

Nether Alderley Parish Council

Clerk: Mr D Naylor
26 Barnside Way, Tytherington
Macclesfield,
Cheshire
SK10 2TZ
Email: clerk.napc@gmail.com
Tel: 07717 244 537

4th May 2023

Meeting Summons

Dear Councillors

I hereby give notice that the Parish Meeting, the Annual General Meeting and the Parish Council Meeting will be held in the Nether Alderley Parish Hall on:

Tuesday 9th May 2023 at 6.30pm
Note the time 6.30pm

All members of the Council are hereby summoned for the purpose of discussing and resolving upon the business to be transacted at the Meeting as set out hereunder.



David Naylor
Clerk to Nether Alderley Parish Council

Nether Alderley Annual Parish Council Meeting

Tuesday 9th May 2023 at 6.30pm.

Annual Parish Meeting

AGENDA

1. Apologies for absence
 2. Chairman's Report
 3. Questions from the public
 4. Any Other Business
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Nether Alderley Annual General Meeting (AGM)

Tuesday 9th May 2023

Annual General Meeting (AGM)

AGENDA

1. To elect/approve a Member in the Office of Chairman of Nether Alderley Parish Council
2. To elect/approve a Member in the Office of Vice Chairman of Nether Alderley Parish Council
3. Declaration of Acceptance of Office – Forms signed and presented by the Chairman and Vice Chairman
4. To receive and approve apologies for absence
5. Register of Interests (which reflects the Code of Conduct) – Councillors opportunity to review their forms
6. To elect 4 Parish Councillors to Burial Board
7. To elect a Chairman to the Burial Board
8. To elect 3 Councillors to the Parish Hall JMC
9. To elect 4 Councillors to Planning Committee
10. To elect a Chairman of the Planning Committee
11. To elect a Councillor to independently review the financial records of the Parish Council on a quarterly basis
12. To confirm representative to Alderley Park Liaison Committee
13. To approve Committee Terms of Reference
14. Proposed 2023/24 Meeting Dates (attached)

Nether Alderley Parish Council Meeting
Tuesday 9th May 2023
(Following the Annual Parish Meeting and AGM (Annual General Meeting))
Parish Council Meeting

AGENDA

1. To receive apologies for absence.
2. **To receive Declarations of Interests**
 - 2.1 To declare disclosable pecuniary interests (Councillors with disclosable pecuniary interest(s) must leave the room for the relevant items).
 - 2.2 To declare interests conflicting with the Nolan principles/non-pecuniary interests.
 - 2.3 To allow Councillors to consider amendments required to their Declaration of Pecuniary Interest forms.
3. **To consider and approve Applications for Dispensations**
4. **To resolve to approve that the Minutes of the Nether Alderley Parish Council Meeting held on 11th April 2023 are a true and accurate record.**
5. **6.35 pm Public Presentation**

To adjourn the meeting to receive representation from members of the Nether Alderley Parish.

To resume the meeting.
6. **Neighbourhood Plan Progress**
 - 6.1 Production of the Design Guides which will be in the inspector version of the Plan.
7. **The Parish Hall Renovation Progress**
 - 7.1 The Quantity Surveyor's progress in producing an accurate costing for the project via a Bill of Quantities.
8. **Fund Raising Matters**
 - 9.1 Feedback from the recent Fundraising Working Group.
 - 9.2 Progress with the Alderley Trust Bid
10. **Election Results**
 - 10.1 Cheshire East Council's (CEC's) Chelford Ward's Elected Councillor
 - 10.2 Authority to proceed with the process to co-opt for the two vacancies on Nether Alderley Parish Council as Casual Vacancies, notify CEC and advertise on the website.

11. Finance Schedule (Appendix A)

- 11.1 To note receipt of income, as listed in schedule (A1)
- 11.2 To approve items for payments as listed in schedule (A2)
- 11.3 To approve direct debit/standing order as listed in schedule (A3)
- 11.4 To consider and approve the Clerk's expenses as listed in schedule (A4)

12. VAT Position of the Parish Council.

12.1 The £700 quote from the Stephen Parkinson LLP Partnership, which works with NALC, to carry out a review of the Parish Council's VAT recovery for the Parish Hall renovation work was accepted at the March meeting. Mr. Parkinson has now sent an official engagement letter which the clerk will sign and date following approval at this May meeting. Attached as **Document 1 in the Enclosures Pack** is a copy of his engagement letter. Insurance, privacy notice and terms and conditions.

