

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Thursday 10th March 2016 at 7.00 pm at Nether Alderley Parish Hall.

In the Chair: Cllr. J Shufflebottom
Parish Councillors present: ^Cllr. Y. Bentley, *Cllr. D. Colgan, Cllr. C. McKeown and Cllr. S. Shorland.
Also present: Mrs. P. Langham, Parish Council Clerk

1. To receive apologies for absence

The Parish Council received apologies for absence from Nether Alderley Parish Councillors S. Lewis, J. Wilkinson and Cheshire East Councillor George Walton.

2. To receive Declarations of Interests and confirm Code of Conduct expectations and procedures

2.1 To Declare Disclosable pecuniary interests.

No declarations were made.

2.2 To Declare interests conflicting with the seven Nolan principles.

No declarations were made.

3. To consider and approve Applications for Dispensations

No applications for dispensation were submitted.

4. Meeting Minutes

RESOLVED: *The Parish Council resolved to approve that the Minutes of the Nether Alderley Parish Council meetings held on 11th February 2016, 22nd February 2016 and Planning meeting on 3rd March 2016 are a true and accurate record.*

The Parish Council noted that Minutes for meeting 6/10/15 Minute reference 9.6 recorded '30th June 2016' for quarterly budget tracker and should read '30th September 2016'.

Minutes for Planning Committee Meeting 28th January 2016 recorded meeting at 7 pm and should read 12 midday.

5. Matters Arising.

To receive reports and consider progress of matters raised and addressed at previous meetings

5.1 Telephone kiosk, Bradford Lane

The Clerk reported that the kiosk transferred ownership to the Parish Council on Sunday 6th March 2016, the telephone has been removed by BT, notices have been placed in the kiosk, at the school, on notice boards and on the website, to advertise that the Parish Council now owns the kiosk. The Clerk has confirmed the ownership transfer with Cheshire Police and asked that the information is passed on to the Emergency services. A lock has been fitted to the kiosk and the kiosk added to insurance.

The Clerk drew attention to details in an information pack from BT and will forward the pack to all Councillors for consideration when inspecting the kiosk.

RESOLVED: *The Parish Council resolved to approve key holders.*

*Cllr. Colgan arrived at the meeting

5.2 Manchester Airport Meeting

The Clerk reported details of a meeting held for Parish Council Clerks by the Manchester Airport Community Relations team.

RESOLVED: *The Parish Council resolved to approve that the Manchester Airport e-news could be posted on the Parish website*

6. Current Matters

To consider and agree actions relating to ongoing matters

6.1 Parish Hall Renovation.

The Chairman reported details of a meeting held with the Cheshire Community Action Village Halls advisor, attended by representatives of the Parish Council and St. Mary's, to seek advice regarding renovations to Halls. The Halls advisor recommended that a group is configured to work through a process of identifying works required, establishing community opinion and looking further at grant options. The Halls advisor also recommended that one of the groups involved invests in CCA Village Halls membership to access and benefit from further advice and support.

RESOLVED: *The Parish Council resolved to approve that a meeting is arranged with members of St. Marys and the Parish Hall committee to discuss the setting up of a group to consider in more detail and move forward with Hall renovations.*

The Clerk drew attention to the history and function of the Parish Hall Committee and contributions made to the Parish Hall by the Parish Council and Church, together with literature received from the Village Halls Advisor regarding Parish Council contributions to village halls.

The Clerk reported enquiries made regarding Hall expenditure by the previous Chairman.

RESOLVED: *The Parish Council resolved that the Parish Council is working in accordance with statutory expectations in relation to Hall expenditure.*

It was agreed that the Clerk would forward the Village Halls literature for all Councillors to consider.

^Councillor Bentley left the meeting

6.2 Speed and safety on Local Roads

The Clerk reported feedback from the Cheshire East Council Senior Traffic Engineer (Traffic and Design) regarding progress of Parish Council requests for improvements to highways safety.

