

## NETHER ALDERLEY PARISH COUNCIL

### Minutes of the Parish Council Meeting held at 7.00 pm on Tuesday 10<sup>th</sup> June 2014 at Nether Alderley Parish Hall.

In the Chair: Mr. Clarke

Also present: Mr. Colgan, Mrs. McKeown, Mrs. Shufflebottom, Mrs. Walker, Cheshire East Borough Councillor George Walton and Mrs. Langham (the Clerk)

Prior to the meeting, PC Mike Dawber attended to explain recent changes in neighbourhood and rural policing and his role as Rural Beat Officer. Councillors raised and discussed issues of speed along local roads.

#### 1. **Apologies**

Apologies were received from Mr. Lewis, Mrs. Reynolds and Mrs. Walker.

#### 2. **Declarations of Disclosable Pecuniary Interests**

No declarations were made.

#### 3. **Declarations of Interests Conflicting with the Nolan Principles.**

No declarations were made.

#### 4. **Applications for Dispensations**

None made.

#### 5. **Approval of Minutes**

The Minutes of the Parish Council meeting held on Tuesday 13<sup>th</sup> May 2014 were confirmed as a true and accurate record and approved *by resolution of the Parish Council.*

#### 6. **Matters Arising**

##### 6.1 **Parish Plan**

The Clerk explained correspondence from the Planning, Infrastructure, Recreation & Communications Parish Plan Working Group, regarding a new notice board.

Mr. Clarke and Cllr. Walton reported their recent liaison with the Road Safety and Security Parish Plan Working Group.

##### 6.2 **Parish Councillor Vacancy**

The Clerk reported that there has been no response, yet, to the notice advertising the Parish Councillor vacancy.

##### 6.3 **Nether Alderley Roundabout and Bypass Verges**

No further information has been received, regarding a possible change of status of the roundabout to provide improved landscaping. Councillors commented upon the poor state of presentation of the roundabout and instructed the Clerk to speak again to the Highways Department about this. The Parish Council resolved that the Clerk should also contact the Highways department about grass cutting of verges along the Bypass.

#### **6.4 Burial Ground**

The Clerk reported the outcome of enquiries regarding both Burial Ground benches, where wood has deteriorated.

The Clerk reported that a new bench has been ordered.

The Clerk reported that Mr. Lewis has wood treated one bench in the burial ground, which has now been reinstated, and has taken a further bench for wood treatment.

***The Parish Council resolved that the bench, together with a further memorial bench that has recently been instated, should be added to the Parish Council's insurance.***

#### **6.5 Manchester Airport Meeting**

Mr. Colgan reported on a recent meeting that he had attended, held by the Manchester Airport Community Relations department for Parish Councils.

#### **6.6 Alderley Cross**

Mr. Colgan raised a query about the possibility of restoration of The Cross at the junction of Welsh Row and Congleton Road. ***The Parish Council resolved that the Clerk should make enquiries of English Heritage about ownership and status of the Cross.***

#### **6.7 Welsh Row Notice board repairs.**

The Parish Council thanked Mr. Colgan for wood preservative treatment of the notice board.

#### **6.8 Alderley Park**

Cllr. Michael Jones is considering and following up the Parish Council's recent communication and will respond soon.

The Parish Council has received a response from the Development Director at Bruntwood to confirm that a meeting will be arranged to open communication between the Parish Council and Alderley Park.

#### **6.9 Local Plan**

The Parish Council has been advised, by Cheshire East Council, of the current status of the Local Plan. The Parish Council discussed future stages of the process

### **7. Correspondence.**

#### **7.1 Burial Ground**

The Clerk detailed communication from a local resident, further to wood preservation treatment in the burial ground.

