

# GREAT WARFORD PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

**DATE: WEDNESDAY 21<sup>ST</sup> NOVEMBER, 2018**  
**TIME: 7:30 p.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 -**
  - i) To receive Declarations of Interest on any item on the agenda.
  - ii) To receive Register of Interests form from newly co-opted Member.
- 3. MINUTES -**
  - i) To approve the Minutes of the Parish Council meeting held 19<sup>th</sup> September, 2018 as a correct record and authorise signing by the Chairman.
- 4. PUBLIC FORUM FOR QUESTIONS -**
- 5. REPORTS FROM EXTERNAL ORGANISATIONS -**
  - i) Knutsford Rural Policing Team - Report on matters of interest / concern within the Parish.
  - ii) Cheshire East Ward Member Cllr. J. Macrae - Report on items of interest to the Parish Council.
  - iii) Cheshire East Council - Town & Parish Council Conference - 26/09/18. (Clerk)
  - iv) ChALC Annual Meeting - 25/10/18. (DA)
- 6. FINANCE -**
  - i) To receive and consider the Financial Statement 2018/19 as at 21<sup>st</sup> November, 2018. (Appendix A)
  - ii) To ratify the following payment -
    - a) Cheque No. 100503 Keep Britain Tidy £54.00 Dog Poo Fairy Posters.
  - iii) To authorise the following payments -
    - a) Direct Debit E-ON £8.06 Electricity Charges - Sept. 2018.
    - b) Direct Debit E-ON £8.34 Electricity Charges - Oct. 2018.
    - c) Cheque No. 100504 Great Warford Baptist Chapel £20.00 Room Hire: 21/11/18.
    - d) Cheque No. 100505 E. M. Maddock £530.37 Salary: 01/10/18 - 30/11/18 & Christmas Lights expenses.
    - e) Cheque No. 100506 H.M. Revenue & Customs £101.00 Employee Income Tax.
  - iv) To note the following receipts since the last meeting -
    - a) Barclays Bank plc £2.41 Gross Interest: 04/06/18 - 02/09/18.
  - v) Internal Auditor 2018/19 - To appoint an Internal Auditor for the 2018/19 financial year.
  - vi) Budget 2019/20. (Appendix B)
    - a) To consider and determine a revised budget in respect of 2018/19.
    - b) To consider and determine a budget in respect of 2019/20.
    - c) To consider precept requirements for 2019/20.
- 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 - Pre-Budget Consultation 2019-22. (Closes 14/12/18)
    - b) Cheshire East Council - Member Code of Conduct and Standards Complaints Process Update.
    - c) Cheshire East Council - Publication of application forms for New Homes Bonus Community Fund.  
(Closing date for applications: 31/12/18)
    - d) Cheshire Fire Authority - Draft Integrated Risk Management Plan 2019/2020 Consultation.  
(Closes: 04/01/19)
  - ii) To note other correspondence received since the date of the last meeting. (Appendix C)

# GREAT WARFORD PARISH COUNCIL

## AGENDA

8. **PLANNING -**
  - i) To receive the latest planning schedule and discuss new applications. (Appendix D)
  - ii) Neighbourhood Plan - To consider present position.
9. **HIGHWAY MAINTENANCE & ENHANCEMENTS -**
  - i) Highway defects and repairs - To receive an update relating to highway defects and repairs.
  - ii) To receive highway matters for attention from Members.
  - iii) Grass Cutting at Noon Sun Corner - To receive an update relating to arrangements for grass cutting.
  - iv) Parish Speed Limit Review - Update on speed limit review activities.
10. **COMMUNITY -**
  - i) Mary Dendy Playing Field - Update relating to fly tipping and dog fouling.
  - ii) Parish Speed Watch - Update on Speed Watch activities.
  - iii) Family Fun Day - To receive updates relating to the 2019 event.
  - iv) Christmas Tree Display - To confirm arrangements for the 2018 Christmas Tree display.
  - v) Newsletter - To consider draft Parish Council newsletter and allocate delivery rounds to Members.
  - vi) Manchester Airport - To receive feedback from Manchester Airport on comments made at last meeting.
11. **ASSETS -**
  - i) Floral display planters - To receive update relating to replacement planters.
12. **INFORMATION HANDLING POLICIES -**
  - i) To receive Personal Data Audit Questionnaires from Members.
13. **MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -**
14. **DATE OF NEXT MEETING -** Wednesday 16<sup>th</sup> January, 2019 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.
15. **MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -**  
(as required)

