

## NETHER ALDERLEY PARISH COUNCIL

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| <p style="text-align: center;"><b>Minutes of the Parish Council Meeting<br/>held on Monday 11<sup>th</sup> October 2021 at 7.00 p.m.<br/>Nether Alderley Parish Hall</b></p> |
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**In the Chair:** Cllr. N.Howick

**Parish Councillors present:** Cllrs. Y.Bentley, A.Farrell, S.Lewis, J.Shufflebottom and J.Wilkinson

**Also present** The Parish Council Clerk

1. **To receive apologies for absence** – Cllrs. D.Clarke, S.Joseph and M.Asquith
2. **To receive Declarations of Interests**
  - 2.1 **To Declare Disclosable pecuniary interests** – None
  - 2.2 **To Declare interests conflicting with Nolan principles/non-pecuniary interests:** Cllr. Howick declared a non-pecuniary interest re: Planning Application 21/0946M
  - 2.3 **To allow Councillors to consider amendments required to their Declaration of Pecuniary interest forms** – Cllr. Lewis declared an amendment to his Register of Member's Interests
3. **To consider and approve Applications for Dispensations** – None
4. ***RESOLVED: The Parish Council resolved to approve the minutes of the Parish Council Meeting held on 13<sup>th</sup> September 2021 are a true and accurate record.***

***Proposed: Cllr. N.Howick***

***Seconded: Cllr. Y.Bentley***

5. **7.05 p.m. Public presentation** – None
6. **Meeting resumed**
7. **To exclude the public and press in the public interest for consideration of the following items:**
  - a. Personal issues
  - b. Legal Issues

### **8. Current Matters**

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

#### **8.1 Cheshire East update by Ward Councillor –**

**8.1.1 Directional Pole (Welsh Row/Macclesfield Road) update** – No update due to Cllr. Asquith's absence.

- 8.2 **Parish Hall renovation update** – Cllr. Howick reported Richard Briggs, the Quantity Surveyor (QS), has made contact and a meeting will be scheduled later this month (date to be confirmed). However, Councillors are concerned there has been a significant lapse in time since any progress has been made which will ultimately reflect in rising building costs. Therefore, Councillors agreed that unless the QS

## Nether Alderley Parish Council, Meeting Monday 11<sup>th</sup> October 2021

can assure the Parish Council he is able to move the project forward, then it may be necessary to appoint an alternative QS. .

**8.3 Neighbourhood Plan update:** A meeting with the Neighbourhood Plan Committee, Tom Evans (CEC) and Dave Proudlove (Neighbourhood Plan Consultant) is scheduled for Tuesday 12<sup>th</sup> October 2021.

### **8.4 Highways Issues:**

**8.4.1 Meeting with representative from Cheshire Highways** – The proposed meeting which was scheduled for 21<sup>st</sup> October with Cheshire East Highways has been deferred to November (date to be confirmed).

**8.4.2 Funding Works Request Forms** – The Parish Council considered applying for funds to have the directional poles renovated at Welsh Row and Macclesfield Road but concluded the criteria required outweighed the benefit.

Councillors noted a quotation had been received from a local tradesman, who has previously undertaken work for The Parish Council, to renovate both directional poles at a cost of £500.

**RESOLVED: The Parish Council resolved to approve to accept the quotation to renovate both directional poles which will be assigned to the Highways Budget as money originally allocated for a new notice board in Alderley Park (£500) is no longer required.**

**Proposed: Cllr. N.Howick**

**Seconded: Cllr. A.Farrell**

Councillors considered applying for funding from the Ward Councillor's budget to have a convex mirror placed at the junction of Congleton Road/Church Lane which would assist vehicles exiting Church Lane. The Clerk was asked to make further enquiries and report back.

**8.4.3 Speeding Issues Consultation (Further update and offer)** – Noted

**8.5 Draft Funding Agreement between Cheshire East Council and Nether Alderley Parish Council** – Councillors considered the Draft Funding Agreement and noted the following information should be confirmed before entering into a formal agreement with CEC:

- Confirmation of the start date of the agreement as referred to in the Draft Funding Agreement
  - Confirmation of the date when the review would take place given the outline timeline referred to in the Draft Agreement
  - Confirmation that Henbury PC is making a contribution as per the proposed funding structure, as they were not included on the Parish Funding Works Request Form (total contribution indicated was £38k and not £40k)
  - Confirmation that Nether Alderley's contribution remains at £2k
- Cllr. Howick will contact Cllr. Craig Brown to clarify the above points.

