

GREAT WARFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE : WEDNESDAY 13TH DECEMBER, 2017.

TIME : 7:30p.m.

VENUE : GREAT WARFORD BAPTIST CHAPEL, MERRYMANS LANE, GREAT WARFORD.

To Members of Great Warford Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

1. **APOLOGIES FOR ABSENCE** -
2. **DECLARATIONS OF INTEREST** - To receive Declarations of Interest in any item on the agenda.
3. **MINUTES** -
 - i) To approve the Minutes of the Parish Council meeting held 20th September, 2017 as a correct record and authorise signing by the Chairman.
4. **PUBLIC FORUM FOR QUESTIONS** - To receive questions from members of the public.
5. **REPORTS FROM EXTERNAL ORGANISATIONS** -
 - i) Knutsford Rural Policing Team.
 - ii) Cheshire East Ward Member Councillor J. Macrae.
6. **FINANCE** -
 - i) **To receive and consider the Financial Statement 2017/18 as at 13th December, 2017.** (Appendix A)
 - ii) **To authorise the following payments** -

a) Direct Debit	E-ON	£7.10	Electricity Charges: September, 2017.
b) Direct Debit	E-ON	£7.33	Electricity Charges: October, 2017.
c) Cheque No. 100470	Great Warford Baptist Chapel	£20.00	Room Hire: 13/12/17.
d) Cheque No. 100471	E. M. Maddock	£383.20	Net Salary 01/10/17 - 30/11/17.
e) Cheque No. 100472	H.M. Revenue & Customs	£95.80	Employee Income Tax.
 - iii) **To note the following receipts** - None.
 - iv) **To receive and consider the External Audit Report 2016/17.**
 - v) **Internal Auditor 2017/18** - To appoint an Internal Auditor for the 2017/18 financial year.
 - vi) **Employee Pension Provision** - To consider the Parish Council obligations.
 - vii) **Budget 2018/19** - (Appendix B)
 - a) To consider and determine a revised budget in respect of 2017/18.
 - b) To consider and determine a budget in respect of 2018/19.
 - c) To consider precept requirement for 2018/19.
 - viii) **Transparency Code Fund** - To consider submitting a further application for funding.
7. **PARISH COUNCILLOR VACANCY** -
 - i) **To receive an update on the filling of the vacancy.**
8. **PLANNING** -
 - i) **To receive the latest planning schedule and discuss new applications.** (Appendix C)
 - ii) **Neighbourhood Plan** - To receive an update relating to the Neighbourhood Plan for the Parish. (BT)
9. **PARISH MATTERS** -
 - i) **Pavement condition** - To receive an update regarding clearing of debris from Parish pavements. (LR)
 - ii) **Christmas Tree Display** - To receive update relating to provision of an electricity feeder pillar. (Clerk)
 - iii) **Parish Council Newsletter** - To consider the timing and content of the next newsletter.
 - iv) **Village Picnic** - To receive an update, if available, on future management of event.
 - v) **Mary Dendy Playing Field** - To receive an update relating to litter complaints about the site. (Clerk)
 - vi) **Verge Cutting - Noon Sun Corner** - To receive an update on future grass cutting. (Clerk)
10. **CORRESPONDENCE** -
 - i) **To consider the following items of correspondence received since the date of the last ordinary meeting.**
 - a) Cheshire East Council - Housing Strategy 2018-2023 consultation.
 - ii) **To note other correspondence received by the Parish Council since the date of the last ordinary meeting.** (Appendix D)
11. **MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA**

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12. DATE OF FUTURE MEETINGS - 17th January, 2018, 21st March, 2018, 16th May, 2018.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

13. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - (as required)

E.M.Maddock

Dr. E. M. Maddock CiLCA (Dist.)
Clerk and Responsible Financial Officer.

Dated 6th December, 2017.

