

Nether Alderley Parish Council

Minutes of the Parish Council Meeting held on Tuesday 10th June 2025 6.30pm at The Village Hall Church Lane Nether Alderley

In the Chair Cllr. Lesley Gleave .

Parish Councillors present: Cllrs: Geoff Linnel, Susan Clarke, Angela Farrell, Sue Joseph, Melanie Connor.

Also present: David Naylor Parish Council Clerk.

Members of the Public: None

1. **Apologies for absence:** Cllrs. Rachel Horsefield and Mandy Kirk; Cheshire East Chelford Ward Councillor (which includes Nether Alderley) Cllr. Anthony Harrison.
2. **To receive Declarations of Interests**
 - To declare disclosable pecuniary interests (Councillors with disclosable pecuniary interest(s) must leave the room for the relevant items). There were none.
 - To declare interests conflicting with the Nolan principles/non-pecuniary interests. There were none.
 - To allow Councillors to consider amendments required to their Declaration of Pecuniary Interest forms. There were none except for Cllrs. Horsefield and Clarke who would be submitting forms which the Clerk had supplied.
3. **To consider and approve Applications for Dispensations.** There were none.
4. **To resolve to approve that the Minutes of the Nether Alderley Parish Council Meeting held on 13 May 2025.**

It was **RESOLVED** to approve the Minutes
5. **Public Presentation**

To adjourn the meeting to receive representation from members of the Nether Alderley Parish. No members of the public were present and the meeting was not adjourned.
6. **Filling the Vacancy for the Parish Clerk.**

At the May meeting the Council voted to offer Cllr. Linnell the position of Clerk, for which he had been interviewed earlier in the day.

When offered the position Cllr. Linnell initially indicated that he would like “a month or so” to consider whether or not to accept the offer.

However, at the council’s request he agreed to a 2-week period to make up his mind. This was due to the council needing to fill the role as soon as possible. Subsequently, a few days later he declined the offer.

At the June council meeting, when it came to review the previous meetings minutes Cllr. Linnell asked that it be noted that he hadn’t accepted the clerk’s position, not due to the reasons recorded in the May minutes but that because at the May AGM and the May Parish Council meetings he had felt bullied. He did not offer any further explanation but requested that the minutes taken were changed to reflect this.

All councillors concurred that it was no one’s intention to make him feel this way and apologised to him if this was how he felt.

A discussion followed around either increasing the hours or the salary to be offered to make it more appealing in the job advert that would now be required as the original advert had only attracted the one applicant. The Clerk supplied current pay scales.

It was **RESOLVED** it was to keep the hours at 16 per week and increase the salary to point 19 within the LC2 band. This would amount to £31,067 per annum pro rata £16.00 hours per week i.e. £16.10 per hour. The current pay scale was Point 17 within the LC1 band £30,060 per annum pro rata 16 hours per week i.e. £15.58 per hour.

Proposed Cllr. Gleave

Seconded Cllr. Farrell

There is an expected salary increase due to the cost of living increase not yet known but potentially to be between 2% and 3%. This was likely to be paid in November/December and backdated to the start date of the new Clerk and also backdated for the retiring Clerk from 1st April to his departure date.

7. Neighbourhood Plan Progress

The Planning Consultants (Kirkwells) had provided drafts of both the Basic Conditions and the Consultation Statements and had also made amendments to the Neighbourhood Plan.

In relation to the Consultation Statement more information had been requested about the history of developing the Plan back to 2017/18. The Clerk has found documentation which he was working on and it would be sent to Kirkwells as soon as possible.

In relation to the Plan itself, after being significantly updated following the recent Section 14 consultation, Kirkwells had suggested further amendments relating to changes because of the new National Planning Policy Framework. Cllr. Gleave had reviewed and summarised the supplied changes and sent them to the Clerk. The Plan is in PDF format and the Clerk will use his PDF editor to make the actual changes. It is accepted that progress needs to be made urgently to complete this whole process.

