

# GREAT WARFORD PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

WEDNESDAY 16<sup>TH</sup> JANUARY, 2019 at 7:30p.m.

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

PRESENT - Councillors: B. Thompson (Chairman), L. Roberts, D. Allman, M. Read, L. Murray-Curtis, G. Tuke.  
Members of the Public (1).

Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

### 1. APOLOGIES FOR ABSENCE - Councillor P. Halman - Personal commitment.

PCSO E. Darroch - Knutsford Rural Policing Team.

#### 01/19 RESOLVED a) To receive and approve the apologies for absence as listed above.

Proposed Councillor G. Tuke

Seconded: Councillor D. Allman

All in favour

### 2. DECLARATIONS OF INTEREST - Councillor M. Read - Item 8(i) - Relative of Planning Applicant:

18/6245M

### 3. MINUTES -

- i) The Minutes of the Parish Council Meeting held 21<sup>st</sup> November, 2018 had been previously circulated to all Members.

#### 02/19 RESOLVED a) That the Minutes of the Parish Council Meeting held 21<sup>st</sup> November, 2018 be confirmed as a correct record and signed by the Chairman.

Proposed Councillor D. Allman

Seconded: Councillor G. Tuke

All in favour

### 4. PUBLIC FORUM FOR QUESTIONS -

Councillor L. Roberts reported that she had obtained quotes for taxi journeys to Manchester Airport which appeared to be less than those received when the new drop-off arrangements were first introduced.

Councillor D. Allman reported that the newsletters had been delivered to properties within the Parish.

A resident had attended to provide an update on preparations for the Fun Day. There had been significant activity since the last update to the Parish Council. The three committees had made progress in planning the event which it is hoped will attract a significant number of attendees. Confirmation had been received that the event can take place on the Mary Dendy Playing Field and arrangements were in hand for activities and attractions. A website will be set up to support marketing of the event and further information will be available as further details are finalised.

A resident reported that the Great Warford Residents Group is planning to set up a litter picking group.

7:55p.m. - One resident excused themselves from the meeting and left.

### 5. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) **Knutsford Rural Policing Team** - No Members of the Policing Team were present at the meeting. The Clerk reported that an officer is expected at a future meeting following representations which were made to the Police Inspector.
- ii) **Cheshire East Ward Member Cllr. J. Macrae** - Borough Councillor J. Macrae was not present at the meeting to report.

### 6. FINANCE -

#### i) Financial Statement 2018/19 as at 16<sup>th</sup> January, 2019. (Appendix A)

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

#### ii) To ratify the following payment - the Chairman outlined the basis of the following payment:

a) Cheque No. 100507 K. Hall & Sons £74.68 Installation of Christmas Lights.

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

a) Direct Debit E-ON £8.06 Electricity Charges - Nov. 2018.

b) Direct Debit E-ON £8.34 Electricity Charges - Dec. 2018.

c) Cheque No. 100508 Great Warford Baptist Chapel £20.00 Room Hire: 16/01/19.

d) Cheque No. 100509 E. M. Maddock £445.74 Salary: 01/12/18 - 31/01/19 & Newsletter printing expenses.

e) Cheque No. 100510 H.M. Revenue & Customs £100.80 Employee Income Tax.

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

a) Barclays Bank plc £2.41 Gross Interest: 03/09/18 - 02/12/18.

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- 03/19 RESOLVED a) That the Statement of Account, as at 16<sup>th</sup> January, 2019 be received and the Clerk's observations duly noted.  
b) That the schedule of 6 payments be approved and duly authorised.  
c) That the report on receipts since the last meeting be received and duly noted.

Proposed Councillor M. Read                      Seconded: Councillor L. Roberts                      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) **Manchester Airport - Concert tickets available.**

**DECISION a) That the the Clerk request tickets for the performance on 8<sup>th</sup> July, 2019.**

b) **That the performance tickets be donated to the Fun Day as a prize.**

b) **E-ON - Notification of increase in electricity charges from 21/01/19.**

**DECISION a) That the above information be received and duly noted.**

c) **ChALC - Notification of revised Salary Scales for 2019/20.**

The Clerk reported that the new salary scales had now been issued and the impact had been included within the approved budget.

- 04/19 RESOLVED a) That the revised NJC 2019/20 salary scales be received and adopted.

Proposed Councillor G. Tuke                      Seconded: Councillor M. Read                      All in favour

d) **Cheshire East Council - Invitation to Town & Parish Council Conference - 29/01/19.**

**DECISION a) That Councillors B. Thompson and D. Allman represent the Parish Council at the above event.**

- 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) **18/6016M** - Members did not raise any comments in respect of this application.

**18/6245M** - Members did not raise any comments in respect of this application.

- ii) **Neighbourhood Plan** - No feedback from residents had been received following the distribution of the newsletter.