APPENDIX A

Financial Statement - 2017/18 as at 13 December 2017					
Actual 2016/17 £.	Details	2017/18 Budget £.	Actual to Sep. 17 £.	Agenda Dec. 17 £.	Budget Balance £.
Receipts					
4,600.00	Precept	6,750.00	6,750.00		0.00
0.00	Balances	0.00	0.00		0.00
1.66	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
632.00	Grants, Donations & Refunds	0.00	0.00		0.00
1,126.30	Great Warford Picnic	0.00	0.00		0.00
200.87	V.A.T. Refund	0.00	480.19		44.74
6,560.83	Total Receipts	6,750.00	7,230.19	0.00	44.74
Payments					
2,592.97	Salary (Clerk)	2,885.00	1,765.32	479.00	640.68
0.00	National Insurance (Employer)	0.00	0.00		0.00
2.06	Administration	450.00	0.00		450.00
0.00	Member Allowances	0.00	0.00		0.00
135.00	Audit Fees (internal & external)	150.00	140.00		10.00
421.30	Insurance	450.00	297.13		152.87
310.00	Website	300.00	0.00		300.00
0.00	Transparency Code Compliance	0.00	0.00		0.00
69.91	Street Lighting Electric & Repairs	215.00	40.84	13.74	160.42
60.00	Training	140.00	35.00		105.00
259.70	Subscription/Affiliation/Registration Fees	285.00	279.70		5.30
180.00	Room Hire	200.00	80.00	20.00	100.00
0.00	Christmas Tree & Lighting	0.00	70.00		-70.00
314.92	Parish Maintenance	600.00	0.00		600.00
1,584.31	Asset Purchase	250.00	0.00		250.00
1,035.70	Defibrillator	125.00	0.00		125.00
698.09	Village Picnic Expenses	0.00	0.00		0.00
200.00	Sect. 137 payments	50.00	0.00		50.00
7.50	Contingency	650.00	0.00		650.00
480.19	V.A.T.		44.05	0.69	
8,351.65	Total Payments	6,750.00	2,752.04	513.43	3,529.27

Cash/Bank Reconciliation	01/04/17	20/09/17	13/12/17	31/03/18
Balance B/Fwd.	8,977.37	8,977.37	13,455.52	12,942.09
Add Total Receipts	0.00	7,230.19	0.00	44.74
Less Total Payments	0.00	-2,752.04	-513.43	-3,529.27
Balance C/Fwd.	8,977.37	13,455.52	12,942.09	9,457.56
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/17	20/09/17	13/12/17	31/03/18
General Funds	4,820.46	9,298.61	8,785.18	5,300.65
Earmarked Reserves	4,156.91	4,156.91	4,156.91	4,156.91
	8,977.37	13,455.52	12,942.09	9,457.56

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CASH/BANK RECONCILIATION AS AT - 13 December 2017

CASH

Balance Brought Forward 01/04/17	
Community Account	4,158.44
Business Saver Account	4,818.93
Plus Receipts	7,230.19
	<hr/>
	16,207.56
Less Payments	3,265.47
	<hr/>
Balance Carried Forward 13/12/17	<u><u>12,942.09</u></u>

BANK (Barclays)

Business Savings Account	4,818.93	06/10/17
Add income/transfer received since above Statement		
	<hr/>	
	0.00	
Less unrepresented cheques		
	<hr/>	
	0.00	
	<hr/>	
	0.00	4,818.93 13/12/17
Community Account	8,636.59	06/10/17
Add income received since above Statement		
	<hr/>	
	0.00	
		0.00
Less unrepresented cheques/ Transfer		
Approved	0.00	
For Approval	-513.43	
	<hr/>	
	-513.43	8,123.16 13/12/17
Total Bank Balances 13/12/17		
		<hr/>
		<u><u>12,942.09</u></u>

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APPENDIX B

GREAT WARFORD PARISH COUNCIL BUDGET ANALYSIS 2017/18 and 2018/19

Clerk's Salary

2017/18 £2,874.04 p.a. = £239.50 p.m. based upon 5 hrs. per week
4 months (Dec 17 - Mar 18) x £239.50
2016/17 Salary payment made in 2017/18
Contingency for NJC Salary Award

2018/19 £2,874.04 p.a. = £239.50 p.m. based upon 5 hrs. per week
Contingency for NJC Salary Award.

National Insurance (Employer)

2017/18 Dec 17 - Mar 18 (on basic salary)

2018/19 Based on basic salary

Chairman/Member Allowances

2017/18 Member Allowances - Dec 17 - Mar 18

2018/19 Member Allowances

Administration

2017/18 Employment Expenses & Stationary/Office supplies
Mar 16 - Mar 17
Apr 17 - Mar 18

2018/19 Employment Expenses & Stationary/Office supplies

Audit Fees

2017/18 External Audit Fees 2016/17
Internal Audit Fees 2016/17

2018/19 External Audit Fees 2017/18
Internal Audit Fees 2017/18

Insurance

2017/18 Premium paid 17/05/17

2018/19 Premium due 16/06/18

Website

2017/18 Web hosting services (Due 31/03/2018)

2018/19 Web hosting services (Due 31/03/2019)

	Projected 17/18 & Budget 2018/19	Variations 17/18	Balance as at 13/12/17
	958	0	
	0	-328	
	10	0	
	968	-328	640
	2,875		
	125		
	3,000		
	0	0	
	0	0	0
	0		
	0		
	0	0	
	0	0	0
	450	-450	
	450	0	
	900	-450	450
	450		
	450		
	0	0	
	0	10	
	0	10	10
	0		
	150		
	150		
	0	153	
	0	153	153
	400		
	400		
	300	0	
	300	0	300
	300		
	300		

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Street Lighting (Electric & Repairs)