RESOLVED: *The Parish Council resolved to ask the Cheshire East Council Officer to a meeting to seek and clarify updated information.*

The Parish Council resolved that it would not take action at this time regarding the exit visibility from Bradford Lane.

6.3 Operation Shield

The Clerk reported that she has informed Sgt Miller of the Parish Council's intention to purchase 30 select DNA packs.

RESOLVED: *The Parish Council resolved to approve expenditure of £264 for 30 packs, and to accept 5 signs offered but not purchase further signs at this point, with payment made at the next meeting.*

The Clerk identified the Local Government and Rating Act 1997 as a power for expenditure, although ChALC has advised that the Crime and Disorder Act 2000 could be applied.

The Parish Council considered distribution of information, about the scheme, to the community.

6.4 Improvements to Nether Alderley roundabout.

RESOLVED: *The Parish Council resolved to approve that the Clerk and Chairman meet with the Cheshire East Council Highways Officer and Cheshire East Cllr. Walton to seek updated information about the progress of the Parish Council's request for improvements to the presentation of the roundabout.*

6.5 Neighbourhood Planning.

The Chairman reported information from meeting with an Alderley Edge Parish Councillor regarding Neighbourhood planning. The Parish Council considered the Neighbourhood Planning scheme in relation to Nether Alderley.

6.6 Repair to bench

The Clerk drew attention to the repaired and very much improved bench outside the Parish Hall and explained that it had been found that the wooden slats were rotten and had had to be replaced, with consequent additional costs for the repair.

6.7 Defibrillator.

The Clerk reported information from the Head teacher at the primary school who has confirmed that the defibrillator has now been received and an external housing box instated. He has offered to include Parish Councillors in training arranged for staff. The Parish Council considered means of passing information about the defibrillator to the community and arranging community training.

7. New Matters

7.1 Asset Valuation.

The Clerk reported a recent asset valuation.

8. Policies and Procedures.

8.1 Clerk's hours worked

The Parish Council noted the Clerk's hours worked February/March 2016.

8.2 To review Legal powers Councils

The Parish Council confirmed that the Clerk had distributed electronic copies of the new version of the Good Councillor's Guide and a list of statutory powers of Parish Councils, for all Councillors to take note of and review.

8.3 To review and consider Parish Council insurance.

The Clerk reported an information meeting with a representative of the Parish Council's insurance broker. The Parish Council considered three insurance options and requested that the Clerk seeks further information in relation to one of the insurance schemes, prior to a decision being made.

RESOLVED: *The Parish Council resolved to approve that the Clerk does not seek further insurance options at this time*

8.4 To review Clerk's pension contribution for 2016/17

RESOLVED: *The Parish Council resolved to approve the required percentage contribution to the Cheshire Pension Fund, incorporating a percentage to the Legal and General Ill health scheme, for 2016/17.*

8.5 To consider and approve internal audit arrangements for 2015/16.

The Parish Council considered the internal audit arrangements it has in place currently.

The Clerk explained recent communication from the Auditor, including a plan of audit.

The Parish Council confirmed that it carries out an annual review of its internal audit arrangements and plan of audit subsequent to the internal audit and was satisfied, at the last review in May 2015, with the internal audit arrangements that it has in place including the scope of audit.

RESOLVED: *The Parish Council resolved that it would include the information received from the auditor in its next review of internal audit arrangements and resolved to approve that the Parish Council commissions JDH Business Services to carry out the internal audit for 2015/16 at the proposed cost for service.*

Proposed Cllr. McKeown, seconded Cllr. Colgan and approved by resolution of the Parish Council.

8.6 Review of Internal audit and internal systems of control.

RESOLVED: *The Parish Council resolved to approve a working group of 3 Councillors and the Clerk to review internal audit arrangements, plan of internal audit, internal systems of control, the annual return governance statement and statement of accounts and proposed VAT reclaim, to report back to the Parish Council for consideration and approval, further to the internal audit and prior to consideration and approval of the annual return by the Parish Council.*

8.7 Auditing Companies.

Parish Councillors present confirmed no connection with the internal and external auditing companies

8.8 To review storage of documents

RESOLVED: *The Parish Council resolved to approve the continued storage of documents at the bank and associated fee.*

Proposed by Cllr. Shorland, seconded by Cllr. Shufflebottom and approved by resolution of the Parish Council.

