

GREAT WARFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

WEDNESDAY 19TH SEPTEMBER, 2018 at 7:30p.m.

at GREAT WARFORD BAPTIST CHAPEL, MERRYMANS LANE, GREAT WARFORD.

PRESENT - Councillors: B. Thompson (Chairman), P. Halman, G. Tuke, D. Allman, L. Roberts.
Members of the Public (2).
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor M. Read - Work commitment.
Cheshire East Borough Councillor J. Macrae.

33/18 RESOLVED a) To receive and approve the apologies for absence as listed above.

Proposed Councillor G. Tuke Seconded: Councillor P. Halman All in favour

2. **DECLARATIONS OF INTEREST** - None.

3. **MINUTES** -

i) The Minutes of the Parish Council Meeting held 18th July, 2018 had been previously circulated to all Members.

34/18 RESOLVED a) That the Minutes of the Parish Council Meeting held 18th July, 2018 be confirmed as a correct record and signed by the Chairman.

Proposed Councillor D. Allman Seconded: Councillor P. Halman All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

A resident had attended the meeting, at the invitation of the Parish Council, to discuss future arrangements for the Village Picnic. It was reported that the recent public meeting had been attended by thirteen residents and Great Warford Residents Group had agreed to arrange and manage future events. The date for the 2019 event, which was, in future, to be known as a 'Fun Day' had been proposed as 23rd June, 2019 and consideration was being given to holding the event on the Mary Dendy Playing Field to accommodate additional activities and visitors. Two sub-committees (logistics and activities) have been formed to lead preparations for the Fun Day. The AGM of the Great Warford Residents Group is scheduled to take place on 27th September, 2018 when the committee will be formally appointed and the constitution of the group will be considered. Arrangements for the event are underway and it is anticipated that a budget, against which financial support from the Parish Council will be requested, will be available at a future date.

7:47p.m. - One resident excused himself from the meeting and left.

A resident introduced himself to Members and expressed an interest to be co-opted to the Parish Council.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

i) **Knutsford Rural Policing Team** - No Members of the Policing Team were present at the meeting.

ii) **Cheshire East Ward Member Cllr. J. Macrae** - Borough Councillor J. Macrae was not present at the meeting. Councillor B. Thompson reported that he and the Clerk had met with Borough Councillor Macrae regarding a number of parish issues. A key issue which was raised was the lack of responses in respect of issues which were brought to the attention of Cheshire East Council. Borough Councillor J. Macrae advised that he had arranged a meeting with the Senior Highways Officer to discuss and request updates in respect of the issues which were still outstanding.

iii) **ChALC - Cheshire East Council New Homes Bonus Community Fund - 03/09/18** - The Clerk reported that she had attended the event at which a presentation was given relating to the proposed use of some of the New Homes Bonus funds which had been received by Cheshire East Council in respect of housing developments during the period 2011 to 2017. Cheshire East area had been split into seven regions and the funds were allocated to each region in accordance with the net increase in housing for each area. Each area would award the funds applicable to their area in accordance with criteria which had been devised by Cheshire East Council. The Parishes within each area were asked to nominate one representative who would act as the communication channel between Cheshire East Council and the Parishes. The details of the scheme were questioned by those present at the meeting and disappointment was expressed regarding the administration of the scheme. The clerk advised that confirmation had been received that ChALC would act as the communication channel for the Macclesfield area.

iv) **Manchester Airport meeting with Town & Parish Councillors** - The Clerk reported that she had attended the meeting at which it was reported that the changes to runway operating hours had now been fully implemented. There had been an increase in easterly operations this year due to the hot weather. A review of the airspace around Manchester Airport may be reviewed in 2019. Responses to the recent Noise Action Plan consultation are being reviewed. The changes to drop-off / pick-up arrangements at the airport are now working well and have improved safety at the site. Sustainable access to the airport is being actively promoted. Manchester Airport is promoting the improved international connectivity which has brought significant benefits to northern England. In particular, the direct route to China has been very successful. The

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Transformation Project is still on target and new businesses are being attracted to the Logistics Hub and Airport City. Manchester Airport is celebrating its 80th anniversary this year with a number of events and initiatives including special projects for primary schools. Guidance information has been issued in respect of the use of drones, fireworks and Chinese lanterns near to the airport.

