

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Wednesday 8th July 2015 at 7.00 pm at Nether Alderley Parish Hall.

In the Chair: Mrs. Shufflebottom
Parish Councillors present: Mrs. Bentley, Mr. Lewis~, Mrs. McKeown, Mrs. Shorland, Mrs. Walker, Mrs. Wilkinson
Also present: Cheshire East Councillor George Walton (*departed meeting), PCSO Lindsey Whitehead (^arrived/departed meeting) and Mrs. Langham, Clerk

1. To receive apologies for absence

The Parish Council received apologies for absence from Nether Alderley Parish Councillor David Colgan

2. To receive Declarations of Interests and confirm Code of Conduct expectations and procedures

2.1 The Clerk drew Parish Councillors' attention to the Nether Alderley Parish Council Code of Conduct and expectations in relation to registering and declaring interests and directed Councillors to sources of support in relation to advice about pecuniary and non-pecuniary interests.

2.2 To Declare Disclosable pecuniary interests.

No declarations were made.

2.3 To Declare interests conflicting with the seven Nolan principles.

No declarations were made

3. To consider and approve Applications for Dispensations

No applications for dispensation were submitted

4. Confirmation of new Parish Councillors.

It was resolved that, further to the resolution to appoint the two applicants as members of Nether Alderley Parish Council, Mrs. Bentley and Mrs. Wilkinson have signed Declaration of Acceptance of Office and are duly co-opted to Nether Alderley Parish Council.

5. To apply for and confirm the granting of a general dispensation for all Parish Councillors

A dispensation under Section 33 of the Localism Act 2011 was granted to new members of Nether Alderley Parish Council Mrs. Bentley and Mrs. Wilkinson for the following purpose:

A General exemption for a period of 4 years to all members and co-opted members of Nether Alderley Parish Council to allow participation in any discussion and to vote in the following cases:

Setting the council tax or a precept under the Local Government Finance Act 1992 (or any subsequent legislation) or special expenses;

School meals or school transport or travelling expenses where they are a parent or guardian of a child in full time education or a parent governor unless the matter relates specifically to the school which the child attends;

An allowance, payment or indemnity given to members;

Any ceremonial honour given to members.

For the period of 4 years to the next election in May 2019

Due to the following details of Members interest in that business:

As Resident in the Parish of Nether Alderley – Disclosable Pecuniary interests exist/ are declared based upon ownership of property in Nether Alderley.

To allow members to:

- participate, or participate further, in any **discussion** of that business
- participate in any vote, or further **vote**, taken on that business

With reasons for the granting of the dispensation:

- without the dispensation the number of persons unable to participate in the transaction of business would be so great as to impede the transaction of the business
- the dispensation is in the interests of persons living in the council's area
- that it is otherwise appropriate to grant a dispensation: The Parish Council is the precepting authority and given the statutory power to discuss and approve a precept for Nether Alderley. Parish Councillors necessarily have to discuss and make the decision regarding the precept.

6. Public Presentation

Members of the Parish Plan Safety and Security Group presented recent activity of their group and communication with the Primary School regarding the results of the Speed survey undertaken in January.

7. Matters Arising – Speed in the Local Area.

The Clerk reported communication with Mr. Traynor at Cheshire East Highways, further to Parish Council requests to reduce speed limits and address speed and safety on local lanes.

Further to Mr. Traynor's offer to meet with the Parish Council, the Parish Council resolved that the Clerk arranges a suitable date for all those who will attend.

The Parish Council approved the passing of the letter sent to Cheshire East Highways, to the Governors of the Primary School.

8. Meeting Minutes

The Parish Council resolved to approve that the Minutes of the Nether Alderley Parish Council meeting held on Tuesday 16th June 2015 are a true and accurate record.

The Clerk explained statutory expectations in relation to recording of meeting Minutes and advice received from the Cheshire Association of Local Councils.

9. Police Presentation.

^PCSO Lindsey Whitehead arrived at the meeting and presented recent police activity and changes to policing structure.

Mrs. Shufflebottom confirmed recent Parish Council activity in relation to communication about speed limits and traffic.

PCSO Whitehead departed from the meeting.

*Councillor George Walton departed from the meeting

10. Parish Council Offices and Committees.

10.1 To appoint Vice-Chair to the Parish Council

Mrs. Wilkinson proposed and Mrs. Shorland seconded that Mrs. McKeown is appointed as Vice-Chair of the Parish Council; the appointment was approved by resolution of the Parish Council

10.2 To appoint a fourth member of the Burial Board

The Parish Council resolved that Mrs. Wilkinson attends the next Burial Board meeting prior to a decision regarding appointment of the fourth member of the Burial Board.