*E.M.Maddock*

Dr. E. M. Maddock PSLCC,  
Clerk & Responsible Financial Officer.

Dated 14<sup>th</sup> November, 2018.

# GREAT WARFORD PARISH COUNCIL

## AGENDA

APPENDIX A

Financial Statement - 2018/19					
as at 21 November 2018					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Sep. 18 £.	Agenda Nov. 18 £.	Budget Balance £.
<b>Receipts</b>					
6,750.00	Precept	7,345.00	7,345.00		0.00
0.00	Balances	2,050.00	0.00		0.00
3.24	Investment Interest	0.00	2.40	2.41	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	490.03		157.83
<b>8,078.43</b>	<b>Total Receipts</b>	<b>9,395.00</b>	<b>7,837.43</b>	<b>2.41</b>	<b>157.83</b>
<b>Payments</b>					
3,225.81	Salary (Clerk)	3,000.00	1,513.62	504.54	981.84
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	450.00		-150.00
332.50	Transparency Code Compliance	0.00	0.00		0.00
81.61	Street Lighting Electric & Repairs	220.00	45.91	15.62	158.47
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	60.00	20.00	120.00
144.67	Christmas Tree & Lighting	180.00	0.00	105.69	74.31
300.00	Parish Maintenance	800.00	61.01		738.99
1,264.18	Asset Purchase	2,400.00	0.00	45.00	2,355.00
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.		126.91	30.92	
<b>8,170.32</b>	<b>Total Payments</b>	<b>9,395.00</b>	<b>2,999.26</b>	<b>721.77</b>	<b>5,831.80</b>

Cash/Bank Reconciliation	01/04/18	19/09/18	21/11/18	31/03/19
Balance B/Fwd.	8,885.48	8,885.48	13,723.65	13,004.29
Add Total Receipts	0.00	7,837.43	2.41	157.83
Less Total Payments	0.00	-2,999.26	-721.77	-5,831.80
<b>Balance C/Fwd.</b>	<b>8,885.48</b>	<b>13,723.65</b>	<b>13,004.29</b>	<b>7,330.32</b>
<b>Cumulative Balances</b>				
	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/18</b>	<b>19/09/18</b>	<b>21/11/18</b>	<b>31/03/19</b>
General Funds	4,793.57	9,631.74	9,012.38	3,338.41
Earmarked Reserves	4,091.91	4,091.91	3,991.91	3,991.91
	<b>8,885.48</b>	<b>13,723.65</b>	<b>13,004.29</b>	<b>7,330.32</b>

# GREAT WARFORD PARISH COUNCIL

## AGENDA

### CASH/BANK RECONCILIATION AS AT - 21 November 2018

#### CASH

Balance Brought Forward 01/04/18	
Community Account	4,063.31
Business Premium Account	4,822.17
Plus Receipts	7,839.84
	<hr/>
	16,725.32
Less Payments	3,721.03
Balance Carried Forward 21/11/18	<hr/> <hr/> <b>13,004.29</b>

#### BANK (Barclays)

<b>Business Premium Account</b>	4,826.98		03/09/18
Add income/transfer received since above Statement			
	<hr/>	0.00	
Less unpresented cheques			
	<hr/>	0.00	
		<hr/>	
		0.00	4,826.98 21/11/18
<b>Community Account</b>	8,936.30		05/10/18
Add income received since above Statement			
	<hr/>	0.00	
		0.00	
Less unpresented cheques/ Transfer			
Approved	-37.22		
For Approval	<hr/>	-721.77	
		<hr/>	
		-758.99	8,177.31 21/11/18
<b>Total Bank Balances 21/11/18</b>		<hr/> <hr/> <b>13,004.29</b>	

