

NETHER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 9th April 2018 at 7.00 p.m. at Nether Alderley Parish Hall

In the Chair: Cllr. J Shufflebottom

Parish Councillors present: Y.Bentley, N.Howick and J.Wilkinson
Also present: Cheshire East Councillor G.Walton and the Parish Council Clerk

1. **To receive apologies for absence** – The Parish Council received apologies for absence from Nether Alderley Parish Councillors: D.Colgan, S.Lewis, S.Shorland and C.Walker

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 Nether Alderley Parish Council meeting held on 12th March 2018 and the Burial Board meeting and Inspection held on 4th April 2018 are a true and accurate record.**

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. Y.Bentley

5. **7.05 p.m. Public presentation** – No members of the public present

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. Shufflebottom had contacted Cllr. Brian Thompson, the Chair of Gt. Warford, to inform him that Nether Alderley Parish Council intended to create their own Neighbourhood Plan, subject to acquiring a proposal of costs etc. from a consultant. As and when the Councillors have a working plan in place, an invitation to the local community will be published on the Parish Council website/Facebook asking for volunteers to get involved in formulating the Neighbourhood Plan which will build on the Parish Plan. As there are several Councillors heavily involved with the Parish Hall

Refurbishment project it was agreed that all Councillors will be involved in the Neighbourhood plan to share the workload involved.

8.2 Parish Hall renovation update:

A meeting of all stakeholders: The Parish Council (NAPC), St Mary's Parochial Church Council (PCC) and the Joint Management Committee (JMC) took place on 27th March 2018 to discuss and consider the opinions regarding the renovation of the Parish Hall. Whilst the Parish Council have not discounted giving a letter of support to the PCC for ownership of the hall, they put forward a suggestion that the 'Old School Room'/upper room be in joint ownership with both NAPC and the PCC. The Parish Council asked the PCC to consider this option.

Further to the meeting, the Parish Council considered and discussed the proposed options and concerns about the future sustainability and income of the Parish Hall. The project has explored several options which have delayed the core issues of vital repairs, including upgrade of the heating, toilet facilities etc. Additional issues regarding formal ownership of the 'Old School Room'/upper room have added further complexities and constraints which continue to delay the project i.e. Faculty, planning etc.

As a result of the recent stakeholder meeting, the Rector has raised the issue of putting the hall into a Charitable Trust for the future. This would be on the basis that the hall in its **entirety** would be jointly owned by NAPC and St Mary's PCC. The Councillors considered the future implications of this.

The Parish Council concluded they have a duty of care to maintain the hall which is losing much needed income due to its current state. It is also recognised there is a time constraint in taking advantage of using s.106 money which is available to do the basic repairs/upgrades.

As a result of discussion on all the issues above, the Council once more considered the proposed options and concerns about the future sustainability and income of the Parish Hall were raised. The project has explored several options which have delayed the core issues of vital repairs, including upgrade of the heating, toilet facilities etc. Additional issues regarding formal ownership of the 'Old School Room'/upper room have added further complexities and constraints which continue to delay the project i.e. Faculty, planning etc. and as a result the Parish Council have decided that it would be best to proceed with the basic structural repair work needed, roof works, etc. alongside the upgrading of the toilet block and the installation of disabled access. The Councillors considered that this would upgrade the hall to a standard that would be hireable in the foreseeable future, creating much needed income in the short term and all other works/plans could be worked up in their own time in the future.

Nether Alderley Parish Council would like to take this opportunity to thank the many members of the working party for their ongoing involvement with the project. In particular Martyn Bale, Chairman of the Renovation Committee, Simon Fenton, Rector Jon Hale and to all who have helped in getting the project this far. All their efforts are much appreciated and the Parish Council look forward to their continued help and support which will secure the future of the hall for the local community.

RESOLVED: The Parish Council resolved to approve the basic upgrade of the Parish Hall within the scope of the s.106 money available, to fulfil their responsibility of maintaining the hall in perpetuity.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. Y.Bentley

8.3 Highways and Potholes – Cllr. Shufflebottom, Cllr. G.Walton (Ward Councillor) and John Tickle (CEC Senior Highways Officer) are meeting on Wednesday 18th April 2018 to discuss the state of the roads in Nether Alderley.

8.4 Councillors visit to Nether Alderley Primary School re: Lego 'WeDo' kits update – Cllrs. Wilkinson and Shorland thoroughly enjoyed a visit to the local school where pupils demonstrated their skills in using the Lego 'WeDo' kits which the Parish Council had contributed towards.

