

NETHER ALDERLEY PARISH COUNCIL

**Minutes of the Parish Council Meeting
held on Tuesday 14th April 2020 at 5.00 p.m.
The meeting was accessed remotely via ZOOM**

In the Chair: Cllr. N.Howick

Parish Councillors present: Y.Bentley, D.Clarke, A.Farrell and J.Shufflebottom

Also present: Cheshire East Councillor Marc Asquith (Chelford Ward) and the Parish Council Clerk

1. **To receive apologies for absence** – Cllrs. S.Joseph, S.Lewis and J.Wilkinson
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 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** - No applications for dispensation were submitted.
4. **RESOLVED: The Parish Council resolved to approve the minutes of the Nether Alderley Parish Council Meeting held on 16th March 2020 and the Burial Board Meeting held on 9th April 2020 are a true and accurate record.**

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. N.Howick

It was noted the time of the Public Presentation on the agenda was incorrect and should have read 5.05 p.m. and not 7.05 p.m.

5. **5.05 p.m. Public presentation:** Mr. Andrew Kay and Ms. Jill Naylor attended the meeting re: **Planning Application 20/1041M** – Item 13.2 was brought forward in the agenda to give Mr. Kay the opportunity to establish the material facts which he considered to have been incorrectly reported. The Parish Council had considered and discussed the application at their meeting on 16th March 2020 and had submitted a comment to CEC Planning Department on 18th March 2020. Subsequent to the meeting, a resident approached the Chair of the Planning Committee and it became apparent that some residents had concerns and these were circulated to all Councillors. It was pointed out that the Parish Council has a duty of care to all residents and as the closing date for comments had not passed, it was agreed an additional email should be sent to CEC outlining the resident's concerns. The second comment asked that the Planning Officer take the resident's concerns into consideration prior to the determination of the application. The Parish Council's position remained the same.

NAPC (28.03.20) – We recently submitted comments on the above application but have subsequently been approached by residents who have concerns regarding the variations.

Variation of Condition 2 - It would appear that this application will indeed make the development 2 storey rather than single storey as previously determined. The original footprint of the development has significantly enlarged already to accommodate living space and to increase the roofline to allow 1st floor bedrooms will increase the general massing even further. This is a small site and is in danger of being overdeveloped and taking light from other properties opposite which is a concern of neighbours.

We understand that the Planning Officer has been contacted by local residents and is in dialogue with regard to this application and we would urge the Officer to take into account the residents concerns. The roofline of a recently built carport at the immediate neighbours, appears to be higher than on plan and it is a concern if this application is to follow that roof line and height.

With regard to removal of Condition 7 - our response remains the same. Permitted development rights should remain removed for future protection.

The Chair of the Planning Committee thanked Mr. Kay for the information he had put forward and confirmed the closing date for comments had now passed. However, should the planning application be refused and appealed, as part of the appeal process, the Parish Council would be informed and given a further opportunity to consider and discuss the application.

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 Coronavirus (COVID-19)

8.1.1 COVID-19 update – The Parish Council has received Government guidelines regarding the current pandemic of COVID-19, including advice on social distancing which the Parish Council is adhering to.

8.1.2 Change in Government Legislation to hold meetings remotely – Due to social distancing, the Government revised Legislation to come into force on 4th April 2020 which are time limited and apply only to meetings taking place before 7th May 2021.

In summary, the changes are:

- i) The 2020 Regulations permit the holding of remote meetings, with conditions.
- ii) Local councils can decide the methods they will use to facilitate the holding of remote meetings.
- iii) There is no requirement to hold an annual meeting.

NALC have also issued guidance to support Parish/Town Councils to enable them to conduct meetings in a new way.

8.1.3 Community plans/issues during the lockdown – In conjunction with St. Mary's Church, the Parish Council have formed a small group of volunteers to support the local community i.e. shopping, collecting prescriptions etc. CVS have produced guidance information to support volunteers which have been distributed.

8.1.4 Immediate aftermath – Councillors agreed it is too early to make any plans at this stage and confirmed they will follow Government guidelines.

