

NETHER ALDERLEY PARISH COUNCIL

**Minutes of the Parish Council Meeting
held on Monday 12th April 2021 at 6.00 p.m.
The meeting was accessed remotely via ZOOM**

In the Chair:	Cllr. N.Howick
Parish Councillors present:	Cllrs. Y.Bentley, D.Clarke, S.Joseph, J.Shufflebottom and J.Wilkinson
Also present	The Parish Council Clerk

1. **To receive apologies for absence** – Cllr. A.Farrell and S.Lewis

The Parish Council observed a minute's silence as a tribute to HRH Prince Philip, the Duke of Edinburgh.

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. Shufflebottom declared an interest re: Planning Application 21/1608M

2.3 **To allow Councillors to consider amendments required to their Declaration of Pecuniary interest forms** - No amendments were made.

3. **To consider and approve Applications for Dispensations** – None

4. **RESOLVED: The Parish Council resolved to approve the minutes of the Nether Alderley Parish Council Meeting held on 8th March 2021 are a true and accurate record.**

Proposed: Cllr. Y.Bentley

Seconded: Cllr. J.Shufflebottom

5. **6.10 p.m. Public presentation** – A member of the public attended the virtual meeting to make a representation re: Alderley Park Liaison Committee (Pt. 8.5)

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** – There was no update due to Cllr. Asquith's absence.

- 8.2 **Parish Hall renovation update:**

Cllr. Howick confirmed he had received the minutes of the Parochial Church Council (PCC) during the day of the meeting and will circulate them to the Parish Council following the meeting. (Please see 15.2.1)

8.3 Neighbourhood Plan update

8.3.1 Approve invoices for payment re: Neighbourhood Plan Consultant (URBME/43 and URBME/44).

RESOLVED: The Parish Council resolved to approve invoice URBME/43 (£3,500.00) and URBME/44 (£500.00) for payment.

Proposed: Cllr. J.Wilkinson

Seconded: Cllr. S.Joseph

Cllr. Howick informed the Parish Council that the Neighbourhood Plan is almost complete. subject to consultation and a referendum which had been deferred due to COVID-19. A meeting will be arranged with the consultant and the working group in May to discuss the final steps of the plan and a request will be submitted to Cheshire East Council for the final award of the grant which had been spread over two financial years (Part 2: 2021/22).

8.4 Highways Issues:

8.4.1 Highways Group update – The Highways working group had met in March and reported the following:

- The directional pole at the junction of Welsh Row/Congleton Road had been reported to the CEC Highways Department
- Cllr. Bentley informed Councillors there are nine fence panels which have collapsed. Cllr. Howick agreed to follow this up with the CEC Highways department as it had been some time since they had agreed to replace the panels.
- A voluntary group will be formed to collect litter on the A34 by-pass (Nether Alderley section).
- Cllr. Howick established the land up to the overflow point on Artists Lane is privately owned and not the responsibility of CEC.
- The National Trust had been made aware of the danger of vehicles queuing to get into the NT car park near to the Wizard and the lack of bins which resulted in excessive litter.
- Anti-social parking on Artists Lane had been reported to the Deputy Leader of CEC and the Police Commissioner. The issue was referred to the police sergeant for Wilmslow/Alderley Ede who concurred they were unable to 'ticket' vehicles for obstruction as the obstruction needs to be more than an inconvenience. Cllr. Bentley strongly disagreed as vehicles are regularly parked in a dangerous position causing vehicles to reverse in order to let on-coming traffic pass safely (Section 22 of the Road Traffic Act 1988). Councillors agreed to monitor the situation which will hopefully be resolved with the easing of social distancing re: COVID-19.
- The Clerk was asked to arrange the next Highways working group (date to be confirmed)

8.5 Alderley Park Liaison Committee Meeting update – A meeting between Nick Hynes (Alderley Park) and George Walton (Chairman of the AP Liaison Committee) has been scheduled for 23rd April 2021. Further to communication from the Parish Council, Mr. Walton confirmed he is reluctant to hold face-to-face meetings until June. However, due to the Parish Council's persistence and in an effort to resurrect the meetings, Mr. Walton, has agreed Cllr. Howick can attend the meeting on 23rd April to discuss the structure of the committee, future balance of topics up for discussion and transparency. It was confirmed that no business will be discussed at this meeting and Cllr Howick will produce a set of file notes from this meeting.

