

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 7th February 2022 at 1.00 p.m. Nether Alderley Parish Hall

In the Chair: Cllr. N.Howick
Parish Councillors present: Cllrs. D.Clarke, A.Farrell, S.Joseph and J.Shufflebottom
Also present Cllr. M.Asquith (Ward Councillor) and the Parish Council Clerk

1. **To receive apologies for absence** – Cllrs. Y.Bentley, S.Lewis and J.Wilkinson

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. N.Howick (22/0040M) – Cllr. Howick did not participate in the discussion but remained in the meeting without comment.

2.3 **To allow Councillors to consider amendments required to their Declaration of Pecuniary interest forms** – None

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 10th January 2022 are a true and accurate record subject to the following amendment:**

11.7 To consider and approve the proposed Budget for 2022/23 including Earmarked Reserves

Proposed: Cllr. N.Howick

Secoded: Cllr. A.Farrell

5. **1.05 p.m. Public presentation:**

Sweet Briars, Bradford Lane – A senior planner from Eden Planning made representations regarding the proposed replacement dwelling, prior to a formal application to Cheshire East Council. The Chair confirmed that the application will be considered and discussed fully when the planning application comes before the Parish Council via the Planning Department.

Millers Gate, Congleton Road – A representative from Eden Planning made representations regarding the proposed replacement dwelling, prior to a formal application to Cheshire East Council. The Chair confirmed that the application will be considered and discussed fully when the planning application comes before the Parish Council via the Planning Department.

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 Parish Council funding works request re: Ward Councillor (Highways Budget) – Artists Lane has been removed from CEC gritting list, therefore Councillors' enquired if money from this budget could be used to continue gritting? Cllr. Asquith informed the Parish Council that funding from this budget was not possible as it did not fit the criteria.

8.2 Parish Hall renovation update – A recent meeting with the Architect, Mark Pearce, had taken place and Councillors were informed:

- The Parish Council would need a full Faculty Permission from the Diocese.
- The Architect's fees had been negotiated from 11% of the total contract cost to 9.75% (including Project Management).

RESOLVED: The Parish Council resolved to accept the revised Architect's fees from 11% to 9.75% which included Project Management.

Proposed: Cllr. N.Howick

Secoded: Cllr. S.Joseph

- Cllr. Howick informed Councillors' that the Design Phase would take approximately two months and requested permission to move to the Design Phase of the project (RIBA Work Stage 4 Technical Design and Tender Phase – Phase 3 [50%] and Phase 4) subject to Nether Alderley Parish Council's Financial Regulations.

RESOLVED: The Parish Council resolved to move to the Design Phase of the project subject to Nether Alderley Parish Council's Financial Regulations.

Proposed: Cllr. J.Shufflebottom

Secoded: Cllr. A.Farrell

8.2.1 Fund Raising Task Force – Councillors agreed that additional funding would be crucial to the proposed renovation and agreed a Fund Raising Task Force would be appointed initially comprising of Councillors (Cllrs. Farrell, Clarke and Joseph) and residents (Keith Farrell). A request for residents to get involved will be included in the newsletter, notice board, website and social media.

8.3 Neighbourhood Plan update – The public consultation will take place in the parish hall on Saturday 12th February (10.00 a.m. until 2.00 p.m.). The Chair, Neighbourhood Consultant and Councillors will be available throughout the session to answer any questions which residents may have.

8.3.1 Print It invoice (21940) - 13 x Neighbourhood Plan presentation boards for the public consultation on Saturday 12th February 2022.

RESOLVED: The Parish Council resolved to approve the above invoice (21940) for payment from the Neighbourhood Plan Budget (£85.15 plus £17.03 VAT).

Proposed: Cllr. J.Shufflebottom

Secoded: Cllr. A.Farrell

8.3.2 Print It invoice (21941) - 75 x Neighbourhood Plan questionnaire for the public consultation on Saturday 12th February 2022.

RESOLVED: The Parish Council resolved to approve the above invoice (21941) for payment from the Neighbourhood Plan Budget (£28.25 plus £5.65 VAT)

Proposed: Cllr. J.Shufflebottom

Secoded: Cllr. A.Farrell

8.4 Highways Issues:

8.4.1 Meeting with representatives from Cheshire Highways – Highways Officers Josh Holden and Lee Glover attended the meeting and the following was discussed:

- **Flooding on Welsh Row:** Highways confirmed the gullies are inspected bi-annually (next due April 2022).
Following a site visit from Highways, the source of the flooding is on Artists Lane and has been identified as land owned by the National Trust. A manhole cover at the entry to a culvert had been exposed and is now draining well which should have an impact on excess water running across A34/Congleton Road to Welsh Row.
- **Rainwater spilling over from Artists Lane, across the A34/Congleton Road and down Welsh Row:** (see above)
- **A34 by pass/Fence Panels:** Highways have no funding available in the current year and unlikely to be prioritised in 2022/23.
- **Signage: The Roundabout to the south of the A34 By-pass (directional signs knocked down)** – Highways will follow this up as it has been passed to Street Lighting.
- **Pot Holes:** The roads are inspected for pot holes on a regular basis. The Highway's Team had travelled to the meeting along Congleton Road from the top of the A34 Roundabout and experienced the potholes first hand. They confirmed Congleton Road is in need of a Level 3 treatment. However, allocation for this treatment is finite and therefore it is likely not to make the programme next year (2022/23). If this is the case, Highways would look to undertake some level 2 work in the interim to maintain and protect the network, preparing it for future improvement in the way of level 3 treatment:
 - Level 1 – Pothole and other repairs to keep the network safe and serviceable
 - Level 2 – Patching to maintain and protect the network
 - Level 3 – Resurfacing to improve the network
- **Artists Lane: Road surface falling away at the top of Artists Lane making it hazardous for passing vehicles** – Josh confirmed the soil had been pushed back into the ditch to make good. In addition, work to the sidings, further down Artists Lane, has been scheduled which will give some additional road surface.

8.5 Draft Funding Agreement between Cheshire East Borough Council and Nether Alderley Parish Council update – Cllr. Howick reported there had been no update.

8.6 Formal Response to ownership of the Parish Hall update – Cllr. Howick confirmed there is a meeting of the Parochial Church Council (PCC) on Thursday 17th February 2022 at 7.00 p.m. (TBC).

9. New Matters

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

- 9.1 The Queen's Jubilee 2022** – No update as Cllr. Farrell is waiting to hear back from the supplier re: cost of a Planter
- 9.2 New CEC Policy for Allocation of the Financial Contributions (Commutated sums) in lieu of Affordable Housing Funding** – Noted
- 9.3 Personnel Committee** – In view of the Clerk's forthcoming retirement, a Personnel Committee will be formed to appoint a new clerk (Cllr. Howick, Farrell and Shufflebottom).
- 9.4 Development Proposals at Alderley Park: Invitation to public consultation** – royal Pilgrim Communications, representatives of Alderley Park Ltd and Symphony Park, had invited the Parish Council to preview the forthcoming public consultation event on Wednesday 15th February 2022. Local Residents had received an invitation to the public consultation on Friday 18th or Saturday 19th February 2022 in the Glasshouse.
- 9.5 New PCSO for Nether Alderley** – PCSO Julia Short is retiring from the police service and will be replaced by PCSO Amy Mair who will be taking over the Chelford Ward.
- 9.6 Police Report for December 2021 and future dates of police surgeries** – PCSO Julia Short and PC Garry Charnock attended the meeting and reported the incidents which had occurred in Nether Alderley during December 2021.

10. Policies and Procedures

- 10.1 To receive a report on the quarterly inspection of Highways Assets due at the end of March 2022** – Cllr. Shufflebottom volunteered to inspect the Highways Assets for consistency and will report back at the Parish Council meeting in April 2022.
- 10.2 Virtual Training: The Essentials of being a Good Employer (Wednesday 2nd February 2022 at 10.00 a.m.)** – Noted
- 10.3 Buildings Valuation and Insurance**

RESOLVED: The Parish Council resolved to accept the annual percentage increase as advocated by Gallaghers, the insurance broker.

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Shufflebottom

- 10.4 Insurance renewal as from 1st April 2022** – The Clerk informed the Parish Council that Gallaghers Insurance Brokers had advised the 3 year long term insurance policy was due to expire on 31st March 2022 and would seek to obtain 3 quotations for consideration at the next Parish Council meeting in March.
- 10.5 Review of the Asset Register (incl. disposals/additions) and Website publication** – Councillors noted that no additional assets had been purchased in 2021/22

RESOLVED: The Parish Council resolved to approve the Asset Register without amendment, including the website version which excludes any insurance valuations.

Proposed: Cllr. D.Clarke

Seconded: Cllr. A.Farrell

- 10.6 CCA: PAT training course** (Thursday 10th March 2022 from 1.00 until 4.00 p.m.)

RESOLVED: The Parish Council resolved to approve that Keith Farrell would represent the Parish Council and attend the PAT Training Course at a cost of £90.00 (£75.00 plus £15.00 VAT)

Proposed: Cllr. N.Howick

Seconded: Cllr. J.Shufflebottom

- 10.7 Review of NAPC Risk Assessment and Schedule of Reviews and Actions 2021/22** – Deferred to the next Parish Council meeting in March 2022.

