

# OVER ALDERLEY PARISH COUNCIL

## AGENDA

### PARISH COUNCIL MEETING

**DATE:** MONDAY 18<sup>TH</sup> MARCH, 2019  
**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 on any item on the agenda.
3. **MINUTES** -
  - i) To approve the Minutes of the Parish Council meeting held 21<sup>st</sup> January, 2019 as a correct record and authorise signing by the Chairman.
4. **PUBLIC FORUM FOR QUESTIONS** -
5. **REPORTS FROM EXTERNAL ORGANISATIONS** -
  - i) Macclesfield Local 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 Town & Parish Councillors - 05/03/19. (Clerk)
  - iv) Cheshire East Council - Town & Parish Council Conference - 06/03/19. (Clerk)
6. **FINANCE** -
  - i) To receive and consider the Financial Statement 2018/19 as at 18<sup>th</sup> March, 2019. (Appendix A)
  - ii) To authorise the following payments -

a)	Direct Debit	United Utilities	£9.98	Water charges: 06/10/18 - 21/01/19.
b)	Direct Debit	Information Commissioner's Office	£35.00	Data Protection Fee 2019/20.
c)	Cheque No.000290	E. M. Maddock	£922.57	Salary 2018/19 & Expenses.
d)	Cheque No.000291	H.M. Revenue & Customs	£181.60	Employee Income Tax.
e)	Cheque No.000292	Over Alderley Reading Room	£90.00	Room Hire 2018/19.
f)	Cheque No.000292	Over Alderley Reading Room	£1,000.00	Grant towards maintenance work.
g)	Cheque No.000293	Zurich Municipal	£257.60	Insurance Premium 2019/20.
  - iii) To note the following receipts since the last meeting -

a)	Allotment Holder		£16.12	Allotment Rent 2018/19.
----	------------------	--	--------	-------------------------
7. **PARISH COUNCIL POLICIES AND INFORMATION HANDLING** -
  - i) To re-confirm Standing Orders as adopted.
  - ii) To re-confirm Financial Regulations as adopted.
  - iii) To review and confirm Financial Risk Assessment 2018/19. (Appendix B)
8. **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 - Cheshire East Borough and Parish Council elections - 2<sup>nd</sup> May, 2019.
  - ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix C)
9. **PLANNING** -
  - i) To receive the latest planning schedule and discuss new applications. (Appendix D)
  - ii) Activities on Macclesfield Road update.
10. **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.

# OVER ALDERLEY PARISH COUNCIL

## AGENDA

iii) Macclesfield Road (B5087) - Speed Review.

**11. COMMUNITY -**

- i) Over Alderley Primary School Charity.
- ii) Update on Superfast Broadband Provision within Parish.
- iii) Ashbrook Road Allotments.
- iv) Red Telephone Kiosk.
- v) Alderley Park Liaison Committee.

**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 - Thursday 16<sup>th</sup> May, 2019 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.

**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 11<sup>th</sup> March 2019.

# OVER ALDERLEY PARISH COUNCIL

## AGENDA

APPENDIX A

Financial Statement - 2018/19 as at 18 March 2019					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Jan. 19 £.	Agenda Mar. 19 £.	Budget Balance £.
<b>Receipts</b>					
2,750.00	Precept	3,150.00	3,150.00		0.00
0.00	Balances	0.00	0.00		0.00
0.64	Investment Interest	0.00	1.89		0.00
0.00	Sale of Assets	0.00	0.00		0.00
410.94	Grants, Donations & Refunds	0.00	0.00		0.00
195.00	Allotment Fees	0.00	150.34	16.12	0.00
38.02	V.A.T. Refund	0.00	33.71		50.65
<b>3,394.60</b>	<b>Total Receipts</b>	<b>3,150.00</b>	<b>3,335.94</b>	<b>16.12</b>	<b>50.65</b>
<b>Payments</b>					
797.87	Salary (Clerk)	900.00	0.00	908.16	-8.16
0.00	National Insurance (Employer)	0.00	0.00		0.00
110.70	Allowances (Clerk)	115.00	0.00	128.70	-13.70
0.00	Chairman/Member Allowances	0.00	0.00		0.00
13.44	Administration	35.00	0.00	25.94	9.06
98.00	Audit Fees (internal & external)	110.00	99.00		11.00
257.60	Insurance	290.00	0.00	257.60	32.40
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
70.54	Allotments - Water Charges	100.00	110.10	8.32	-18.42
123.55	Subscriptions/Affiliation Fees	155.00	91.08	35.00	28.92
90.00	Room Hire	100.00	0.00	90.00	10.00
0.00	Notice Board Maintenance	50.00	0.00		50.00
1.00	Contingency	95.00	0.00	34.20	60.80
33.71	V.A.T.		41.82	8.83	
<b>2,596.41</b>	<b>Total Payments</b>	<b>3,150.00</b>	<b>342.00</b>	<b>2,496.75</b>	<b>361.90</b>