## **9. New Matters**

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

**9.1 Cheshire Police: Public Reference Group** – Noted

**9.2 Notification of a change of name from Came & Company Local Council Insurance Brokers to Gallagher** – Came & Company Local Council Insurance is already part of the Gallagher group of companies which is one of the world's largest insurance broking, risk management services and consulting firms. Came & Company will be rebranding to Gallagher on 4<sup>th</sup> October 2021.

### **9.3 Newsletter**

**9.3.1 General** – Initially Cllr. Shufflebottom was responsible for producing the newsletter and co-ordinating the distribution and Cllr. Joseph was responsible for photocopying the newsletter. However, as the printing is now undertaken by a local printer, it was suggested that subject to Cllr. Joseph's agreement, she could take responsibility for distribution in future due to Cllr. Shufflebottom's other commitments.

**9.3.2 Quotation to print the newsletter** – Councillors considered a quotation to produce 400 copies (A5 x 4 page) bi-monthly newsletter (6 editions per annum) from a local printers (Printit)

**RESOLVED: The Parish Council resolved to approve and accept the quotation from Printit at a cost of £75.52 per edition.**

**Proposed: Cllr. N.Howick**

**Seconded: Cllr. A.Farrell**

**9.4 Police Report for September 2021 and mobile police surgeries** – Noted

**10. Policies and Procedures**

- 10.1 To receive a report on the quarterly inspection of Highways Assets due at the end of September 2021** – Cllr. Shufflebottom had carried out the quarterly inspection and reported the following issue:
- Leaves had collected in all the bus shelters which is prevalent at this time of year. No further action was proposed.
- 10.2 CVS Virtual Training Session: Income Generation (date of 1<sup>st</sup> session deferred)** – The Clerk reported the first training session had been deferred to October.
- 10.3 ChALC partnering with Breakthrough Communications for national training courses via Zoom** – Noted
- 10.4 CCA online training re: Neighbourhood Planning** – Noted
- 10.5 CCA Safeguarding Training Sessions: 18<sup>th</sup> November, 19<sup>th</sup> January 2022 and 16<sup>th</sup> March 2022** – Cllr. Wilkinson volunteered to attend the Safeguarding training session on 16<sup>th</sup> March 2022.
- 10.6 To receive the report on the result of the External Audit 2020/21** – The Clerk reported that the results of the External Audit 2020/21 have been received from the external audit company, PKF Littlejohn LLP. Parish Councillors received copies of the External Audit report and certificate (Section 3) on the Annual Governance and Accountability Return (AGAR) together with all other sections of the approved AGAR and the additional audit report. The auditor's report certificate concludes 'On the basis of our review of sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'. Other matters not affecting our opinion which we draw to the attention of the authority
- None

***i) RESOLVED: The Parish Council considered and resolved to approve the results of the External Audit for 2020/21.***

***Proposed: Cllr. Y.Bentley***

***Seconded: Cllr. J.Shufflebottom***

***ii) RESOLVED: The Parish Council considered and resolved to approve the audited Annual Governance and Accountability Return (AGAR) for 2020/21***

***Proposed: Cllr. Y.Bentley***

***Seconded: Cllr. J.Shufflebottom***

***iii) RESOLVED: The Parish Council resolved to approve the publication of the audited Annual Governance and Accountability Return, including External Auditor's certificate, the Audit Report and Notice of Conclusion of Audit on the Parish Website and the Notice of Conclusion of Audit in the three notice boards, for at least 14 days as statutorily required.***

***Proposed: Cllr. Y.Bentley***

***Seconded: Cllr. J.Shufflebottom***

***iv) RESOLVED: The Parish Council resolved to approve a fee of £1.00 for copies of the Annual Governance and Accountability Return for 2020/21***

***Proposed: Cllr. Y.Bentley***

***Seconded: Cllr. J.Shufflebottom***

- 10.7 Review of the electricity supplier and proposed price increase from 1<sup>st</sup> October 2021** – Councillors considered the proposed price increase and indicated this may impact on the fee to hire the Parish Hall.

***RESOLVED: The Parish Council resolved to approve to accept the proposed price increase in electricity and remain with the existing supplier (Utility Warehouse) and review it again in 3 months.***

***Proposed: Cllr. A.Farrell***

***Seconded: Cllr. J.Shufflebottom***

- 10.8 Review the Health and Safety Policy** – The Parish Council considered and reviewed the Health and Safety Policy.

***RESOLVED: The Parish Council resolved to approve the NAPC Health and Safety Policy without amendment.***

***Proposed: Cllr. N.Howick***

***Seconded: Cllr. A.Farrell***

- 10.9 Review the Model Publication Scheme (including Freedom of Information Disclosure Log)** – The Parish Council considered and reviewed the Model Publication Scheme and noted there had been no requests regarding Freedom of Information.

