

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 11th September 2017 at 7.00 p.m. at Nether Alderley Parish Hall

In the Chair: Cllr. J Shufflebottom

Parish Councillors present: Norman Howick, S.Shorland, C.Walker and J.Wilkinson
Also present: Cheshire East Councillor G.Walton and the Parish Council Clerk

1. **To receive apologies for absence** – The Parish Council received apologies for absence from Nether Alderley Parish Councillors: Y.Bentley, D.Colgan, S.Lewis,

2. **To receive Declarations of Interests**

2.1 **To Declare Disclosable pecuniary interests** – No declarations were made.

2.2 **To Declare interests conflicting with Nolan principles/non-pecuniary interests** - No declarations were made.

2.3 **To all Councillors to consider amendments required to their Declaration of Pecuniary interest forms** - No amendments were made.

3. **To consider and approve Applications for Dispensations** - No applications for dispensation were submitted.

4. **RESOLVED: The Parish Council resolved to approve the minutes of Nether Alderley Parish Council meeting held on 14th August 2017 are a true and accurate record.**

Proposed: Cllr. J.Shufflebotom

Seconded: Cllr. J.Wilkinson

5. **7.05 p.m. Public presentation**

To adjourn for representation from residents of the Nether Alderley Parish – No residents present.

6. **Meeting resumed**

7. **To exclude the public and press in the public interest for consideration of the following items:**

a. Personal issues

b. Legal Issues

8. **Current Matters**

To consider and agree actions relating to ongoing matters as follows:

On behalf of the Parish Council, Cllr. Shufflebottom welcomed it's new member, Cllr. Norman Howick to the Parish Council.

8.1 **Introduction of new PCSOs** – PCSO Zoe Cox attended the meeting and informed the Parish Council that there are currently three PSCOs based at Knutsford Police Station (Zoe Cox, Gary Fulton and Emma Darroch) and there will be a fourth from October 2017. Each PCSO is allocated a set area but there is some overlap and they can be contacted by email or telephone if residents have any concerns or seek

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advice on community police issues. Alternative, police surgeries are held several times a month in a variety of venues on different days and times to make them more accessible to everyone (please see website for details).

8.2 Neighbourhood Plan Update – Cllr. Shufflebottom thanked all the Councillors who had hand delivered the Neighbourhood Plan letter to local residents in August. Unfortunately, there had been a very poor response from Nether Alderley residents and minimal interest from the residents of Great Warford. Cllr. Shufflebottom suggested having another meeting with the Chairman of Great Warford Parish Council to establish if there is enough enthusiasm before committing to a project of this size.

8.3 Parish Hall Renovation Update

8.3.1 A letter had been hand delivered to local residents informing them of the options currently being considered for renovating the Parish Hall. Once costs have been established, the Parish Council will write to residents again with all viable options.

8.3.2 The Parish Council has a duty of care to provide a basic update of facilities, including disabled access.

8.3.3 At a recent presentation evening, Revd. Jonathan Hale had produced a summary of where the renovation was up to.

8.3.4 The Parish Council have formally commissioned Lloyd Evans Pritchard (LEP) to update the Conditions Survey which was last done in 2010. They will also assist with information which will be required for the measurement survey. Mr. Simon Fenton will attend a meeting with LEP on 22nd September to move the project forward.

8.3.5 Judith Cosgrove (Cheshire East Council) has given the go ahead to proceed subject to the proposal to draw down s106 money.

8.3.6 There is a Parish Hall Renovation Fund meeting on 13th October.

8.3.7 The social needs audit is ongoing looking at past, current and potential users of the Parish Hall. In addition to this they will also identify possible sources of funding i.e. small businesses in Alderley Park

8.4 Adoption of decommissioned BT telephone box (Monks Heath) – The clerk had contacted Cheshire East Highways department to apply for a licence for the BT telephone box before a contract can be signed with British Telecom.

9. New Matters

To consider and agree actions relating to new matters as follows:

9.1 Moving the disabled parking bay in the turning area adjacent to the Parish Hall – The Parish Council support the Joint Management Committee (JMC) in moving the disabled parking bay and will pass the contact details for Cheshire East Highways department to Mr. Roger Walker, Secretary to JMC.

