

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 8th May 2017 at 7.30 p.m. at Nether Alderley Parish Hall

In the Chair: Cllr. J Shufflebottom

Parish Councillors present: D.Colgan. S.Shorland,, C.Walker and J.Wilkinson
Also present: Cheshire East Councillor G. Walton, Revd. J.Hale and the Parish Council Clerk

1. **To receive apologies for absence** – The Parish Council received apologies for absence from Nether Alderley Parish Councillors: Y.Bentley and S.Lewis

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 all 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 meeting held on 10th April 2017 are a true and accurate record.**

Proposed: Cllr. J.Shufflebotom

Seconded: Cllr. J.Wilkinson

5. **7.05 p.m. Public presentation**

To adjourn for representation from residents of the Nether Alderley Parish - No residents represented.

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 Neighbourhood Plan Update – Cllr. Chris Sweatman, Chairman of Great Warford Parish Council, had planned to attend the meeting but was unable to at the last minute. Cllr. Shufflebottom suggested inviting him to the next Parish Council meeting in June to establish if both councils were totally committed in producing a Neighbourhood Plan.

8.2 Parish Hall Renovation Update – There is huge enthusiasm from the working group and sub-groups which have been formed to move the project forward. Revd. Jonathan Hale and Martyn Bale are

working particularly hard to establish proof of ownership of the building and will be going to view documents which are held at the National Archives later this month. A statement of ownership is necessary should additional funding be required.

Cllr. S.Shorland left the meeting.

- 8.3 Update – Road markings/signage on Congleton Road to improve speed and safety** - The Highways department confirmed that all proposed works have been completed on Congleton Road. The VAS sign has been relocated to a new post and solid white lines and 40mph sign had been painted on Congleton Road. Councillors discussed the road markings and were disappointed as the existing road markings were not reinforced at the same time, making them less effective.

Cllr. G.Walton left the meeting to attend another Parish Council meeting in his Ward.

9. New Matters

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

- 9.1 To consider and approve increase of charge for waste collection from 1st May 2017 –** The Parish Council discussed the proposed increase of 40 pence per waste bin collection from 1st May 2017 which was due to an increase in landfill tax.

RESOLVED: The Parish Council resolved to approve the increase of 40 pence per waste bin from 1st May 2017.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. C.Walker

- 9.2 To consider and approve increase of charges for electricity from 1st April 2017 –** The Parish Council discussed the proposed increase for electricity charges.

RESOLVED: The Parish Council resolved to approve the increase in tariff rate from 1st April 2017 and defer a review of supplier until a new heating system is installed, as part of the proposed Parish Hall renovation.

Proposed: Cllr. D.Colgan

Seconded: Cllr. J.Wilkinson

- 9.3 To consider and approve the method of payment made to the Cheshire Pension Fund with effect from 1st July 2017 –** The current method of payment is by cheque. The Fund's preferred method of receiving contributions is by BACS as they will no longer accept payment by cheque from 1st July 2017. The Parish Council discussed the alternatives.

RESOLVED: The Parish Council resolved to approve payments made to Cheshire Pension Fund from 1st July will be made by standing order (£170 per month). Any underpayment will be resolved before the year end and in the event of an overpayment an adjustment will be made in the final month.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

- 9.4 New Councillor Advertisement –** Following Cllr. C.McKeown's resignation, there is a vacancy on Nether Alderley Parish Council. The Clerk will inform the Elections department at Cheshire East Council and the process to appoint a new Councillor will commence. A notice informing residents of the vacancy will be posted in the parish notice boards and on the website for 14 days. If 10+ eligible applicants apply to the Elections Dept. for the vacancy a Bye-election will be called which will be funded by the Parish Council. If there are no applicants, the Parish Council will be informed by the Elections Dept. and the process to co-opt a Councillor will commence.

- 9.5 Website Update –** Cllr. Shufflebottom suggested the website should be updated regularly to keep it current and that articles which were out of date should be removed. Residents could be kept fully informed of events and activities in Nether Alderley and she encouraged Councillors to write articles/updates which could be posted on the website.

- 9.6 To consider and approve an application for Transparency Funding which is available for Smaller Authorities –** The Clerk informed Councillors of funding which is currently available to smaller Parish Councils in order that they comply with the Transparency Code. Funding is available

towards the cost of a laptop/computer, software, a scanner and the cost to maintain/update the website.

RESOLVED: The Parish Council approved to resolve that an application for Transparency Funding should be made.