9. Finance

9.1 To note receipt of income as listed in schedule, Appendix A1

The Parish Council noted receipt of income

9.2 Website Hosting.

RESOLVED: The Parish Council resolved to approve website hosting services and fee for 2016/17. Proposed by Cllr. Colgan, seconded by Cllr. McKeown and approved by resolution of the Parish Council

9.3 To approve items for payment as listed in schedule A2

RESOLVED: The Parish Council resolved to approve payments as listed in financial schedule A2 (cheques 1209 – 1214)

9.4 To approve direct debits as listed in schedule A3

RESOLVED: The Parish Council resolved to approve the direct debit to Utility Warehouse as listed in appendix A3

Payments and direct debit were proposed by Cllr. Colgan, seconded by Cllr. Shufflebottom and approved by resolution of the Parish Council.

9.5 Notification of charge increase for waste collection.

The Clerk reported and Parish Council noted an increase in charges, to commence in April 2016.

9.6 Expenditure for Councillor and Clerk training courses.

The Parish Council noted that an additional expenditure of £25 has been made for Councillor and Clerk training in 2015/16 than budgeted.

The Parish Council noted that the Clerk hopes to attend a CiLCA guidance course for £15.

RESOLVED: The Parish Council resolved to approve the additional £25 expenditure on training and £15 expenditure for the Clerk to attend the CiLCA course, from reserve amounts.

Proposed by Cllr. McKeown, seconded by Cllr. Colgan and approved by resolution of the Parish Council

10. Correspondence

To receive and consider new correspondence sent to the Parish Council and agree actions to take in response to communication.

10.1 Local Plan Strategy Proposed Changes version consultation

The Parish Council has received communication of the consultation running to 19th April.

RESOLVED: The Parish Council resolved to approve that Cllr. Shufflebottom and a second Parish Councillor could represent the Parish Council at a meeting at Macclesfield Town that will provide details of the Local Plan document.

RESOLVED: The Parish Council resolved to approve calling an additional meeting to consider a response to the Local Plan consultation.

10.2 Public Contract Regulations.

A recommendation has been noted in a recent ChALC newsletter that Standing Orders are amended to incorporate new regulations relating to Public Contracts.

The Parish Council agreed that the Clerk should seek further information in order that Standing Orders may be amended.

11. Planning.

The Parish Council noted that there were no new planning applications for consideration.

The Parish Council noted application 16/1091D – Discharge of Conditions, Iron Gate Farm, Chelford Road.

The Parish Council discussed the outcome of the Cheshire East Council Strategic Planning Board meeting in relation to approving planning application 15/5401M, Alderley Park and the proposed allocation of s106 funding for renovation works to the Parish Hall.

12. Burial Board.

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RESOLVED: *The Parish Council resolved to approve that the Burial Board considers all matters relating to appointment of a new Clerk to the Burial Board further to the current Clerk's request to step down from the role.*

13. RESOLVED: *The Parish Council resolved to approve exclusion of public and press for consideration of communication due to consideration of personal information with details set out in Appendix B 10th March 2016.*

14. Councillor's reports and items for future agenda

Councillors may use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas (not for debate or decision making)
There were no reports.

15. Next Parish Council meeting:

To confirm the ordinary Parish Council meeting due to be held on Wednesday 13th April 2016

Minutes taken by: the Clerk.

Minutes confirmed and approved at the Nether Alderley Parish Council meeting held on 13th April 2016.

Signed..... Date.....

