

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 10th April 2017 at 7.00 p.m. at Nether Alderley Parish Hall

In the Chair: Cllr. J Shufflebottom

Parish Councillors present: D.Colgan 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, S.Lewis, C.McKeown, S.Shorland and C.Walker
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 the meetings held on 13th March 2017, 30th March 2017 and the Burial Board minutes and inspection 5th April 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 represented.

6. **Meeting resumed**

7. **Current Matters**

To consider and agree actions relating to ongoing matters:

- 7.1 **Highways - Update on the proposed road markings/speed management on Congleton Road** – The Highways department confirmed that on 10th April the VAS sign will be relocated to the new post installed in March and the road markings are scheduled for 24th April, weather permitting.
- 7.2 **Neighbourhood Plan Update** – There was nothing to update at this meeting. Cllr. Shufflebottom suggested this item be raised at the meeting in May.
- 7.3 **Defibrillator Training** – The Clerk and a small group of residents attended the recent training at Nether Alderley Primary School. The Parish Council wish to thank Mr. Craven, Headmaster, for making the school available for the training and to the two paramedics who provided the training, which was both informative and enjoyable.
- 7.4 **Electricity Supplier (Utility Warehouse)** – The Clerk confirmed the Parish Council is currently on the best deal with Utility Warehouse (19.477p per kwh – day rate and 7.00p per kwh – night rate).

- 7.5 Decommissioned BT telephone box** – Councillors discussed and considered ways in which the telephone box on Bradford Lane could be used. BT imposed restrictions for usage when the Parish Council purchased the telephone box which limits its use. Cllr. Colgan suggested contacting the Headmaster at the school to ask for ideas from the children which the Parish Council could consider. The Clerk will contact Mr. Craven and report back.

8. New Matters

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

- 8.1 Pensions Regulator – Compliance with auto-enrolment** – Legislation states that all employers should have a pension scheme in place by the relevant individual staging date and undertake continuous assessment. Nether Alderley Parish Council's staging date is 1st July 2017. The Clerk suggested that Shires Payroll Services, who currently provide payroll services, could act as nominee and set up the scheme and continue to monitor it. The initial set up cost would be £20 and a further £20 per annum to act as nominee and ensure that Nether Alderley Parish Council remains compliant.

RESOLVED: The Parish Council resolved to approve that Shires Payroll Services set up the scheme and act as nominee to ensure compliance with the Pension Regulator and auto-enrolment.

Proposed: Cllr. D.Colgan

Seconded: Cllr. J.Wilkinson

9. Policies and Procedures

9.1 To receive a report on the quarterly inspection of Highways Assets

Cllr. D.Colgan volunteered to do the next quarterly highways inspection which is due in June 2017.

- 9.2 ChALK Course – Introduction to Equality and Diversity (Wednesday 10th May 2017)** – Councillors were asked to contact the Chairman if they wished to attend the course.

- 9.3 ChALK Courses – 2017 Training Programme for Clerks and Councillors** – Councillors were asked to contact the Chairman if they wished to attend the course.

- 9.4 Review and Consider Payroll Provision (Shires Payroll Services)** – The Clerk explained the parameters of work carried out by the Parish Council's payroll provider and the communication received regarding maintained costs for 2017/18.

RESOLVED: The Parish Council resolved to approve to continue to use Shires Payroll Services for 2017/18 and associated cost.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

9.5 Review Assets

The Clerk confirmed the recent inspection of Parish Council assets for continued existence and state of repair. Councillors confirmed that they had received the asset inspection report prior to the meeting. The Parish Council noted the asset inspection report.

- 9.6 Review Employer Pension Discretion Policy** – The Clerk explained the parameters of the Employer Pension Discretion Policy which councillors discussed and considered.

RESOLVED: The Parish Council resolved to approve to continue to use the Employer Pension Discretion Policy without amendment.

Proposed: Cllr. J.Wilkinson

Seconded: Cllr. J.Shufflebottom

- 9.7 Review Clerk's pension contributions for 2017/18 and Ill Health Liability Insurance and associated premium.**

RESOLVED: The Parish Council resolved to approve the required employer percentage contribution to the Cheshire Pension Fund, incorporating a percentage to the Legal and General Ill Health scheme for 2017/18.

Proposed: Cllr. J.Wilkinson

Seconded: Cllr. J.Shufflebottom

9.8 Review and consider ChALK affiliation and associated fee (2017/18)

RESOLVED: The Parish Council resolved to approve the ChALK affiliation and associated fee (2017/18).

Proposed: Cllr. J.Wilkinson

Seconded: Cllr. D.Colgan

9.9 External Auditor for 2016/17

The Clerk reported information received from the External Audit company and explained the requirements of the external audit (including documents required and audit and inspection dates). The Parish Council noted the proposed changes in audit requirements with effect from April 2017.