- 10.8 Review of the Bank Mandate and banking terms**

RESOLVED: The Parish Council resolved to approve the Bank Mandate and banking terms.

Proposed: Cllr. S.Joseph

Seconded: Cllr. N.Howick

- 10.9 Review of the use of Direct Debit for electricity**

RESOLVED: The Parish Council resolved to approve to continue paying the utility company by monthly direct debit.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. A.Farrell

- 10.10 Review of the use of Standing Order for pension contributions**

RESOLVED: The Parish Council resolved to approve to continue paying the contribution to Cheshire East Pension Fund by monthly standing order and to correct the over/under payment in March 2022.

Proposed: Cllr. N.Howick

Seconded: Cllr. D.Clarke

- 10.11 Review of the following NAPC Policies (GDPR):**

- 10.11.1 Email Contact Privacy Policy**

RESOLVED: The Parish Council resolved to approve the Email Contact Privacy Notice without amendment.

Proposed: Cllr. A.Farrell

Seconded: Cllr. J.Shufflebottom

10.11.2 General Privacy Notice

RESOLVED: The Parish Council resolved to approve the General Privacy Notice without amendment.

Proposed: Cllr. D.Clarke

Seconded: Cllr. S.Joseph

10.11.3 Information and Data Protection Policy

RESOLVED: The Parish Council resolved to approve the Information and Data Protection Policy without amendment.

Proposed: Cllr. A.Farrell

Seconded: Cllr. S.Joseph

10.11.4 Personal Data Management and Audit Policy

RESOLVED: The Parish Council resolved to approve the Personal Data Management and Audit Policy without amendment.

Proposed: Cllr. S.Joseph

Seconded: Cllr. D.Clarke

10.11.5 Neighbourhood Plan Privacy Notice

RESOLVED: The Parish Council resolved to approve the Neighbourhood Plan Privacy Notice without amendment.

Proposed: Cllr. A.Farrell

Seconded: Cllr. S.Joseph

10.11.6 New Councillor Privacy Notice

RESOLVED: The Parish Council resolved to approve the New Councillor Privacy Notice without amendment.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. A.Farrell

10.11.7 Purchase of Exclusive Rights Privacy Notice

RESOLVED: The Parish Council resolved to approve the Exclusive Rights Privacy Notice without amendment.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. D.Clarke

10.11.8 Removable Media Policy (The Management of Transferable Data)

RESOLVED: The Parish Council resolved to approve the Removable Media Policy (The Management of Transferable Data) without amendment.

Proposed: Cllr. A.Farrell

Seconded: Cllr. S.Joseph

10.11.9 Retention and Disposal of Documents

RESOLVED: The Parish Council resolved to approve the Retention and Disposal of Documents without amendment.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. A.Farrell

10.11.10 Cookie Policy

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

Proposed: Cllr. S.Joseph

Seconded: Cllr. S.D.Clarke

10.11.11 Social Media and Electronic Communication Policy

RESOLVED: *The Parish Council resolved to approve the Social Media and Electronic Communication Policy without amendment.*

Proposed: *Cllr. J.Shufflebottom* **Seconded:** *Cllr. A.Farrell*

10.11.12 Staff Privacy Notice

RESOLVED: *The Parish Council resolved to approve the Staff Privacy Notice without amendment.*

Proposed: *Cllr. N.Howick* **Seconded:** *Cllr. S.Joseph*

10.11.13 Subject Access Request Form (SAR)

RESOLVED: *The Parish Council resolved to approve the Subject Access Request Form (SAR) without amendment.*

Proposed: *Cllr. D.Clarke* **Seconded:** *Cllr. S.Joseph*

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. A.Farrell **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

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 Medium Term Financial Strategy (MTFS) Consultation (17th and 20th January 2022) – Noted**
- 12.2 NALC Policy Consultation Briefing: OFCOM Postal Regulation Consultation – Noted**
- 12.3 Co-option to the ChALC Board – Noted**
- 12.4 Cheshire Constabulary Stakeholder update (January 2022) – Noted**
- 12.5 Jodrell Bank Planning Input (Gawsworth PC) – Noted**

13. Planning

13.1 To consider and approve responses to new planning applications:

Application No: 21/6172M
Proposal: Advertisement consent for hoarding sign for housing site
Location: WALLED GARDEN & KITCHEN GARDEN, ALDERLEY PARK, CONGLETON ROAD, NETHER ALDERLEY, MACCLESFIELD, CHESHIRE,
National Grid Ref: 384406.8716 374512.7648

