

# OVER ALDERLEY PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

TUESDAY 7<sup>TH</sup> JULY, 2020 at 7:45p.m.

Meeting held remotely via Skype due to restrictions associated with Covid-19.

PRESENT - Councillors: D. Burns (Chairman), S. Pett, I. Beaumont, J. Wilson.  
Members of the Public (0).  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor S. Clarke - On holiday.  
Cheshire East Borough Councillor P. Findlow.  
**21/20 RESOLVED a) That the apologies for absence, as listed above, be received and approved.**  
Proposed Councillor D. Burns                      Seconded: Councillor I. Beaumont                      All in favour
2. **DECLARATIONS OF INTEREST** - None.
3. **PUBLIC FORUM FOR QUESTIONS** -  
No questions had been received from or were presented by members of the public.
4. **REPORTS FROM EXTERNAL ORGANISATIONS** -
  - i) **Cheshire East Ward Member Cllr. P. Findlow** - Borough Councillor P. Findlow was not present at the meeting.
  - ii) **Alderley Edge and Prestbury Wards Policing Team** - A written report had been received which identified the following incidents within the Parish during June, 2020: theft of flagstones from Oak Road; report of speeding on Macclesfield Road and two reports of suspicious activity on Macclesfield Road. It was also noted that a new PCSO had been assigned to the Ward.
5. **AUDIT OF ACCOUNTS 2019/20** -
  - i) **Internal Audit 2019/20** -
    - a) **Internal Audit Report 2019/20 and Action Plan** - The Internal Audit Report 2019/20 and Action Plan had been previously circulated to all Members. Members noted the content of the report and the recommended actions. It was noted that the 2019/20 Risk Assessment had been approved at the last meeting.
    - b) **Internal Audit Report 2019/20** - The Internal Audit Report 2019/20, as contained within the Annual Governance and Accountability Return, had been previously circulated to all Members. Members noted the content of the report.
  - 22/20 RESOLVED a) To receive and note the Internal Audit Report 2019/20 and Action Plan. (Appendix A)**  
b) **To receive and note the Internal Audit Report 2019/20 contained in the Annual Governance and Accountability Return.**  
Proposed Councillor D. Burns                      Seconded: Councillor I. Beaumont                      All in favour
  - ii) **To consider and approve the signing of the Annual Governance Statement 2019/20 (Section 1 of the Annual Governance and Accountability Return)** - Members considered the Annual Governance Statement 2019/20 and unanimously agreed that 'yes' be recorded by items 1-8 and 'n/a' be recorded in respect of item 9 (Trust Funds).
- 23/20 RESOLVED a) That the Annual Governance Statement (Section 1 of the Annual Return) record a 'yes' in respect of items 1 - 8 and a 'n/a' in respect of item 9.**  
b) **That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return 2019/20.**  
Proposed Councillor S. Pett                      Seconded: Councillor I. Beaumont                      All in favour
- iii) **To approve and adopt the 2019/20 Final Accounts and Supporting Notes** - The Chairman presented the Final Accounts 2019/20 and Supporting Notes to the Council.
- 24/20 RESOLVED a) The Final Accounts and Supporting Notes for the financial year ended 31<sup>st</sup> March, 2020 be duly approved and adopted. (Appendix B)**  
Proposed Councillor D. Burns                      Seconded: Councillor J. Wilson                      All in favour
- iv) **To approve the signing of the Accounting Statements 2019/20 (Section 2 of the Annual Governance and Accountability Return)** - The Chairman presented the Accounting Statements 2019/20 to the Council.
- 25/20 RESOLVED a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 2 of the Annual Governance and Accountability Return 2019/20.**

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Proposed Councillor I. Beaumont      Seconded: Councillor S. Pett      All in favour

- v) **To approve the signing of the Certificate of Exemption from Limited Assurance Review contained within Part 2 of the Annual Governance and Accountability Return for submission to the External Auditors -**

**26/20 RESOLVED a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the Certificate of Exemption from Limited Assurance Review contained within Part 2 of the Annual Governance and Accountability Return.**

Proposed Councillor S. Pett      Seconded: Councillor J. Wilson      All in favour

## 6. PLANNING DECISIONS -

- i) Members noted the planning decisions which had been issued by Cheshire East Council in respect of development within the Parish. (Appendix C)

## 7. PLANNING APPLICATIONS -

- i) **18/4728M & 18/4729M** - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB (Amended application) Restoration and refurbishment of listed building, demolition of brick lean-to and steel portal frame building, with extension and conversion of listed building to residential dwelling as enabling works (resubmission of application reference 18/0831M).

