon Drive  
Update: Awaiting outcome of parking review from Borough Councillor A. Harrison.
12. White lining along Knutsford Road  
Update: Lining work commenced.
13. Review of bollards at Dixon Drive (near Galloway Grange)  
Update: No update received from Cheshire East Council.
14. Pothole on Broomfield Close near to junction with Dixon Drive  
Update: "The enquiry has been assessed and does not present a risk to highway users at this time." [Further report lodged to raise concerns re danger to cyclists]
15. Potholes on Broomfield Close outside No. 2  
Update: "The enquiry has been assessed and does not present a risk to highway users at this time." [Further report lodged to raise concerns re danger to cyclists]

# Chelford Parish Council

## Appendix L: Speed indicator device data

The following summarises data collected by speed indicator devices between 1<sup>st</sup> September 2025 and 30<sup>th</sup> April 2026.

Site A1 = Knutsford Road, near Parish Hall – incoming traffic

Site A2 = Knutsford Road, near Parish Hall – outgoing traffic

Site B1 = Knutsford Road, near Dixon Drive – incoming traffic

Site B2 = Knutsford Road, near Dixon Drive – outgoing traffic

Note: January 2026 data impacted by roadworks (traffic lights) near to device near Parish Hall.

Total number of vehicles	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026
Site A1	136,028	136,456	132,650	126,986	70,252	110,871	127,894	120,847
Site A2	136,658	139,159	131,940	131,110	99,066	118,825	135,701	129,339
Site B1	108,008	106,021	103,860	100,389	88,902	101,728	104,670	98,873
Site B2	124,355	121,891	121,125	116,020	105,221	103,822	120,556	113,636

Table 1: Total number of vehicles

Percentage of vehicles travelling within speed limit / %	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026
Site A1	69.76	71.23	71.86	71.16	82.69	69.09	68.48	70.12
Site A2	53.08	52.75	55.99	56.42	70.94	52.60	51.06	53.45
Site B1	78.39	80.53	81.30	81.57	80.08	63.53	76.64	76.59
Site B2	60.77	61.35	63.49	63.56	64.66	62.24	60.37	58.62

Table 2: Percentage of vehicles travelling within speed limit

Maximum recorded speed / mph	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026
Site A1	71	85	68	73	68	73	72	76
Site A2	69	68	65	67	69	64	68	74
Site B1	79	83	71	73	84	75	80	84
Site B2	91	97	84	92	85	99	94	84

Table 3: Maximum recorded speed

# Chelford Parish Council

## Appendix M: Summary of Assets

**Land:** Chelford Activity Park; Grass splay at Knutsford Road

**Street furniture:** Notice boards (6); street light fitting; bus passenger shelter; benches (6); planters (8); height restriction barrier; boundary signs (4); dog poo bag dispensers (4); telephone kiosk; speed indicator devices (2).

**Sports / Play Equipment:** Goal posts (2); Multi-use games area; tennis nets (2); table tennis table; monkey bars; log run; timber steppers; cableway; rollup; timber swing; multiplay unit; rodeo board.

**Recreation area surfacing:** Ecomulch surfacing; Ultitrec pathway.

**Recreation Area Accessories:** Gates (3); fences; signs; benches (6); waste bins (3); cycle racks (6); picnic benches (3).

**Other items:** Laptop; printer; speed radar guns (2); hand held tally counter; litter picking kits (10).

## Appendix N: Scope of insurance

Chelford Parish Council holds insurance cover in respect of the following categories:

- **Public liability** – cover against third party claims in the event of injury or property damage. It also helps with payment of legal costs and damages to defend claims against the council.
- **Employers liability** – the council has a legal duty to hold Employers' Liability. Cover protects the council if it's found to be legally liable for causing an injury to an employee whilst they're carrying out their work duties.
- **Libel and slander** – cover in respect of libels (written) or slanders (spoken) committed by employees or councillors in the course of council business.  
[Note: Cover only valid where libels appear in publications either (i) specifically authorised by the council or (ii) by an employee. Slanders by members only covered during official meetings of the council or on occasions where the member is specifically authorised to represent the council.]
- **Fidelity guarantee** – Cover to protect the council against the loss of money and/or property which may be suffered as a result of a dishonest or fraudulent act by an employee or councillor.
- **Personal accident** – Cover to provide financial payments to employees, clerk, councillors and volunteers if they are accidentally injured whilst carrying out their business duties.
- **Legal expenses** – Cover to meet the cost of legal defence for the council with regards to legal disputes.
- **Assets** – Accidental physical loss or accidental physical damage resulting from a cause not otherwise excluded.
- **Money** – Loss of money or non-negotiable money.