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| <p>Cllr. G.Walton joined the meeting due to attending an AGM at another Parish Council.</p> |
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10. Finance

10.1 To consider and approve Receipts

RESOLVED: The Parish Council resolved to approve receipts as listed in Appendix (A1)

10.2 To consider and approve Payments

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

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

10.3 To approve Direct Debits

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

Proposed: Cllr. D.Colgan

Seconded: Cllr. J.Wilkinson

10.4 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. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

10.5 To consider and approve bank reconciliation to 31st March 2017

The Clerk presented the bank reconciliation to 31st March 2017, together with analysis of receipts and payments to the current account and the bank statement for current and reserve accounts at 31st March 2017.

Cllr. McKeown had independently analysed the bank reconciliation in conjunction with assessment of bank statements and the cash book and the accuracy of the figures recorded.

RESOLVED: The Parish Council considered and resolved to approve the bank reconciliation to 31st March 2017.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

10.6 To consider and approve receipts/expenditure against budgeted amounts at 31st March 2017

Cllr. McKeown had independently analysed 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/expenditure to budgeted amounts at 31st March 2017.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

10.7 To approve cash book entries 2016/17

RESOLVED: Further to reports of the analysis of cash book entries by Cllr. McKeown and Cllr. Shufflebottom, the Parish Council resolved to approve the bank reconciliation to 31st March 2017

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

10.8 To consider and approve accounts for 2016/17

Cllr. McKeown had independently analysed the accounts in conjunction with the bank statements at 31st March 2017 and the cash book and the accuracy of the figures recorded.

RESOLVED: The Parish Council considered and discussed the accounting figures for 2016/17 and resolved to approve the Nether Alderley Parish Council accounts for 2016/17

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

Cllr. C.McKeown will be leaving the Parish Council in May 2017 and Cllr. J.Wilkinson has agreed to independently analyse the quarterly budget/year end accounts from April 2017. This will be referred to the next meeting in May for Parish Council approval.

11. Correspondence

11.1 Cheshire East Council Spatial Planning Update (March 2017) – Councillors noted the update.

11.2 The Pensions Regulator – Practical information and approaches – Please refer to 8.1 (Shires Payroll Services to monitor)

11.3 Email: AMV Playgrounds – Funding for Nether Alderley Parish Council – Keep on file for future reference.

11.4 Manchester Airport Flight Path (recent correspondence from a resident) – The Parish Council has received no information regarding changes to the flight path but to be aware of any proposed changes.

12. Planning

12.1 To consider and approve responses to new planning applications

Application No: 17/1555M

Proposal: Ground floor and first floor extension of the western side of the dwelling, the construction of a two storey extension and an orangery to the rear, and a single storey porch to the front.

Location: BEECH COPPY, BRADFORD LANE, NETHER ALDERLEY, SK10 4TR

National Grid Ref: 384595 376458

Comment: The Parish Council discussed and considered the above application and had no objections to this application subject to the following being considered:

Should Cheshire East Council Development Management/Planning Department be minded to approve this planning application, the Parish Council requests that a condition is imposed that all contractors and visitors to the site, during the time of construction, park within the confines of the development and not on surrounding highways or verges, to prevent the inconveniencing of neighbouring properties and the damage to highways and verges.

The Parish Council also requests that a condition is imposed that any damage to verges, highway or associated land, caused directly or indirectly as a result of the building works, is fully repaired and reinstated.

Application No: 17/1607M

Proposal: Demolition of existing buildings and construction of replacement buildings to form a furniture shop including showroom, store and associated car parking

Location: Iron Gate Farm, Chelford Road, Nether Alderley, Macclesfield, SK10 4SZ

National Grid Ref: 384429 374178

Comment: Nether Alderley Parish Council strongly objects to this application.

The Parish Council's previous concerns in response to the last 2 applications (15/4857M and 16/0606M) are still relevant and we ask for them to be taken into consideration when determining this application.

The Parish Council strongly maintains its stance regarding Highways issues relating to this application.

In relation to Highways, the Parish Council asserts that:

- The site is too small and tight for the proposed use by large delivery vehicles.
- The site is too close to traffic lights at its entrance off Congleton Road/A34 and exit on Chelford Road for safe ease of movement into and out of the site.
- The Parish Council perceives that the entrance and exit points, from the highways, are too tight for entrance and egress, without the need for a large vehicle to encroach on the opposite highway.
- It is inconceivable that the combination of large vehicle usage and a children's day nursery should be combined on site and the Parish Council asserts that safety should be of prime concern.

The Parish Council notes that the Highways Department has no objection to the application and has serious concerns about the Highways Department findings in view of the points made above.

Should Cheshire East Council Development Management/Planning Department be minded to approve this planning application, the Parish Council requests that a condition is imposed that all contractors and visitors to the site, during the time of construction, park within the confines of the development and not on surrounding highways or verges, to prevent the inconveniencing of neighbouring properties and the damage to highways and verges.