8.2 Cheshire East update by Ward Councillor:

8.2.1 Cheshire East Council (CEC) – CEC has virtually shut down due to social distancing and where possible staff are working at home.

8.2.2 Planning Application 18/5047W – Cllr. Asquith understands that minor changes have been made to the application and will keep the Parish Council updated.

8.2.3 Welsh Row – Remedial work to the drainage have been completed.

8.2.4 Welsh Row – Electrical cable works have been completed and verges made good.

Cllr. M.Asquith left the meeting

8.3 Parish Hall renovation update:

8.3.1 Application to Faculty – The Parochial Church Council (PCC) meeting was not quorate due to the effect of COVID-19 and social distancing. However, Revd. Jon Hale confirmed he supports the project and will recommend endorsing the Faculty Application.

9. New Matters

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

- 9.1 Request to support the campaign for the Local Electricity Bill** – Councillors had considered and discussed this request last year and upheld the decision not to support the campaign.
- 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 2019/20, the Statement of Accounts for 2019/20 and VAT reclaim for 2019/20** – Cllrs. Howick, Shufflebottom and Clarke volunteered to form the working group in conjunction with the Clerk. Councillors will be notified of the date once the internal audit report has been received.
- 9.3 Vice Chair appointment for 2020/21** – It was noted that although it is not vital to have a Vice Chair, it is an important role which supports the Chairman during his/her term of office. The Chairman asked Councillors to consider volunteering for the vacant position and invited them to contact him, in confidence, to discuss the attributes required. Cllr. Howick intends to contact those Councillors not present at the meeting.
- 9.4 Police Report for March 2020** – Noted.

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 2020 and reported to the Parish Council at the meeting in April 2020** – Cllr. Lewis was not present at the meeting and will report his findings at the meeting in May.
- 10.2 Appointment of Internal Auditors 2019/20: JDH Business Services Ltd.**

RESOLVED: The Parish Council resolved to approve to appoint JDH Business Services Ltd. as internal auditors for 2019/20, including associated costs.

Proposed: Cllr. Bentley

Seconded: Cllr. Shufflebottom

- 10.3 Notification of Smaller Authorities External Audit for 2019/20: 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.

Councillors considered and discussed if it would be necessary to engage an external auditor or to declare the Parish Council exempt if the higher of income/expenditure was <£25,000.

RESOLVED: The Parish Council resolved to approve to appoint PKF Littlejohn LLP, including associated costs, to perform a limited assurance review for the financial year 2019/20 due to the renovation of the Parish Hall which may require additional grant funding.

Proposed: Cllr. Howick

Seconded: Cllr. Shufflebottom

- 10.4 Councillors' declaration of conflict of interest:**

10.4.1 Internal Auditor – All Councillors present confirmed they had no conflict of interests with JDH Business Services Ltd.

10.4.2 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.

10.5 Review and consider the annual report for Other Listed Assets

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. Shufflebottom*

Seconded: *Cllr. Bentley*

10.6 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 2020/21.*

Proposed: *Cllr. Clarke*

Seconded: *Cllr. Howick*

10.7 Notification from Nat West Bank to decrease Business Reserve interest from 29th May 2020 – The Clerk informed the Parish Council the interest rate on the Business Reserve account has reduced in line with the Bank of England base rate. The current rate is 0.2% until 28th May 2020 and from 29th May 2020 it will decrease to 0.01%.

10.8 Cheshire Pension Fund: Review and consider 2019 Triennial Valuation Results – Councillors noted the current rate payable by the employer is 21.8% which will increase by 0.8% to 22.6% from 1st April 2020.

10.9 Cheshire Pension Fund: Review and consider Parish Council authorised signatories – It was noted the Chair and the Clerk/RFO are authorised signatories for Cheshire Pension Fund.

10.10 Cheshire Pension Fund: Review and consider employer designated contact – It was noted the Chair and the Clerk/RFO are designated contacts for Cheshire Pension Fund.

