

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 13th April 2016 at 7.00 pm at Nether Alderley Parish Hall.

In the Chair: Cllr. J Shufflebottom
Parish Councillors present: Cllr. Y. Bentley, Cllr. C. McKeown, Cllr. S. Shorland, ^Cllr. Walker, Cllr. J. Wilkinson and *Cheshire East Councillor G. Walton
Also present: Mrs. P. Langham, Parish Council Clerk

Prior to the meeting, a representative from the organisation Lifelinks Cheshire presented information to Parish Councillors about the community service offered by Lifelinks.

1. To receive apologies for absence

The Parish Council received apologies for absence from Nether Alderley Parish Councillors D. Colgan and S. Lewis.

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 non- pecuniary interests.

Cllr. Bentley declared a non-pecuniary interest in minuted item 9.1
Cllr. C. Walker declared a non-pecuniary interest in minuted item 12

3. To consider and approve Applications for Dispensations

No applications for dispensation were submitted.

4. RESOLVED: *The Parish Council resolved to approve that the Minutes of the Nether Alderley Parish Council meetings held on 10th March 2016, 24th March 2016 and 11th April 2016 were a true and accurate record.*

The Parish Council resolved that the appendices for the meeting 10th March 2016 would be considered and approved at the next Parish Council meeting.

5. Current Matters

To consider and agree actions relating to ongoing matters:

5.1 To consider actions to take regarding Parish Hall renovation

The Chairman explained that 2 surveyors involved with Heritage work at Alderley Park have made a visit to the Parish Hall and will produce a report of their findings of the condition of the Hall.

A meeting was held on 29th March with representatives from the Parish Hall Committee and St. Mary's, to discuss options for a way forward with considering refurbishment of the Parish Hall.

Further to the meeting and further to advice from the Cheshire Community Action Village Halls Advisor:

RESOLVED: *The Parish Council resolved to approve the formation of a Working Group of those interested in the refurbishment of the Hall including members of the Parish Council, St. Mary's, the Parish Hall committee and members of the public, to discuss proposals and take forward plans for a vision for refurbishment of the Parish Hall and that Councillors Shufflebottom, Walker and Wilkinson could act as representatives of the Parish Council on the Group. The Parish Council resolved that the formation of the group could be advertised to seek out those in the community who might be interested in being involved.*

5.2 To consider speed and safety on local lanes.

The Parish Council considered diagrammatic schemes for highways safety improvements on Congleton Road in the vicinity of the Primary school, produced by the Cheshire East Highways Design Officer.

RESOLVED: *The Parish Council resolved that a meeting should be arranged with the Highways officer and head teacher of the Primary School to seek out the school's views and more information about the proposed options, before considering again at a future meeting.*

5.3 Improvements to Nether Alderley roundabout.

The Chairman reported that, further to a site visit, Cheshire East Council has offered to mound the roundabout slightly with topsoil and sew good quality grass seed, maintaining a flat grassed perimeter around the roundabout. Grass cutting would be arranged more regularly

A second phase would then be planned, for planting the roundabout.

It was noted that grass cutting has not yet taken place on the roundabout this year.

5.4 Neighbourhood Planning.

The Chairman explained communication from Alderley Edge Parish Council regarding the progress of its considerations of the Neighbourhood planning scheme, further to a suggestion from Alderley Edge that a joint plan could be considered. The Parish Council considered a suggestion from Alderley Edge that, should the two Councils decide to move ahead with Neighbourhood Plans in their areas, there could be aspects where the plans could work alongside each other but that separate plans would address the specific needs of each area. The Parish Council agreed that it would continue to consider the option of a Neighbourhood Plan.

Councillor Walton explained progress of Neighbourhood Planning in towns and parishes in Cheshire East.

5.5 Cheshire East Council Local Plan proposed changes version.

RESOLVED: *The Parish Council considered and resolved to approve the Parish Council's written response to the Cheshire East Local Plan Strategy Proposed Changes version, further to the Parish Council's meeting on Monday 11th April.*

5.6 Footpaths and rights of way.

The Clerk reported that the Local Area Highways Officer has inspected and will carry out a further inspection of the pavement running alongside Congleton Road from Welsh Row towards Alderley Edge due to concerns raised about the state of repair of the pavement and accessibility along the pathway. The Officer has proposed that the pavement may be assessed for 'slurry treatment' resurfacing. The Clerk has contacted ANSA with a request for a pavement sweep, further to the communication with the Local Area Highways Officer.

