

## NETHER ALDERLEY PARISH COUNCIL

### Minutes of the Parish Council Meeting held on Tuesday 10<sup>th</sup> May 2016 at 7.25 pm at Nether Alderley Parish Hall.

**In the Chair:** Cllr. J Shufflebottom

**Parish Councillors present:** Cllr. C. McKeown and Cllr. 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, S. Shorland and C. Walker

**2. To receive Declarations of Interests and confirm Code of Conduct expectations and procedures**

**2.1 To Declare Disclosable pecuniary interests.**

No declarations were made.

**2.2 To Declare non- pecuniary interests.**

No declarations were made

**3. To consider and approve Applications for Dispensations**

No applications for dispensation were submitted.

**4. RESOLVED: *The Parish Council resolved to approve that the Minutes of the Nether Alderley Parish Council meetings held on 13<sup>th</sup> April 2016 and 4<sup>th</sup> May 2016, the Planning Meeting on 3<sup>rd</sup> May 2016, Burial Board meeting held on 6<sup>th</sup> April 2016 and appendices for the meeting held on 10<sup>th</sup> March 2016 are a true and accurate record.***

**5. Public presentation**

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

**6. Current Matters**

**To consider and agree actions relating to ongoing matters:**

**6.1 To consider actions to take regarding Parish Hall renovation**

Councillor Shufflebottom reported interest expressed in involvement in the Parish Hall Refurbishment Working Group and support for the project by Bruntwood/MSP. The Parish Council agreed that an initial meeting of the Working Group should be arranged as soon as possible.

**6.2 To consider speed and safety on local lanes.**

Councillor Shufflebottom reported details of a meeting held with Officers of Cheshire East Council, the Primary School Head Teacher and Chairman of the Parish Plan Safety and Security Group where the options for improvements to speed and safety on local roads were discussed. The meeting was attended by Councillor Shufflebottom and the Clerk. The Cheshire East Council Road Traffic Officer will arrange a speed safety review of Congleton Road, near to the Primary School which will determine the feasibility of installing a speed camera and the Highway's Officer will consider signage and road markings. The Officers will inform the Parish Council of their conclusions, for Parish Council's consideration.

\*Cllr. Walton left the meeting

**6.3 To report on completion of bench repair and painting**

The Clerk detailed costs for the recent painting work and renovation of the bench in front of the Parish Hall and the Parish Council asked that its thanks are passed on for all the work.

**6.4 To address requirements relating to appointing a new Parish Clerk.**

Awaiting responses to notices advertising the Clerk vacancy. Additional locations for advertisements were approved. The Clerk explained enquiries made of the Parish Council's payroll company and Cheshire Pension fund in relation to the present Clerk's stepping down from post.

**RESOLVED: *The Parish Council resolved to approve a job description for the role of Parish Council Clerk, to be passed on to applicants***

**6.5 To consider advertising and distribution of Operation Shield packs**

Selecta DNA packs have been collected. The Parish Council agreed that the Clerk should advertise the scheme on the parish website and through resident e-mailing.

**6.6 Alderley Park Development**

Councillor Shufflebottom reported progress of the development, further to an update briefing at Alderley Park.

**7. Policies and procedures**

**7.1 Inspection of Highways Assets.**

**RESOLVED: *Approval for Councillor Shufflebottom to inspect in June.***

**7.2 To consider Audit, Internal Systems of Control and the Annual Return for financial year end 2016**

The Parish Council, at its meeting on 10<sup>th</sup> March 2016, designated appraisal of the following areas, to a Working Group of Councillors and the Clerk: The results of Internal Audit 2015/16, the Parish Council's Internal Audit and Plan of Audit, the Parish Council's Internal Systems of Control, the Annual Governance Statement on the Annual Return, the Annual Return Statement of Accounts, the VAT reclaim for 2015/16.

The Working Group met on 9<sup>th</sup> May 2016 and comprised Councillors J. Shufflebottom, J. Wilkinson, S. Lewis, S. Shorland and the Clerk.

The Working Group reported its findings and recommendations to the Parish Council.

The Parish Council considered and discussed the Group's findings and approved the following conclusions and recommendations:

**7.21 Results of the Internal Audit, 2015/16**

The Internal Auditor's report, as part of the Annual Return, and separate audit report were considered.

The Parish Council noted that the Internal Auditor had agreed with all areas of the Annual Internal Audit report on the Annual Return in relation to the Parish Council's achievement of internal control objectives, except sections F (in relation to petty cash which is not held) and K (trust funds) both of which are not applicable to the Council.