13. Report from the Audit Working Group and Annual Governance and Accountability Return (AGAR) Draft Completed AGAR and Minutes and recommendations of the working Group are attached as **Document 2 in the Enclosures Pack.**

13.1 The working Group met on Thursday 4th May and considered the following:

1. JDH Business Services, Terms of Reference and Plan of Internal Audit
2. Results of the Internal Audit 2022/23 and report/ recommendations made.
3. Review of Internal Audit
 - the 5 areas of expected standards)
 - the 5 areas of effectiveness of the internal audit arrangements
4. Review of the effectiveness of Internal Systems of Control & measures to prevent and detect fraud and corruption.
5. Section 1 - Annual Governance Statement 2022/23
Section 2 - Accounting Statements for 2022/23
6. Consideration of the VAT reclaim form to be submitted to HMRC 2022/23
7. Approval of the Risk Assessment
8. Approval of the Asset Register

These documents are to be approved and "signed off" at the Council meeting to enable the set of AGAR papers to be submitted to the External Auditor.

Note: this year Nether Alderley has been selected as part of 5% sample of smaller authorities to be subjected to an intermediate audit rather than a standard audit.

The notice to confirm exercising of Electors Rights and dates in relation to the accounts and external audit (2022/23) is attached. the relevant dates chosen for display are Monday 5th June – Friday 14th July 2023

Council Resolutions Required:

- 13.2 To consider and approve results of internal audit and of the Working Group's analysis of the results of internal audit, plan of audit, internal systems of control, annual governance statement, accounting statement and VAT reclaim.
- 13.3 To approve the Annual Governance and Accountability Return 2022/23 (Section 1 – Annual Governance Statement)

- 13.4 To approve the Annual Governance and Accountability Return 2022/23 (Section 2 – Accounting Statements)
- 13.5 To confirm exercising of Electors Rights and dates in relation to accounts and external audit (2022/23)
- 13.6 To approve the Risk Assessment
- 13.7 To approve the Asset Register

14 The March direct debit electricity bill (paid on 30th April and for note at this meeting in Appendix A3) is 532.80 (£444.00 plus £88.80 VAT).

Note: Utilities Warehouse (UW) has advised the Council that all non-domestic user on a variable tariff such as the Parish Council will experience a price rise from 1st April not because UW has increased their prices but because of the end of Government's Energy Bills Discount Scheme (EBDS). As a result of this the tariffs will change as follows:

Night Rate: with the EBDS 21.100 pence per unit and without EBDS 47.051.

Day and Weekend Rates: with EBDS 58.408 pence per unit and without EBDS: 92.908.

The Standing charge: remains the same at 45.649 per day.

As a result, The April period direct debit bill from the Clerk's supplied readings will be circa £410 plus VAT. It will be deducted from the current account on 31st May.

15. Skipton Building Society

There is a need to add the current Clerk to the account as the primary contact for the receipt of correspondence and statements but not for him to authorise withdrawals or transfers. The existing four Cllr. signatories to authorise transfers to the Current Account will remain unchanged unless the meeting wishes to make any amendments. The completed Mandate will be provided at the Council meeting for approval and signatures.

16. Treasury Management. As mentioned in the Internal Audit Report there is a need to adopt a strategy to review and maximise the return on funds – known as Treasury Management.

Because of the impending Parish Hall Renovation, the repository for such funds would need to be an easy access Building Society Account such as the one the Parish Council has with the Skipton Building Society, but this is at its maximum level of the Financial Services Compensation Scheme.

The Clerk has asked ChALC to advise on any current recommendations. The Clerk has also contacted the Yorkshire Building Society. An account like the Skipton, would need to cater for least two authorised signatories which would enable funds to be transferred into the Council current account. More details will be provided at the Council meeting.

17. Re-adoption of the Power of Competence

The General Power of Competence is a 'power of first resort' introduced in the Localism Act 2011. The power allows a local authority such as the Parish Council to do anything that individuals of full age can do providing they act within the law and within the general principle of reasonableness.

This Power was adopted by Nether Alderley in September 2022 Minute 9 and meant that the Council was not limited to just spending under specific powers (still listed on the "powers sheet" attached to Appendix A on all Council agendas and minutes) or being able to spend on unspecified section 137 matters subject to limit of £8.12 x the number of elector on the Parish's Electoral Register (£5,780 maximum for NAPC).

The power needs renewing following all main elections. The Parish Council will continue to meet the criteria with at least 2/3 of councillors elected and the Clerk having the CILCA qualification which includes the Power of Competence module.

It is recommended to the Council that the powder is re-adopted.