9.2 Replace the 'Exit' sign on Church Road – The JMC is dealing with this.

10 Policies and Procedure

10.1 To receive a report on the quarterly inspection of Highways assets: The next inspection is due in September 2017 – The Clerk will confirm if Cllr. D.Colgan will carry out the inspection.

10.2 To receive a report on the result of the External Audit 2016/17

The Clerk reported that the results of the External Audit 2016/17 have been received from the audit company, BDO.

Parish Councillors received copies of the External Audit report certificate on the Annual Return (section 3) together with all other sections of the approved Annual Return and the additional audit report.

The auditor's report certificate concludes *'on the basis of our review of the annual return in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'*.

A minor issue was identified and referred to in the additional report that the figure in box 1 of the current year's figures did not agree by £1 to the figure in box 7 on the previous year's audited annual return. The Clerk reported this was due to a 'rounding' issue where the previous Clerk had rounded up when it should have been rounded down.

RESOLVED: The Parish Council resolved to approve that in future years the figures included in box 1 of the current year's figures agree with the figure in box 7 on the previous year's audited annual return.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

RESOLVED: The Parish Council considered and resolved to approve the results of the External Audit.

Proposed: Cllr. C.Walker

Seconded: Cllr. S.Shorland

RESOLVED: The Parish Council considered and resolved to approve the audited Annual Return for 2016/17

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

RESOLVED: The Parish Council resolved to approve the publication of the Audited Annual Return, including External Auditor's certificate, the Audit Report and Notice of Conclusion of Audit on the Parish Website and the Notice of Conclusion of Audit on the two notice boards, for at least 14 days as statutorily required.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. S.Shorland

RESOLVED: The Parish Council resolved to approve a fee of £1.00 for copies of the Annual Return for 2016/17

Proposed: Cllr. C.Walker

Seconded: Cllr. J.Wilkinson

10.3 To propose and approve a Councillor to the Planning Committee

RESOLVED: The Parish Council resolved to approve that Cllr. Norman Howick be appointed to the Planning Committee.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. S.Shorland

10.4 To propose and approve a Councillor to the Burial Board

RESOLVED: The Parish Council resolved to approve that Cllr. Yvonne Bentley be appointed to the Burial Board.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

10.5 To consider and approve an electricity price increase (Utility Warehouse) as from 10.09.17 – Councillors noted that the supply of electricity will be reviewed in due course as part of the refurbishment to the Parish Hall.

RESOLVED: The Parish Council considered the proposed increase in costs and resolved to approve the electricity increase as from 10.09.17.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. C.Walker

10.6 To review the Parish Council Code of Conduct for Members – Councillors were reminded of their Code of Conduct.

10.7 To review the Powers of Parish and Town Councils – Councillors were reminded of their Parish Council Powers.

10.8 To consider and approve amendments to the bank mandate

RESOLVED: The Parish Council resolved that the authorised signatories in the current mandate for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. S.Shorland

- 10.9** Annual review of Clerk's Terms of Employment: salary, expenses, pension contribution and annual leave) – **Appendix B 11.09.17 (Subject to Pt. 7a)**

RESOLVED: *The Parish Council considered and approved the National Joint Council for Local Government Services (NJC) new pay scale for 2017/18 implemented from 1st April 2017 and approved back dating this payment for the Clerk.*

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. C.Walker

11 Finance

11.1 Receipts

The Parish Council noted receipts as listed in Appendix A1

11.2 To consider and approve Payments

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

Proposed: Cllr. J.Wilkinson

Seconded: Cllr. S.Shorland

11.3 To approve Direct Debits

RESOLVED: *The Parish Council resolved to approve direct debit as listed in Appendix A3*

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

11.4 To consider and approve administration/expense costs as listed in schedule A4

RESOLVED: *The Parish Council approved the Clerk's administration and expense amounts to send to the Payroll Provider for inclusion in the Clerk's payroll report.*

Proposed: Cllr. Shufflebottom

Seconded: Cllr. J.Wilkinson

12 Correspondence

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

12.1 Cheshire East Council Spatial Planning Update (July 2017) – Cllr. Walton informed the Parish Council the update would continue to be published every two/three months in future.

12.2 Flood Investigation consultation (16.08.17 – 27.09.17) – Noted. This consultation document is available on the Cheshire East website.