8.6 130 Bus service update – Councillors noted the 130 bus service will be extended to include Manchester Airport, Wythenshawe and Wythenshawe Hospital which had not been clarified when the Parish Council had agreed to subsidise the service for one year. Cllr. Howick agreed to contact Cllr. Craig Brown (Deputy Leader of CEC) to express the Parish Council's disappointment and lack of transparency prior to the decision being made.

8.7 Newsletter – Cllr. Shufflebottom confirmed the newsletter is due to go out to all residents of Nether Alderley in the next week. A request for local articles will be made in the newsletter, social media, the website and in the Parish Council's notice boards which can be included in future newsletters.

9. New Matters

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

9.1 Review the date of the May meetings re: Annual Parish Meeting, Annual General Meeting (AGM) and Parish Council Meeting – The temporary legislation for Parish/Town Councils to hold virtual meetings will cease on 7th May 2021 despite a request to extend the date until June. The Parish Council

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considered the risks of meeting face to face and suggested it was too soon given the age profile of Councillors.

RESOLVED: The Parish Council resolved to move the proposed meetings from Monday 10th May 2021 to Thursday 6th May 2021. The notice on the website and in the notice boards will be amended to reflect the change.

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Shufflebottom

- 9.2 Appoint a working group to review the Internal Audit, Internal Systems of Control, the Annual Governance and Accountability Return (AGAR) for External Audit 2020/21, the Statement of Accounts for 2020/21 and VAT reclaim for 2020/21** – A working group was formed (Cllr. Howick, Farrell, Wilkinson and Shufflebottom). The date of the meeting is to be confirmed, subject to receiving the Internal Audit Report.
- 9.3 Over Alderley Neighbourhood Plan** – During Over Alderley Parish Council's initial consultation, a small number of residents, residing in Nether Alderley, had requested they be included within the Over Alderley Neighbourhood Plan as they considered they have closer ties with Over Alderley. Although CEC had confirmed it is possible to amend boundaries to meet local needs, it would be subject to agreement from all parties. Councillors considered and discussed the request and unanimously agreed that as NAPC Neighbourhood Plan was almost complete, the Parish Council could not consent to an amendment at this late stage since the Neighbourhood Plan commenced in 2018.
- 9.4 Police Report for March 2021** – Councillors noted the forthcoming dates of the police surgeries and the March Incident Report. The Clerk confirmed the police surgery dates will be added to the Parish Council website.

10. Policies and Procedures

- 10.1 To receive a report on the quarterly inspection of Highways assets which is due at the end of March 2021** – Cllr. Lewis had given his apology as he was unable to attend the meeting and will report back at the next meeting in May.
- 10.2 ChALC Virtual Training Session: (CCA) Neighbourhood Planning Training - £25.00 per session 30th March or 27th April 2021** – The training was considered inappropriate as the Neighbourhood Plan is almost complete.
- 10.3 Appointment of Internal Auditors 2020/21 and associated fee: JDH Business Services Ltd.**

RESOLVED: The Parish Council resolved to approve to appoint JDH Business Services Ltd. as internal auditors for the financial year 2020/21, including associated costs.

Proposed: Cllr. Bentley

Seconded: Cllr. Joseph

- 10.4 Notification of Smaller Authorities External Audit for 2020/21 and associated fee: PKF Littlejohn LLP** – Under powers set out in Regulation 3 of the Local Audit (Smaller Authorities) Regulations 2015, Smaller Authorities Audit Appointments Ltd. (SAAA) was appointed by the Secretary of State for Communities. Under the Regulations, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. An external auditor has been appointed for Cheshire Council (PKF Littlejohn LLP) for the 5 year period commencing with the financial year 2017/18.

The Clerk advised Councillors that Nether Alderley Parish Council had been selected for an intermediate review as part of a 5% sample of those smaller authorities who would otherwise be subject to a basic review. This would include provision of additional information for the reporting year 2020/21. The external auditor had confirmed there would be no additional charge.

RESOLVED: The Parish Council acknowledge the appointment of PKF Littlejohn LLP, and resolved to approve the associated costs to perform an intermediate review for the financial year 2020/21.

Proposed: Cllr. Howick

Seconded: Cllr. Shufflebottom

10.5 Councillors' declaration of conflict of interest:

- i) Internal Auditor - All Councillors present confirmed they had no conflict of interests with JDH Business Services Ltd.
- ii) External Auditor - All Councillors present confirmed they had no conflict of interests with PKF Littlejohn LLP

Those Councillors who were not at the meeting were contacted by the Clerk to confirm they had no conflict of interest with either auditor.

10.6 Review and consider the annual report for Other Listed Assets – The Clerk had carried out an asset check and reported the findings to the Parish Council.

