

Nether Alderley Parish Council, Meeting Monday 13th May 2019

- Mark Pearce, the sole architect responsible for delivering the refurbishment project at Lloyd Evans Pritchard (LEP) has left LEP to set up a new company with two others. Cllr. Shufflebottom informed Councillors that Mark has confirmed he would like to continue working with the Parish Council on the project. Whilst Councillors agreed they would prefer to continue working with LEP, they considered and discussed the benefits of engaging Mark Pearce at this critical time, subject to confirmation from LEP of the following:
 - Mark Pearce has no contractual obligations or ties with LEP
 - The fee structure remains the same as per agreement with LEP
 - The Parish Council can terminate the existing contract at this stage without incurring penalties

RESOLVED: The Parish Council resolved to approve to terminate the existing contract with Lloyd Evans Pritchard and engage the services of Mark Pearce, subject to confirmation of the above.

Proposed: Cllr. N.Howick

Seconded: Cllr. Y.Bentley

8.2 Neighbourhood Plan update:

- The Working Group had met earlier today and are working through the bureaucracy which will enable them to prepare a report including policies, local history etc.
- Cllr. Howick reported that Craig Brown is encouraged about the demarcation between Alderley Edge and Nether Alderley Neighbourhood Plan Working Groups
- Cllr. Asquith confirmed he was instrumental in the development of the A34 bypass and is available should any information relating to the bypass be required.

8.3 Parish freesheet newsletter – Cllr. Shufflebottom and Cllr. Farrell confirmed they will be attending the meeting with Rev. Jon Hale and other stakeholders on Wednesday 22nd May 2019 and will report back to Council at the next meeting.

8.4 Alderley Park Liaison meeting:

- Alderley Park are currently liaising with the National Trust to define and consolidate all footpaths so that they can be mapped.
- PH Livesey have revised part of their original scheme and Plots 1-7 will not be mixed housing/apartments and confirmed they will be all houses. Cllr. Howick was pleased to report that the developer has taken on board the Parish Council's previous comments to incorporate more parking and garaging into the overall design.
- Alderley Park are awaiting quotations for a Nether Alderley Parish Notice board which will be sited on Alderley Park for residents.
- Alderley Park hope to welcome two additional developers to the site.
- There is no further information to report on the farm shop at this time.
- Steel work and floors are now in-situ in the new Sports Centre

Cllr. Marc Asquith left the meeting

9. New Matters

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

9.1 CEC Community Clean Up Funding – Cllr. George Walton nominated Nether Alderley Parish Council to receive £125 as part of Central Governments Community Clean-up grant funding. Councillors considered and discussed the purchase of a compost bin in the burial ground for recycling.

RESOLVED: The Parish Council resolved to approve the purchase of a compost bin subject to receiving the grant funding.

Proposed: Cllr. A.Farrell

Seconded: Cllr.S.Joseph

9.2 ChALC Employment/Recruitment Manual – Councillors considered and discussed the manual which had been sent by ChALC and suggested revisiting it in the future as and when required.

9.3 Parish Council meeting dates 2019/20

RESOLVED: The Parish Council resolved to approve the meeting dates for 2019/20 which will be displayed in the notice boards and uploaded to the website.

Proposed: Cllr. N.Howick

Seconded: Cllr. A.Farrell

- 9.4 Police Cluster Meeting for Gawsworth and Chelford Wards** – Cllr. Shufflebottom attended the meeting and reported the following:
- Due to lack of local interest in forming a Speed Watch Group, PCSO David Bell put an alert on their Facebook page asking for volunteers from outside the Parish. He will contact the Parish Council if he receives a positive response.
 - PCSO Julia Short is contacting local newspapers to advertise their Police Surgeries in an attempt to raise awareness.
 - The Police recently carried out a 'Street Watch' in Chelford which entailed knocking on doors and asking residents if they had any concerns about their immediate neighbourhood. The overriding issue was cold callers offering skills i.e. new paving, gutters cleaned etc., many of which are scams and it was suggested the elderly are being targeted.
- 9.5 Police Surgeries for Gawsworth and Chelford Wards and April 2019 Report** – Councillors noted the April report and dates of forthcoming police surgeries will be uploaded to the Parish Council website.
- 9.6 Funding: Just Giving** – Cllr. Bentley suggested the possibility of using 'Just Giving' should there be a shortfall of funds to complete the refurbishment of the Parish Hall.
- 9.7 Introduction of Parish Cluster Meetings** – The Clerk was asked to contact neighbouring Parish Councils to establish if they would be interested in forming a Parish Cluster meeting which would meet on a quarterly basis to discuss shared issues. If the response is positive, Councillors suggested one member represent each Parish Council and report back to their individual Council.
- 9.8 File Notes** – Councillors were asked to make simple notes (in bullet format), from any meeting/event which they had attended on behalf of the Parish Council.