**RESOLVED:** The Parish Council considered and discussed the audit comment and recommendation in relation to the inclusion of travel costs as part of 'staff costs' rather than 'All other payments' in The Annual Return Section 2 Accounting Statements, and ***resolved to approve that travel expenses should be retained in the 'Staff costs' section and not moved to the 'All other payments' section with reference to guidance for the completion of the Annual Return in the Governance and Accountability 2014 and 2016 documents. The Parish Council noted that these documents explain that travel expenses should be included under 'staff costs'.***

***Proposed by Councillor Shufflebottom, seconded by Councillor Wilkinson and approved by resolution of the Parish Council***

**7.22 Review of the Parish Council's Internal Audit**

**RESOLVED:**

***The Parish Council resolved to approve the Parish Council's Plan of Audit.***

***Proposed by Councillor Wilkinson, seconded by Councillor McKeown and approved by resolution of the Parish Council***

***The Parish Council resolved to approve 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 and that statutory expectations have been met by the Parish Council's current audit arrangements including scope, independence, competence, relationships, audit planning and reporting.***

**Proposed by Councillor McKeown, seconded by Councillor Wilkinson and approved by resolution of the Parish Council**

**7.23 Review of Effectiveness of Systems of Internal Control**

**RESOLVED: The Parish Council resolved to approve the Council's Statement of Internal control and resolved that the Parish Council has an adequate and effective system of internal control with mechanisms to prevent and detect fraud and corruption.**

**7.24 Annual Return, Section 1 Annual Governance Statement**

**RESOLVED: The Parish Council considered and resolved to approve agreement to each statement on the Annual Governance Statement except statement 9 (trust funds) which it resolved did not apply. Proposed by Councillor Wilkinson, seconded by Councillor McKeown and approved by resolution of the Parish Council.**

**7.25 Annual Return, Section 2 Accounting Statements**

**RESOLVED: The Parish Council considered and resolved to approve the Accounting Statements as presented in Section 2 of the Annual Return.**

The Parish Council considered the analysis of significant variances in comparison with last year's accounts and the detailed analysis of accounting figures.

**7.26 Exercise of Elector's Rights.**

The Clerk confirmed the dates set for external audit, return of the Annual Return, period for exercise of elector's rights and mechanism for advertising the Annual Return and elector's rights notices.

**RESOLVED: The Parish Council resolved to approve that the Clerk and Chairman's contact details are included on notices.**

**7.27 Reclaim of VAT 2015/16**

**RESOLVED: The Parish Council resolved to approve the proposed VAT reclaim amounts for 2015/16**

**7.3 Cheshire Pension Fund**

**RESOLVED: The Parish Council resolved to approve that the Clerk is the named contact for the Cheshire Pension fund further to the requirements of the new Pension Administration Strategy.**

**7.4 To Review Parish Hall JMC Parish Hall terms of reference**

Passed on for consideration, by the JMC.

**RESOLVED: The Parish Council reviewed and resolved that it was in agreement with the Terms of Reference for management of the Parish Hall.**

**7.5 Review of the Parish Council's Risk Assessment**

Taking account of all aspects of Parish Council business and activity and amendments and updates made to the Risk Assessment:

**RESOLVED: The Parish Council considered and resolved to approve the Parish Council's Risk Assessment as a record of and explanation of all aspects of risk that the Parish Council has identified associated with Parish Council activity and the mechanisms in place to address all areas of risk.**

**8. Finance.**

**8.1 Receipts.**

The Parish Council noted that there were no receipts

**8.2 Payments**

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

**8.3 Direct Debits**

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

**8.4 Clerk's expenses and administration costs.**

**RESOLVED: The Parish Council resolved to approve expenses and administration costs as listed in Appendix A5**

**RESOLVED: Expenditures were proposed by Cllr. McKeown, seconded by Cllr. Shufflebottom and approved by resolution of the Parish Council**

**RESOLVED: *The Parish Council considered and resolved to approve payment above the de minimis amount for obtaining quotations for advertising of the Clerk's role due to the restricted options for advertising in the press.***

The Parish Council considered arrangements for Burial Ground maintenance and agreed to continue with the current reporting arrangements for hours worked.

The Clerk suggested that the Parish Council should consider reviewing electricity supply and look at comparisons of costs from other suppliers.

## **9. Correspondence**

Receipt of 'LCR' Clerks and Councils Direct magazine.

## **10. Planning**

### **10.1 To consider response to new planning applications**

The Parish Council considered and resolved to approve responses to the following new planning applications:

Application 16/0736M

Erect extension to existing day nursery to provide up to 90 spaces, with reconfigured car park (27 spaces) and associated external works (resubmission of CEC Planning Application Ref: 15/0677M)  
ALDERLEY DAY NURSERY, CONGLETON ROAD, NETHER ALDERLEY, CHESHIRE.