RESOLVED: The Parish Council resolved to approve the report of Other Listed Assets as a record of ownership and condition of Parish Council property.

Proposed: Cllr. J.Wilkinson

Seconded: Cllr. Y.Bentley

10.7 Review and consider the storage of documents at the National Westminster Bank and associated fee

RESOLVED: The Parish Council resolved to approve to continue storing documents at the National Westminster bank and payment of the annual associated fee for 2021/22.

Proposed: Cllr. S.Joseph

Seconded: Cllr. J.Shufflebottom

10.8 Review Utility Warehouse electricity tariffs – The Parish Council had been informed of an increase in electricity charges from 1st April 2021. The day rate had increased from 21.414p to 24.12 (+2.71p).

RESOLVED: The Parish Council resolved to approve the increase for the day rate charge with effect from 1st April 2021 and to remain with the existing supplier (Utility Warehouse) for a further 12 months or until the heating system is replaced as part of the Parish Hall renovation when it will be reviewed (whichever is the sooner).

Proposed: Cllr. N.Howick

Seconded: Cllr. Y.Bentley

10.9 Review and consider the Employer Pension Discretions Policy

RESOLVED: The Parish Council resolved to approve the Pensions Discretion Policy without amendment.

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Wilkinson

11. Finance: Finance Schedule (Appendix A)

11.1 The Parish Council noted receipts of income as listed in schedule (A1)

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. N.Howick

Seconded: Cllr. J.Wilkinson

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. N.Howick

Seconded: Cllr. J.Wilkinson

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 31st March 2021

The Clerk presented the bank reconciliation to 31st March 2020, together with analysis of receipts and payments to the current account and the bank statement for current and reserve accounts at 31st March 2020. Cllr. Howick and Cllr. Wilkinson 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 2021.

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Wilkinson

11.6 To consider and approve comparison of receipts/expenditure against budgeted amounts at 31st March 2021

Cllr. Howick and Cllr. Wilkinson 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 2021.

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Wilkinson

11.7 To consider and approve cash book entries for 2020/21

RESOLVED: Further to reports of the analysis of cash book entries by Cllr. Howick and Cllr. Wilkinson, the Parish Council resolved to approve the bank reconciliation to 31st March 2021.

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Wilkinson

11.8 To consider and approve the final accounts for 2020/21

Cllr. Howick and Cllr. Wilkinson had independently analysed the accounts in conjunction with the bank statements at 31st March 2021 and the cash book and the accuracy of the figures recorded.

RESOLVED: The Parish Council considered and discussed the accounting figures for 2020/21 and resolved to approve Nether Alderley Parish Council's final accounts for 2020/21

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 (March 2021) - Noted

13. Planning

13.1 To consider and approve responses to new planning applications:

Application No: 21/0598M

Proposal: Creation of covered area with retractable roof

Location: APARTMENT 17 WATER GARDEN, Alderley Park, CONGLETON ROAD, NETHER ALDERLEY, SK10 4JY

National Grid Ref: 384525.3515 374885.4511

NAPC Comment: Nether Alderley Parish Council has no objection to this planning application but would ask that if any immediate neighbours raise concerns, they should be taken into account when determining the application.

Application No: 21/1457M
Proposal: Construction of first floor side extension
Location: 11, VALE CRESCENT, NETHER ALDERLEY, SK10 4LU
National Grid Ref: 384761.7497 374827.1105

NAPC Comment: *The Parish Council have no objections to this planning application. However, should Cheshire East Council Development/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 neighbourhood properties and the damage to highways and verges. Should any damage be caused either directly or indirectly as a result of the building works, the developer or land owner should repair the damage before works are completed.*

Application No: 21/1567M
Proposal: Proposed erection of an oak-frame carport outbuilding.
Location: 4, PAVILION DRIVE, NETHER ALDERLEY, SK10 4YU
National Grid Ref: 384436.8 374630.74

NAPC Comment: *The Parish Council have no objections to this planning application. However, should Cheshire East Council Development/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 neighbourhood properties and the damage to highways and verges. Should any damage be caused either directly or indirectly as a result of the building works, the developer or land owner should repair the damage before works are completed.*

Application No: 21/1608M
Proposal: Demolition of the existing garage and its replacement with a part single storey and part two storey side extension and new detached garage.
Location: 3 OAK HOUSE, The Woodlands, BOLLINGTON LANE, NETHER ALDERLEY, SK10 4TB
National Grid Ref: 383131.22 375267.05

NAPC Comment: *Whilst the Parish Council has no objection to the above application, we would ask that if any neighbours have concerns, they be taken into consideration when making the determination.*

As with all new houses being built, light pollution is becoming an increasing issue for neighbours. The use of LED lights that are brighter means the pollution is greater, therefore we would ask that the applicants take this into consideration so as to protect and respect the immediate neighbours (1 & 2 Woodlands).