10. Policies and Procedures

- 10.1 To receive a report on the quarterly inspection of Highways assets** – Cllr. Lewis reported the following issues:
- All benches are in need of wood treatment/preservative. The Clerk was asked to contact the Groundsman.
 - The circular tree bench, Sand Lane/Congleton Road has been temporarily repaired and needs to be replaced.
 - The leaves/debris in the bus shelters have been cleared.

The next inspection of Highways assets is due at the end of June and will be reported at the July meeting.

10.2 To consider results of internal audit and of 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

The Parish Council designated appraisal of the following areas to a Working Group of Councillors and the Clerk. The results of internal audit 2018/19, 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 and the VAT reclaim for 2018/19. The Working Group met on 1st May 2019 and comprised of Cllrs. J.Shufflebottom, J.Wilkinson, N.Howick, S.Joseph 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:

10.2.1 Results of the Internal Audit 2018/19

The Internal Auditor's report, as part of the Annual Governance and Accountability Return (AGAR), 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 AGAR in relation to the Parish Council's achievement of internal control objectives, except section F (re: petty cash which is not held) and K (trust funds) both of which are not applicable to the Council.

The Internal Audit Report raised the following issue:

1. We could not identify in the files provided a signed data processing agreement with the payroll agent.

Recommendation: The Council as a data controller must enter into a contract with every third-party data processor which imposes the following stipulations on the data processor:

- **Personal data can only be processed based on the scope of the documented instructions of the data controller. This will mean that data processors cannot use cloud computing technology or services without the data controller's approval.**
- **Compliance with security obligations equivalent to those imposed on the data controller by the GDPR (Article 32).**
- **Only employ staff who have committed themselves to confidentiality or are under a statutory obligation of confidentiality.**
- **Enlist a sub-processor only with the prior permission of the data controller.**
- **Assist the data controller in carrying out its obligations with regard to requests by data subjects to exercise their rights under Chapter III of the GDPR.**
- **Assist the data controller in carrying out its data security obligations under the GDPR.**

RESOLVED: The Parish Council resolved to approve the results and recommendations made in the Internal Audit Report for 2018/19

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. N.Howick

Councillors noted the important guidance note referred to in the Internal Audit Report re: Internal Audit Certificate in the AGAR (Notice of Public Rights) and additional fixed fee of £9 plus VAT to complete the new requirement for the 2019/20 audit.

RESOLVED: The Parish Council approved to comply with the important guidance note and the additional fixed fee of £9 plus VAT to complete the new requirement for the 2019/20 audit.

Proposed: Cllr. J.Wilkinson

Seconded: Cllr. Y.Bentley

10.2.2 Review of the Parish Council's Internal Audit

The Parish Council considered and reviewed its plan of internal audit.

RESOLVED: 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 it has fulfilled its responsibilities in relation to internal audit and statutory expectations, including scope, independence, competence, relationships, audit planning and reporting.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. N.Howick

10.2.3 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.

Proposed: Cllr. S.Lewis

Seconded: Cllr. J.Wilkinson

10.2.4 VAT Reclaim 2018/19

Resolved: The Parish Council resolved to approve the proposed VAT amounts for 2018/19

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. S.Lewis

10.3 To approve Annual Governance and Accountability Return 2018/19 (Section 1 – Annual Governance Statement)

The Parish Council considered and discussed each Governance Statement of the Annual Return.

RESOLVED: The Parish Council resolved to approve agreement to each statement on the Annual Governance Statement except statement 9 (trust funds) which does not apply.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. S.Lewis

10.4 To approve Annual Governance and Accountability Return 2018/19 (Section 2 – Accounting Statements)

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

RESOLVED: The Parish Council resolved to approve the Accounting Statements as presented in Section 2 of the Annual Governance and Accountability Return 2018/19.

Proposed: Cllr. S.Joseph

Seconded: Cllr. J.Wilkinson

10.5 To confirm exercising of Electors Rights and dates in relation to accounts and external audit (2018/19)

The Clerk confirmed the dates set for external audit, return of the Annual Return, period for exercise of elector's rights and mechanisms for publication of 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 the Elector's Rights notice.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. N.Howick

10.6 To consider and adopt the new Member Code of Conduct – Councillors considered and discussed the new Member Code of Conduct. Cllr. Farrell and Cllr. Joseph attended a ChALC course earlier in the year.

RESOLVED: The Parish Council resolved to approve and adopt the new Code of Conduct with immediate effect.