**27/20 RESOLVED a) Objection - Over Alderley Parish Council makes the following comments in respect of the amendments to the above planning application:**

**1. That the Parish Council remains of the same opinion as previously, i.e. The Parish Council is mindful of the importance of the existing listed building status, therefore, raise doubt as to whether the proposed development is of sufficient design quality to successfully complement the existing historic context.**

**2. It is recognised that the design has been amended using arguably more sympathetic forms. However, given that the proposed development must be considered within the context of its potential to harm the Listed Building, it is not considered that the proposed scheme will deliver the necessary quality, distinctiveness and character to avoid harming the heritage asset and setting.**

**3. The Parish Council does wish to see the heritage asset brought back into active use and would like to request that the scheme be submitted for an independent design review.**

Proposed Councillor J. Wilson      Seconded: Councillor I. Beaumont      All in favour

- ii) **20/2308M** - Broad Heath Farm, Slade Lane, Over Alderley. SK10 4SF  
Change of use for conversion of an existing outbuilding to provide accommodation (ancillary to the house) for a dependent relative.

**28/20 RESOLVED a) No comment.**

Proposed Councillor I. Beaumont      Seconded: Councillor D. Burns      All in favour

- iii) **20/2375M** - Trugs Farm House, Macclesfield Road, Over Alderley. SK10 4SW  
Removal of existing porch and erection of replacement gabled porch; erection of two-storey rear extension; modifications to windows and insertion of 3 rooflights; internal modifications.

**29/20 RESOLVED a) No comment.**

Proposed Councillor S. Pett      Seconded: Councillor J. Wilson      All in favour

- iv) **20/2490M** - Lothlorien, Macclesfield Road, Over Alderley. SK10 4SW  
Replacement conservatory structure.

**30/20 RESOLVED a) No comment.**

Proposed Councillor I. Beaumont      Seconded: Councillor D. Burns      All in favour

- v) **20/2522M** - The Old Vicarage, Birtles Lane, Over Alderley, Cheshire. SK10 4RX  
Change of use of land to domestic garden and erection of detached oak framed incidental annexe outbuilding.

**31/20 RESOLVED a) Objection - Over Alderley Parish Council objects to the above proposal on the following grounds:**

**1. The proposed change of use of land, which will result in the loss of agricultural land, is not considered acceptable, particularly when the site is located within the Green Belt and forms part of an Area of Special County Value.**

**2. The proposed change of use and new building are considered to have an unacceptable negative impact on the adjacent Grade II\* Listed St. Catherine's Church. The proposed change of use of land from agricultural land to domestic**

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garden will detrimentally affect the amenity and setting of the church and churchyard which is an important local facility. The proposed planting scheme will detrimentally affect the public value of views from and to the churchyard, it will adversely impact on the overall setting of the Grade II\* Listed building and the overall openness of the Birtles Parkland area.

3. The proposed positioning of the annexe building is considered to be detrimental to the setting of the Grade II\* Listed St. Catherine's Church and to the enjoyment of open views from the surrounding public rights of way. The building appears to be positioned such that it would not be visible when looking out from the applicants main dwelling; therefore, the visual impact of the proposed building is borne by the public using the open countryside. This is not considered acceptable nor sympathetic to the value of the green belt asset nor the historical value of the church.

4. It is considered that there is ample land within the existing domestic curtilage of The Old Vicarage to accommodate a sympathetically considered additional outbuilding, therefore, the change of use of land is not necessary.

5. It is considered that the proposed change of use of land or erection of detached annexe building is inappropriate within the Green Belt setting.

Proposed Councillor I. Beaumont      Seconded: Councillor S. Pett      All in favour

- vi) **20/2548M** - Birtles Farm, Farmhouse, Hocker Lane, Over Alderley. SK10 4SB  
Detached car port / garage and home office.