8. **Net Budget Provision 01/04/25 to 10/06/25 and Bank Reconciliation** Click [HERE](#) to access the documents. These provide both a current budget position statement and budget forecast from the end of June 2025 to the end of the financial year given that all payments and receipts will have been included in both the bank reconciliation and the Net Budget Provision Report up to the end of June. The report continues to show a robust budget situation for investing significantly in the Nether Alderley Community this year now that the Village Hall Renovation is complete. Also attached was the Hall Hire Income for the same period which given the increasing interest in hiring the venue provides a level confidence that the Hall income should closely approach or reach its budget goal for this financial year. The Report was received and its contents noted.

9. **Approval of the VAT Claim for the month of April 2025** Click [HERE](#) to view the Claim. Following very significant VAT claims over the last 12 months we will now be claiming a lot less VAT on Village Hall expenditure but would now be levying it on Village Hall income in the form of Output Tax. This is because we applied to "Opt to Tax" only on the Village Hall income. We became VAT Registered in June 2024 and although HMRC had paid all our VAT claims they were waiting for our first output tax in our VAT returns before they formally issued the Opt to Tax approval. This was finally approved in March 2025. The Clerk has thanked the Steve Parkinson Partnership for their comprehensive help and advice throughout all the technical negotiations with HMRC.

It was **RESOLVED** to approve the April VAT Claim

Proposed Cllr. Gleave

Seconded. Cllr Joseph

10. Annual Governance and Accountability Review (AGAR)

The first step in this process has been the submission of AGAR documentation to J D H Business Services, the internal auditor, followed by the receipt of their report. Now is the submission of specified documentation to the PKF Littlejohn, the external auditor by the 1st July, including the report from the Internal auditor and our responses to any issues raised.

This is the default submission deadline for the receipt of the approved AGAR and supporting documentation. Non-submission by this date would lead to chargeable chaser letters being issued of £40 plus VAT for all financially active smaller authorities. If we were not able to meet this deadline we would need to contact them to arrange an alternative date. However no submission deadlines would be granted beyond 31 July 2025 and it would only be

possible to extend submission deadlines by a maximum of 4 weeks to 31 July 2025 providing sufficient justification explaining the exceptional need for the extension is given.

Nether Alderley's Submission will be made before 1st July. Like the internal audit, it is likely to face more scrutiny because income and expenditure during 2024/25 compared with 2023/24 showed variances of up to 900% because of the Village Hall renovation. These variances are fully explained in the Variances Report which will be included with the submission documents.

The required information approved by this Council is as follows:

- a) **Budget Outturn 2023-24 and 2024-25 plus Approved Budget for 2025-26** Click [HERE](#)
- b) **Completed Sections 1 and 2 of the AGAR Form 3 Signed and Approved at the May 13th 2025 Council Meeting Minute 8.** Click [HERE](#) to access these.
- c) **Completed Annual Internal Audit Report (AGAR) and Council Response to issues raised are as follows:** Click [HERE](#) Access his report. The issues and responses are also detailed below

Issue:

The draft annual accounts provided were incorrect as the reserves (box 7) and cash and short term investments (box 6.) in the AGAR accounts were overstated. A VAT reclaim of £16,429 that had not even been submitted to HMRC in the 2024/25 financial year has been included in income received and the bank reconciliation as an uncashed receipt.

The council produces accounts on a receipts and payments basis and should ensure in future that year end procedures do not include VAT debtors as an income receipt.

The council corrected the draft accounts and draft AGAR by amending the bank reconciliation and income to remove the reclaim that had not been received in the financial year.

Response

This was our first year end of being VAT registered and it accepted that the annual accounts provided were incorrect as the reserves (box 7) and cash and short term investments (box 6.) in the AGAR accounts were overstated because a VAT reclaim of £16,429 that had not been submitted to HMRC in the 2024/25. This was corrected by removing the entry in the council's Scribe Accounts which amended the bank reconciliation and corrected Box 7 and Box 6 for the financial year.