#### **7.2 Model of Alderley Mill.**

The Clerk detailed communication from a gentleman who has created a scale model of Nether Alderley Mill. ***The Parish Council discussed the matter and approved a response.***

#### **7.3 Sale of land opposite Alderley Park.**

The Clerk detailed communication from a local resident regarding the sale of land on Congleton Road. ***The Parish Council discussed the matter and approved a response.***

#### 7.4 Parish Hall parking

The Clerk detailed communication from a member of St. Mary's PCC, suggesting consideration of the creation of parking spaces for disabled people. ***The Parish Council discussed the matter and approved a response.***

#### 7.5 Mausoleum

The Clerk explained a request from Mrs. Youatt for the opening of the Mausoleum, as part of a guided tour of St. Mary's Church and Grounds in July. Entry will be supervised. ***The Parish Council resolved to approve the access.***

#### 7.6 Invitation to Church WWI Commemoration service.

The Clerk gave details of an invitation by Rev. Milnes, to a commemoration service marking the beginning of World War I.

### 8. Finance

#### 8.1 Receipts

None

#### 8.2 Payments to make

1099	Mr. D. Colgan	£13.98	Wood treatment for Welsh Row notice board
1100	Henshaws	Waste collection	£19.64 (£16.37 plus 3.27 VAT) A,C,E,F,G
1101	Information Commissioner		Data Protection renewal notification fee £35.00 H
1102	Cheshire West and Chester Pension Fund	June 2014 Pension contribution £127.08	H
1103	Mrs. P. Langham	Clerk's salary (£508.84) June 2014 and admin/broadband/telephone expenses (£84.23), approved for payment on 13/5/14	£593.07 H

#### 8.3 Direct Debits approved

Utility Warehouse Parish Hall Electricity April 2013.  
£93.31 (£88.58 plus £4.73 VAT) to be debited on or after 30<sup>th</sup> May 2014 E,F,G

#### 8.4 Payroll Submissions approved

Clerk's travel expenses 11/2/14 to 10.6.14 £159.00

***Payments were proposed by Mr. Colgan, seconded by Mrs. McKeown and approved by resolution of the Parish Council.***

## 9. Policies and Procedures

### 9.1 Working Party Review Meeting.

The Parish Council, at its meeting on 7<sup>th</sup> April 2014, designated review of the following areas, to a Working party of 3 Councillors and the Clerk:

1. Appraisal of the Parish Council's mechanism of Internal Audit
2. Appraisal of the Parish Council's Internal Controls
3. Appraisal of the Annual Governance Statement/Annual Statement of Assurance as recorded on the Annual Return
4. Consideration of a Statement of Assurance for the Parish Council's operations 2013-14
5. Appraisal of the VAT reclaims to be made for the period April 1<sup>st</sup> 2013 to March 31<sup>st</sup> 2014.

The Working Party met on Tuesday 27<sup>th</sup> May 2014. The Working Party comprised Mr. Clarke, Mr. Colgan, Mrs. Shufflebottom and the Clerk.

### 9.2 Review of the Plan of Internal Audit

***The Parish Council resolved to approve the Working Party's recommendation that the existing Plan of Audit is maintained without amendment.***

### 9.3 Review of the Parish Council's System of Internal Audit.

***The Parish Council resolved to approve the Working Party's recommendation that Nether Alderley Parish Council has acted in accordance with the Plan of Internal Audit and that the scope and coverage of the Internal Audit is adequate, appropriate and effective for Nether Alderley Parish Council and that the Parish Council had fulfilled its responsibilities in relation to Internal Audit.***

### 9.4 Review of the Effectiveness of Systems of Internal Control.

***The Parish Council resolved to approve the Working Party's recommendations that it approves the existing Statement of Internal control and agreed that the Parish Council has an adequate system of internal control with mechanisms to prevent and detect fraud and corruption.***

### 9.5 Annual Return 2014, Annual Governance Statement.

The Working Party, having considered all of the assurances required, recommended that the Parish Council could answer positively to all statements on the Annual Governance Statement (except the section relating to Trust Funds which is not applicable). The rationale for the positive responses was detailed in the Working Party report, presented to the Parish Council.

The Clerk confirmed that the Notice of Electors Rights had been advertised in notice boards within the time frame allocated by the External Auditor.