Proposed: Cllr. J.Wilkinson

Seconded: Cllr. J.Shufflebottom

10 Policies and Procedure

10.1 To receive report on quarterly inspection of Highways assets – Next inspection due 30th June 2017 (Cllr. D.Colgan).

10.2 To consider the results of internal audit and of the Working Group's analysis of the results of internal audit, plan of audit, internal systems of control, Annual Governance Statement, Statement of Accounts and VAT return.

The Parish Council designated appraisal of the following areas to a Working \Group of Councillors and the Clerk. The result of internal audit 2016/17, 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, the VAT reclaim for 2016/17. The Working Group met on 3rd May 2017 and comprised of Cllrs. J.Shufflebottom, J.Wilkinson, S.Shorland, D.Colgan 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 2016/17

The Internal Auditor's report, as part of the Annual Return, 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 Annual Return 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.

RESOLVED: The Parish Council resolved to approve the results of the Internal Audit 2016/17

Proposed: Cllr. D.Colgan

Seconded: Cllr. C.Walker

10.2.2 Review of the Parish Council's Internal Audit

The Parish Council considered and reviewed it's plan of 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 it's responsibilities in relation to internal audit and statutory expectations, including scope, independence, competence, relationships, audit planning and reporting.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. C.Walker

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. J.Shufflebottom

Seconded: Cllr. C.Walker

10.2.4 Annual Return - Governance Statement (Section 1)

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 did not apply.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. D.Colgan

10.2.5 Annual Return – Statement of Accounts (Section 2)

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. The Clerk informed the Parish Council that box 4 (Staff costs) and box 6 (All other payments)

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had been restated to reflect the minor issue raised in 2015/16 by both the internal and external auditors re: travel claim. It was also noted there was a difference of £1 in box 7 (Balances c/f) 2015/16 and box 1 (Balances b/f) 2016/17, due to a rounding error in 2015/16.

RESOLVED: The Parish Council resolved to approve the Accounting Statements as presented in Section 2 of the Annual Return.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. D.Colgan

10.2.6 Exercise of Elector's Rights

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.

10.2.7 Reclaim of VAT 2016/17

RESOLVED: The Parish Council resolved to approve the proposed VAT reclaim amounts for 2016/17.

10.3 To review the JMC accounts (2016)

The Parish Council noted the JMC accounts for 2016 and the Parish Council's contribution made towards the running costs (i.e. electricity and waste collection).

10.4 To review the Parish Hall JMC Terms of Reference

The Parish Council noted the Parish Hall JMC Terms of Reference which will be reviewed if changes are proposed.

10.5 To review Nether Alderley Parish Council's Risk Assessment

This item will be deferred until a new Councillor is appointed.

11 Finance

11.1 To consider and approve Receipts

RESOLVED: The Parish Council resolved to approve receipts as listed in Appendix (A1)

11.2 To consider and approve Payments

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

Proposed: Cllr. C.Walker

Seconded: Cllr. J.Wilkinson

11.3 To approve Direct Debits

RESOLVED: The Parish Council resolved to approve direct debit as listed in Appendix (A3)

Proposed: Cllr. C.Walker

Seconded: Cllr. J.Wilkinson

11.4 To consider and approve administration/expense 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. C.Walker

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 To note other correspondence:

25.04.17: Cheshire East Council: Minerals & Waste Development Plan Document (Issues Paper Consultation)

– Noted

02.05.17: The Pensions Regulator: Taking a tougher approach where scheme valuations aren't submitted on

time – Noted

13 Planning

13.1 To consider and approve responses to new planning applications:

Application No: 17/2127M

Proposal: The temporary conversion of the Gardeners Cottage into a sales suite

Location: ALDERLEY PARK, CONGLETON ROAD, NETHER ALDERLEY, MACCLESFIELD, CHESHIRE, SK10 4TJ

National Grid Ref: 384431 374605

Comment: The Parish Council discussed and considered the above application and had no objections to this application.

Application No: 17/2128M

Proposal: Advertisement consent for nine freestanding advertisements (Five flagpole signs, three post and panel signs and one internally illuminated monolith sign)

Location: ALDERLEY PARK, CONGLETON ROAD, NETHER ALDERLEY, MACCLESFIELD, CHESHIRE, SK10 4TJ

National Grid Ref: 384431 374605

Comment: The Parish Council discussed and considered the above application and had no objections to this application.

Cllr. S.Shorland rejoined the meeting.

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

Application No: 16/3687M

Proposal: Removal of conditions 7 & 8 on approval 82411P for conversion of disused MoD building to dwelling

Location: HEATHFIELD HOUSE, BOLLINGTON LANE, NETHER ALDERLEY, SK10 4TB

The Parish Council considered and discussed the appeal for this planning application and concluded that no further action was necessary as the Parish Council's previous comments will be considered as part of the appeal process.