Issue:

A contract for chairs in excess of the threshold for securing three quotes was awarded without competition to a supplier due to the urgency of obtaining the equipment.

Contracts should be procured in accordance in accordance with the Financial Regulations. If the council relies on a exemption from the standard procurement requirements of the Financial Regulations, the reasons should be embodied in the minutes.

Response

Two actual quotes and one on-line search were actually obtained for the purchase of chairs for the Village Hall which was undergoing a major renovation for 11 months and was nearing completion and would re-open soon. The quotes were from Alpha Furnishings and Rosehill and the on-line search was from Mogo Direct. The Council finally focused on 50 chairs from Alpha Furnishings which provided good quality. Samples were supplied in two colours and the stacking trolleys has a small footprint and stacked 25 on each trolley vertically making very efficient use of the limited storage space -see photo. Alpha's was also a significantly cheaper quote and had a short delivery timescale. It is accepted that we should have minuted the reason we were suspending financial rules regarding not having three actual quotes. I apologise for that. The quotes and the image of the Chairs in the Hall storage on their trolleys can be accesses by clicking [HERE](#).

It was **RESOLVED** to receive and approved these responses

Proposed Cllr. Gleave

Seconded Cllr Joseph

- d) **A bank reconciliation in support of Section 2, Box 8** Click [HERE](#) to access

It was **RESOLVED** to receive and approved this

Proposed Cllr. Gleave

Seconded Cllr. Farrell

- e) **The notification of the dates of the period for the exercise of public rights** Click [HERE](#) for the notification Certificate

The Clerk has complied with the publication requirements on the council's website and our three notice boards on Monday 2nd of June. The relevant dates chosen for display are Tuesday 3rd June – Monday 14th July 2025 Click [here for the photo evidence](#).

It was **RESOLVED** to receive and approved these.

Proposed Cllr. Gleave

Seconded Cllr. Connor

- f) **An explanation of any significant variances year on year in Section 2.** Explanations are now required for all variances of £100,000 or more regardless of the % variance. All responses comprise both narrative and numerical explanations Click [HERE](#) to access this document.

It was **RESOLVED** to receive and approved these.

Proposed Cllr. Connor

Seconded Cllr. Joseph

Additionally because of our expenditure we will be subject to an intermediate audit it will include supplying:

- g) A copy of the relevant minutes and agenda papers from the meeting at which the annual review of risk management arrangements during 2024/25 was discussed Minute 14 April 2024 Council Meeting Click [HERE](#) to access the Agenda and Minutes. Click [HERE](#) to access the Risk Assessment.
- h) If the 2023/24 external auditor report included any 'except for' matters, copies of minutes and any agreed plan showing the corrective action taken to address these matters Click [HERE](#) to access the Report. The issues and responses are also detailed below.

Issue

Fidelity Insurance. This was insufficient at £100,00

Response Because of the Council's increasing bank holdings towards the end of 2023/24, because it was growing earmarked reserves ready for the Parish Hall renovation, the fidelity insurance was increased to £250,000 in response to the internal auditor's report and he has marked it correctly as implemented in the 2024/25 audit. Click [HERE](#) to see the Fidelity Insurance Cover Renewal in March 2025 Page 10 refers. Click [HERE](#) to see the Agenda and Minutes.

Issue

The publication of the notice of conclusion of audit was published first thing on the morning of the 1st October 2023 and not on the day before 30th September 2023.

Response

This was isolated error which will not be repeated

Issue

Historically, the Council had a Skipton Building Society account which had to be in the name of an authorised signatory. This had to exclude the Clerk and was a councillor. However, there was no risk to the Council because two councillor signatures were required to draw money which could only be a transfer to the Council's current account. Changes to the Mandate also required two councillor signatures and a Council Resolution. The account also had an excellent interest rate.