10.3 To appoint and third representative to the Parish Hall Joint Management Committee

Mrs. McKeown proposed, Mrs. Bentley seconded and the Parish Council resolved to approve that Mrs. Shorland is appointed as third representative to the Parish Hall JMC.

10.4 To appoint a Planning Committee

Mrs. Shufflebottom proposed, Mrs. Walker seconded and the Parish Council resolved to approve that the following Parish Councillors are appointed to the Planning Committee: Mrs. Bentley, Mr. Lewis, Mrs. McKeown and Mrs. Shufflebottom.

The Parish Council resolved to approve that the Planning Committee meets to consider Planning applications with response dates prior to full meeting dates.

The Parish Council resolved to approve that agenda items relating to Finance are moved to be dealt with as the next items of business.

11. Finance

11.1 The Parish Council noted receipt of income, as listed in schedule (Appendix A1)

11.2 ***The Parish Council resolved to approve payments, as listed in schedule (Appendix A2)***

11.3 ***The Parish Council resolved to approve amended expenses and administration cost payments to be sent to CVS Cheshire East to incorporate in to the Clerk's payroll amounts as listed in schedule (Appendix A4)***

All items of expenditure were proposed by Mrs. Shufflebottom, seconded by Mrs. McKeown and approved by resolution of the Parish Council.

The Parish Council resolved to approve that completion of Finance agendas items is moved to follow presentation by members of the public.

12. Public Presentation

Members of the Parish Plan Planning and Infrastructure Group presented recent activity and explained further details of the Group's 'concept document' for proposals for Nether Alderley, in relation to footpath links and traffic calming for safe access across the A34 and their request for support from the Parish Council. Members of the Group explained their liaison with the National Trust and with Alderley Park and the National Trust's involvement, in relation to opportunities for footpath access routes.

The National Trust Countryside Manager remained to present details of forthcoming proposals at Hare Hill.

13. Finance

13.1 Bank Reconciliation to 30th June 2015.

The Parish Council resolved to approve that, in line with forthcoming new Financial regulations, a Parish Councillor, who is not the Chairman, is allocated to assess and sign the quarterly bank reconciliation and bank statements, prior to presentation at Parish Council meetings.

The Parish Council resolved to approve the allocation of this duty to Mrs. McKeown for this quarter and for future quarters and to Mr. Lewis should Mrs. McKeown not be available.

The Clerk confirmed that all Councillors would also continue to receive the bank reconciliation prior to meeting assigned for approval of the bank reconciliation and that approval would only be given by the whole Council.

The Clerk presented the bank reconciliation to 30th June 2015, together with analysis of receipts and payments to the current account and bank print out statement for current and reserve accounts at 30th June 2015.

Mrs. McKeown confirmed analysis and accuracy of the bank reconciliation and assessment of bank statements and cash book.

The Parish Council considered and resolved to approve the bank reconciliation to 30th June 2015. Proposed by Mrs. Walker, seconded by Mrs. Shufflebottom.

13.2 Comparison of Receipts/ Expenditure to budgeted amounts at 30th June 2015.

The Parish Council resolved to approve the allocation of prior appraisal of the budgetary control figures to Mrs. McKeown for this quarter and for future quarters and to Mr. Lewis should Mrs. McKeown not be available.

Mrs. McKeown confirmed the accuracy of analysis of the receipts/expenditure against budgeted amounts.

The Clerk confirmed that all Councillors would also continue to receive the budgetary control information prior to the meeting assigned for approval of the budgetary information and that approval would only be given by the whole Council.

The Parish Council considered and resolved to approve the comparison of receipts and expenditure to budgeted amounts at 30th June 2015.

Proposed Mrs. McKeown and seconded by Mrs. Wilkinson

13.3 Purchase of Local Council Administration, Ninth Edition

The Parish Council resolved that the Clerk could purchase the recent edition of the Local Council Administration manual, for the Parish Council at a cost of £86.63

14. Response to public presentation.

The Parish Council considered the proposals of the Parish Plan Planning and Infrastructure Group and resolved that the Clerk should enquire whether the Group's suggestions regarding traffic calming could be raised at the meeting arranged with Cheshire East Highways, for advice from Cheshire East Highways Officers.

