

# OVER ALDERLEY PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

**DATE:** MONDAY 16<sup>TH</sup> MARCH 2020

**TIME:** Immediately following Annual Parish Meeting which commences at 7:45p.m.

**VENUE:** OVER ALDERLEY & BIRTLES READING ROOM, BIRTLES LANE, OVER ALDERLEY.

To Members of Over Alderley 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 items on the agenda.

**3. MINUTES -**

- i) To approve the Minutes of the Parish Council meeting held 20<sup>th</sup> January, 2020 as a correct record and authorise signing by the Chairman.

**4. PUBLIC FORUM FOR QUESTIONS -**

**5. REPORTS FROM EXTERNAL ORGANISATIONS -**

- i) Alderley Edge and Prestbury Wards Policing Team - Report on matters of interest / concern within the Parish.
- ii) Cheshire East Ward Member Cllr. P. Findlow - Report on items of interest to the Parish Council.
- iii) Manchester Airport meeting with representatives of Town & Parish Councils - 10<sup>th</sup> March, 2020. (Clerk)

**6. FINANCE -**

- i) To receive and consider the Financial Statement 2019/20 as at 16<sup>th</sup> March, 2020. (Appendix A)

- ii) To authorise the following payments -

a) Direct Debit	United Utilities	£12.07	Water Charges: 18/10/19 - 21/01/20.
b) Direct Debit	Information Commissioner's Office	£35.00	Data Protection Fee 2020/21.
c) Cheque No. 000297	E. M. Maddock	£907.17	Net salary 2019/20 and Expenses.
d) Cheque No. 000298	H. M. Revenue & Customs	£185.60	Employee Income Tax.
e) Cheque No. 000299	Zurich Municipal	£257.60	Insurance Premium 2020/21.
f) Cheque No. 000300	Over Alderley & Birtles Reading Room	£90.00	Room Hire 2019/20.
g) Cheque No. 000301	Over Alderley & Birtles Reading Room	£1,000.00	Grant towards maintenance work.
h) Cheque No. 000302	Birtles PCC	£600.00	Grant towards production of Monthly Messenger.
i) Cheque No. 000303	Northwich Town Council	£532.80	Clearance of allotment plot.

- iii) To note the following receipts since the last meeting - None.

[Note: awaiting bank statements for confirmation of receipts direct into bank.]

- iv) To consider and approve the Financial Risk Assessment 2019/20. (Appendix B)

**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 - Advance notification of date of Town & Parish Council Conference.
  - b) Manchester Airport - Departure Route Information Sheets.
  - c) Nether Alderley Primary School - Consultation Event for future expansion of school - 27/02/20.
  - d) Peaks & Plains Housing Trust - Update relating to No. 12 Ashbrook Road.
- ii) To note correspondence received since the date of the last ordinary meeting. (Appendix C)

**8. PLANNING -**

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

**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.

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**10. COMMUNITY -**

- i) Over Alderley Primary School Charity.
- ii) Update on Superfast Broadband Provision within Parish.
- iii) Ashbrook Road Allotments.
- iv) Red Telephone Kiosk -
  - a) To receive update on sale of the asset.
  - b) To consider possible uses for the funds arising from the sale of the telephone kiosk.
- v) Alderley Park Liaison Committee - To receive updates from recent meetings.
- vi) Local Parish Cluster Group - To receive updates from recent meetings.
- vii) Parish Council Notice Boards - To receive update on replacement notice board at St. Catherine's Church.

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

- 12. DATE OF NEXT MEETING -** Monday 18<sup>th</sup> May, 2020 at 7:45p.m. at Over Alderley & Birtles Reading Room.  
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 PSLCC,  
Clerk & Responsible Financial Officer.

Dated 11<sup>th</sup> March 2020.

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APPENDIX A

Financial Statement - 2019/20					
as at 16th March, 2020					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to Jan. 20 £.	Agenda Mar. 20 £.	Budget Balance £.
<b>Receipts</b>					
3,150.00	Precept	3,295.00	3,295.00		0.00
0.00	Balances	0.00	0.00		0.00
3.08	Investment Interest	0.00	3.78		0.00
0.00	Sale of Assets	0.00	0.00		0.00
0.00	Grants, Donations & Refunds	0.00	0.00		0.00
166.46	Allotment Fees	0.00	74.59		0.00
33.71	V.A.T. Refund	0.00	50.65		39.44
<b>3,353.25</b>	<b>Total Receipts</b>	<b>3,295.00</b>	<b>3,424.02</b>	<b>0.00</b>	<b>39.44</b>
<b>Payments</b>					
908.16	Salary (Clerk)	930.00	0.00	928.98	1.02
0.00	National Insurance (Employer)	0.00	0.00		0.00
128.70	Allowances (Clerk)	120.00	0.00	138.60	-18.60
0.00	Chairman/Member Allowances	0.00	0.00		0.00
25.94	Administration	50.00	0.00	20.99	29.01
99.00	Audit Fees (internal & external)	110.00	102.00		8.00
257.60	Insurance	300.00	0.00	257.60	42.40
1,000.00	Grant - Over Alderley & Birtles Reading Room	1,000.00	0.00	1,000.00	0.00
0.00	s.137 Donations	200.00	0.00		200.00
118.42	Allotments - Water Charges	145.00	43.09	10.06	91.85
126.08	Subscriptions/Affiliation Fees	135.00	95.40	35.00	4.60
90.00	Room Hire	105.00	0.00	90.00	15.00
0.00	Notice Board Maintenance	100.00	46.08		53.92
34.20	Contingency	100.00	0.00	1,132.80	-1,032.80
50.65	V.A.T.		33.23	6.21	
<b>2,838.75</b>	<b>Total Payments</b>	<b>3,295.00</b>	<b>319.80</b>	<b>3,620.24</b>	<b>-605.60</b>