14 Burial Board

To consider communication and issues relating to the Burial Ground:

14.1 To consider and approve the annual Burial Ground Inspection Report (5th April 2017)

The Parish Council noted one item which would be reviewed at the Burial Board meeting in September 2017.

RESOLVED: The Parish Council resolved to approve the Annual Burial Ground Inspection Report (5th April 2017).

Proposed: Cllr. J.Shufflebottom

Proposed: Cllr. J.Wilkinson

The following items were excluded from the public and press in the public interest for consideration of the following items:

a. Personal issues

b. Legal Issues

14.2 To consider and approve a replacement tablet with an additional inscription – Please refer to Appendix B 08.05.17

14.3 To consider and approve a memorial headstone with inscription– Please refer to Appendix C 08.05.17

14.4 Update regarding an enquiry relating to the burial ground – Please refer to Appendix D 08.05.17

14.5 Update regarding an enquiry relating to the burial ground – Defer to next Parish Council meeting

15 Parish Hall

15.1 To receive reports from members of the Parish Hall Joint Management Committee

Cllr. D.Colgan, Chairman of the JMC, informed the Parish Council the meeting which was scheduled had been cancelled due to a technical failure.

15.2 To consider any other matters relating to the Parish Hall – None

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)

17 Next Parish Council meeting:

To confirm the next Parish Council Meeting on Monday 12th June 2017

Minutes taken by: the Clerk.

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

APPENDIX A

**Nether Alderley Parish Council Meeting
Monday 8th May 2017 at 7.30 p.m.
Nether Alderley Parish Hall**

Schedule of Receipts and Payments

A1. Receipt of Income

07.04.17	BACS	£8,500.00	Cheshire East Council	50% Precept
12.04.17	BACS	£600.00	A.R. Slacks	Burial (Plot 200)
18.04.17	BACS	£60.00	B.Bainbridge	Interment (CP15)

A2. Invoices for payment

1289	JDH Business Services Ltd.	£202.80	(£169.00 plus £33.80 VAT) <i>Internal Audit Fee</i>	I
1290	Mrs. B.Thorpe	£689.50	Salary and expenses, May 2017 <i>Minute reference 09.01.17 Pt. 9.1</i>	H
1291	HMRC	£78.24	Tax/NI May 2017	H
1292	Cheshire Pension Fund	£183.93	Pension contributions for May 2017 <i>Minute reference 06.10.16 Pt. 8.7</i>	H

A3. Direct Debits for approval

Utility Warehouse	£368.79	Parish Hall Electricity for March 2017 debited on or after 28 th April 2017 (£307.33 plus £61.46 VAT)	E,F,G
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*Service approved Minute reference 23.11.06 p256, Service ordered 23.11.06, Service last reviewed for continued use
Minute reference 10.08.15 8.3 and 8.4*

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

Additional Hours, Travel and Administration/Stationery Costs:	£531.66	H
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**Signed.....
Chairman of Meeting**

**Signed.....
Clerk and Responsible Financial Officer**

Parish Council Powers for expenditure and activity

Audit

I Audit Regulations 1996

Benches

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

Burial Grounds, Cemeteries and Crematoria

A Power to acquire, provide and maintain
Open Spaces Act 1906, ss9 and 10

B Power to agree to maintain monuments and memorials
Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1

C 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))

Bus Shelters

D Power to provide and maintain shelters
Local Government (Miscellaneous Provisions) Act 1953, s.4
Parish Councils Act 1957, s.1

Q Crime prevention *Local Government and Rating Act 1997 s31, Crime and Disorder Act 2000*

Community Centres

E Power to provide and equip community buildings
Local Government Act 1972, s.133

F Power to provide buildings for clubs having athletic, social or educational objectives
Local Government (Miscellaneous Provisions) Act 1976 s.19

G Power to provide a range of recreational facilities
Local Government (Misc Provisions) Act 1975 s19

General Administration/Running Costs

H Subsidiary powers of local authorities – to facilitate, or conducive or incidental to, the discharge of functions
LGA 1972 s111

K Parish Hall – public meetings

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

L Litter bins Provision of litter bins
Litter Act 1983, ss 5, 6

M Research and collection of information Power to carry out research

LGA 1972 S 141

Parish Plans S141 LGA 1972 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 £7.36 per elector in 2015/16. Expenditure must be commensurate with the benefit N

P Websites Local Government Act 1972 s142