The Parish Council also requests that a condition is imposed that any damage to verges, highway or associated land, caused directly or indirectly as a result of the building works, is fully repaired and reinstated.

Application No: 17/1626M
Proposal: Variation of conditions 2, 3 and 6 on 16/3194M - Proposed conversion and extension of existing barn structure to create a single dwelling

Location: CROWN COTTAGE, WELSH ROW, NETHER ALDERLEY, MACCLESFIELD, CHESHIRE, SK10 4TY
National Grid Ref: 384207 377098

Comment: The Parish Council discussed and considered the above application and had no objections to this application subject to the following being considered:

Should Cheshire East Council Development Management/Planning Department be minded to approve this planning application, the Parish Council requests that a condition is imposed that all contractors and visitors to the site, during the time of construction, park within the confines of the development and not on surrounding highways or verges, to prevent the inconveniencing of neighbouring properties and the damage to highways and verges.

The Parish Council also requests that a condition is imposed that any damage to verges, highway or associated land, caused directly or indirectly as a result of the building works, is fully repaired and reinstated.

12.2 To consider any other Planning matters including decisions to Planning Applications:

13. Burial Board

To consider communication and issues relating to the Burial Ground

13.1 Burial Board Meeting (5th April 2017) - Conferment of Graves Form

RESOLVED: The Parish Council resolved to approve the 'Conferment of Graves Form' which should be completed and returned to the Burial Board Clerk when the exclusive rights to a new grave is purchased.

Proposed: Cllr. D.Colgan

Seconded: Cllr. J.Wilkinson

13.2 Update regarding an enquiry relating to the Burial Ground – Defer to next Parish Council meeting

The following item was excluded from the public and press in the public interest for consideration of the following items:

- a. Personal issues
- b. Legal Issues

13.3 Consideration of a recent enquiry relating to the Burial Ground – Appendix A 06.04.17

14. Parish Hall

14.1 To receive reports from members of the Parish Hall Joint Management Committee

14.1.1 **Update - Parish Hall renovation - Cllr. C.Walker was not present at the meeting but had emailed a report for the attention of the Parish Council:**

Report to the Restoration Committee on the Social Needs Audit - During the past two months Cllr. Walker has researched and established initial contact by letter/email with current and potential user groups/stakeholders of the Parish Hall, from baby and toddler groups, to elderly and isolated residents. Responses have been slow but following up and making new contacts is an ongoing process and in due time will be extended to establishing details of the needs of all residents, including those soon to be our new neighbours at Alderley Park.

Mr. Martyn Bale's professional approach and his 'Need for Facilities Tracking Form' have proved invaluable for the process and for recording details and progress.

14.2 To consider any other matters relating to the Parish Hall – The JMC had not met since the last Parish council meeting. Cllr. Shufflebottom reported that Revd. Jon Hale is very proactive and moving things forward.

15. 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)

16. Next Parish Council meeting:

To confirm the Annual Parish Meeting, the Parish Council Annual Meeting/AGM and the Parish Council Meeting on Monday 8th May 2017

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

- b. Personal issues
- b. Legal Issues

Minutes taken by: the Clerk.

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

**Nether Alderley Parish Council Meeting
Monday 10th April 2017 at 7.00 p.m.
Nether Alderley Parish Hall**

Schedule of Receipts and Payments

A1. Receipt of Income

None

A2. Invoices for payment

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|------|---|--|--------------|
| 1282 | Henshaws Envirocare Ltd. <i>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</i> | £20.32 (£16.94 -1p* plus £3.39 VAT) 1 x Waste collection, March 2017 | E,F,G |
| 1283 | ChALC | £60.00 <i>Training course</i> | H |
| 1284 | ChALC | £179.40 <i>Annual affiliation and Local Council Review Magazine 2017/18</i> | H |
| 1285 | Legal & General | £75.93 <i>Annual Ill Health Liability Insurance 2017/18</i> | H |
| 1286 | Mrs. B.Thorpe | £593.35 Salary and expenses, April 2017 <i>Minute reference 10.08.16 Pt. 6.3</i> | H |
| 1287 | Cheshire Pension Fund | £155.04 Pension contributions for April 2017 <i>Minute reference 06.10.16 Pt. 8.7</i> | H |
| 1288 | HMRC | £43.00 Tax/NI April 2017 | H |

* Payment on account 1p re: chq 1260 (9.12.16)

A3. Direct Debits for approval

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|-------------------|----------------|--|--------------|
| Utility Warehouse | £291.71 | Parish Hall Electricity for January 2017 debited on or after 31 st March 2017 (£243.09 plus £48.62 VAT) | E,F,G |
|-------------------|----------------|--|--------------|

Service approved Minute reference 23.11.06 p256, Service ordered 23.11.06, Service last reviewed for continued use Minute reference 10.08.15 8.3 and 8.4

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

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|---|----------------|----------|
| Additional Hours, Travel and Administration/Stationery Costs: | £326.73 | H |
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**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

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