## 9. HIGHWAY MAINTENANCE AND ENHANCEMENTS -

- i) **Highway defects and repairs** - It was reported that the white lining at the junction of Merrymans Lane and Warford Hall Drive was still awaiting a road closure to be approved prior to work being undertaken. The deteriorating highway surface condition along Mill Lane had been re-reported to Cheshire East Council. A reminder had also been issued in respect of the repair required to the Parish boundary sign on Chelford Road.

**DECISION a) That the Clerk continue to follow up outstanding highways issues.**

- ii) **Highway defects for attention** - It was reported that there are several hedges within the Parish which now appear to be encroaching into the highway. It was also reported that development at a property near to the Parish boundary appeared to be encroaching onto the highway verge.

**DECISION a) That the Clerk report the overgrown hedges and verge encroachment to Cheshire East Council.**

- iii) **Grass Cutting at Noon Sun Corner** - The Clerk reported that the Senior Highways Officer had refused the request for the Parish Council to arrange grass cutting at Noon Sun Corner.

**DECISION a) That the Clerk advise the proposed contractor of the decision of Cheshire East Council.**

b) **That no further action be taken in respect of this item.**

- iv) **Land at Lindow End** - The Clerk reported that the Parish Council does not lease the land. The existing maintenance licence only permits the cutting of grass, therefore, the introduction of additional features is not permitted.

**DECISION a) That no further action be taken in respect of this item.**

- v) **Parish Speed Limit Review** - The Clerk reported that, following liaison with the Police, it appeared that speed limit reviews were usually only undertaken where there was evidence of incidents taking place. Evidence can be collated by reporting highway incidents to the Police using the 101 telephone service. This evidence is also used by the Police to direct the deployment of resources.

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## 10. COMMUNITY -

- i) **Mary Dendy Playing Field** - Councillor B. Thompson reported that the dumped wheels are still present at the site despite reports being made to Cheshire East Council of the fly tipping incident.

**DECISION a) That the Clerk continue to pursue the removal of the wheels from the Mary Dendy Playing Field.**

- ii) **Parish Speed Watch** - The Clerk reported that she was presently progressing this issue with the Police and that further information should be available in the near future to support the activities of the speed watch group.

- iii) **Family Fun Day** - The Family Fun Day had been discussed at Item 4.

## 11. ASSETS -

- i) **Floral Display Planters** - The Clerk reported that the planter supplier had advised that the planters should be ready shortly, therefore, two replacement planters would be purchased and delivered in early spring.

- ii) **Asset Risk Assessment** - The Clerk reported that it was necessary for the asset risk assessment to be updated.

**05/19 RESOLVED a) That Councillor P. Halman be asked to update the asset risk assessment document.**

Proposed Councillor G. Tuke

Seconded: Councillor M. Read

All in favour

## 12. INFORMATION HANDLING POLICIES -

- i) **Personal Data Audit Questionnaires** - No Personal Data Audit Questionnaires were submitted to the Clerk.

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

## 14. DATE OF NEXT MEETING - Wednesday 20<sup>th</sup> March, 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.**

**06/19 RESOLVED a) That the Public and Press be excluded from the remainder of the Meeting on the grounds that the following item of business could involve the likely disclose of exempt information.**

Proposed Councillor B. Thompson

Seconded: Councillor M. Read

All in favour

## 15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

- i) **Clerk & Responsible Financial Officer - Annual Salary Review.**

**07/19 RESOLVED a) That the Clerk be moved to LC1 SCP 25 with effect from 1<sup>st</sup> January, 2019.**

Proposed Councillor B. Thompson

Seconded: Councillor G. Tuke

All in favour

The Meeting was declared closed by the Chairman at 8:45p.m.

Signed: .....

Approval Date - 20<sup>th</sup> March, 2019

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APPENDIX A

Financial Statement - 2018/19					
as at 16 January 2019					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Nov. 18 £.	Agenda Jan. 19 £.	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	4.81	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		158.61
<b>8,078.43</b>	<b>Total Receipts</b>	<b>9,395.00</b>	<b>7,839.84</b>	<b>2.41</b>	<b>158.61</b>
<b>Payments</b>					
3,225.81	Salary (Clerk)	3,000.00	2,018.16	504.54	477.30
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	61.53	15.62	142.85
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	80.00	20.00	100.00
144.67	Christmas Tree & Lighting	180.00	105.69	74.68	-0.37
300.00	Parish Maintenance	800.00	61.01		738.99
1,264.18	Asset Purchase	2,400.00	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	42.00	595.50
490.03	V.A.T.		157.83	0.78	
<b>8,170.32</b>	<b>Total Payments</b>	<b>9,395.00</b>	<b>3,721.03</b>	<b>657.62</b>	<b>5,174.96</b>