Response

To avoid this being raised again in the 2024/25 audit the Building Society account was closed and funds were transferred to other Council accounts such as the Unity Trust Bank.

It was **RESOLVED** to receive and approved these responses.

Proposed Cllr. Farrell

Seconded Cllr. Gleave

The External auditor will report in September after requesting any further information required such as copy invoices etc.

11. Finance Schedule (Appendix A)

- 11.1 **To note receipt of income, as listed in schedule (A1)**

Proposed Cllr. Gleave

Seconded. Cllr Joseph

- 11.2 **To approve items for payments as listed in schedule (A2)**

Proposed Cllr. Clarke

Seconded Cllr. Connor

11.3 **To approve direct debit/standing order as listed in schedule (A3)**

Proposed Cllr. Connor **Seconded** Cllr. Gleave

11.4 **To consider and approve the Clerk's expenses as listed in schedule (A4)**

Proposed Cllr Farrell **Seconded** Cllr Gleave

12. Broadband Supply Provider.

On 20th May the Clerk met an Openreach engineer on site and he fitted the external and internal boxes and cabling in the Store Room and fitted the router supplied by BT. In relation to the three poled and optic cable from the node on the pole at the top of Church Lane he marked the points where the poles would be on the ground and on a form. He then advised that one of their survey engineers would visit without the need for my presence to survey the intended pole position for any underground services.

The Clerk had made a formal complaint to BT about the lack of progress with Openreach and was now receiving updates from the complaints team at the start of each week. An update the day before the meeting was suggesting that BT should be able to sign off the work on 21st June and Openreach would be erecting the three poles and fibre optic cable within the week commencing on 16th June. Let us hope so!

The Clerk also met a business representative from BT on 21st May at the Hall. He was offering the use of a 5G business router. The Clerk informed him that even 3G was unavailable around the Hall, however, he said that the EE network, which is part of BT, provides a good 5G signal from a mast only 1 kilometer away and we could have the router at a price of £24 per month on a 3 year contract. No other costs would be levied and we would have 14 days to test it and cancel the contract if not happy. Allegedly it can cope with 100 users at once and it was portable and could be used as a backup. The Council decided to await to see if the fibre broadband was installed as suggested. The Clerk would, however, provide the Church with the contact details of the BT representative

13. Planning Applications

Application No:	25/1454/FUL
Proposal	Proposed new Padel Court.
Location	April House Congleton Road, Alderley Edge, Cheshire East, SK9 7AL
Response Deadline	19 th June 2025
NAPC Response	No Objection
Application No:	25/0946/VOC
Proposal:	Variation of condition 2 on application 23/3181M : Variation of condition 2 on approved application 22/3619M : Construction of new infill dwelling including landscaping, infrastructure, and access works.
Location:	April House Congleton Road, Alderley Edge, Cheshire East, SK9 7AL
Response Deadline	25 th June 2025
NAPC Response	No Objection

It was also reported: that a complaint had been received about a parcel of land on **Bollington Lane** which had recently been sold and the owner was using it as an aggregate storage area where people came to collect. This was reported to Cheshire East Council and they have contacted the owner and required a planning application for change of use. We will keep a watch on this situation.

14. To consider any other Planning matters including decisions to Planning Applications:

25/1046/HOUS Approved with conditions

Decision Date 05/05/25

Erection of garage and garden room and conversion of existing garage to habitable room
12 Osprey Close, Nether Alderley, Macclesfield, Cheshire East, SK10 4ZP

25/1176/PRIOR-1A Prior Approval Refused

Decision Date 30-05-2025

Prior approval for single storey rear extension extending 7.35m beyond the original rear wall, maximum height of 3.5m and eaves height of 3.1m. Installation of chimney flue.