# GREAT WARFORD PARISH COUNCIL

## AGENDA

APPENDIX B

### GREAT WARFORD PARISH COUNCIL DRAFT BUDGET ANALYSIS 2018/19 and 2019/20

		Projected 18/19 & Budget 2019/20	Variances 18/19	Balance as at 21/11/18
<b>Clerk's Salary</b>				
2018/19	£3,027.18 p.a. = £252.27 p.m. based upon 5 hrs. per week 4 months (Dec 18 - Mar 19) x £252.27 Contingency for NJC Salary Award	1,010	-153	
		125	0	
		1,135	-153	982
2019/20	£3,027.18 p.a. = £252.27 p.m. based upon 5 hrs. per week Contingency for NJC Salary Award & Pay Award.	3,030		
		160		
		3,190		
<b>National Insurance (Employer)</b>				
2018/19	Dec 18 - Mar 19 (on basic salary)	0	0	
		0	0	0
2019/20	Based on basic salary	0		
		0		
<b>Chairman/Member Allowances</b>				
2018/19	Member Allowances - Dec 18 - Mar 19	0	0	
		0	0	0
2019/20	Member Allowances	0		
		0		
<b>Administration</b>				
2018/19	Employment Expenses & Stationary/Office supplies	450	0	
		450	0	450
2019/20	Employment Expenses & Stationary/Office supplies	500		
		500		
<b>Audit Fees</b>				
2018/19	External Audit Fees 2017/18	0	0	
	Internal Audit Fees 2017/18	0	8	
		0	8	8
2019/20	External Audit Fees 2018/19	0		
	Internal Audit Fees 2018/19	155		
		155		
<b>Insurance</b>				
2018/19	Premium paid 16/05/18	0	99	
		0	99	99
2019/20	Premium due 16/06/19	400		
		400		
<b>Website</b>				
2018/19	Website GDPR Updates	0	-450	
	Web hosting services (Due 31/03/2019)	300	0	
		300	-450	-150
2019/20	Web hosting services (Due 31/03/2020)	300		
	Web domain renewal	10		
		310		

# GREAT WARFORD PARISH COUNCIL

## AGENDA

### GREAT WARFORD PARISH COUNCIL DRAFT BUDGET ANALYSIS 2018/19 and 2019/20

		Projected 18/19 & Budget 2019/20	Variances 18/19	Balance as at 21/11/18
<b>Street Lighting (Electric &amp; Repairs)</b>				
2018/19	Electricity Charges - Nov 18 - Mar 19	39	-16	
	Provision for Increase in Electricity	10	0	
	Repairs	125	0	
		174	-16	158
2019/20	Annual Electric (365 x £0.26 per day = £94.90) net - say	95		
	Provision for Increase in Electricity	11		
	Repairs	125		
		231		
<b>Training</b>				
2018/19	Training Provision - Members & Clerk	160	0	
		160	0	160
2019/20	Training Provision - Members & Clerk (Based on 4 attendances to ChALC Training sessions)	160		
		160		
<b>Subscriptions/Affiliation/Registration Fees</b>				
2018/19	ChALC	0	4	
	Cheshire Community Action	0	0	
	Data Protection Registration	0	20	
		0	24	24
2019/20	ChALC	240		
	Cheshire Community Action	20		
	Data Protection Registration	55		
		315		
<b>Room Hire</b>				
2018/19	Ordinary Parish Council Meetings (2)	40	0	
	Extra Ordinary Parish Council Meetings	20	20	
	Contingency	20	20	
		80	40	120
2019/20	Ordinary Parish Council Meetings	120		
	Extra Ordinary Parish Council Meetings	40		
	Contingency	40		
		200		
<b>Christmas Tree &amp; Lighting</b>				
2018/19	Christmas Tree Lights - Noon Sun Corner	0	100	
	Christmas Tree Lights - Warford Crescent	0	-106	
	Christmas Display - Professional services	80	0	
		80	-6	74
2019/20	Christmas Display 2019	150		
	Christmas Display - Professional services	100		
		250		
<b>Maintenance</b>				
2018/19	Land at Lindow End	300	300	
	Land at Noon Sun Corner	100	39	
		400	339	739
2019/20	Land at Lindow End	400		
	Land at Noon Sun Corner	250		
		650		