Cash/Bank Reconciliation	01/04/18	21/01/19	18/03/19	31/03/19
Balance B/Fwd.	3,986.01	3,986.01	6,979.95	4,499.32
Add Total Receipts	0.00	3,335.94	16.12	50.65
Less Total Payments	0.00	-342.00	-2,496.75	-361.90
<b>Balance C/Fwd.</b>	<b>3,986.01</b>	<b>6,979.95</b>	<b>4,499.32</b>	<b>4,188.07</b>
<b>Cumulative Balances</b>				
	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/18</b>	<b>21/01/19</b>	<b>18/03/19</b>	<b>31/03/19</b>
General Funds	2,986.01	5,979.95	3,499.32	3,188.07
Earmarked Reserves	1,000.00	1,000.00	1,000.00	1,000.00
	<b>3,986.01</b>	<b>6,979.95</b>	<b>4,499.32</b>	<b>4,188.07</b>

# OVER ALDERLEY PARISH COUNCIL

## AGENDA

### CASH/BANK RECONCILIATION AS AT - 18 March 2019

#### CASH

Balance Brought Forward 01/04/18	
Current Account	1,503.95
Business Reserve Account	2,482.06
Plus Receipts	3,352.06
	<u>7,338.07</u>
Less Payments	2,838.75
Balance Carried Forward 18/03/19	<u><u>4,499.32</u></u>

#### BANK (Natwest)

<b>Business Reserve Account -</b>	2,483.95	04/01/19
Add income/transfer received since above Statement		
	<u>0.00</u>	
Less unrepresented cheques		
	<u>0.00</u>	
	<u>2,483.95</u>	18/03/19
<b>Current Account -</b>	4,502.14	05/03/19
Add income received since above Statement		
	<u>0.00</u>	
Less unrepresented cheques/ Transfer		
For approval	-2,496.75	
Payment already issued	<u>9.98</u>	
	<u>-2,486.77</u>	
	<u>2,015.37</u>	18/03/19
<b>Total Bank Balances 18/03/19</b>	<u><u>4,499.32</u></u>	

# OVER ALDERLEY PARISH COUNCIL

## AGENDA

### APPENDIX B

#### OVER ALDERLEY PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2018/19

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 2019/20.
	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.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2019/20.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	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.
Cash	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.

# OVER ALDERLEY PARISH COUNCIL

## AGENDA

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 2019/20.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform regular bank reconciliations.	Existing procedure adequate.
Salaries and associated costs.	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
	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.
Employees.	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.
VAT	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
Legal powers	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
	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 2019/20.

# OVER ALDERLEY PARISH COUNCIL

## AGENDA

### APPENDIX C

#### CORRESPONDENCE

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

- ChALC Weekly Bulletin - 14 (reissue), 17, 24, 31 January 2019; 7, 14, 21, 28 February 2019; 7 March 2019.
- Cheshire East Council Town & Parish Council Conference - 29<sup>th</sup> January, 2019 - Cancelled.
- Health & Safety Training - 6<sup>th</sup> March 2019. [Reminder: 26/02/19]
- Town & Parish Council Conference - 6<sup>th</sup> March, 2019.
- Code of Conduct Training - 7<sup>th</sup> March 2019.

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

- Traffic Management LAP Reports - 17, 24, 31 January 2019; 7, 14, 21, 28 February 2019; 7 March 2019.
- Spatial Planning Update - February, 2019.
- Poynton Regulation 16 Neighbourhood Plan Consultation - 23/01/19 - 08/03/19.
- Chelford Regulation 16 Neighbourhood Plan Consultation - 23/01/19 - 08/03/19.
- Local Information Bulletin - South.
- Town & Parish Council Conference - 29<sup>th</sup> January, 2019 - Cancelled.
- Pride in the Park Picnic - 29<sup>th</sup> June 2019.
- Mayor's Charity Sunday Lunch - 10<sup>th</sup> March, 2019.
- Town & Parish Council Conference - 6<sup>th</sup> March, 2019.
- Crewe Station Hub Development Strategy Consultation. Closes: 26/03/19.
- Wilmslow Regulation 16 Neighbourhood Plan Consultation - 15/02/19 - 29/03/19.
- Notice of adoption of the Cheshire East Community Infrastructure Levy Charging Schedule.
- National Citizen Service.