Cash/Bank Reconciliation	01/04/19	20/01/20	16/03/20	31/03/20
Balance B/Fwd.	4,500.51	4,500.51	7,604.73	3,984.49
Add Total Receipts	0.00	3,424.02	0.00	39.44
Less Total Payments	0.00	-319.80	-3,620.24	-605.60
<b>Balance C/Fwd.</b>	<b>4,500.51</b>	<b>7,604.73</b>	<b>3,984.49</b>	<b>3,418.33</b>
<b>Cumulative Balances</b>				
	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/19</b>	<b>20/01/20</b>	<b>16/03/20</b>	<b>31/03/20</b>
General Funds	3,500.51	6,604.73	2,984.49	2,418.33
Earmarked Reserves	1,000.00	1,000.00	1,000.00	1,000.00
	<b>4,500.51</b>	<b>7,604.73</b>	<b>3,984.49</b>	<b>3,418.33</b>

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### CASH/BANK RECONCILIATION AS AT - 16<sup>th</sup> March 2020

#### CASH

Balance Brought Forward 01/04/19	
Current Account	2,015.37
Business Reserve Account	2,485.14
Plus Receipts	3,424.02
	<u>7,924.53</u>
Less Payments	3,940.04
Balance Carried Forward 16/03/20	<u><u>3,984.49</u></u>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	2,488.92		03/01/20
Add income/transfer received since above Statement			
	<u>0.00</u>		
Less unpresented cheques			
	<u>0.00</u>		
		2,488.92	16/03/20
<b>Current Account -</b>	5,115.81		05/02/20
Add income received since above Statement			
	<u>0.00</u>		
		0.00	
Less unpresented cheques/ Transfer			
Approved	0.00		
For approval	<u>-3,620.24</u>		
		<u>-3,620.24</u>	
		1,495.57	16/03/20
<b>Total Bank Balances 16/03/20</b>		<u><u>3,984.49</u></u>	

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### APPENDIX B

#### OVER ALDERLEY PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2019/20

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned and published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2020.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Periodic financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2020.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
Bank and banking	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2020.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform regular bank reconciliations.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
Legal powers	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2020.

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### APPENDIX C

#### CORRESPONDENCE

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

- ChALC Weekly Bulletin - 17, 23, 31 January 2020; 7, 14, 21, 28 February 2020; 6 March 2020.
- Town & Parish Council representatives meeting with Police & Crime Commissioner - 4<sup>th</sup> February, 2020.
- Reminder for Chairmanship Training.
- Training sessions in March, 2020.
- Toilet Tax survey.
- Invitation to the Cheshire Anti-Bullying Commission Phase One report launch - 23/03/20.

##### **Cheshire East Council**

- Traffic Management LAP Reports - 9, 16, 23, 30 January 2020; 6, 13, 20, 27 February 2020.
- Proposed Expansion of Wilmslow High School.
- Extension of consultation event relating to proposed expansion of Wilmslow High School.
- Update on preparation of Site Allocations and Development Policies Document and Brook Lane, Middlewich Draft Development Framework.
- Strategic Planning Update.
- Eaton Neighbourhood Plan - Regulation 16 Consultation - 29/01/20 - 11/03/20.
- Mayor's Civic Service Invitation.
- Withdrawal of the Hankelow Neighbourhood Plan from Regulation 16 consultation.
- Shavington Neighbourhood Plan - Regulation 16 Consultation - 26/02/20 - 08/04/20.