2017/18 Electricity Charges - Nov 17 - Mar 18
Provision for Increase in Electricity
Repairs

2018/19 Annual Electric (365 x £0.23 per day = £83.95) net - say
Provision for Increase in Electricity
Repairs

Training

2017/18 Training Provision - Members & Clerk

2018/19 Training Provision - Members & Clerk
(Based on 4 attendances to ChALC Training sessions)

Subscriptions/Affiliation/Registration Fees

2017/18 ChALC
Cheshire Community Action
Data Protection Registration

2018/19 ChALC
Cheshire Community Action
Data Protection Registration

Room Hire

2017/18 Ordinary Parish Council Meetings (2)
Extra Ordinary Parish Council Meetings
Contingency

2018/19 Ordinary Parish Council Meetings
Extra Ordinary Parish Council Meetings
Contingency

Christmas Tree & Lighting

2017/18 Christmas Tree Provision - 2016
Christmas Tree Provision - 2017

2018/19 Christmas Tree Provision - 2018
Christmas Lights & Batteries - Noon Sun Corner

Maintenance

2017/18 Land at Lindow End

2018/19 Land at Lindow End
Land at Noon Sun Corner

	Projected 17/18 & Budget 2018/19	Variances 17/18	Balance as at 13/12/17
	34	-9	
	10	0	
	125	0	
	169	-9	160
	85		
	10		
	125		
	220		
	105	0	
	105	0	105
	160		
	160		
	0	5	
	0	0	
	0	0	
	0	5	5
	235		
	20		
	55		
	310		
	40	0	
	0	20	
	20	20	
	60	40	100
	120		
	40		
	40		
	200		
	0	-70	
	75	-75	
	75	-145	-70
	80		
	100		
	180		
	600	0	
	600	0	600
	600		
	200		
	800		

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Asset Purchase

2017/18 Electricity Feeder Pillar
Computer Equipment
Contingency

2018/19 Floral Planters
Notice Board
Contingency

Defibrillator

2017/18 Electricity Contribution

2018/19 Electricity Contribution

Village Picnic Expenses

2017/18 Picnic Expenses 2017 - Event did not take place

2018/19 Picnic Expenses 2018 (Function to be transferred)

S.137 Donations

2017/18 Contingency

2018/19 Contingency

Other

2017/18 Contingency provision

2018/19 Contingency provision

2017/18 Sub Totals

2017/18 Expenditure funded from 2016/17 income:
Transparency Code Grant - Computer Equipment
Picnic Profit - Electric Feeder Pillar

2017/18 Expenditure Projection and Savings Totals

2018/19 Draft Budget Expenditure Total

Less Expenditure funding from Reserves:
Picnic Profit - Floral Planters
Picnic Profit - Notice Board
Picnic Profit - Christmas Lights for Noon Sun Corner

Gross Precept Requirement 2018/19

Projected 17/18 & Budget 2018/19	Variances 17/18	Balance as at 13/12/17
1,265	-1,265	
349	-349	
0	250	
1,614	-1,364	250
1,200		
750		
450		
2,400		
125	0	
125	0	125
125		
125		
0	0	
0	0	0
0		
0		
50	0	
50	0	50
50		
50		
650	0	650
650		
5,616	-2,088	3,528
	349	
	1,265	
5,616	-474	
9,395		
-1,200		
-750		
-100		
7,345		

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Analysis of funds

01/04/17	Balance brought forward	8,977.37
	Plus receipts (actual)	7,230.19
	Less payments (actual)	-3,265.47
	Plus receipts (projected)	44.74
	Less payments (projected)	-5,616.00
		<u>7,370.83</u>
	Less Earmarked Reserves:	
	Telephone Kiosk Deposit	-200.00
	Village Picnic Fund	-641.91
	Transparency Code Grant - Clerk Training	-200.00
	Less Democratic Services Fund	-1,000.00
31/03/18	General funds carried forward	<u>5,328.92</u>

Tax Base 2018/19 (Band D) and Precept impact on Property Bands

2017/18				2018/19			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		9.95	A	6/9		10.80
B	7/9		11.60	B	7/9		12.60
C	8/9		13.26	C	8/9		14.41
D	9/9	452.45	14.92	D	9/9	453.23	16.21
E	11/9		18.23	E	11/9		19.81
F	13/9		21.55	F	13/9		23.41
G	15/9		24.86	G	15/9		27.01
H	18/9		29.84	H	18/9		32.41
	Precept	£6,750			Precept	£7,345	

APPENDIX C

OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
17/2241M (05/05/17)	Health Club and Spa, Faulkners Lane, Great Warford. WA16 7RN	2 air-conditioning units to roof of health club (retrospective).	
17/4163M (14/08/17)	2 Ennerdale Close, Great Warford. SK9 7WF	Loft conversion to existing dwelling with dormer windows to front and rear pitch of main roof.	06/10/17 - Approved with Conditions.
17/4368M (25/08/17)	Dovedale, Chelford Road, Great Warford. SK9 7TL	Single storey side extension, two storey front extension, single storey front extension and new access position off Merrymans Lane.	08/11/17 - Approved with Conditions.
17/4858M (27/09/17)	Land at High Noon, Ancoats Lane, Great Warford. WA16 7AT	Outline application for 1) demolition of existing buildings 2) Erection of 4 dwellings with associated works.	24/11/17 - Refused.