**32/20 RESOLVED a) Objection - Over Alderley Parish Council objects to the above proposal on the following grounds:**

1. The car port does not appear to meet the standard dimension requirements for car parking spaces or even provide sufficient space to accommodate a modern car, therefore, it is difficult to conceive that the proposed development would be used for the intended purpose. Furthermore, the inclusion of the spiral staircase access to the first floor within the car port space provides further impediment to use of this space as a car port.

2. The proposed office (proposed dimensions: 2.5m x 5.1m) at the first floor level appears to be detached from the main part of the dwelling (unlike the ground floor car port section). Concern is raised regarding the how this 'gap' area will be maintained in the future.

Proposed Councillor I. Beaumont      Seconded: Councillor J. Wilson      All in favour

## 8. NEIGHBOURHOOD PLAN -

- i) **To consider the merits of preparing a Neighbourhood Plan for the parish of Over Alderley** - Members expressed interest to explore whether the development of a Neighbourhood Plan could benefit Over Alderley Parish.

**DECISION a) That the Clerk arrange for a Neighbourhood Planning Officer to attend a future meeting of the Parish Council to discuss the merits of developing a Neighbourhood Plan.**

## 9. HIGHWAY MATTERS -

- i) **Bridleway along Hocker Lane** - It was reported that residents along Hocker Lane are concerned about the speed at which traffic is travelling along the bridleway. There is local interest to install signage to alert drivers to the bridleway.

**DECISION a) That the Clerk make enquiries to Cheshire East Council regarding possible options available to address this issue.**

- ii) **Highway matters for attention from Members** - It was reported that the hedge near to Baguley Farm is growing out into the highway.

**DECISION a) That the Clerk report the above issue to Cheshire East Council.**

## 10. CONSULTATIONS FOR CONSIDERATION -

- i) Cheshire East Council - Vulnerable and Older Persons' Housing Strategy consultation. (Closes 13/07/20)

**DECISION a) That no response be submitted to the above consultation.**

- ii) Cheshire East Council - Dog Fouling and Dog Control borough wide Public Space Protection Order (PSPO) - proposed extension. (Closes 10/08/20)

**DECISION a) That no response be submitted to the above consultation.**

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iii) Local Government Association Consultation - Draft Model Code of Conduct for Members. (Closes 17/08/20)

**DECISION a) That no response be submitted to the above consultation.**

**11. COMMUNITY GOVERNANCE REVIEW -**

i) Members considered several points relating to the review (including position of Parish boundary and name of Parish Council).

**DECISION a) That further consideration be given to the above matters at a future meeting.**

**b) That the Clerk circulate a map of the Parish showing the Parish boundary to all Members for consideration.**

8:43p.m. - Councillor S. Pett excused herself from the meeting and left.

**12. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -**

i) Re-surfacing of Reading Room car park.

**13. DATE OF NEXT MEETING -** To be determined based upon receipt of planning applications or other business requiring urgent attention.

The Meeting was declared closed by the Chairman at 8:47p.m.

Signed: .....

Approval Date - 15<sup>th</sup> March, 2021

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APPENDIX A

## INTERNAL AUDIT REPORT OVER ALDERLEY PARISH COUNCIL 2019/20

The internal audit of Over Alderley Parish Council was carried out by undertaking the following tests as specified in the Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

### Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

**JDH Business Services Limited**

### 2019/20 Action Plan

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The risk assessment was reviewed and updated during the financial year. However, it was not approved by full council in the programmed March 2020 meeting as it had to be cancelled due to the global pandemic.	<i>The council should approve the annual risk assessment at the next available meeting.</i>	
2	The Financial Regulations are dated 2006 and the Standing Orders are also outdated. NALC have issued updated model Financial Regulations and Standing Orders that take account of the latest developments in governance and internal controls.	<i>The council should consider adopting the latest NALC model Standing Orders and Financial Regulations aligned to the council scope and activity.</i>	