***After due consideration, the Parish Council resolved to approve the recommendation of the Working Party that all aspects of the Annual Governance Statement could be agreed with, apart from the trust fund section which was not applicable.***

***Proposed by Mrs. Shufflebottom, seconded by Mr. Clarke and approved by resolution of the Council.***

The Annual Governance Statement was signed by Mr. Clarke, Chairman, and Mrs. Langham, Responsible Financial Officer

**9.6 Nether Alderley Parish Council Statement of Assurance 2014.**

***On the basis of the Working Party review, approval of Sections 1 and 2 of the Annual Return and the Results of the Internal Audit, the Parish Council resolved to approve the Nether Alderley Parish Council Statement of Assurance 2014.***

**9.7 VAT reclaim for financial year 2013-14.**

***On the basis of the Working Party review, the Parish Council approved submission of the prepared VAT reclaim form to HMRC, covering transactions carried out in the financial year 2013-14.***

***All reviews and proposals detailed in Minute references 8.1 to 8.6 were proposed by Mrs. Shufflebottom, seconded by Mrs. McKeown and approved by resolution of the Parish Council.***

**9.8 Data Protection - Notification Renewal**

The Parish Council has received a reminder to renew its Notification of the Information Commissioner for Data Protection purposes. The Information Commissioner's Office has produced an updated Register entry.

The Parish Council considered the entry and resolved that no changes had taken place since renewal last year that might require amendment of the Parish Council's entry on the register.

***The Parish Council resolved to approve renewal of Notification without recommendation for any amendments to the Register entry.***

**9.9 Data Protection and Information Security Policy**

***The Parish Council considered and resolved to maintain the Data Protection and Information Security policy adopted by the Parish Council, without amendment.***

**10. Planning**

The Clerk confirmed that the following application was considered and responded to on the basis of planning list information, at the Parish Council meeting on 13<sup>th</sup> May 2014, pending formal consultation by Cheshire East Council.

Formal consultation was not received so, further to the Clerk contacting the Planning Department, the Parish Council was granted an extension of time to reply in order to consider the application fully.

14/0992M

Change of the ground floor of a barn and associated land from agricultural to dog day care use. Retrospective.

Dumvilles Farm, Chelford Road, Nether Alderley

***The Parish Council resolved to approve the following response:***

1. The Parish Council concurs that there should be a limitation on size of the development as it is conscious of the noise created by dogs barking and its impact upon the neighbouring area.
2. The Parish Council requests that a restriction is placed upon the number of dogs permitted at any one time, in view of the affect of noise on the neighbouring community.

3. The Parish Council concurs that the business should be for daytime operation only, in view of potential noise, and agrees with comments made by the Regulatory Services and Health that the business should operate within restricted hours of 07.00 to 19.00 only.

4. The Parish Council requests that it is ensured that effective security and safety measures are in place, in view of the business bordering a busy main road, in consideration of both animals and drivers of vehicles.

***Planning responses were proposed by Mr. Clarke, seconded by Mrs. Shufflebottom and approved by resolution of the Parish Council.***

**Next Meeting:** Wednesday 2<sup>nd</sup> July 2014 at 7 pm

Minutes taken by: the Clerk.

Minutes confirmed and approved at the Nether Alderley Parish Council meeting on Wednesday 2<sup>nd</sup> July 2014

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

Parish Council Powers:

**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 Power to contribute towards expenses of cemeteries **C**  
Local Government Act 1972, s.214

**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**

LGA 1972 s111 **H**

**Audit**

Audit Regulations 1996 **I**

**Parish Plans S141 LGA 1972 **J****

**Benches**

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

**Litter bins**

Provision of litter bins [L](#)

Litter Act 1983, ss 5, 6

**Section 137**

Local Government Act 1972. Power to do something that will benefit the community where there is no other specific power covering the action; it cannot be used retrospectively. Can spend up to £6.44 per elector in 2011 and 2012. Expenditure must be commensurate with the benefit