10.11 Review and consider the Employer Pension Discretions Policy

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

Proposed: *Cllr. Howick*

Seconded: *Cllr. Farrell*

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.Shufflebottom*

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.Shufflebottom*

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.Shufflebottom

- 11.5 To consider and approve the bank reconciliation to 31st March 2020** – 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. Shufflebottom 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 2020.

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Shufflebottom

- 11.6 To consider and approve comparison of receipts/expenditure against budgeted amounts at 31st March 2020**

Cllr. Shufflebottom 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 2020.

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Shufflebottom

- 11.7 To consider and approve cash book entries for 2019/20**

RESOLVED: Further to reports of the analysis of cash book entries by Cllr. Shufflebottom and Cllr. Howick, the Parish Council resolved to approve the bank reconciliation to 31st March 2020.

Proposed: Cllr. D.Clarke

Seconded: Cllr. A.Farrell

- 11.8 To consider and approve the final accounts for 2019/20**

Cllr. Shufflebottom had independently analysed the accounts in conjunction with the bank statements at 31st March 2020 and the cash book and the accuracy of the figures recorded.

RESOLVED: The Parish Council considered and discussed the accounting figures for 2019/20 and resolved to approve the Nether Alderley Parish Council accounts for 2019/20

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Shufflebottom

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 CEC Town and Parish Council Conference (12th May 2020) – Noted**
- 12.2 Notification of the Great British September Clean (11-27th September 2020) – Noted**
- 12.3 HCLG Select Committee Devolution Inquiry – Noted**
- 12.4 Police and Crime Commissioner for Cheshire: Policing and the Coronavirus pandemic – Noted**

13. Planning

- 13.1 To consider and approve responses to new planning applications:**

Application No: 20/1390M
Proposal: Variation of conditions 4 & 6 of existing permission 19/1548M; Outline application for construction of two two-storey, detached infill dwellings with shared access
Location: HOLME ACRE, CONGLETON ROAD, ALDERLEY EDGE, SK9 7AL
National Grid Ref: 384532 377335

NAPC Comment: No objections

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

Application No: 20/1041M
Proposal: Variation of Condition 2 and Removal of Condition 7 on approval 19/4420M for change of use & extension of an outbuilding to form a dwelling house
Location: HEATHFIELD HOUSE, BOLLINGTON LANE, NETHER ALDERLEY, MACCLESFIELD, SK10 4TB
National Grid Ref: 383358 375027

This planning application was included in the agenda to ratify further action taken following the Parish Council meeting on Monday 16th March 2020. Please refer to Pt. 5 (Public presentation)

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 Change of insurance provider for 2020/21 – Cllr. Farrell reported the JMC had changed insurance provider to obtain best value.

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

15.2.1 Events Committee update – All Parish Council events have been cancelled until the end of May and future events will be reviewed as the COVID-19 situation progresses.

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

17 Next Parish Council meeting:

To confirm the next Parish Council meeting on Monday 11th May 2020 (via ZOOM)

Minutes taken by: The Clerk

Signed..... Date 11th May 2020

Chairman of the Meeting

APPENDIX A

**Nether Alderley Parish Council Meeting
Tuesday 14th April 2020**

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

Schedule of Receipts and Payments

A1. Receipt of Income

02.04.20	BACS	£26,700.00	CEC 50% Precept 2020/21
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A2. Invoices for payment

1475	Mrs. B.Thorpe	£670.81	<i>Salary and expenses, April 2020</i>	H
1476	Came & Company	£1,142.11	Annual Insurance Premium 2020/21	H

A3. Direct Debits/Standing Orders for approval

Cheshire Pension Fund	£412.12	March 2020 pension contribution (incl. end of year correction of under payment £185.00 + £227.12) Debited on or after 15th March 2020	H
Utility Warehouse	£323.71	Parish Hall Electricity for February 2020 debited on or after 28 th March 2020 (£269.76 plus £53.95 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: **£350.06** **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 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	N
Websites Local Government Act 1972 s142	P