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APPENDIX B

## OVER ALDERLEY PARISH COUNCIL

### Summary Receipts & Payments Account for the year ended 31st March, 2020

2018/19 £.	<u>Receipts</u>	2019/20 £.
3,150.00	Precept	3,295.00
3.08	Investment Interest	5.02
0.00	Sale of assets	0.00
0.00	Grants & Donations	0.00
166.46	Allotment Rental	184.05
33.71	V.A.T. Refund	50.65
<u>3,353.25</u>	Total Receipts	<u>3,534.72</u>
	<u>Payments</u>	
908.16	Salary (Clerk)	928.98
0.00	National Insurance (Employer)	0.00
128.70	Allowances (Clerk)	138.60
0.00	Member Allowances	0.00
25.94	Administration	20.99
99.00	Audit Fees (internal & external)	102.00
257.60	Insurance	257.60
1,000.00	Grant - Over Alderley & Birtles Reading Room	1,000.00
0.00	S.137 Donations	0.00
118.42	Allotments - Water Charges	53.15
126.08	Subscriptions / Affiliation Fees	130.40
90.00	Room Hire	90.00
0.00	Notice Board Maintenance	46.08
34.20	Contingency	1,044.00
50.65	V.A.T.	128.24
<u>2,838.75</u>	Total Payments	<u>3,940.04</u>
	-----	
3,986.01	Balance B/Fwd. 01/04/19	4,500.51
3,353.25	Add Total Receipts	3,534.72
-2,838.75	Less Total Payments	-3,940.04
<u>4,500.51</u>	Balance C/Fwd. 31/03/20	<u>4,095.19</u>
	<u>Analysis of Cumulative Funds</u>	
2,485.14	NatWest Business Reserve Account	2,490.16
2,015.37	NatWest Bank Current Account	1,605.03
<u>4,500.51</u>	Total	<u>4,095.19</u>
	<u>Above Funds held for the following purposes:-</u>	
3,500.51	General Funds	2,595.19
1,000.00	Earmarked Reserves	1,500.00
0.00	Capital Reserves	0.00
<u>4,500.51</u>		<u>4,095.19</u>

The above Statement represents fairly the financial position of the Over Alderley Parish Council as at 31st March, 2020 and reflects its receipts and payments during the year.

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## OVER ALDERLEY PARISH COUNCIL SUPPORTING NOTES 2019/20

### Assets

During the year the following assets were purchased at the cost shown:-

Notice Board	£46.08
	<u>£46.08</u>

During the year the following assets were disposed of for the amount shown:-

Notice Board	£0.00
	<u>£0.00</u>

At the 31st March, 2020 the following assets were held:-

Parish Boundary Signs (2)	£324.00
Notice Boards (2)	£544.00
Wooden Seat	£382.00
Laptop Computer	£299.17
Printer / Scanner	£69.99
Red Telephone Kiosk	£1.00
Notice Board (1)	£46.08
	<u>£1,666.24</u>

### Leases

At the year end the following leases were in operation:-

125 year lease of Ashbrook Road Allotments, Over Alderley

### Borrowings

As at close of business on 31st March, 2020 the following loans to the Council were outstanding:- None

### Debts

At the year end the following debts were outstanding and due to the Council:-

VAT reclaim	£128.24
	<u>£128.24</u>

### Capital Reserves

None

### Earmarked Reserves

Asset Maintenance Fund	£1,500.00
	<u>£1,500.00</u>

### Tenancies

During the year the following tenancies were held:- None

### Section 137 Payments

The limit for spending under Sect. 137 of the Local Government Act 1972 for this Council in the year of account was £2,094.96 and payments made were:- None.

### Agency Work

During the year the Council undertook the following agency work on behalf of other local authorities:- None

### Advertising and Publicity

The following costs for advertising and publicity were incurred during the year:- None

### Contingent Liabilities

None

### Pensions

For the year of account the Council made no contribution to staff pensions.