Members reported that they had been advised of issues relating to local private hire vehicles who were no longer willing and/or able to provide a service to Manchester Airport following the changes to drop off arrangements. Concern was expressed regarding the difference in taxi services available from Manchester compared to Cheshire East.

DECISION a) That the Clerk bring to the attention of Manchester Airport issues that have been encountered relating to private hire vehicles dropping off / picking up from Manchester Airport since such changes were introduced.

6. FINANCE -

i) Financial Statement 2018/19 as at 19th September, 2018. (Appendix A)

Members considered the financial statement 2018/19 which was unanimously accepted.

ii) To authorise the following payments - the Chairman outlined the basis of the following payments:

- | | | | |
|----------------------|-------------------------------|---------|---|
| a) Direct Debit | E-ON | £8.34 | Electricity Charges - July, 2018. |
| b) Direct Debit | E-ON | £8.34 | Electricity Charges - August, 2018. |
| c) Cheque No. 100497 | InTouch Now | £360.00 | Website updates re: GDPR. |
| d) Cheque No. 100498 | Grassroots Garden Maintenance | £30.00 | Grass cutting at Noon Sun Corner. |
| e) Cheque No. 100499 | Great Warford Baptist Chapel | £40.00 | Room Hire: 18/07/18 & 19/09/18. |
| f) Cheque No. 100500 | E. M. Maddock | £403.74 | Salary: 01/08/18 - 30/09/18. |
| g) Cheque No. 100501 | H.M. Revenue & Customs | £100.80 | Employee Income Tax. |
| h) Cheque No. 100502 | P. Halman | £37.22 | Materials for maintenance work to bench at Noon Sun Corner. |

iii) Receipts - the Clerk reported that the following receipts had been received since the last meeting:

- | | | |
|----------------------------------|-----------|--------------------------------------|
| a) Barclays Bank plc | £2.40 | Gross Interest: 05/03/18 - 03/06/18. |
| b) H.M. Revenue & Customs | £490.03 | VAT reclaim 2017/18. |
| c) Cheshire East Borough Council | £3,672.50 | Precept 2018/19 (50%). |

35/18 RESOLVED a) That the Statement of Account, as at 19th September, 2018 be received and the Clerk's observations duly noted.

b) That the schedule of 8 payments be approved and duly authorised.

c) That the report on receipts since the last meeting be received and duly noted.

Proposed Councillor L. Roberts Seconded: Councillor G. Tuke All in favour

7. CORRESPONDENCE -

i) To consider the specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate thereto:

- a) Cheshire East Council - Site Allocations and Development Policies Document - Consultation. Members noted that the consultation documents do not identify any development allocation within the Parish.

DECISION a) That no comments be submitted in respect of the above consultation.

- b) ChALC - Annual Meeting - 25th October, 2018.

DECISION a) That Councillor D. Allman attend the above meeting on behalf of the Parish Council.

ii) To note other correspondence received since the date of the last meeting. (Appendix B)

DECISION a) That other items of correspondence be received and noted.

8. PLANNING APPLICATIONS -

i) To receive the latest planning schedule and discuss new applications. (Appendix C)

- a) **18/4486M** - Members did not raise any objections in respect of this application.

DECISION a) That a comment of 'no objections' be submitted in respect of planning application 18/4486M.

ii) Neighbourhood Plan - Councillor B. Thompson reported that further volunteers would be required to proceed with the Neighbourhood Plan as a single parish, therefore, a further call for volunteers may be included within the next Parish Council newsletter.

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9. HIGHWAY MAINTENANCE AND ENHANCEMENTS -

- i) **Highway defects and repairs** - The Clerk reported that a response had been received from the Senior Highways Officer advising that much of the white lining work will be programmed to be undertaken within the 2019/20 financial year. It may, however, be possible to undertake two small schemes within the 2018/19 financial year.

DECISION a) **That the Clerk continue to follow up outstanding highways issues.**
b) **That the the following two junctions be submitted as the priority areas for white lining: a) junction of Ancoats Lane with Warford Lane/Merrymans Lane, b) corner at the junction of Warford Hall Drive with Merrymans Lane.**

- ii) **Highway defects for attention** - Councillor P. Halman reported that there was a pothole near to Heathgate Nurseries on Ancoats Lane. It was also reported that the bus shelter on Warford Lane was overgrown.