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

13.2.1 Loco-shed, Bollington Lane (20/2000M/20/5638M) update – Due to Cllr. Asquith's absence it was unclear if both planning applications had been 'called in' to be decided by Committee. Cllr. Shufflebottom confirmed she had copied the latest communication to Matthew Keen (CEC Planning Officer) and Sally Shaw (CEC Environmental Protection Officer). The Clerk informed Councillors the GMMC Enforcement Team have confirmed the site does have a U1 exemption registered and have referred the enquiry to the Environment Management who will carry out an exemption compliance inspection and report back.

13.2.2 New Street Name Proposal (20/2717M) – The comments made by the Parish Council had been taken on board as part of the consultation by CEC Address Management Section. Although the suggested street names had not been used, the proposed names now reflect the heritage of Alderley Park which the Parish Council welcome:

- Manor House Drive
- Asquith Grove

13.2.3 Land North-West of Mereside (21/0630M) – CEC decision whether this planning application will be determined by committee or delegated authority – Due to Cllr. Asquith's absence it was unconfirmed if this planning application had been accepted to be determined by Committee rather than delegated powers. However, Councillors noted there is a Committee date (5th May 2021) on the planning portal which is indicative that it has been accepted. Councillors agreed that a representative from the Parish Council would attend the meeting, subject to the application being on the May agenda of the Northern Planning Committee.

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 – Deferred to the next meeting as Cllr. Farrell was absent

15.1.2 Consideration to re-open the Parish Hall – Cllr. Shufflebottom informed the Parish Council the parish hall will be open on Thursday 6th May 2021 for local elections which will be supervised by Cheshire East Council. Councillors noted the parish hall will officially re-open in June, as bookings have been taken for June, July and September (subject to Government Guidelines).

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

15.2.1 PCC update – Cllr. Howick informed the Parish Council that he had received confirmation that the PCC would cede ownership to the parish hall on the understanding that a legally binding agreement is made to retain full historic rights to use the kitchen and upper room at all times. The PCC will support a recommendation to the diocese for Nether Alderley Parish Council to hold 100% title to the building.

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

16 Councillor's reports and items for future agenda: None

17 Next Parish Council meeting:

To confirm the next Parish Council Meeting, AGM and Annual Parish Meeting on Thursday 6th May 2021 at 5.00 p.m. (via ZOOM)

Minutes taken by: The Clerk

Signed.....
Chairman of the Meeting

Date: 6th May 2021

APPENDIX A

**Nether Alderley Parish Council Meeting
Monday 12th April 2021 at 6.00 p.m.**

(This meeting will be accessed remotely via ZOOM – Please contact the Clerk to obtain details)

Schedule of Receipts and Payments

A1. Receipt of Income

04.03.21	A.R.Slack Ltd.	BACS	£330.00	BB: Re-open an existing plot and inscription (NBG 267)
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A2. Invoices for payment

1536	Mrs. B.Thorpe		£1,025.32	<i>H</i>
			Salary and expenses, April 2021	
1537	HMRC		£137.08	<i>H</i>
			Tax/NI, April 2021	
1538	ChALC		£30.00	<i>H</i>
			Training 04.03.21	
1539	ChALC		£25.00	<i>H</i>
			Training 25.03.21	
1540	Came & Company		£1,179.80	<i>H</i>
			Annual Insurance Premium (2021/22)	
1541	ChALC		£200.60	<i>H</i>
			Annual affiliation and Local Council Review Magazine (2021/22)	
1542	D.A.Proudlove		£500.00	<i>R</i>
			Neighbourhood Plan (URBME/44)	
1543	D.A.Proudlove		£3,500.00	<i>R</i>
			Neighbourhood Plan (URBME/43)	

A3. Direct Debits/Standing Orders for approval

Cheshire Pension Fund	£1028.90	March 2021 pension contribution (incl. end of year Correction of under payment (£200 + £828.94) Debited on or after 15th March 2021	<i>H</i>
Utility Warehouse	£146.80	Parish Hall Electricity for February 2021 debited on or after 31 st March 2021 (£122.33 plus £24.47 VAT)	<i>E,F,G</i>

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

Additional Hours, Travel and Administration/Stationery Costs:	£466.67	<i>H</i>
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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 [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