**RESOLVED: The Parish Council resolved to approve the NAPC Model Publication Scheme without amendment and noted the FOI Disclosure Log.**

**Proposed: Cllr. Y.Bentley**

**Seconded: Cllr. J.Shufflebottom**

**11. Finance: Finance Schedule (Appendix A)**

- 11.1 The Parish Council noted receipts of income as listed in schedule (A1)** – Noted

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

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

**Proposed: Cllr. A.Farrell**

**Seconded: Cllr. Y.Bentley**

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

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

**Proposed: Cllr. A.Farrell**

**Seconded: Cllr. Y.Bentley**

- 11.4 To consider and approve Clerk's expenses 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. N.Howick**

**Seconded: Cllr. J.Wilkinson**

- 11.5 To consider and approve the bank reconciliation to 30th September 2021**

The Clerk presented the bank reconciliation to 30th September 2021 together with analysis of receipts and payments to the current account and the bank statement for current and reserve accounts at 30th September 2021. The Clerk confirmed Cllr. Wilkinson's independent analysis of the bank reconciliation in conjunction with assessment of bank statements and the cash book and her confirmation of the accuracy of the figures recorded.

**RESOLVED: The Parish Council considered and resolved to approve the bank reconciliation to 30th September 2021**

**Proposed: Cllr. N.Howick**

**Seconded: Cllr. J.Wilkinson**

- 11.6 To consider and approve the comparison of budget headings to receipts and expenditure at 30th September 2021**

The Clerk confirmed Cllr. Wilkinson's independent analysis of receipts/expenditure 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 and expenditure to budgeted amounts at 30th September 2021**

**Proposed: Cllr. N.Howick**

**Seconded: Cllr. J.Wilkinson**

**12 Correspondence:**

**To receive and consider new correspondence sent to the Parish Council and agree actions to take in response to the following communication:**

- 12.1 Cheshire Constabulary Stakeholder Update (September 2021) – Noted
- 12.2 CEC Committee to consider consultation on parking proposals – Noted
- 12.3 HS2 Potential Impact Video from Mid Cheshire Against HS2 – Noted

### 13. Planning

#### 13.1 To consider and approve responses to new planning applications:

**Application No: 21/4768M**

Proposal: Temporary planning application for a farm shop unit (Use Class E) with associated infrastructure, temporary portacabin, landscaping and parking.

Location: FARM SHOP, Alderley Park, CONGLETON ROAD, NETHER ALDERLEY

National Grid Ref: 384325.7 375676.43

**NAPC Comment:** *Whilst the Parish Council is pleased to have the Farm Shop application come before them for comment, Councillors are extremely disappointed that the site position has changed from the original outline planning application which was located near the Tenants Hall. Please note, the area earmarked in the original application has been temporarily used for additional parking and NOT for permanent use. It's location within the outline planning permission was on brownfield land. This new positioning of the 'Pop up' Farm Shop and surrounding car-parking/landscaping required, would take over greenfield green belt land. Councillors understand there are some redundant buildings behind the Churchill Tree which is amongst the new dwellings and much more accessible for residents which would reduce the number of vehicle movements to the shop. Any visiting from outside Alderley Park will travel by car so can access the shop wherever it is positioned.*

*However, should you be minded to approve this application and in the event that the business proves unsuccessful, we would ask that the condition below be put in place to safeguard the land.*

*The temporary portacabin and any car parking and associated landscaping should be returned to greenfield. Historically, "temporary" car parking elsewhere on the site after many years was surfaced and became permanent with the passage of time and a full permission was not given. The Council seeks assurance that this would not happen in this instance.*

*Should the business be successful and a more permanent permission be required, that it be by a new planning application that can be determined on its own merit.*

#### 13.2 To consider any other Planning matters including decisions to Planning Applications:

- 13.2.1 **Loco-shed, Bollington Lane update (20/5638M) and GMC Waste Enforcement (NIRs 1890884)** – The Clerk reported to Councillors she had been informed that it is not in the interest of the Environmental Agency to take this matter further. The Parish Council instructed the Clerk to make a formal complaint to the Environmental Agency as procedure had been followed and all stakeholders had been informed during the active transfer of waste to site.
- 13.2.2 **Land North-West of Mereside update (21/0630M)** – Councillors noted the number of objections to this planning application on the planning portal.
- 13.2.3 **Land South West of Bollington Lane (21/4564M)** – Councillors noted this application had been refused planning permission on 4<sup>th</sup> October 2021.
- 13.2.4 **Ruthven, Sand Lane, Nether Alderley (21/0946M)** – Councillors were informed that the documents which were uploaded to the planning portal in August 2021, relating to extending the house, had been uploaded in error and belonged to a separate planning application (21/1929M). The Case Officer assured the Parish Council that planning application 21/1929M will be uploaded to the planning portal when all documents/information have been received and the Parish Council, as consultees, will be asked to submit a comment in the usual way.