Wyche Farm Soss Moss, Nether Alderley, Macclesfield, Cheshire East, SK10 4TU

25/1156/CLPUD

Part Approved/Part Refused

Certificate of Lawfulness for Proposed single storey side extension, removal of existing doorway, replacement of window with door, alterations to fenestration and to existing access arrangement including an altered driveway and construction of a new parking area.

Wyche Farm Soss Moss, Nether Alderley, Macclesfield, Cheshire East, SK10 4TU **Enclosure 4 in the Agenda Documents Pack.**

15. Feedback from the Marketing Group (see the May Council Minutes). The Group had not met since early May. Cllr. Gleave advised that she would meet Cllr. Joseph and Cllr. Horsefield as soon as possible. She also felt that the Group needed to be very closely aligned with the Hall Management Committee and possibly even merged with it. Cllr. Farrell would be producing draft terms and conditions for the Group.

16. The Role and Advert for the Lengthsperson. A job advert was needed for a self-employed person with their own transport and to decide hours and the rate of pay. Alderley Edge Town Council has such a post and information has been obtained from them. Their budget is £14,000 per annum but they are much larger than Nether Alderley and they have responsibility for parks. Their post holder does lots of weekly activities. It was decided that the advertised payment level should be the same as the Village Hall Gardener for our Burial Ground i.e. £18 per hour. The work would involve checking the gullies and ditches, reporting fly tipping and cleaning bus shelters etc. We would provide equipment and advanced signage. He or she would have to provide their own insurance and risk assessment which we would approve. It may well be that the successful applicant is already doing this sort of work.

17. New Notice Boards. The Village Hall and Orchard Place notice boards need replacing. The former has a broken lock and its backing board is very difficult to insert pins into. The same issue applies to the backing board of the latter and the unit is relatively small. The Church has asked to site a notice board adjacent to the Village Hall notice board and there is room to install it. The Clerk will source some appropriate sizes, designs and prices and consult the PCC about a joint procurement. The Clerk would lead on this and Geoff Beeby would install them.

18. New Boundary Signs. Two signs produced by "Signs and the Times" had already been installed. There was a now 2025/26 budget provision for three more.
It was **RESOLVED** that the Clerk purchase three more from Signs of the Times of the same design using the same fabrication molds funded in the last purchase.

Proposed: Cllr. Joseph

Seconded: Cllr Farrell

19. Review of where we are with Social Media Management: - Cllr. Connor is leading on this matter and she reported that she has now set up a new Instagram Account with a picture of the Village Hall. There were a number of old accounts which needed to be deleted. She was adding appropriate information and photos to the new site. She would also add information to Facebook and Tick Tock. She would provide access to all these for other people who needed it.

20. Example Table for Upstairs Room. The Clerk has supplied a photograph of a table seen at an recent exhibition at the Village Hall. It was oval and had folding extension sections and would seat 10 people. This large table would need to be erected in the room and could not be taken out. It was decided to hold back on this because it would dictate the room's future use and this needed more thought.

21 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).

- An inspection of External Assets was due – bus shelters, benches etc.
- Cllr. Joseph was producing the Newsletter and would like councillors to suggest more content and perhaps compile a rolling list of issues to include. This next issue would include the continuing Parish Clerk's vacancy and the vacancy for a Lengthsperson
- The need to clear our as much as possible from the Mausoleum - date to be decided and volunteers required.
- The Village Hall Management Committee should have volunteers from the community