DECISION a) **That the Clerk report the pothole on Ancoats Lane to Cheshire East Council.**
b) **That Councillor P. Halman approach the owner of the hedge which is hanging over the bus shelter with a request that it be trimmed back.**

- iii) **Grass Cutting at Noon Sun Corner** - The Clerk reported that the Senior Highways Officer had advised that she would follow this matter up.

DECISION a) **That the Clerk continue to pursue a response from Cheshire East Council regarding grass cutting arrangements at Noon Sun Corner.**

- iv) **Parish Speed Limit Review** - Members considered possible options to encourage highway users to travel more slowly within the Parish. It is not possible to undertake speed watch on some roads as these are subject to the National Speed Limit. Quotations had been previously received for the provision of poles to relocate the Speed Indicator Devices across the parish, however, the cost was far in excess of the likely benefit. It was suggested that the Police be invited to undertake mobile speed checks within the Parish to establish the extent of perceived speeding. It was considered that signage may also be an option to encourage motorists to slow down.

DECISION a) **That the Clerk ask the Local Policing Team whether speed checks can be undertaken within the Parish to establish the extent of speeding issues.**

10. COMMUNITY -

- i) **Mary Dendy Playing Field** - The Clerk reported that the Community Wardens had been supportive of additional signage encouraging users of the site to clear away dog foul. Details of the 'Dog Poo Fairy' scheme were discussed.

DECISION a) **That the Clerk order a 'Dog Poo Fairy' pack at a cost of £45.**

- ii) **Parish Speed Watch** - Councillor B. Thompson reported that he had been experiencing difficulty in contacting the Local Policing Team regarding support for the initial speed watch event. It was considered that if contact is not possible in the near future speed watch activities will commence independently.

- iii) **Village Picnic** - The information discussed at Item 4 was noted.

- iv) **Christmas Tree Display** - Councillor P. Halman reported that he had liaised with the electrician to arrange the installation of an appropriate power socket within the electricity feeder pillar. Estimates had been obtained for Christmas lights and were considered by Members.

36/18 RESOLVED a) **That the Clerk arrange for the purchase of Christmas lights from TLC Electrical Supplies.**

Proposed Councillor B. Thompson Seconded: Councillor P. Halman All in favour

- v) **Newsletter** - Councillor B. Thompson reported that he had identified a number of items for inclusion within the Parish Council newsletter. This would be drafted within the coming weeks.

DECISION a) **That Councillor B. Thompson draft a newsletter and circulate to Members for comment.**

11. ASSETS -

- i) **Floral Display Planters** - The Clerk reported that estimates had been received in respect of a range of designs of replacement plastic planters. Members discussed the options available.

37/18 RESOLVED a) **That the Clerk be authorised to order two replacement planters of dark wood effect design of a size not greater than 1000mm x 1000mm x 800mm and price not greater than £370.00 each.**

Proposed Councillor G. Tuke Seconded: Councillor L. Roberts All in favour

12. INFORMATION HANDLING POLICIES -

- i) **Personal Data Breaches and Data Protection Impact Assessments** - Guidance information had been

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previously circulated to all Members relating to Personal Data Breaches and Data Protection Impact Assessments.

- ii) **Personal Data Audit Questionnaires** - Members were provided with Personal Data Audit Questionnaires for individual completion. Members were requested to complete the forms and submit them to the Clerk at the next meeting.

- 38/18 RESOLVED** a) **That the guidance information relating to Personal Data Breaches and Data Protection Impact Assessments be received.**
b) **That Personal Data Audit Questionnaires be completed by individual Members and submitted to the Clerk at the next meeting.**

Proposed Councillor D. Allman Seconded: Councillor P. Halman All in favour

- iii) **Archive Parish Council Documents** - The Clerk suggested that in order to best preserve the archive documents of the Parish Council these should be lodged with the Cheshire Record Office.

- 39/18 RESOLVED** a) **That approval be given to deposit archive Parish Council documents at the Cheshire Record Office.**

Proposed Councillor G. Tuke Seconded: Councillor L. Roberts All in favour

13. CO-OPTION OF PARISH COUNCILLOR -

- i) The Chairman asked Mr. L. Murray Curtis whether, having now observed a Parish Council meeting, he was still willing to be co-opted to the Parish Council.