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## APPENDIX C

### OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
16/1420M (23/03/16)	Garage site at eastern end of Ashbrook Road, Over Alderley.	Demolition of existing garages and construction of 5 no. 2 bed 4 person houses within curtilage parking and additional parking for use by visitors.	06/10/17 - Recommendation of approval subject to legal agreement and conditions.
17/0530M (07/02/17)	Alderley Park, Congleton Road, Nether Alderley. SK10 4TJ	Reserved matters application for demolition of existing waste transfer station and redevelopment for a Full-Sized Sports Pitch (Use Class D2) including ground engineering works, erection of site boundaries and landscaping.	06/04/20 - Withdrawn.
18/0868M (28/02/18)	Land to north and south of Lower Courtyard Buildings, Alderley Park, Congleton Road, Nether Alderley. SK10 4TF	Application for approval of reserved matters (access, appearance, landscaping, layout and scale) (following the grant of planning permission reference 15/5401M) to secure approval for different house types to the south of the lower courtyard buildings without podium car parking and for alternative car parking layout to land north of the lower courtyard buildings.	01/05/20 - Approved with Conditions.
18/2585M (30/05/18)	Land South of Dunge Farm, Macclesfield Road, Over Alderley. SK10 4SN	Proposed erection of agricultural building and track, alteration of site levels (part retrospective) and associated landscaping works.	Currently scheduled for Strategic Planning Board.
18/4728M 18/4729M (25/09/18)	Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB	Restoration and refurbishment of listed building, demolition of brick lean-to and steel portal frame building, with extension and conversion of listed building to residential dwelling as enabling works (resubmission of application reference 18/0831M).	10/06/20 - Amended plans submitted.
19/2200M (14/05/19)	Alderley House and Car Park Sites, Alderley Park, Congleton Road, Nether Alderley. SK10 4TF	Reserved matters application including details of access, layout, landscaping, appearance and scale for a residential development comprising 12 new dwellings, new internal roads, boundary treatments and associated landscaping and infrastructure.	19/02/20 - Refused.
19/2428M (12/06/19)	Higher Park Farm, Birtles Lane, Over Alderley. SK10 4RX	Conversion of existing barn to form new dwelling.	10/03/20 - Approved with Conditions.
19/3286M (12/08/19)	Heatherley Woods, Alderley Park, Congleton Road, Nether Alderley.	Outline application with all matters reserved except for access for a residential development of up to 25 dwellings with associated landscaping and infrastructure.	
19/4280M (19/09/19)	Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB	Engineering works, change in levels of land and removal of hedgerow.	21/01/20 - Approved with Conditions.
19/4757M (25/10/19)	Cobbles End, Hocker Lane, Over Alderley. SK10 4SD	Demolish a conservatory and two detached double garages, construct a garden room extension and a triple garage with room above.	19/03/20 - Approved with Conditions.
19/4899M 19/4900M (28/10/19)	Hare Hill Hall, Prestbury Road, Over Alderley. SK10 4PY	Proposed stables, menage and gazebo.	17/01/20 - Approved with Conditions.
19/5614M (22/12/19)	Windmill Farm, Wrigley Lane, Over Alderley. SK10 4SA	First floor extension	27/01/20 - Refused.
20/0439M (31/01/20)	Barn 6, Dunge Farm Macclesfield Road, Over Alderley. SK10 4SN	Variation of condition 2 & 3 (approved plans and materials) on approved application 17/1545M - Front and rear ground floor extensions.	
20/0784M (21/02/20)	Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB	Conservatory, porch and boundary treatment.	01/06/20 - Approved with Conditions.
20/0865M (02/03/20)	Hares Chase, Macclesfield Road, Over Alderley. SK10 4SW	Relocate existing driveway entrance, rebuild section of boundary wall, extend boundary wall and create a new driveway entrance with stone pillars and gates.	
20/1114M (12/03/20)	Broadheath Farm, Macclesfield Road, Over	To extend the existing farmhouse, conversion of the existing barn to provide a second dwelling and erection of	



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Application Reference	Location	Proposed Development	Cheshire East Council Decision
	Alderley. SK10 4SN	a new third dwelling within a courtyard formation following repositioning of the existing northern access and demolition of all other existing buildings and structures.	
20/1256M 20/1257M (18/03/20)	Birtles Farm, Hocker Lane, Over Alderley, Macclesfield. SK10 4SB	Detached garage and home office.	19/06/20 - Approved with Conditions.
20/1574M (15/04/20)	Lower Yew Tree Farm, Birtles Lane, Over Alderley. SK10 4RY	Agricultural determination of extension to existing general purpose building.	12/06/20 - Approval not required (stage 1).
20/1765M	Broad Heath House, Slade Lane, Over Alderley. SK10 4SF	Demolition of existing dwelling and construction of replacement dwelling.	
20/1790M	Cobbles End, Hocker Lane, Over Alderley. SK10 4SD	Certificate of proposed lawful use for detached green oak framed garage with workshop/store behind. Brickwork side extension to the dwelling with flat roof.	24/06/20 - Positive Certificate.