NEW PLANNING APPLICATIONS - None.

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PLANNING APPEALS

Application Reference	Location	Proposed Development	Appeal Decision
17/1847M (07/04/17)	Land at Warford Hall Drive, Great Warford. SK9 7TR	Infill development comprising 2 two-storey detached dwellings with integral garage, gardens, access and associated external works	
17/3507M (13/07/17)	Little Meadow, Merrymans Lane, Great Warford. SK9 7TN	Removal of Condition F on approved planning application 01/0043P, for use of buildings at Little Meadow, Merrymans Lane, Great Warford as a dwelling house with stables.	

APPENDIX D

CORRESPONDENCE

Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin - 7, 14, 21, 28 September; 5, 12, 19, 26 October 2017; 2, 9, 16, 30 November 2017.
- Reminder: Chairmanship Basic Training - 25/09/17.
- Reminder: Clerks & Councillors Induction Training - 05/10/17.
- Reminder: Advanced Chairmanship Training - 08/11/17.
- Reminder: Finance for Councillors and Introduction to VAT Training.

Cheshire East Council

- Traffic Management LAP Reports - 14, 21, 28 September 2017; 5, 12, 19, 26 October 2017; 2, 9, 16 November 2017.
- Connected Communities Newsletter - September/October 2017; November/December 2017;
- Neighbourhood Planning Fortnightly Update - 15, 29 September 2017; 13, 27 October 2017; 10 November 2017.
- Spatial Planning Update - August 2017; September/October 2017.
- Winter Service Decisions - 27-31 October 2017; 1-30 November 2017; 1-5 December 2017.
- Legal challenge to Local Plan Strategy.
- Proposed Public Spaces Protection Order re: Dog fouling and dog control.
- Information relating to sites submitted during Site Allocations Call for Sites.
- Community Infrastructure Levy Draft Charging Schedule Consultation. (25/09/17 - 06/11/17)
- Miscellaneous seed packs available for schools.
- Somerford Neighbourhood Plan Regulation 16 Consultation. [17/10/17 - Consultation extended]
- Deadline dates for articles for Connected Communities Newsletter.
- Revised Education Travel Policies Consultation. (18/10/17 - 06/12/17)
- Bollington Neighbourhood Plan Regulation 16 Consultation.
- Multi faith conference - 'Partnership working to support local communities' - 18 November 2017.
- Loan Shark Awareness Training.
- Pre-Budget Consultation 2018 - 2021.
- Budget Consultation Event.

Other Correspondence

- Cheshire Fire Authority Draft Integrated Risk Management Plan 2018/19 Consultation.
- Manchester Airport - 10/10/17 - Runway Use Information; 23/11/17 - Community Trust Fund; 27/11/17 - Runway Maintenance.
- Community & Voluntary Services - e-Bulletin - 15, 22, 29 September 2017; 6, 13, 27 October 2017; 10, 24 November, 2017; 26/09/17 - The Voice Newsletter; 20/10/17 - The Voice Newsletter; 27/10/17 - Social Investments; 17/11/17 - Training News; 29/11/17 - Christmas Toy Appeal.
- Information Commissioner's Office - Newsletter - October 2017; November 2017.
- Age UK - Newsletter - September 2017; October 2017; November 2017.
- Congleton Neighbourhood Plan Regulation 14 Consultation.
- Knutsford Town Council - Planning Training Course. [25/10/17 - Training Course fully booked]
- Smaller Authorities Appointment Authority - Notification of external auditor appointments for the 2017-18 financial year.
- Dark Olive - Cheshire East Reflects, 1914-1918 Project.
- Peter Mitchell Associates - Cheshire East Council Cemeteries Strategy.
- Resident - Information forwarded to ANSA relating to litter at Mary Dendy Playing Field.
- Resident - Complaint regarding poor white lining at junction of Faulkners Lane / Ancoats Lane / Pedley House Lane.
- The Pensions Regulator - Reminder of Staging Date.
- Resident - Complaint regarding driver behaviour of vehicles transporting potatoes within Parish.
- Mr. J. Saunders - Information relating to Planning Appeal for development of Mobberley Riding School.
- Barclays Bank plc - Changes to Account Terms & Conditions.
- Confirmation of Cheshire East Borough Council (Great Warford - The Lodge, Ancoats Lane) Tree Preservation Order 2017.