APPENDIX A

**Nether Alderley Parish Council Meeting
Thursday 10th March 2016 at 7.00 pm.
Nether Alderley Parish Hall.**

Schedule of Receipts and Payments

A1.Receipt of Income

£140 Burial Board
£300 Burial Board

A2. Invoices for payment

1209 Mrs. P Langham £827.32 (£520.03 plus administration/expenses £307.29) Salary and administration costs and expenses, March 2016 H
*Salary and expenditure reviewed and approved 9/3/15 Minute ref 9.5
Administration costs/expenses approved 11th February 2016 Minute ref 8.5*

1210 Cheshire West and Chester Cheshire Pension Fund £132.63 Pension contribution, March 2016 H
Pension contribution level reviewed and approved 9/3/15 Minute ref 9.5

1211 Henshaws Waste collection two collections February 2016 £39.28 (£32.74 plus £6.54 VAT) E,F,G
*Waste collection review and approval 10/8/15 Minute Ref 8.5
Service ordered 11/6/2009. Minuted approval 21/5/2009 ref 5.10*

1212 greensplash Ltd. Annual hosting of website £144.00 (£120 plus £24 VAT) P

1213 Norris Bilsborough Telephone kiosk lock £83.39 (£69.49 plus £13.90 VAT) N
S137 expenditure approved meeting Minutes 8/2/16 reference 7 Ordered 3/3/16

1214 Cheshire Association of Local Councils CiLCA Guidance session £15.00 H

A3. Direct Debits for approval

Utility Warehouse Parish Hall electricity £320.48 (£267.07 plus £53.41 VAT) for January 2016, to be debited on or after 29th February 2016 E,F,G

Service approved Minute reference 23.11.06 p 256 , Service ordered 23.11.06, Service last reviewed for continued use Minute reference 10.8.15 8.3 and 8.4

A4. Approval for future expenditure/order

None

A5. Approval to send to Payroll Provider for inclusion in Payroll Report for Clerk's expenses/salary H

None

Signed.....
Chairman of Meeting

Signed.....
Clerk and Responsible Financial Officer
Parish Council Powers for expenditure and activity:

Audit

Audit Regulations 1996 I

Benches

Power to provide and maintain roadside seats and shelters Parish Councils Act 1957, s.1 K

Burial Grounds, Cemeteries and Crematoria

Power to acquire, provide and maintain A

Open Spaces Act 1906, ss9 and 10

Power to agree to maintain monuments and memorials B

Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1

Power to provide and maintain and Power to contribute towards expenses of cemeteries C

Local Government Act 1972, s.214

Local Authorities Cemeteries Order 1977 (no 204) C1 Memorials (16 (1) (a) and 16 2 (b))

Bus Shelters

Power to provide and maintain shelters D

Local Government (Miscellaneous Provisions) Act 1953, s.4

Parish Councils Act 1957, s.1

Community Centres

Power to provide and equip community buildings E

Local Government Act 1972, s.133

Power to provide buildings for clubs having athletic, social or educational objectives F

Local Government (Miscellaneous Provisions) Act 1976 s.19

Power to provide a range of recreational facilities G

Local Government (Misc Provisions) Act 1975 s19

General Administration/Running Costs

Subsidiary powers of local authorities – to facilitate, or conducive or incidental to, the discharge of functions

LGA 1972 s111 H

Parish Hall – public meetings K

1. LGA 1972 s 142 “ arrange for the delivery of lectures and addresses and the holding of discussions on such matters - provision of information etc relating to matters affecting local government

2. s133 ‘Power to provide buildings for public meetings and assemblies or contribute towards the expenses of providing such buildings’

3. LGA 1972 S111

Litter bins

Provision of litter bins L

Litter Act 1983, ss 5, 6

Research and collection of information

Power to carry out research

LGA 1972 S 141 M

Parish Plans S141 LGA 1972 J

Section 137

Local Government Act 1972. Power of Local Authorities to incur expenditure for certain purposes not otherwise authorised. Power to do something that will benefit the community where there is no other specific power covering the action; Set at £7.36 per elector in 2015/16. Expenditure must be commensurate with the benefit N

Websites

Local Government Act 1972 s142 P