# GREAT WARFORD PARISH COUNCIL

## AGENDA

### GREAT WARFORD PARISH COUNCIL DRAFT BUDGET ANALYSIS 2018/19 and 2019/20

		Projected 18/19 & Budget 2019/20	Variations 18/19	Balance as at 21/11/18
<b>Asset Purchase</b>				
2018/19	Floral Planters	1,200	0	
	Notice Board	750	0	
	Scanning Equipment	117	-117	
	Contingency	405	0	
		<b>2,472</b>	<b>-117</b>	<b>2,355</b>
<b>2019/20</b>	Provision	500		
		<b>500</b>		
<b>Defibrillator</b>				
2018/19	Electricity Contribution	125	0	
		125	0	125
<b>2019/20</b>	Electricity Contribution	125		
		<b>125</b>		
<b>Village Picnic Expenses</b>				
2018/19	Family Fun Day	642	-642	
		642	-642	0
<b>2019/20</b>	Family Fun Day managed by Great Warford Residents Group	0		
		<b>0</b>		
<b>S.137 Donations</b>				
2018/19	Contingency	50	0	
		50	0	50
<b>2019/20</b>	Family Fun Day Contingency	100 50		
		<b>150</b>		
<b>Other</b>				
2018/19	Contingency provision	637	0	637
<b>2019/20</b>	Contingency provision	500		
	2018/19 Sub Totals	6,705	-874	5,831
	2018/19 Income - grants			
	Transparency Code Grant - Scanning Equipment		117	
	Picnic Profit - Floral Planters		1,200	
	Picnic Profit - Notice Board		750	
	2018/19 Expenditure Projection and Savings Totals	6,705	1,193	
	2019/20 Draft Budget Expenditure Total	7,636		
	Less Grants:	0		
	Gross Precept Requirement 2019/20	7,636		

# GREAT WARFORD PARISH COUNCIL

## AGENDA

### GREAT WARFORD PARISH COUNCIL DRAFT BUDGET ANALYSIS 2018/19 and 2019/20

#### Analysis of funds

01/04/18	Balance brought forward	8,885.48	
	Plus receipts (actual)	7,839.84	
	Less payments (actual)	-3,721.03	
	Plus receipts (projected)	157.83	
	Less payments (projected)	-5,831.80	
		<hr/>	7,330.32
	Less Earmarked Reserves:		
	Telephone Kiosk Deposit	-200.00	
	Village Picnic Fund	-641.91	
	Village Picnic Fund (Floral Planters)	-1,200.00	
	Village Picnic Fund (Notice Board)	-750.00	
	Transparency Code Grant - Clerk Training	-200.00	
	Democratic Services Fund	-1,000.00	
		<hr/>	-3,991.91
31/03/19	General funds carried forward		<hr/> <hr/>
			3,338.41

#### Tax Base 2019/20 (Band D) and Precept impact on Property Bands

2018/19				2019/20			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		9.93	A	6/9		11.49
B	7/9		11.58	B	7/9		13.41
C	8/9		13.24	C	8/9		15.33
D	9/9	453.23	14.89	D	9/9	442.87	17.24
E	11/9		18.20	E	11/9		21.07
F	13/9		21.51	F	13/9		24.91
G	15/9		24.82	G	15/9		28.74
H	18/9		29.79	H	18/9		34.48
	Precept	£6,750			Precept	£7,636	

#### APPENDIX C

#### CORRESPONDENCE

##### Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin - 13, 20, 27 September 2018; 4, 11, 18, 25 October 2018; 1, 9 November 2018.
- 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.
- Relaunch of ChALC website.
- Invitation for Chairman to attend afternoon tea with Cheshire East Council Mayor.