Proposed: Cllr. A.Farrell

Seconded: Cllr. S.Joseph

10.7 Northwich Town Council Course: Transfer Granting and Exercising of Burial Rights (30.05.19) – A place has been reserved for Cllr. Bentley.

10.8 ChALC Training Course: Chairmanship 1 (05.06.19) – A place has been reserved for Cllr. Howick.

11. Finance: Finance Schedule (Appendix A)

11.1 To note receipt of income, as listed in schedule (A1) – Noted

11.2 To consider and approve items for payment as listed in schedule (A2)

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

Proposed: Cllr. Shufflebottom

Seconded: Cllr. S.Joseph

11.3 To consider and approve direct debits/standing orders 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.Shufflebottom

11.4 To consider and approve administration and expenses 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. N.Howick

Seconded: Cllr. J.Shufflebottom

NAPC Comment deferred to Extra-ordinary Planning Committee meeting on Thursday 23rd May 2019 due to lack of information. (Withdrawn before meeting on 23.05.19)

Cllr. S.Joseph left the meeting

Application 19/1895M
No:
Proposal: New residential dwelling
Location: LAND ADJACENT TO, The Pantiles, 40, CONGLETON ROAD, ALDERLEY EDGE
National 384402 377569
Grid Ref:

NAPC Comment: No comment

Application 19/2201M
No:
Proposal: Variation of condition 3 (approved plans) to planning application 16/1378M - Proposed demolition of existing industrial unit and construction of 2 detached dwellings with detached garages with associated parking and landscaping
Location: Locoshed, BOLLINGTON LANE, NETHER ALDERLEY, SK10 4TB
National 383294 375144
Grid Ref:

NAPC Comment: No comment

13.2 To consider any other Planning matters including decisions to Planning Applications: None

14. Burial Board

To consider communication and issues relating to the Burial Ground:

14.1 To consider and approve the Annual Burial Ground Inspection (10.04.19)

RESOLVED: The Parish Council resolved to approve the Annual Burial Ground Inspection Report and recommendations which took place on 10th April 2019.

Proposed: Cllr. Y.Bentley

Seconded: Cllr. J.Shufflebottom

15 Parish Hall

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

Cllr. Farrell reported the Parish Hall has been booked for the following events:

- Table Top Sale
- Euro Elections
- Each Sunday in June for afternoon teas
- Nether Alderley Primary School

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

Cllr. Farrell reported that more volunteers are required for the June afternoon teas and asked Councillors to contact her directly if they can spare any time.

16 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)

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- Cllr. Howick informed the Parish Council that Alderley Park have agreed to develop a new interactive Parish Council website which will be gradually phased in.

17 Next Parish Council meeting:

To confirm the next Parish Council meeting on Monday Friday 10th June 2019

Minutes taken by: The Clerk

Signed..... Date.....
Chairman of the Meeting

APPENDIX A

**Nether Alderley Parish Council Meeting
Monday 13th May 2019 at 7.00 p.m.
Nether Alderley Parish Hall**

Schedule of Receipts and Payments

A1. Receipt of Income

12.05.18	BACS	£23,000.00	Cheshire East Council	50% Precept
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A2. Invoices for payment

1422	Northwich Town Council	£162.50	Burial training course (€130.00 plus €32.50 VAT)	H
1423	ChALC	£35.00	Training course 12.06.19	H
1424	Henshaws Envirocare Ltd	£44.98	(€37.48 plus €7.50 VAT) 2 x waste collections – April 2019	E,F,G
1425	JDH Business Services Ltd	£214.20	(€178.50 plus €35.70 VAT) Internal Audit Fee 2018/19	I
1426	Mrs. B.Thorpe	£827.79	Salary and expenses, May 2019	H
1427	HMRC	£18.49	Tax/NI, May 2019	H
1428	ChALC	£200.60	Annual affiliation and Local Council Review Magazine 2019/20	H
1429	ChALC	£35.00	Training course 05.06.19	H
1430	Mr. N.Moore	£609.00	Burial Grounds maintenance	A

A3. Direct Debits/Standing Orders for approval

Cheshire Pension Fund	£185.00	March 2019 pension contribution Debited on or after 15 th April 2019	H
Utility Warehouse	£437.77	Parish Hall Electricity for March 2018 debited on or after 30 th April 2019 (€364.81 plus €72.96 VAT)	E,F,G

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

Additional Hours, Travel and Administration/Stationery Costs:	£383.60		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 [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 £7.57 per elector in 2017/18. Expenditure must be commensurate with the benefit

N

Websites Local Government Act 1972 s142

P