- RESOLVED** a) **That Mr. Laurence Murray Curtis be co-opted to Great Warford Parish Council.**
b) **That the Declaration of Acceptance of Office be received.**

Proposed Councillor B. Thompson Seconded: Councillor G. Tuke All in favour

14. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA - None.

15. DATE OF NEXT MEETING - Wednesday 21st November, 2018 at 7:30p.m. at Great Warford Baptist Chapel.

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.

- DECISION** a) **That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 16.**

16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

None.

The Meeting was declared closed by the Chairman at 9:32 p.m.

Signed:

Approval Date - 21st November, 2018

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APPENDIX A

Financial Statement - 2018/19					
as at 19 September 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Jul. 18 £.	Agenda Sep. 18 £.	Budget Balance £.
Receipts					
6,750.00	Precept	7,345.00	3,672.50	3,672.50	0.00
0.00	Balances	2,050.00	0.00		0.00
3.24	Investment Interest	0.00	0.00	2.40	0.00
0.00	Sale of Assets	0.00	0.00		0.00
845.00	Grants, Donations & Refunds	0.00	0.00		0.00
0.00	Great Warford Picnic	0.00	0.00		0.00
480.19	V.A.T. Refund	0.00	0.00	490.03	126.91
8,078.43	Total Receipts	9,395.00	3,672.50	4,164.93	126.91
Payments					
3,225.81	Salary (Clerk)	3,000.00	1,009.08	504.54	1,486.38
0.00	National Insurance (Employer)	0.00	0.00		0.00
953.44	Administration & Employment Expenses	450.00	0.00		450.00
0.00	Member Allowances	0.00	0.00		0.00
140.00	Audit Fees (internal & external)	150.00	142.00		8.00
297.13	Insurance	400.00	301.19		98.81
300.00	Website	300.00	150.00	300.00	-150.00
332.50	Transparency Code Compliance	0.00	0.00		0.00
81.61	Street Lighting Electric & Repairs	220.00	30.03	15.88	174.09
70.00	Training	160.00	0.00		160.00
279.70	Subscription/Affiliation/Registration Fees	310.00	286.12		23.88
160.00	Room Hire	200.00	20.00	40.00	140.00
144.67	Christmas Tree & Lighting	180.00	0.00		180.00
300.00	Parish Maintenance	800.00	0.00	61.01	738.99
1,264.18	Asset Purchase	2,400.00	0.00		2,400.00
0.00	Defibrillator	125.00	0.00		125.00
0.00	Village Picnic Expenses	0.00	0.00		0.00
0.00	Sect. 137 payments	50.00	0.00		50.00
131.25	Contingency	650.00	12.50		637.50
490.03	V.A.T.		59.90	67.01	
8,170.32	Total Payments	9,395.00	2,010.82	988.44	6,522.65

Cash/Bank Reconciliation	01/04/18	18/07/18	19/09/18	31/03/19
Balance B/Fwd.	8,885.48	8,885.48	10,547.16	13,723.65
Add Total Receipts	0.00	3,672.50	4,164.93	126.91
Less Total Payments	0.00	-2,010.82	-988.44	-6,522.65
Balance C/Fwd.	8,885.48	10,547.16	13,723.65	7,327.91
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/18	18/07/18	19/09/18	31/03/19
General Funds	4,793.57	6,455.25	9,631.74	3,236.00
Earmarked Reserves	4,091.91	4,091.91	4,091.91	4,091.91
	8,885.48	10,547.16	13,723.65	7,327.91

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CASH/BANK RECONCILIATION AS AT - 19 September 2018

CASH

Balance Brought Forward 01/04/18		
Community Account	4,063.31	
Business Premium Account	4,822.17	
Plus Receipts	7,837.43	
	16,722.91	
Less Payments	2,999.26	
Balance Carried Forward 19/09/18	13,723.65	

BANK (Barclays)

Business Premium Account	4,824.57	
		03/07/18
Add income/transfer received since above Statement	0.00	
Less unpresented cheques	0.00	
	0.00	4,824.57 19/09/18
Community Account	6,215.02	
		07/08/18
Add income received since above Statement	3,672.50	
Less unpresented cheques/ Transfer	-988.44	
For Approval	-988.44	
	8,899.08	19/09/18
Total Bank Balances 19/09/18	13,723.65	

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APPENDIX B

CORRESPONDENCE

Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin - 12, 19, 26 July 2018; 3, 16, 23, 30 August 2018; 6 September 2018.
- Employment Survey.
- Vacancy - Temporary Finance Officer at Alsager Town Council.
- Information request to Local Council schemes supporting vulnerable residents.
- Cheshire West & Chester Council - Code of Conduct Training.