22.To confirm the next Council meeting is

Tuesday 8th July 2025
6.30pm at Nether Alderley Village Hall

APPENDIX A

Nether Alderley Parish Council Meeting Tuesday 10th June

Schedule of Receipts and Payments

A1. Receipt of Income - Month of May

Bank Interest

Current Account Interest Nil

Unity Trust Bank quarterly next due at the end of June

Reserve Account. April £0.47

A2. Invoices for payment

Ch. No.	Provider	Total Cost	Net of VAT	Service Provided	VAT	Power
1865	Clerk	£887.17	£875.30	Salary and for May see Expenses in A4 below	£11.87	H
1867	HMRC	£494.55	£494.55	Tax/NI for April May Payment	£0.00	H
1868	Norman Moore	£1,484.00	£1,484.00	Burial Ground Maintenance	£0.00	A
1869	Scribe Accounts Starboard Sytems	£414.72	£345.60	Renewal of Accounting Software	£69.12	H
1870	Parish On-line	£57.60	£48.00	Mapping Renewal Premium	£9.60	H
1872	Currie & Brown	£353.56	£294.63	QS Professional Fees	£58.93	E
This was a CHAPS payment to replace Cheque 1853 which was lost or not delivered. However the Nat West Wilmslow Branch closed and the CHAPS was replaced with a new Cheque 1872.						
1871	David Fairbotham	£336.00	£336.00	Village Hall Caretaking	£0.00	H

A3. Direct Debits/Standing Orders for approval

Provider	Total Cost	Net of VAT	Service Provided	VAT	Power
Crown Gas and Power Electricity Invoice	£67.31	£64.10	Electricity Supply	£3,21 @5%	H

Crown Gas & Gas Invoice	£132.59	£126.28	Gas Supply	£6.31 @5%	H
Public Works Loans Board Loan Repayment	£4,963.77	£4,963.77	Public Works Loan Board Capital and Interest Payment	£0.00	Power of Competence

12th May 2025

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

Travel 142 Miles @ 177 miles @45 pence per mile = **£63.90**

Phone Sim monthly £9.17 plus £1.83 VAT = **£11.00**

B&Q Extension Lead with USBs for AV Equipment in Village Hall 1 metre cable Plus Cable Ties, Black Electrical Tape & Cable Clips **£19.39 plus £3.88 VAT**

B&Q Extension Lead with USBs or AV Equipment in Village Hall 1 metre cable **£19.17 plus £3.83 VAT**

B&Q Extension Lead no USBs for AV Equipment in Village Hall 2 metre Cable **£11.67 plus £2.33 VAT**

Cleaning Maid 14th May Payment **£75.00 No VAT**

Cleaning Maid 23rd May Payment **£69.50 No VAT**

Total Expenses £267.80 + £11.87 VAT = £279.67

Plus, Salary - Contracted 65 hours @ 15.58 per hour = £1012.70 (Gross)

Total Gross including expenses = £1,280.50 plus £11.87 VAT = £1,292.30

Less £405.20 Tax = £875.30 plus 11.87 VAT = **£887.17**

Signed.....
Chairman of Meeting

Signed.....
Clerk and Responsible Financial Officer

Parish Council Powers for Expenditure and Activity

Note that the Parish Council has adopted the Power of Competence

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 [Open Spaces Act 1906, ss9 and 10]

A

Power to agree to maintain monuments and memorials

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

B

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

Local Government Act 1972, s.214

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

C

Bus Shelters

Power to provide and maintain shelters

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

Parish Councils Act 1957, s.1

D

Crime prevention

Local Government and Rating Act 1997 s31, Crime and Disorder Act 2000

Q

Community Centres

Power to provide and equip community buildings [Local Government Act 1972, s.133]

E

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

Local Government (Miscellaneous Provisions) Act 1976 s.19

F

Power to provide a range of recreational facilities [Local Government (Misc Provisions) Act 1975 s19

G

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 [Litter Act 1983, ss 5, 6]

L

Neighbourhood Plans [Localism Act 2011 Sch 9]

R

Research and collection of information

Power to carry out research [LGA 1972 S 141]

M

Parish Plans [LGA 1972 S 141]

J

Section 137

N

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 £8.12 per elector in 2019/20. Expenditure must be commensurate with the benefit

Websites Local Government Act 1972 s142

P

Life-saving appliances – Power to provide life-saving appliances (e.g. life belts, defibrillators)
[Public Health Act 1936, s234]

S