### 14. Burial Board

To consider communication and issues relating to the Burial Ground: None

**15 Parish Hall**

**15.1 To receive reports from members of the Parish Hall Joint Management Committee (JMC):**

**15.1.1 Parish Hall Insurance update** – A claim for interrupted business during 2020/21 has been submitted to the insurance company, Came & Co. for their consideration. There is no update but Cllr. Farrell will keep the Parish Council informed with any further developments.

**15.2 To consider any other matters relating to the Parish Hall:**

**15.2.1 Government guidelines (COVID-19) update** – The Parish Council continues to adhere to Government guidelines which are updated on a regular basis.

**15.2.2 CCA: Roadmap to Unlocking 2021 (Community Buildings)** – Noted

**15.2.3 Parish Hall bookings** – Cllr. Farrell reported there has been increased interest from both individuals and groups to hire the parish hall.

**15.2.4 Events:** Cllr. Farrell confirmed the following events are to take place in the Parish Hall (unless otherwise stated):

- Curry Night at Tiger Lily (Wednesday 13<sup>th</sup> October 2021 at 7.00 p.m.)
- NAPC Christmas Fair (20<sup>th</sup> November 2021)
- Carol Singing (17<sup>th</sup> December 2021)
- Table top sale (26<sup>th</sup> February 2022)

**16 Councillor's reports and items for future agenda:**

- Planning application: 21/4858M
- Ladies Lane
- Review the cost to hire the Parish Hall
- Ownership of the Parish Hall

**17 Next Parish Council meeting:**

To confirm the next Parish Council Meeting on Monday 8<sup>th</sup> November 2021 at 8.00 p.m. in Nether Alderley Parish Hall. **PLEASE NOTE, AS FROM NOVEMBER 2021 ALL PARISH COUNCIL MEETINGS WILL TAKE PLACE AT 8.00 P.M.**

**Minutes taken by: The Clerk**

**Signed.....**  
**Chairman of the Meeting**

**Date: 8<sup>th</sup> November 2021**

**APPENDIX A**

**Nether Alderley Parish Council Meeting  
Monday 11<sup>th</sup> October 2021 at 7.00 p.m.  
Nether Alderley Parish Hall**

**Schedule of Receipts and Payments**

**A1. Receipt of Income**

|                                |      |                   |  |
|--------------------------------|------|-------------------|--|
| 07.09.21 Cheshire East Council | BACS | <b>£26,512.50</b> |  |
|                                |      |                   | 50% Parish Precept (2021/22) – Second instalment |

**A2. Invoices for payment**

|      |                                   |                  |  |          |
|------|-----------------------------------|------------------|--|----------|
| 1568 | Mrs. B.Thorpe                     | <b>£1,011.73</b> |  | <b>H</b> |
|      |                                   |                  | Salary and expenses, October 2021                      |          |
| 1569 | HMRC                              | <b>£114.54</b>   |  | <b>H</b> |
|      |                                   |                  | Tax/NI, October 2021                                   |          |
| 1570 | Shires Accountants Ltd.           | <b>£46.80</b>    |  | <b>H</b> |
|      |                                   |                  | Payroll services (3rd Quarter) (£39.00 plus £7.80 VAT) |          |
| 1571 | PKF Littlejohn LLP                | <b>£360.00</b>   |  | <b>I</b> |
|      |                                   |                  | External Audit Fee 2020/21 (£300.00 plus £60.00 VAT)   |          |
| 1572 | Legal & General Assurance Society | <b>£65.37</b>    |  | <b>H</b> |
|      |                                   |                  | Annual Ill Health Liability Insurance (Sweep up)       |          |

**A3. Direct Debits/Standing Orders for approval**

|                       |                |  |              |
|-----------------------|----------------|--|--------------|
| Cheshire Pension Fund | <b>£285.00</b> | August 2021 pension contribution<br>Debited on or after 15th September 2021  | <b>H</b>     |
| Utility Warehouse     | <b>£30.28</b>  | Parish Hall Electricity for August 2021 debited on<br>or after 30 <sup>th</sup> September 2021 (£28.55 plus £1.73 VAT) | <b>E,F,G</b> |

**A4. Approval to forward to Payroll provider for inclusion in Payroll Report for Clerk's expenses/salary:**  
 Additional Hours, Travel and Administration/Stationery Costs: **£338.29** **H**

**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 [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**