Cash/Bank Reconciliation	01/04/18	21/11/18	16/01/19	31/03/19
Balance B/Fwd.	8,885.48	8,885.48	13,004.29	12,349.08
Add Total Receipts	0.00	7,839.84	2.41	158.61
Less Total Payments	0.00	-3,721.03	-657.62	-5,174.96
<b>Balance C/Fwd.</b>	<b>8,885.48</b>	<b>13,004.29</b>	<b>12,349.08</b>	<b>7,332.73</b>
<b>Cumulative Balances</b>				
	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/18</b>	<b>21/11/18</b>	<b>16/01/19</b>	<b>31/03/19</b>
General Funds	4,793.57	8,912.38	8,357.17	3,340.82
Earmarked Reserves	4,091.91	4,091.91	3,991.91	3,991.91
	<b>8,885.48</b>	<b>13,004.29</b>	<b>12,349.08</b>	<b>7,332.73</b>

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## CASH/BANK RECONCILIATION AS AT - 16 January 2019

### CASH

Balance Brought Forward 01/04/18	
Community Account	4,063.31
Business Premium Account	4,822.17
Plus Receipts	7,842.25
	<u>16,727.73</u>
Less Payments	4,378.65
Balance Carried Forward 16/01/19	<u><u>12,349.08</u></u>

### BANK (Barclays)

<b>Business Premium Account</b>	4,829.39	03/12/18
Add income/transfer received since above Statement	<u>0.00</u>	
Less unrepresented cheques	<u>0.00</u>	
	<u>0.00</u>	4,829.39 16/01/19
<b>Community Account</b>	8,122.63	07/12/18
Add income received since above Statement	<u>0.00</u>	
Less unrepresented cheques/ Transfer		
Approved	-20.00	
For Approval	-657.62	
Less Payment already made	<u>74.68</u>	
	<u>-602.94</u>	7,519.69 16/01/19
<b>Total Bank Balances 16/01/19</b>	<u><u>12,349.08</u></u>	

APPENDIX B

### CORRESPONDENCE

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

- ChALC Weekly Bulletin - 15, 19 (reissue); 22, 29 November 2018; 6, 13, 20 December 2018.
- Invitation to Police & Crime Commissioner Meeting - 19<sup>th</sup> December, 2018.
- Temporary Clerk Position.

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- Christmas e-Card from the Mayor of Cheshire East Council.
- Royal Garden Party 2019.

## Cheshire East Council

- Traffic Management LAP Reports - 15, 22, 29 November 2018; 6, 13, 20 December 2018; 3 January 2019.
- Connected Communities Newsletter - December 2018.
- Spatial Planning Update - November 2018.
- Sky TV looking for closed civic buildings for filming.
- Review of s106 legal agreement with Manchester Airport.
- Local Information - Congleton.
- Waste collection service reorganisation consultation. (Closes 07/01/19)
- Changes to administration within Partnerships and Communities Team.
- Local Information - Cheshire East Council Consultations.
- Holocaust Memorial Service - 25<sup>th</sup> January, 2019.
- Examiner's report on the draft Cheshire East Council Community Infrastructure Levy Charging Schedule.
- **Other Correspondence**
- Cheshire Police - 03/01/19 - Stakeholder Bulletin.
- Manchester Airport - 18/12/18 - Seasons Greetings.
- Community & Voluntary Services - 13/11/18 - GRIPP Digital Spotlight Seminar Series; 23/11/18 - e-Bulletin; 03/12/18 - GRIPP Digital Seminar - Resources; 17/12/18 - e-Bulletin; 03/01/19 - Training News.
- Information Commissioner's Office - Newsletter - December 2018.
- Age UK - Newsletter - November 2018.
- Zurich Insurance - Notification of data breach.
- East Cheshire Hospice - Christmas Tree Collection Service.
- Alderley Edge Parish Council - Neighbourhood Plan update.
- Town & Parish Council Websites - Newsletter.
- Civic Voice - Building Better Commission Review.
- United Utilities - Heard of our Priority Services Register?

## 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).	
18/3988M (12/08/18)	Antrobus New Hall Farm, Faulkners Lane, Mobberley, Cheshire. WA16 7AL	Alterations to vehicular and pedestrian entrance along with landscaping works.	
18/5602M (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.	
18/5886M (30/11/18)	6 Coniston Close, Great Warford. SK9 7WD	To replace existing concrete block paving driveway and paved pathways at front of property with new natural sandstone paved driveway. Install linear drainage across front of garage to access existing adjacent rainwater drain.	

### NEW PLANNING APPLICATIONS

Application Reference	Location	Proposed Development	Comments Deadline
18/6016M (20/12/18)	Land off Noahs Ark Lane, Great Warford.	Proposed dwelling for farm worker.	23/01/19
18/6245M (20/12/18)	Land off Ancoats Lane, Mobberley.	Outline application for permanent agricultural workers dwelling.	23/01/19