Cllr. George Walton joined the meeting

8.5 B5087 Highways issues – Cllrs. Shufflebottom and Walton had attended a recent meeting concerning speeding issues and parking on B5087. It was reported that due to its attraction, up to 800 people visit the area in a single day, including children and the elderly which increases the volume of vehicles. A traffic engineer representing CEC, didn't consider it appropriate to implement a speed reduction but considered alternative measures to improve safety i.e. parking restrictions, yellow lines. The Parish Council was asked to provide a letter of support which Cllr. Walton will present at the next Area Highways Group meeting which is scheduled in September.

9. New Matters

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

- 9.1 Review and consider the Joint Management Committee (JMC) accounts for 2017** – The Parish Council considered and discussed the JMC accounts for 2017 and concluded that the shortfall in the Parish Council's contribution is a direct reflection of the lack of bookings for the Parish Hall.

RESOLVED: The Parish Council resolved to approve to pay the shortfall in contribution to the Parish Hall of £344.06.

Proposed: Cllr. Y.Bentley

Seconded: Cllr. N.Howick

- 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 2017/18, the Statement of Accounts for 2017/18 and VAT reclaim for 2017/18** – The Clerk and Cllrs. Shufflebottom, Howick, Wilkinson and Bentley will form the working group and will meet on Wednesday 2nd May 2018.

10. Policies and Procedures

- 10.1 To receive a report on the quarterly inspection of Highways assets:** Cllr. C.Walker performed the inspection and reported the following:

- The Jubilee bench (Welsh Row) in need of sanding and treating with a wood feed (not a varnish).
- Circular tree bench (Congleton Rd./Sand Lane) – Lower branches of tree need removing and needs debris/foilage removing from under the bench.
- Wooden bus shelter (Congleton Rd./Welsh Row) – The bin is in a very bad state and needs urgent attention. Report to Cheshire East Council.
- Brick bus shelter (Alderley Park entrance, east side Congleton Rd.) – The roof will need some attention in the future as the felt is coming loose.
- Brick bus shelter (north side A537 near Monks Heath) – The gutter needs a clear out.
- Telephone kiosk (Bradford Lane) – Lower pane of glass falling inwards and needs refixing, paint flaking, moss and mould needs removing, windows need cleaning inside/outside, leaves/debris to be removed from the inside.
- The Notice board (Parish Hall) – The opening requires a stay mechanism to keep it open when notices are posted on the board.
- Bench (Parish Hall) requires sanding and treating.

The Parish Council agreed that most of the above can be addressed by the groundsman and a local handyman.

RESOLVED: The Parish Council resolved to approve to appoint a handyman to carry out the necessary repairs as listed above.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. N.Howick

Cllr. Shufflebottom volunteered to perform the next inspection due in June and report back to the Parish Council at the meeting in August.

- 10.2 Review and consider the annual report for Other Listed Assets** – The Clerk had carried out an asset check and reported the findings to the Parish Council.

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. Y.Bentley

Seconded: Cllr. N.Howick

- 10.3 Review Electricity Company (Utility Warehouse) update** – The review is deferred to the next Parish Council meeting as Cllr. Lewis was absent.

- 10.4 Notification of the External Auditor's requirements for 2017/18 (PKF Littlejohn)** – The Parish Council noted the requirements for the forthcoming audit.

10.5 Review and consider the Pensions Discretion Policy

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

Proposed: *Cllr. J.Shufflebottom*

Seconded: *Cllr. J.Wilkinson*

10.6 Review and consider NAPC Standing Orders (Published 2014 – amended 12.1.16)

RESOLVED: *The Parish Council resolved to approve the Standing Orders without amendment.*

Proposed: *Cllr. J.Shufflebottom*

Seconded: *Cllr. N.Howick*

10.7 Review and consider NAPC Financial Regulations (New Regulations: 6.10.15 amended 6.1.16) bound by the Transparency Code for Smaller Authorities

RESOLVED: *The Parish Council resolved to approve the Financial Regulations bound by the Transparency Code for Smaller Authorities without amendment.*

Proposed: *Cllr. J.Shufflebottom*

Seconded: *Cllr. Y.Bentley*

10.8 Review and consider ChALC affiliation and associated fee for 2018/19

RESOLVED: *The Parish Council resolved to approve affiliation to ChALC and the associated fee for 2018/19.*

Proposed: *Cllr. J.Shufflebottom*

Seconded: *Cllr. Y.Bentley*

10.9 Annual Insurance Policy (Aviva: Came and Company) – Councillors noted 2018/19 was the final year of a 3 year agreement. The Clerk confirmed that quotations for next year will be carried out before the end of the financial year.