5.7 Parish website.

The Clerk reported and Parish Council approved use of existing credits for future work to the website.

*Councillor Walton left the meeting

6. Policies and procedures

6.1 The Parish Council received the report on quarterly inspection of Parish Council owned highways assets.

6.2 The Parish Council noted Clerk's hours worked March/April 2016

6.3 The Parish Council noted Clerk's annual leave, 2015/16

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

6.5 Review of Internal Audit Plan of Audit.

RESOLVED: *The Parish Council considered a Plan of Audit received from JDH Business Services and resolved to approve the Plan. The Parish Council resolved that the Plan addresses and takes account of statutory requirements, is comprehensive in scope and appropriate and effective for the requirements of Nether Alderley Parish Council.*

6.6 Review of Effectiveness of internal audit.

RESOLVED: *The Parish Council considered the internal audit arrangements that it has in place, in terms of scope of audit, independence, competence, reporting and audit planning and resolved that the audit arrangements take account of statutory requirements and are appropriate and effective for Nether Alderley Parish Council and that the current arrangement using JDH Business Services should therefore be maintained.*

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

6.7 External Audit 2015/16

The Clerk reported information received from the External Audit company and that Nether Alderley Parish Council has been randomly selected to receive an intermediate audit this year. The Clerk explained the requirements of the external audit, with reference to the new Governance and Accountability document (including documents required and audit and inspection dates) and confirmed the changes in requirement from April 2017. Councillors received copies of the proforma annual return.

A date was confirmed for the meeting of a Working Group of 3 Councillors and the Clerk to consider the results of internal audit, internal systems of control, the Annual Return and VAT reclaims, to report back for consideration at the Parish Council meeting in May.

6.8 ChALC Area Representatives

RESOLVED: *The Parish Council resolved to approve that Councillors Shufflebottom and Shorland and the Clerk would be nominated representatives.*

7. Finance.

7.1 Receipts.

The Parish Council noted receipts as listed in Appendix A1

7.2 Payments

RESOLVED: *The Parish Council resolved to approve payments as listed in Appendix A2*

7.3 Direct Debits

RESOLVED: *The Parish Council resolved to approve direct debit and the bank safety deposit charge, as listed in Appendix A3*

RESOLVED: *Expenditures were proposed by Cllr. Wilkinson, seconded by Cllr. McKeown and approved by resolution of the Parish Council*

7.4 The Parish Council noted an error recorded for an amount paid on 6/1/2015 for hire of the Parish Hall (1197), recorded as £15.00 which should read £30.00

RESOLVED: *The Parish Council resolved to approve that the correct amount paid was £30.00*

7.5 To consider and approve bank reconciliation to 31st March 2016.

The Clerk presented the bank reconciliation to 31st March 2016, together with analysis of receipts and payments to the current account and the bank statement for current and reserve accounts at 31st March 2016

Cllr. McKeown confirmed her independent analysis of the bank reconciliation in conjunction with assessment of bank statements and the cash book and confirmed the accuracy of the figures recorded.

RESOLVED: *The Parish Council considered and resolved to approve the bank reconciliation to 31st March 2016.*

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

7.6 To consider and approve receipts/expenditure against budget headings at 31st March 2016.

Cllr. McKeown confirmed her independent analysis of receipts/expenditure against budgeted amounts and accuracy of the figures recorded in comparison with the cash book.

RESOLVED: *The Parish Council considered and resolved to approve the comparison of receipts and expenditure to budgeted amounts at 31st March 2016*

Proposed by Cllr. Bentley, seconded by Cllr. Wilkinson and approved by resolution of the Parish Council.

7.7 To approve cash book entries 2015/16

RESOLVED: *Further to reports of the analysis of cash book entries by Cllr. McKeown and Cllr. Shufflebottom, the Parish Council resolved to approve the Chairman and Clerk's signing.*

7.8 To consider and approve accounts for 2015/16

Cllr. McKeown confirmed her independent analysis of the accounts in conjunction with the bank statements at 31st March 2016 and cash book and confirmed the accuracy of the figures recorded.

RESOLVED: *The Parish Council considered and discussed the accounting figures for 2015/16 and resolved to approve the Nether Alderley Parish Council accounts 2015/16.*

Proposed by Cllr. Bentley, seconded by Cllr Walker and approved by resolution of the Parish Council.