NAPC Comment: *No comment*

Application No: 21/6403M
Proposal: Demolition of existing house and erection of replacement dwelling.
Location: THE WARREN, HEAWOOD HALL, CONGLETON ROAD, NETHER ALDERLEY, SK10 4TN
National Grid Ref: 383737.082 375690.643

NAPC Comment: *The Parish Council has NO OBJECTIONS. However, should any neighbouring properties have any concerns, the Parish Council ask that they are taken into consideration when determining this application.*

Application No: 21/6415M
Proposal: Two-storey rear and side extension to existing dwelling
Location: HIGHCLERE, CONGLETON ROAD, ALDERLEY EDGE, CHESHIRE, SK9 7AL
National Grid Ref: 384507.3862 377274.5363

NAPC Comment: *The Parish Council has NO OBJECTIONS to this planning application.*

Application No: 22/0040M
Proposal: Retention of existing garage and gates
Location: RUTHVEN, SAND LANE, NETHER ALDERLEY, MACCLESFIELD, CHESHIRE, SK10 4TS
National Grid Ref: 384225.6066 376382.2016

NAPC Comment: *This application is for retention of garage, associated carport and gateway alterations. **These works that have taken place without a relevant/appropriate planning permission.** The applicant recently submitted a retrospective planning application to cover the works and subsequently withdrew it. This is simply another attempt to obtain a planning permission retrospectively without going through the appropriate planning system.*

*Whilst the residents and Parish Council have no objection to the rebuilding and slight change of location for the double garage, **the car port is out of scale, very close to the front boundary and overbearing and the enlarged gateway and style are inappropriate for the location.** If the applicant had gone down the proper channels in the first place a compromise which suits the rural location could have been reached.*

The Parish Council ask that you take the appropriate action required in this situation. There has been blatant disregard for the planning system and for the aesthetic future of a rural dwelling in a prominent position on Sand Lane, especially concerning the entranceway.

Application No: 22/0125M
Proposal: Listed building consent for removal, repair and reinstatement of roof including minor localised timber repairs
Location: Old Hall, Congleton Road, Nether Alderley, SK10 4TW
National Grid Ref: 384327.8814 376308.349

NAPC Comment: *The Parish Council has NO OBJECTIONS to this planning application and respectfully defers to the knowledge of the Listed Buildings officer.*

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

- 13.2.1 Land North-West of Mereside update (21/0630M)** – This application is due to be on Cheshire East Council's Northern Planning Committee agenda for February (TBC). Cllrs. N.Howick and Y.Bentley will attend the meeting and make a representation on behalf of the Parish Council.
- 13.2.2 Ruthven, Sand Lane, Nether Alderley, SK10 4TS (21/1929M and 20/01095E)** The Enforcement Team at CEC have been informed and further information from the applicant had been requested and the Parish Council await an update.
- 13.2.3 1 Oval Place, Alderley Park, SK10 1YT (21/4096M)** – The Parish Council submitted a further comment to the case officer requesting that the resident's concerns are considered.
- 13.2.4 New Street Name Proposal (Jones Homes, Alderley Park)** – Noted

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): Cllr.

Farrell reported the following:

- Cllr. Farrell reported two applicants had applied for the cleaning job.

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 and endeavours to maintain a safe environment.

15.2.2 Parish Hall bookings:

- The Parish Hall is let out on 4 nights of the week to various groups.

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

- Table top sale (26th February 2022)
- Quiz Night (18th March 2022)
- Craft Fair (2nd April 2022)

16 Councillor's reports and items for future agenda:

- JMC Insurance

17 Next Parish Council meeting:

To confirm the next Parish Council Meeting on **Tuesday 8th March 2022 at 1.00 p.m. in Nether Alderley Parish Hall.**

Minutes taken by: The Clerk

Signed.....
Chairman of the Meeting

Date: 8th March 2022

APPENDIX A

**Nether Alderley Parish Council Meeting
Monday 7th February 2022 at 1.00 p.m.
Nether Alderley Parish Hall**

Schedule of Receipts and Payments

A1. Receipt of Income

None

A2. Invoices for payment

1584	Mrs. B.Thorpe	£1,009.57	Salary and expenses, February 2022	H
1585	HMRC	£120.23	Tax/NI, February 2022	H
1586	Shires Accountants Ltd.	£46.80	Payroll Services: 3 rd Quarter (£39.00 plus £7.80 VAT)	H

A3. Direct Debits/Standing Orders for approval

Cheshire Pension Fund	£285.00	December 2021 pension contribution Debited on or after 15th January 2022	H
Utility Warehouse	£482.32	Parish Hall Elec. for December 2021 debited on or after 31 st January 2022 (£401.93 plus £80.39 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:	£348.03	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 £8.12 per elector in 2019/20. Expenditure must be commensurate with the benefit

N

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