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

- Slater Street, Macclesfield from the junction with Baker Street to outside number 21 - 25-29/01/19.
- Mudhurst Lane & Higher Lane, Lyme Handley for its full extent - 18-21/01/19.
- Midgley Lane, Wildboarclough from junction with A54 Buxton Road to Staffordshire boundary - 22-25/01/19.
- Black Lane, Macclesfield for its full extent - 20/01/19.
- A537 Buxton New Road, Rainow from Eddisbury Hall to Brink Farm - 28-31/01/19.
- B5358 Lees Lane, Wilmslow from Woodford Road roundabout to Oak Nurseries - 26-27/03/19.
- Toll Bar Avenue, Macclesfield for its full extent - 14-18/02/19.
- Tennyson Close, Macclesfield from outside number 13 to outside number 19 - 04-08/02/19.
- Leek Old Road, Sutton - 22/04/19 - 05/06/19.
- Cheshire Cat Cyclo-Sportive (Drumber Lane / Station Road / Top Station Road, Odd Rode) - 24/03/19.
- Stoneyfold Lane & Middlehills Macclesfield for its full extent - 28/03/19 - 01/04/19.
- Tytherington Lane, Macclesfield from junction with Manchester Road to Tytherington Lane Roundabout - 04-08/02/19.
- Lansdowne Street, Macclesfield from the junction with Hurdsfield Road for approximately 15m - 28/04/19.
- A538 Castle Hill, Mottram St. Andrew from the junction with Greendale Lane to the junction with Withinlee Road - 03/03/19.
- Higher Lane, Lyme Handley from outside Browside Farm to outside Handley Fold Farm - 18-28/02/19.
- Palmerston Street, Bollington from junction with Church Street to outside number 5 Palmerston Street - 16-24/02/19.
- Shrigley Road, Pott Shrigley from the junction with Simpson Lane to outside Higher House Farm - 04-06/03/19.
- Water Street, Macclesfield from outside number 10 to the junction with Great King Street - 07-11/03/19.
- Hope Lane, Adlington from outside Clayton Greaves Cottage to the junction with Skellorn Green Lane - 04-05/03/19.
- Pearl Street, Prestbury for its full extent - 06-08/03/19.
- Cheshire Half Marathon (Various roads in Siddington, Lower Withington, Swettenham, Marton) - 01/09/19.
- Temporary Speed Limit: The Silk Road, Macclesfield from Brockhurst Roundabout to Ball Lane Roundabout - 01/03/19.
- Penny Lane, Rainow for its full extent - 06-20/05/19.
- Shrigley Road, Pott Shrigley from outside Coniston to outside Glen Morag - 21/03/19.
- Mill Street, Macclesfield from the entrance to the Town Hall to the entrance to the Grosvenor Centre - 05/03/19.
- Lower Bank Street, Macclesfield for its full extent - 08-12/04/19.

# OVER ALDERLEY PARISH COUNCIL

## AGENDA

### Other Correspondence

- Manchester Airport - 24/01/19 - Invitation to Manchester Airport Meeting; 26/01/19 - Runway Maintenance Dates 2019.
- Community & Voluntary Services - 15/01/19 - GRIPP Digital Seminar - Resources; 18/01/19 - e-Bulletin; 01/02/19 - e-Bulletin; 05/02/19 - Families Together Project; 06/02/19 - GRIPP Digital Seminar - Cyber Security; 08/02/19 - e-Bulletin; 15/02/19 - e-Bulletin; 25/02/19 - Spotlight e-Bulletin; 26/02/19 - Cyber Security Training; 01/03/19 - e-Bulletin.
- Information Commissioner's Office - Newsletter - February 2019; March 2019.
- Poynton Town Council - Poynton Regulation 16 Neighbourhood Plan Consultation - 23/01/19 - 08/03/19.
- Keep Britain Tidy - Great British Spring Clean.
- Terrain Safety - Updates re: working in open spaces and managing bouncy castles.
- Cheshire & Warrington Growth Hub - Newsletter.
- Marketing Cheshire - Cheshire Events Calendar.
- Westminster Briefing - Enforcing standards in the private rented sector: policy update and good practice.
- NatWest Bank plc - Getting ready for Making Tax Digital.
- Terrain Safety - Essential Health and Safety news for your Council.
- Westminster Briefing - 'Building a Safer Future: The Next Steps for Building regulations and Fire Safety'.
- Revd. J. Hale - Alderley Church News.



# OVER ALDERLEY PARISH COUNCIL

## AGENDA

### 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).	
18/5582M (19/11/18)	Land North of Glasshouse, Alderley Park, Congleton Road, Nether Alderley. SK10 4TF	Full planning application for demolition of Block 156; the erection of a multi-storey car park; the creation of a mini-roundabout and other internal estate road works; landscaping and public realm; and other associated works including any necessary infrastructure.	28/02/19 - Approved with Conditions.
18/5707M (19/11/18)	Finlows Farm House, Mottram Road, Alderley Edge. SK9 7JF	Extension of the Entrance Hall, dining room and sitting area. Increase window sizes and timber cladding to first floor. Installation of glazed balustrades. Internal alterations.	31/01/19 - Approved with conditions.
18/5818M (23/11/18)	The Farmhouse, Higher House Farm, Hocker Lane, Over Alderley. SK10 4SD	Listed building consent for single storey extension and renovation of existing garage.	28/02/19 - Refused.
18/6032M (04/12/18)	Brook Cottage, School Lane, Over Alderley. SK10 4SG	Removal of existing conservatory and addition of bespoke timber and double glazed garden room.	28/02/19 - Approved with Conditions.

#### NEW PLANNING APPLICATIONS

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

Application Reference	Location	Proposed Development	Comments deadline
19/0937M (22/02/19)	The Wall House, Birtles Lane, Over Alderley. SK10 4RX	Alterations to vehicular access onto Birtles Lane and the construction of entrance gates.	27/03/19
19/1091M (05/03/19)	Birtles Lodge, Chelford Road, Henbury. SK10 4RS	Extensions to and upgrading of existing gate lodge.	03/04/19