15. Access to the Burial Ground

The Clerk explained recent communication from the National Association of Local Councils Legal Team and their recommendations

The Parish Council resolved to approve that Mrs. Shufflebottom communicates the information with the owner of the land.

In view of the Chair to the Burial Board being required to leave the meeting, the Parish Council resolved to move Burial Board agenda items to next item of business

16. Burial Board

16.1 To receive reports from the Burial Board
No reports

16.2 To consider costs of leaf blowers to purchase for use in the Burial Ground
Awaiting contact from the Burial Groundsman

16.3 To consider securing of memorials
The Parish Council resolved to move the matter to the Burial Board meeting in September.

16.4 To approve signing of Deeds to graves and receipt of payments– 2 deeds
The Parish Council resolved to approve the arrangements, purchase and signing of deeds to Graves 253 and 156.

16.5 To consider other correspondence relating to use of the Burial Ground
The Parish Council noted communication regarding an issue raised at the last meeting.

~ Mr. Lewis left the meeting

17. Matters Arising

17.1 Work to the oak tree in the Burial Ground

The Clerk is awaiting confirmation of the work

17.2 S106 provision communication with Cheshire East Council for advice

The Parish Council resolved to approve that, in view of time available at the meeting and amount of business to address, this agenda item is moved to a further meeting

17.3 Alderley Park Development Framework

To consider the final Plan and results of the Cheshire East cabinet meeting

The Parish Council resolved to approve that, in view of time available at the meeting and the amount of business to address, this agenda item is moved to a further meeting

17.4 Re-valuation of Parish Hall assets

The Clerk has made enquiries and is awaiting contact from the valuation company

17.5 Requests to Cheshire East Council for improvement of Nether Alderley roundabout

The Clerk confirmed that the grass has now been cut and provided a reminder of the course of the Parish Council's endeavours to improve the presentation of the roundabout.

Mrs. Shufflebottom reported a suggestion by Councillor Walton to meet Cheshire East Officers on site.

The Parish Council resolved to approve a site meeting and proposed that Mrs. Bentley, Mrs. Shufflebottom and Mrs. Walker represent the Parish Council at the visit, to express requests for improvement of the roundabout. The Parish Council resolved to approve requests for lawned grass, planting of shrubs and removal of conifers.

The Clerk was asked to follow up a request for repair of a broken sign on the roundabout.

17.6 Responses to the Parish Council's letter to Cheshire East Council regarding speed and speed limits in Nether Alderley

The Parish Council agreed that this item had been addressed in Minute item 7

17.7 Parish Hall renovation

The Parish Council resolved to approve that, in view of time available at the meeting and the amount of business to address, this agenda item is moved to a further meeting

17.8 Public Meeting

The Parish Council resolved to approve the attendance of Mrs. Shufflebottom at a public meeting where plans will be discussed for re-location of a school, in order to identify possible transport impact in the local area, further to communication from a local resident

18. Correspondence.

18.1 Christmas Tree Provision.

The Parish Council agreed that the Clerk should seek information further to correspondence from Northwich Town Council about provision of Christmas Trees

18.2 Councillor Training Course.

The Parish Council resolved to approve that Mrs. Shorland and the Clerk attend a Cheshire East Council led training course at a cost of £30 per attendee, focusing on Council powers and duties and finances.

18.3 Manchester Airport Invitation.

The Parish Council resolved to approve that Mrs. Wilkinson and Mrs. Shorland attend an event to be held at Manchester airport.

18.4 Footpath 13 Diversion Order.

The Parish Council resolved to approve a response of 'no objection' to a Public Rights of Way consultation regarding diversion of sections of this footpath.

19. Planning

19.1 To consider and approve responses to new planning applications

**Planning Application 15/2934M
Alteration and extension to existing dwelling
Parkfield, Congleton Road, Nether Alderley, Macclesfield, Cheshire, SK10 4TP.**

The Parish Council resolved to approve a response of 'no objection'.

Responses to Planning applications were proposed by Mrs. Wilkinson, seconded by Mrs. Bentley and approved by resolution of the Parish Council.

20. Policies and Procedures

20.1 To receive report on quarterly inspection of Highways assets

The Parish Council resolved that the Clerk produces and distributes a schedule for quarterly inspection of Parish Council owned highways assets.

20.2 Clerk's Working Hours June/July 2015.

The Parish Council noted hours worked since the last meeting.

20.3 To Review and approve amendments to the Parish Council Bank Mandate.

The Parish Council resolved to approve that retired Councillors names are removed from the Parish Council's bank mandate

The Parish Council resolved to approve that Councillors Bentley, Colgan, McKeown, Shorland, Wilkinson are added as authorised signatories to the Parish Council's bank mandate.