##### **Cheshire East Council - Temporary Road Closures / Restrictions**

- Mudhurst Lane, Lyme Handley - 16/03/20 - 17/04/20.
- Paddock Lane, Kettlethulme - 14-16/04/20.
- Davenport Lane, Marton - 16-30/03/20.
- Star Lane, Macclesfield from the junction with London Road to outside the entrance to the Audi garage - 22-23/01/20.
- Parking Restriction: Rainow Road, Hurdsfield from the junction with Hurdsfield Road to outside number 40 - 30/01/20.
- Lower Park Crescent, Poynton - 01-23/04/20.
- Castle Street, Macclesfield - 20/04/20 - 02/10/20.
- Beech Lane, Macclesfield from the junction with Summerlea Close to the junction with Beech Farm Drive - 06-17/04/20.  
(Cycle Lane closure)
- Bullocks Lane, Macclesfield - 08/06/20 - 03/07/20.
- Star Lane, Macclesfield from the junction with London Road to outside the entrance to the Audi garage - 12/02/20.
- Palmerston Street, Bollington from the junction with High Street to the junction with Shrigley Road - 15-21/02/20.
- Chester Road, Macclesfield from the junction with Lea Bank Close to the junction with Kershaw Grove - 15/02/20 - 10/04/20.
- Redhouse Lane, Disley from the junction with Waterside Road to the junction with Hollinwood Road - 10-12/02/20.
- Shrigley Road, Pott Shrigley from the junction with Brookledge Lane to outside Snape House - 25/02/20.
- Star Lane, Macclesfield from the junction with London Road to outside the entrance to the Audi garage - 19/02/20.
- Legh Road, Adlington for its full extent - 12-13/02/20.
- Redbrook Way, Adlington for its full extent - 12-13/02/20.
- Wych Lane, Adlington for its full extent - 12-13/02/20.
- Broughton Road, Adlington for its full extent - 12-13/02/20.
- Hobson Street, Macclesfield from the junction with Ryle Street to outside St Clements Court - 12-26/02/20.
- Park Green, Macclesfield from the junction with Mill Lane to outside Chapel Mill - 23-27/03/20.
- Congleton Lane, Lower Withington - 14/04/20 - 05/06/20.
- Shrigley Road, Pott Shrigley from the junction with Brookledge Lane to outside Snape House - 03/03/20.
- Cowbrook Lane, Gawsworth - 11-19/05/20.
- Greenway Road, Sutton - 23/03/20 - 03/04/20.
- Redway, Bollington for its full extent - 24/02/20.
- Bond Street, Macclesfield from outside number 221 to outside number 233 - 02-13/03/20.
- Cliff Lane, Rainow from the junction with Rainow Road to the junction with Calrofold Lane - 23-25/03/20.
- Shrigley Road, Pott Shrigley from outside Snape House to the junction with Green Close - 06-08/04/20.
- Barlow Hill, Wincle from outside Mellor Knowl Farm to outside The Villa - 26/05/20.

##### **Other Correspondence**

- Cheshire & Warrington Growth Hub Newsletter - January 2020; February 2020.
- Community & Voluntary Services - e-Bulletin - 17, 20, 24, 31 January 2020; 14, 28 February 2020.

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- HMRC - 30/01/20 - Payrolling expenses and benefits; 03/02/20 - Mileage and motors; 05/02/20 - Statutory payments explained; 10/02/20 - Cars, vans and entertainment; 12/02/20 - Employer Bulletin 82; 14/02/20 - Company Directors; 17/02/20 - Administrative Advisory Burden Board Survey; 19/02/20 - Workplaces and travel expenses; 21/02/20 - Payrolling expenses and benefits; 24/02/20 - Accurate reporting and toolkits; 26/02/20 - Cars, vans and home working; 28/02/20 - Payrolling and reports; 02/03/20 - National Minimum Wage increases in April; 04/03/20 - Employee entertainment expenses; 06/03/20 - Bumped heads to baby bumps - statutory pay explained.
- Information Commissioner's Office - Newsletter - January 2020; February 2020; March 2020.  
28/01/20 - Privacy innovation grants programme.
- Manchester Airport - 22/01/20 - Manchester Airport Future Airspace Update; 03/02/20 - Airport Academy Courses; 28/02/20 - Departure Route Information Sheets.
- Public Sector Executive - 14, 16, 21, 23, 28 January 2020; 4, 11, 13, 18, 25, 27 February 2020; 2, 6 March 2020.
- Rural Services Network - Rural Bulletin - 14, 21, 28, 30 January 2020; 4, 11, 18, 25 February 2020; 3 March 2020.
- Rural Services Network - Rural Funding Digest - January 2020; February 2020; March 2020.
- Crewe Town Council - Crewe Potato and Seed Day 2020.
- Cheshire Fire Authority - Draft Integrated Risk Management Plan 2020-2024 consultation. (Closes: 20/03/20)
- Keep Britain Tidy - Get ready for the Great British Spring Clean 2020.
- Alderley Edge Parish Council - Neighbourhood Plan Regulation 14 Consultation - 27/01/20 - 09/03/20.
- Keep Britain Tidy - Reminder for Great British Spring Clean 2020.
- Rural Services Network - Rural Strategy Roadshows.

### APPENDIX D

#### 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.	
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.	
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).	
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.	
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.	

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Application Reference	Location	Proposed Development	Cheshire East Council Decision
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.	
19/4899M 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.

### NEW PLANNING APPLICATIONS

(Any Planning Applications received prior to the date of the meeting will be included for consideration)

Application Reference	Location	Proposed Development	Comments deadline
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.	24/02/20
20/0784M (21/02/20)	Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB	Conservatory, porch and boundary treatment.	25/03/20
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.	02/04/20