7.9 The Parish Council considered and agreed that the Clerk/ Chairman could contact HMRC for confirmation of VAT reclaims in relation to Parish Hall expenditure

8. Correspondence

Receipt of 'LCR' Spring edition

9. Planning

The Parish Council considered and resolved to approve responses to the following new planning applications:

9.1 Application 16/1202M

Conversion of existing barn to create a single dwelling.

CROWN COTTAGE, WELSH ROW, NETHER ALDERLEY, MACCLESFIELD, CHESHIRE, SK10 4TY

Approved response:

The Parish Council is minded that this will be a new development in the Green Belt but notes that, in this re-application, the applicant has addressed concerns that Cheshire East Council had with a previous application (15/3216M).

9.2 16/1378M

Proposed demolition of existing industrial unit and construction of 2 detached dwellings with detached garages with associated parking and landscaping.

Locoshed, BOLLINGTON LANE, NETHER ALDERLEY, SK10 4TB

Approved response:

No objection

9.3 16/1413M

GPDO application for proposed telecommunications upgrade to existing equipment.

Telecoms Site, Monks Heath Hall Workshops, Chelford Road, Nether Alderley

Approved response:

No objection

RESOLVED: Responses to planning applications were proposed by Cllr. McKeown, seconded by Cllr. Shorland and approved by resolution of the Parish Council

9.4 The Parish Council noted an invitation to attend an information event regarding planning application 15/4515M.

10. Burial Board

10.1 RESOLVED: *The Parish Council resolved to approve instatement of a new bench at an agreed site in the New Burial Ground, including arrangements for installing.*

10.2 RESOLVED: *The Parish Council considered a request for improvements to the grassed area of a grave and resolved to approve that the Groundsman is asked to replace the turf and level the ground.*

10.3 RESOLVED: *The Parish Council resolved to approve exclusion of public and press for consideration of communication relating to burial and memorial requests due to consideration of personal and sensitive information with details set out in Appendices C, D and E 13th April 2016.*

11. Parish Hall

The Clerk confirmed that an independent analysis of the Parish Hall Committee's accounts had been carried out with no issues noted.

^Councillor Walker left the meeting

12. Annual review of Clerk’s Salary, expenses and terms of employment.

The Chairman gave notice that the Clerk had tendered her resignation from the Parish Council.

RESOLVED: *The Parish Council resolved to approve that the Chairman could contact ChALC for advice about recruitment, contracts and other information necessary to recruitment of a new Clerk.*

RESOLVED: *The Parish Council resolved to approve that a Working Group of 3 Councillors could consider all aspects of employment of a new Clerk and report back to the Parish Council for the Parish Council to consider and approve a recruitment process and terms of employment.*

The Clerk explained details of previous salary and expenses agreements, since commencing employment.

RESOLVED: *The Parish Council considered and resolved to approve that the Clerk maintains her current banding level, average hours worked of 11 hours per week and annual leave entitlement and reviewed and approved expenses contributions, travel contributions and pension contributions (as appendix B)*

Minutes taken by: the Clerk.

Minutes confirmed and approved at the Nether Alderley Parish Council meeting held on 10th May 2016.

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

APPENDIX A

**Nether Alderley Parish Council Meeting
13th April 2016 at 7.00 pm.
Nether Alderley Parish Hall.**

Schedule of Receipts and Payments

A1. Receipt of Income

Cheshire East Council £7,608.00 (Precept £7500 and Council tax support grant £108)

A2. Invoices for payment

1216 Mrs. P Langham £520.03 Salary, April 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*

1217 Cheshire West and Chester Cheshire Pension Fund £135.38 Pension contribution, April 2016 H
Pension contribution level reviewed and approved 10/3/16 Minute ref 8.4

1218 Henshaws Waste collection two collections March 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*

1219 The Cheshire PCC £264 Operation Shield selecta DNA packs
*Local Government and Rating Act 199 s31, Crime and Disorder Act 2000
Approved 10/3/16 6.3*

1220 Cheshire Association of Local Councils Annual affiliation fee and Local Council review magazine
£179.40 H

1221 Cheshire Community Action Annual Affiliation £20.00 H

A3. Direct Debits for approval

Utility Warehouse Parish Hall electricity for February 2016 £407.58 (£339.65 plus £67.93 VAT), to be
debited on or after 31st March 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*

Bank Safety Deposit fee Natwest Bank £25.00

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