Cheshire East Council

- Traffic Management LAP Reports - 19, 26 July 2018; 2, 16, 23, 30 August 2018; 6 September 2018.
- Connected Communities Newsletter - July/August 2018; Call for articles September/October 2018.
- Neighbourhood Planning Fortnightly Update - 13, 27 July 2018; 10, 24 August 2018; 7 September 2018.
- Spatial Planning Update - June 2018.
- Calveley Regulation 16 Neighbourhood Plan Consultation - 09/07/18 - 24/08/18.
- Proposed Changes to Highways' Maintenance Priorities - Well Managed Highways Infrastructure Consultation - 05/07/18 - 27/08/18.
- Cheshire East to host first LGBT+ event in September.
- Invite to Afternoon Tea with the Mayor of Cheshire East Borough Council.
- Wrenbury Regulation 16 Neighbourhood Planning Consultation - 20/07/18 - 31/08/18.
- Cheshire East Cemeteries Strategy Consultation - 20/07/18 - 14/09/18.
- Moston Regulation 16 Neighbourhood Planning Consultation - 31/07/18 - 14/09/18.
- New Homes Bonus Community Fund.
- Know Your Numbers Week - Blood Pressure Testing.

Other Correspondence

- Community & Voluntary Services - 06/07/18 - e-Bulletin; 20/07/18 - e-Bulletin; 07/08/18 - Spotlight e-Bulletin; 17/08/18 - e-Bulletin; 31/08/18 - e-Bulletin.
- Information Commissioner's Office - Newsletter - August 2018; September 2018.
- Age UK - Newsletter - July 2018; August 2018.
- United Utilities - Hosepipe ban starts 5th August, 2018.
- Ester McVey MP - Drop-in Event.
- United Utilities - Hosepipe ban cancelled.
- Healthwatch Cheshire East - Employment opportunity.
- Middlewich Neighbourhood Plan: Regulation 14 Consultation. (Closes 19/09/18)
- Healthwatch Cheshire East - Newsletter.
- North West Air Ambulance Charity - Brew with the Crew for North West Air Ambulance Charity.
- Healthwatch Cheshire East - Macmillan Coffee Morning - 28th September, 2018.

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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).	
18/0430M (04/02/18)	Warford Grange Farm, Pedley House Lane, Great Warford. WA16 7SP	Demolition of existing residential dwelling and associated outbuildings and development of a replacement dwelling with alteration to existing private access road.	10/09/18 - Approved with Conditions.
18/2705M (04/06/18)	Springfield Farm, Warford Lane, Great Warford. WA16 7AY	Erection of new agricultural storage shed.	
18/2821M (08/06/18)	Kellsall House Farm, Paddock Hill, Great Warford. WA16 7DJ	Single storey side extension to form a conservatory and removal of the existing gym and study to facilitate the extension.	01/08/18 - Approved with Conditions.
18/2980M (27/06/18)	11 Warford Crescent, Great Warford. SK9 7TW	Erection of single storey rear extension.	10/08/18 - Approved with Conditions.
18/3478M (13/07/18)	Land at Noahs Ark Lane, Great Warford.	Open fronted portal frame livestock building.	14/09/18 - Approved with Conditions.
18/3988M (12/08/18)	Antrobus New Hall Farm, Faulkners Lane, Mobberley, Cheshire. WA16 7AL	Alterations to vehicular and pedestrian entrance along with landscaping works.	

NEW PLANNING APPLICATION

Application Reference	Location	Proposed Development	Consultation Deadline
18/4486M (06/09/18)	Griffin House, Warford Hall Drive, Great Warford. SK9 7TR	Replacement of existing single storey orangery and bay with new brickwork orangery.	03/10/18