**Approved response: *The Parish Council is in support of this application.***

Application 16/1353M

Delivery of watersports 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.  
Former Mere Farm Quarry, Chelford Road/Alderley Road, Nether Alderley, Cheshire.

The Parish Council considered that the application site is outside its parish. The Parish Council noted that the site is immediately adjacent to the Nether Alderley boundary and that the proposal could therefore impact upon Nether Alderley. The Parish Council noted communication from local residents expressing concerns regarding the impact of the development on Nether Alderley.

**RESOLVED: *The Parish Council therefore resolved that it would submit comments regarding the application, as follows:***

The Parish Council considers that:

1. The application is an inappropriate development on Green Belt land and within the Green Belt.
2. It can identify no special circumstances to substantiate this type of commercial development within the Green Belt.
3. There are no areas of brown field or previously developed land on the site.
4. The large building and open surfaced car park will have a detrimental impact upon the openness of the Green Belt.
5. The Parish Council understands that the proposal is contrary to the conditions imposed upon the original quarrying permission regarding restoration of the area further to quarrying, whereby it understands that the requirement is for conversion of the area to a nature reserve.
6. Whilst the Parish Council appreciates the applicant's comments that there is little wildlife to be disturbed at the present time, the Parish Council is minded that the quarry restoration is in its early stages and wildlife inhabitation is likely to evolve, now, over time.
7. Local concerns have been raised with the Parish Council regarding the potential detrimental impact of noise and light pollution on Nether Alderley in the day to day operation of the business.

### **10.2 To consider any other planning matters**

Strategic Planning Board meeting: 15/4117M

Construction of one part two-storey, part three-storey detached infill dwelling with detached garage, new access and landscaping  
LAND ADJACENT TO HIGHLANDS, CONGLETON ROAD, ALDERLEY EDGE, CHESHIRE, SK9 7AD

Information has been received that the application has been refused, further to consideration by the Northern Planning Committee.

**RESOLVED: Responses to planning applications were proposed by Cllr. McKeown, seconded by Cllr. Wilkinson and approved by resolution of the Parish Council.**

**11. Burial Board**

**RESOLVED: The Parish Council resolved to approve that areas of the New Burial Ground are levelled with soil and grass seed and that an information notice should be displayed in the notice board to explain the work to care for the Ground.**

**12. Parish Hall**

The Clerk explained historical VAT reclaims in relation to the Parish Hall and Councillor Shufflebottom explained guidance received from HMRC confirming the Parish Council's eligibility to reclaim VAT on waste and electricity payments.

Minutes taken by: the Clerk.

Minutes confirmed and approved at the Nether Alderley Parish Council meeting held on 8<sup>th</sup> June 2016.

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

**Nether Alderley Parish Council Meeting  
10<sup>th</sup> May 2016 at 7.00 pm.  
Nether Alderley Parish Hall.**

**Schedule of Receipts and Payments**

**A1.Receipt of Income**

None

**A2. Invoices for payment**

1222 Mrs. P Langham £520.03 Salary, May 2016 H  
*Salary and expenditure reviewed and approved 13/4/16 Minute ref 12*

1223 Cheshire West and Chester Cheshire Pension Fund £135.38 Pension contribution, May 2016 H  
*Pension contribution level reviewed and approved 10/3/16 Minute ref 8.4*

1224 Henshaws Waste collection two collections April 2016 £40.66 (£33.88 plus £6.78 VAT) E,F,G  
*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*

1225 Mr. G. Beeby £372.00 (£310 plus £62.00 VAT) Painting works and bench repair K, E,F,G  
*Approved 10/8/15 ref 9.5. Ordered 30/10/15*

1226 Burial Ground Maintenance £876.00 A,C  
*Review 23/9/15*

1227 JDH Business services £195.24 (£162.70 plus £32.54 VAT) Internal audit fee H  
*Approved 10/3/16 ref 8.5*

1228 Mrs. J. Shufflebottom £462.00 (£385.00 plus £77.00 VAT) Payments for advertisement for new Clerk H  
*Approved 4/5/16 ref 4. Ordered 9/5/16.*

**A3. Direct Debits for approval**

Utility Warehouse Parish Hall electricity for March 2016 £330.51 (£275.43 plus £55.08 VAT), to be debited on or after 29<sup>th</sup> April 2016 E,F,G

*Service approved Minute reference 23.11.06 p 256 , Service ordered 23.11.06, Service last reviewed for continued use Minute reference 10.8.15 8.3 and 8.4*

**A4. Approval for future expenditure/order**

None

**A5. Approval to send to Payroll Provider for inclusion in Payroll Report for Clerk's expenses/salary H**  
Expenses and office/administration costs £225.44

**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

**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