RESOLVED: *The Parish Council resolved to approve the renewal and payment of the annual insurance policy for 2018/19.*

Proposed: *Cllr. J.Wilkinson*

Seconded: *Cllr. Y.Bentley*

10.10 Review and consider the storage of documents at 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 2018/19.*

Proposed: *Cllr. J.Wilkinson*

Seconded: *Cllr. Y.Bentley*

11. Finance: Finance Schedule (Appendix A)

11.1 The Parish Council noted receipts as listed in Appendix (A1)

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

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

Proposed: *Cllr. Y.Bentley*

Seconded: *Cllr. N.Howick*

11.3 To 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. J.Shufflebottom*

Seconded: *Cllr. J.Wilkinson*

11.4 To 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. J.Shufflebottom

Seconded: Cllr. C.Wilkinson

11.5 To consider and approve the bank reconciliation to 31st March 2018

The Clerk presented the bank reconciliation to 31st March 2018, together with analysis of receipts and payments to the current account and the bank statement for current and reserve accounts at 31st March 2018.

Cllr. Wilkinson 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 2018.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

11.6 To consider and approve comparison receipts/expenditure against budgeted amounts at 31st March 2018

Cllr. Wilkinson 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 2018.

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

11.7 To consider and approve cash book entries 2017/18

RESOLVED: Further to reports of the analysis of cash book entries by Cllr. Wilkinson and Cllr. Shufflebottom, the Parish Council resolved to approve the bank reconciliation to 31st March 2018

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

11.8 To consider and approve accounts for 2017/18

Cllr. Wilkinson had independently analysed the accounts in conjunction with the bank statements at 31st March 2018 and the cash book and the accuracy of the figures recorded.

RESOLVED: The Parish Council considered and discussed the accounting figures for 2017/18 and resolved to approve the Nether Alderley Parish Council accounts for 2017/18

Proposed: Cllr. J.Shufflebottom

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 South East Manchester Multi Modal Study (SEMMS) Issues and Options Consultation - Noted

12.2 Cheshire East Council Spatial Planning Update (February/March 2018) - Noted

12.3 Age UK Cheshire East – online survey for stakeholders - Noted

12.4 Consultation on proposals to bring in charges for new or replacement bins - Noted

12.5 CEC: Site Allocations and Development Policies Document (SADPO) – Invitation to discuss the progress made across the various workstreams that will feed into the first draft of the SADPO - Noted

13. Planning

13.1 To consider and approve responses to new planning applications:

Application No: 18/1209M
Proposal: Advertisement consent for two freestanding signs at land at the Bollington Lodge entrance to Alderley Park, and at the Alderley Park site boundary, adjacent to the A34 roundabout
Location: Alderley Park, Congleton Road, NETHER ALDERLEY, SK10 4TF
National Grid Ref: 384200 374930

Comment: *Nether Alderley Parish Council has considered the above application and would comment as follows:*

Historically, the Parish Council have always remained open-minded and receptive to temporary advertising signage as a necessary addition to the marketing and development of the new homes within the Alderley Park scheme. Despite being located in Greenbelt, we have adopted a pragmatic approach - that being the balance between necessity and the short lifespan of these signs.

However, the Parish Council suggest 'Proposed A', does not fall within these parameters and note that several parishioners echo our reservations.

The Parish Council would comment specifically as follows:

- 1. Whilst advertising for new homes has a natural limited lifespan, this sign's relevance is driven by recruitment success and as it is related to workspace (i.e. small businesses), the turnover could in fact be continuous. Therefore, the Parish Council are of the opinion that further applications may be made to extend any permission granted as an ongoing process. This would be unacceptable to local residents and detrimental to the surroundings.*
- 2. Safety - The proposed location does not have a good road safety record. The sheer size and imposing nature of the sign, placed at the convergence of three roads with high speed limits could create considerable distraction - especially as the contents are informational rather than conventional advertising.*
- 3. The Parish Council considers the signage is overbearing, and thus does not respect the Greenbelt and the general nature of the locality. It is appreciated that there are three entrances to this development, however some element of control to limit the amount of signage must be exercised for reasons already stated.*

Finally, we are disappointed to note that "Proposed A" has been lodged alongside another sign of a type that has a precedent of being "acceptable" and not as a separate application.