18. Planning Applications

Application No:	23/1576M
Proposal	Single storey rear extension, alterations to front elevation and hip to gable
Location	Park End, Bradford Lane, Nether Alderley, Macclesfield, Cheshire, SK10 4TR
Response Deadline	24 th May 2023

Application No:	23/1577M
Proposal:	Lawful Development Certificate for proposed side & rear extension
Location:	Park End, Bradford Lane, Nether Alderley, SK10 4TR
Response Deadline	19 th May 2023

Application No:	23/1498M
Proposal:	Certificate Of Lawful Proposed Use/ Dev
Location:	Netherfield House, Nursery Lane, Nether Alderley, Macclesfield, Cheshire, SK10 4TX
Response Deadline	16 th May 2023

Application No:	23/1386T
Proposal:	Works To Trees In Conservation Area
Location:	Shortacre, Whitebarn Road, Alderley Edge, SK9 7AN

Application No:	23/1685M
Proposal:	Two single storey outbuildings, associated hardstandings, replacement entrance gates and boundary treatments
Location:	Beacon Lodge, Macclesfield Road, Nether Alderley, SK10 4UB
Response Deadline	8 th June 2023

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

22/4583M Refused

Decision Date 19th April

Cross Farm Barns, Welsh Row, Nether Alderley, SK10 4TY

Variation of conditions 2 (plans), 3 (materials), 4 (electric vehicle infrastructure), 7 (drainage) 10 (boundary treatment) and 12 (extent of curtilage) on approved application 23/0069M: Variation of condition 2 on application 21/3945M - Proposed conversion of 3 existing barns to 2 dwellings with garaging and associated works

22/5009M Approved with conditions

Decision Date 23rd March 2023

Single storey side and rear extension to existing property

Highclere, Congleton Road, Alderley Edge, Cheshire, SK9 7AL

18. Parish Hall Joint Management Committee (JMC)

Feed back

19. Boundary Signage

The Clerk is obtaining quotes for the sign design chosen at the April Meeting.

20. The Collapsing fencing on Melrose Way.

The Clerk has submitted a highways request to Cheshire East Council via their on-line reporting system.

21. Nat West Bank's Safety Deposit Scheme is closing

The Clerk has collected the contents of the deposit box and will provide details of the content at the Council meeting.

22. Current Website Content - discussion

23. 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).

24. To confirm the next Council meeting is

Tuesday 14th June 2023
6.30pm at Nether Alderley Parish Hall

APPENDIX A

Nether Alderley Parish Council Meeting Tuesday 9th May 2023

Schedule of Receipts and Payments

A1. Receipt of Income - Month of April

Current Account

£29,706.00 Automated Credit Precept (50%) payment from Cheshire East Council

£1,000.00 Telephone on-line - Donation to the Parish Hall Renovation Fund

£313.30 Automated Pay in - Cheshire Pension refund for overpayment

£1,200.00 Automated Pay in Albert Slack Funeral Director

Reserve Account.

£19.55 Interest 28th April

A2. Invoices for payment

Ch. No.	Provider	Total Cost	Net of VAT	Service Provided	VAT	Power
Ch 1671	David Naylor Parish Clerk	£725.52	£716.20	Clerks Salary and Expenses April May Payment	£9.32	H
1672	Currie & Brown	£2,000.00	£2,000.00	QS Pre-Contract Services	£0.00	E
1673	WML Consulting	£972.00	£810.00	Completion of Design Stage 60% of total of £3240.00 less previous £2430.00	£162.00	E
1674	JDH Business Services	£330.00	£275.00	Internal Audit year end 2023	£55.00	H
1675	HMRC	£382.93	£382.93	Tax/NI for April May Payment	£0.00	H

A3. Direct Debits/Standing Orders for approval

Provider	Total Cost	Net of VAT	Service Provided	VAT	Power
Utility Warehouse	£532.80	£444.00	Electricity at Parish Hall for March Period March 30 th 7 th April Invoice	£88.80	E F G

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

Travel 74 Miles @ 45 pence per mile = £33.30

Rymans Envelopes £6.66 plus £1.33 VAT = £7.99

Rymans Printing Paper £5.83 plus £1.16 VAT = £6.99

Argos Laminator £24.99 plus £5.00 VAT = £29.99

Postage Stamps £8.80 (No VAT= £8.80)

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

Total £172.93 plus £11.98 VAT = £184.90

Plus, Salary - Contracted 65 hours @ 13.95 per hour = £906.75 (Gross)

Plus Overtime 10 hours @ 13.95 per hour = £139.50 (Gross)

Total Gross including expenses = £1,144.32

Total Less Tax of £418.80 = £725.52 (£716.20 plus 9.32 VAT)

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

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

N

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