The Parish Council resolved to approve that existing signing rules continue and that the current bank accounts continue in operation.

The Parish Council resolved, in line with mandate instructions for removal and addition of signatories, that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

Councillors Bentley, McKeown, Shorland and Wilkinson signed the mandate and Parish Council approval was given for Mr. Colgan to sign the mandate.

Approvals for amendments and actions relating to the Bank account as detailed above were proposed by Mrs. Shufflebottom, seconded by Mrs. McKeown and approved by resolution of the Parish Council.

20.4 Review of Financial Regulations.

The Parish Council resolved to approve that, in view of time available at the meeting and the amount of business to address, this agenda item is moved to a further meeting

21. Parish Hall

No business to discuss

22. Next Parish Council meeting:

The Parish Council resolved that a further meeting is called to address outstanding business items.

The Parish Council confirmed the meeting on Monday 10th August 2015 at 7 pm

The Parish Council confirmed the Burial Board review and inspection meeting on Monday 7th September 2015.

Minutes taken by: the Clerk.

Minutes confirmed and approved at the Nether Alderley Parish Council meeting on Monday 27th July 2015.

Signed..... Date.....

APENDIX A

**Nether Alderley Parish Council Meeting
Wednesday 8th July 2015 at 7.00 pm.
Nether Alderley Parish Hall.**

Schedule of Receipts and Payments

A1.Receipt of Income

Hopkinson, Wootton, Lovatt	Burial Grave 255	£600.00	5/6/15
Payment interment Grave 156		£300.00	

A2. Invoices for payment

1164 Mrs. P Langham Clerk's salary July 2015 £520.03
Salary July 2015 H
Salary expenditure reviewed and approved 9/3/15 Minute ref 9.5

1165 Cheshire West and Chester, Cheshire Pension Fund Pension contribution, July 2015
(including pensionable overtime amount) £132.63 H
Pension contribution level reviewed and approved 9/3/15 Minute ref 9.5

1166 Henshaws Waste collections Three collections June 2015 £58.92 (£49.11
plus £9.81 VAT) Invoice 30/6/15 A,C,E,F,G
Waste collection review and approval 15/9/14 Minute Ref 9.3
Service ordered 11/6/2009. Minuted approval 21/5/2009 ref 5.10

A3. Direct Debits for approval

None

A4. Approval to send to Payroll Provider for inclusion in Payroll Report for Clerk's expenses/salary H

Amendment to administration costs amount submitted 18th May 2015, from £43.41 to £43.17

Amendment to travel mileage submitted 18th May 2015: £237.85

Other Administration costs:

Signed.....
Chairman of Meeting

Signed.....
Clerk and Responsible Financial Officer

Parish Council Powers for expenditure:

Audit

Audit Regulations 1996 I

Benches

Power to provide roadside seats and shelters Parish Councils Act 1957, s.1 K

Burial Grounds, Cemeteries and Crematoria

Power to acquire, provide and maintain A

Open Spaces Act 1906, ss9 and 10 and 11

Power to agree to maintain monuments and memorials B

Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1

Power to provide and Power to contribute towards expenses of cemeteries C

Local Government Act 1972, s.214

Bus Shelters

Power to provide and maintain shelters D

Local Government (Miscellaneous Provisions) Act 1953, s.4

Parish Councils Act 1957, s.1

Community Centres

Power to provide and equip community buildings E

Provide buildings for public meetings or contribute towards expenses of any other person who does so

Local Government Act 1972, s.133

Power to provide buildings for clubs having athletic, social or educational objectives F

Local Government (Miscellaneous Provisions) Act 1976 s.19

Power to provide a range of recreational facilities G

Local Government (Misc Provisions) Act 1975 s19

General Administration/Running Costs/Operation of the Parish Council

LGA 1972 s111 H

Highways

Power to plant trees, lay out grass verges etc "otherwise do anything expedient for the maintenance or protection of trees, shrubs and grass verges planted or laid out in such a highway"

LGA 1980 s96 (1) and (5)

Litter bins

Provision of litter bins L

Litter Act 1983, ss 5, 6

Parish Plans S141 LGA 1972 J

Power to carry out research

LGA 1972 S 141 M

Section 137

Local Government Act 1972. Power to do something that will benefit the community where there is no other specific power covering the action; Set at £7.36 per elector in 2015/16. Expenditure must be commensurate with the benefit N