Application No: 18/1317M
Proposal: Variation of condition 8 on application 15/4117M
Location: LAND ADJACENT TO HIGHLANDS, CONGLETON ROAD, ALDERLEY EDGE, WILMSLOW, CHESHIRE, SK9 7AD
National Grid Ref: 384420 377364

Comment: *Nether Alderley Parish Council has no objection to the amendments.*

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

- 13.2.1 Correspondence regarding Planning Application 17/5334M** – The Parish Council noted the correspondence which had been sent to the Planning Officer at Cheshire East Council.
- 13.2.2 Update on 18/0868M** – Cllr. Shufflebottom informed the Parish Council that no decision has been made as yet and reported she had spoken with the planning officer who confirmed he had concerns about this application and was in discussion with the developer.

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 – The JMC have historically paid for cutting the hedge along Church Lane and have asked if the cost could be transferred to the Parish Council. The Parish Council considered and discussed the request and suggest that the JMC continues to pay it subject to the subsidy being raised to £3,100 in 2018.

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

15.2.1 Appoint a Councillor to the JMC to replace Cllr. D.Colgan – Deferred until two new councillors appointed.

15.2.2 Consider and approve quotation for electrical inspection report and certificate – The Parish Council had approved to pay for an electrical inspection (13.11.17 min. ref.: 15.2) and considered two quotations which had been obtained.

RESOLVED: The Parish Council resolved to approve to appoint the electrical contractor who had previous experience of the Parish Hall and is reliable (Byers Electrical Installations)

Proposed: Cllr. J.Shufflebottom

Seconded: Cllr. J.Wilkinson

15.2.3 Councillors to consider a request from Revd. J.Hale for a letter of support in an application to register the Old School House with the Land Registry by St. Mary's Church, Alderley – The Parish Council considered that formal ownership of the Old School House/Upper room was no longer an issue following the decision made in Pt. 8.2 since additional funding/grants will no longer be required.

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:

The next Parish Council meeting is on Monday 14th May 2018

Minutes taken by: the Clerk

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

APPENDIX A

**Nether Alderley Parish Council Meeting
Monday 9th April 2018 at 7.00 p.m.
Nether Alderley Parish Hall**

Schedule of Receipts and Payments

A1. Receipt of Income

07.03.18	100523	£600.00	BB - Purchase of new ashes (OBG 28)
22.03.18	BACS	£60.00	BB - Additional Inscription (NBG Plot 200)

A2. Invoices for payment

1354	Came & Company	£1,056.44	<i>Annual insurance premium 2018-19</i>	H
1355	ChALC	£35.00	<i>Training course</i>	H
1356	ChALC	£184.04	<i>Annual affiliation and Local Council Review Magazine 2018/19</i>	H
1357	Wem Town Council	£198.00	<i>(£165.00 plus £33.00 VAT) Training Course (2 x Councillors and the Clerk)</i>	H
1358	Mrs. B.Thorpe	£609.53	<i>Salary and expenses, April 2018</i>	H
1359	Cheshire Community Action	£20.00	<i>Annual fee 2018-19</i>	H
1360	Nether Alderley Parish Hall JMC	£344.06	<i>Parish Council contribution to running of the hall 2017</i>	K

A3. Direct Debits/Standing Orders for approval

Cheshire Pension Fund	£204.99	February 2018 pension contribution (end of year correction of overpaid £3.68) Debited on or after 15 th March 2018	H
Utility Warehouse	£222.84	Parish Hall Electricity for February 2018 debited on or after 29 th March 2018 (£185.70 plus £37.14 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:	£357.17	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 A

Open Spaces Act 1906, ss9 and 10

Power to agree to maintain monuments and memorials B

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

Power to provide and maintain and Power to contribute towards expenses of cemeteries C
Local Government Act 1972, s.214

Local Authorities Cemeteries Order 1977 (no 204) C1 Memorials (16 (1) (a) and 16 2 (b))

Bus Shelters

Power to provide and maintain shelters D

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

Parish Councils Act 1957, s.1

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

Community Centres

Power to provide and equip community buildings E

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

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 L

Litter Act 1983, ss 5, 6

Research and collection of information Power to carry out research

LGA 1972 S 141 M

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 £7.57 per elector in 2017/18. Expenditure must be commensurate with the benefit N

Websites Local Government Act 1972 s142 P