##### Cheshire East Council

- Traffic Management LAP Reports - 13, 20 September 2018; 12, 18, 25 October 2018; 1, 8 November 2018.
- Connected Communities Newsletter - September/October 2018; Call for articles November/December 2018.
- Neighbourhood Planning Fortnightly Update - 21 September 2018; 5, October 2018.
- Spatial Planning Update - September 2018.
- Invitation to submit filming venues.
- Local Plan Engagement.
- 'Connected to people' - Integration Strategy Conference - 24<sup>th</sup> September 2018.



# GREAT WARFORD PARISH COUNCIL

## AGENDA

- Local Information - Congleton / Holmes Chapel.
- Local Information - Congleton / Macclesfield.
- New Homes Bonus Presentation Information.
- Local Information - Holmes Chapel / Sandbach / Congleton.
- Cheshire East Remembrance Event at Tatton Park.
- Knutsford Regulation 16 Neighbourhood Plan Consultation - 12/10/18 - 23/11/18.
- Congleton Regulation 16 Neighbourhood Plan Consultation - 12/10/18 - 23/11/18.
- HS2 Information events.
- Alsager neighbourhood area modification consultation - 16/10/18 - 27/11/18.
- Middlewich Regulation 16 Neighbourhood Plan Consultation - 19/10/18 - 30/11/18.
- Cheshire East Council Pre-Budget Consultation 2019-22 - Press Release.
- Mayor's Charity Ball - 24/11/18.
- New Homes Bonus - Update on Funding Scheme.
- New Homes Bonus Community Fund now open for applications.
- Notification of provisional tax base and precept arrangements 2019/20.
- Crewe Hub Station Area Action Plan: Issues Consultation. (Closes 05/12/18)
- **Other Correspondence**
- Cheshire Police - 19/10/18 - Stakeholder Bulletin; 24/10/18 - Warning after distraction thieves target shop workers; 26/10/18 - Stakeholder Bulletin; 30/10/18 - Cheshire Neighbourhood Watch Association AGM - 7<sup>th</sup> November, 2018.
- Manchester Airport - 02/10/18 - Outreach Event dates; 31/10/18 - Community Newsletter.
- Community & Voluntary Services - 17/09/18 - e-Bulletin; 29/09/18 - Spotlight e-Bulletin; 12/10/18 - e-Bulletin; 26/10/18 - e-Bulletin; 05/11/18 - GRIPP Digital Spotlight Seminar Series; 09/11/18 - e-Bulletin.
- Information Commissioner's Office - Newsletter - October 2018; November 2018.
- Age UK - Newsletter - September 2018; October 2018.
- Royal Mail - Scam Mail information.
- Nantwich Town Council - Modern Slavery Awareness Event.
- Cheshire East Resident - Independent Group call for change at Cheshire East Council.
- Minshull Vernon & District Parish Council - Vacancy for a Clerk.
- Chelford Parish Council - Neighbourhood Plan Regulation 14 Consultation. (Closes 11/12/18)
- NatWest Bank plc - Tips to boost your business.
- Zurich Insurance - Advice re: Trees Liabilities and Cemetery / Memorial Management.

## APPENDIX D

### 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).	
18/2705M (04/06/18)	Springfield Farm, Warford Lane, Great Warford. WA16 7AY	Erection of new agricultural storage shed.	19/10/18 - 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.	
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.	05/11/18 - Approved with Conditions.

### NEW PLANNING APPLICATION

Application Reference	Location	Proposed Development	Comments Deadline
18/5602M (12/11/18)	Sandpit Farm, Chelford Road, Great Warford. SK9 7TL	Erection of agricultural building and the extension of the existing farm track and hardstanding to provide access.	05/12/18