12.3 Invitation to Manchester Airport/Parish Council Meeting (19.09.17) – Cllr. S.Shorland would attend this meeting on behalf of the Parish Council.
A representative from Manchester Airport will be invited to a future meeting of the Parish Council re: airspace update

12.4 Consideration of affiliating to the Peak and Northern Footpaths Society – Councillors agreed that affiliation to this society is inappropriate as Nether Alderley does not fall within its district.

12.5 Invitation from David Keane (Police & Crime Commissioner for Cheshire) to undertake a survey Re: Local policing – Cllr. C.Walker to undertake the survey.

12.6 Combat Speeding: Radar speed feedback signs – Noted

13 Planning

13.1 To consider and approve responses to new planning applications:

Application No: 17/4341M

Proposal: Proposed single storey orangery extension, garage extension, roof conversion and elevational remodel.

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Location: HOWARTH GATE, CONGLETON ROAD, ALDERLEY EDGE, SK9 7AD
National Grid Ref: 384443 377426

The Parish Council considered the above application. As there were no objections/comments from local residents the Parish Council agreed not to comment on this application.

13.2 To consider any other Planning matters including decisions to Planning Applications: None

Informal Hearing at 10.00 a.m. on Wednesday 6th September 2017

Application No: 16/1353M
Proposal: Delivery of water-sports and outdoor activity centre on the North and South Lakes of the former Mere Farm Quarry, including new vehicular access, car parking and multi-use building.
Location: Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley

Cllr. J.Shufflebottom attended the informal hearing. No decision was taken.

14 Burial Board

To consider communication and issues relating to the Burial Ground:

14.1 Approval for maintenance to an existing memorial headstone (CP16) – A request to clean an existing memorial headstone and re-black the lettering had been received.

RESOLVED: *The Parish Council resolved to approve the maintenance of the memorial headstone as specified (CP16).*

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. C.Walker

15 Parish Hall

15.1 To receive reports from members of the Parish Hall Joint Management Committee – The JMC had not had a meeting.

15.2 To consider any other matters relating to the Parish Hall – None

16 Councillor's reports and items for future agenda:

16.1 Parish Council meeting dates for 2018

17 Next Parish Council meeting:

To confirm the next Parish Council Meeting on Monday 11th September 2017

Minutes taken by: the Clerk.

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

APPENDIX A

**Nether Alderley Parish Council Meeting
Monday 11th September 2017 at 7.00 p.m.
Nether Alderley Parish Hall**

Schedule of Receipts and Payments

A1. Receipt of Income

| | | | | |
|----------|--------|------------------|--------------------------|---------------------|
| 29.08.17 | Cheque | £3,000.00 | PCC St. Mary's, Alderley | Parish Hall Refurb. |
| 01.09.17 | BACS | £8,500.00 | Cheshire East Council | 50% Precept |

A2. Invoices for payment

| | | | |
|------|--------------------------|---|--------------|
| 1311 | Henshaws Envirocare Ltd. | £20.81 (£17.34 plus £3.47 VAT) <i>1 x Waste collection, August 2017</i> | E,F,G |
| 1312 | Mrs. B.Thorpe | £561.06 Salary and expenses, September 2017 | H |
| 1313 | HMRC | £38.00 Tax/NI September 2017 | H |
| 1314 | BDO LLP | £120 (£100.00 plus £20.00 VAT) External audit fee 2016/17 | H |

A3. Direct Debits for approval

| | | | |
|-----------------------|----------------|---|--------------|
| Cheshire Pension Fund | £170.00 | August pension contribution (£9.80 o/stdg) Debited on or after 15 th August 2017 | H |
| Utility Warehouse | £195.05 | Parish Hall Electricity for July 2017 debited on or after 31 st August 2017 (£162.54 plus £32.51 VAT) | E,F,G |

A4. Approval to forward to Payroll provider for inclusion in Payroll Report for Clerk's expenses/salary:

| | | |
|---|----------------|----------|
| Additional Hours, Travel and Administration/Stationery Costs: | £156.74 | H |
|---|----------------|----------|

Signed.....

Chairman of Meeting

Signed.....

Clerk and Responsible Financial Officer

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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

Crime prevention *Local Government and Rating Act 1997 s31, Crime and Disorder Act 2000 Q*

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