

OVER ALDERLEY PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Date: Monday 19th July, 2021

Time: 7:30p.m.

Venue: Car Park at Over Alderley & Birtles Reading Room, Birtles Lane, Over Alderley

E.M.Maddock

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

Dated 13th July, 2021

The above meeting will take place outdoors due to the current Covid-19 situation.

Attendees are welcome to provide their own seats if preferred.

All attendees will be expected to respect social distancing preferences of other attendees.

AGENDA

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. Public Forum for Questions**
- 4. Co-option of Parish Councillor**
 - (a) To receive and consider the expressions of interest from candidates.
 - (b) To consider the co-option of one councillor from the candidates at (a) above.
- 5. Reports from External Organisations**
 - (a) Alderley Edge and Prestbury Wards Policing Teams - Report on matters of interest / concern within the Parish.
 - (b) Cheshire East Ward Member Cllr. P. Findlow - Report on items of interest to the Parish Council.
- 6. Minutes**
 - (a) To approve the Minutes of the Parish Council meeting held on 6th May, 2021 as a correct record.
- 7. Finance**
 - (a) To receive and consider the Financial Statement 2021/22 as at 19th July, 2021. (Appendix A)
 - (b) To note receipts since the meeting held 6th May, 2021. (Appendix B)
 - (c) To authorise payments listed at Appendix C.

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8. Planning & Licensing

- (a) To receive and note recent planning decisions issued by Cheshire East Council in respect of development within the Parish. (Appendix D)
- (b) To consider the following planning applications -
 - i. 21/2960M - Land west of Springhill, Chelford Road, Prestbury. SK10 4PT
Retrospective application for hardstanding, chicken coop and shed.
[Link to information: <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/2960M&row=3&query=954bbdd0c8ef45f9914e9d01140760a9&from=i>]
 - ii. 21/2998M - New Church House, Birtles Lane, Over Alderley. SK10 4SN
Change of use of land from agricultural to residential garden.
[Link to information: <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/2998M&row=2&query=954bbdd0c8ef45f9914e9d01140760a9&from=i>]
 - iii. 21/3188M - Land off Hocker Lane, Over Alderley.
Certificate of lawful existing use existing buildings have been operating for stables, domestic vehicular storage, and an associated hobby workshop for more than 10 years.
[Link to information: <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=21/3188M&row=1&query=954bbdd0c8ef45f9914e9d01140760a9&from=i>]
 - iv. Any applications received following issue of Agenda will be included for discussion if required.
- (c) To receive an update relating to development at The Old Vicarage, Birtles, Lane.

9. Neighbourhood Plan

- (a) To receive an update on activities including the designation of the Neighbourhood Area and the preparation of a funding application.

10. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto -
 - i. Cheshire Community Action - Invitation to become Members of Cheshire Community Action (£20 membership fee).
 - ii. Cheshire Wildlife Trust - Road verge mapping project.

11. Highway Maintenance and Enhancements

- (a) To receive updates relating to the following highway matters:
 - i. Removal of surplus signs (change of priority) at School Lane.
 - ii. Deterioration of highway surface on Slade Lane.
 - iii. Issues caused by vehicles using on bridleways within Parish.
 - iv. Concern about pedestrian safety when walking along Macclesfield Road between access points to Over Alderley FP21 and Over Alderley BR22.
 - v. Issues relating to satellite navigation systems directing traffic along Bradford Lane.
 - vi. Pothole on Birtles Lane (near to junction with Chelford Road)
 - vii. Pothole on Birtles Lane (between access points to Birtles Hall and The Wall House)
 - viii. Holes on Birtles Lane (near to access point to Highlees Farm)
 - ix. Pothole on Birtles Lane (near to Over Alderley Methodist Church)
 - x. Pothole on Prestbury Road (on bends between Hare Hill and Dunge Cottages)
- (b) To receive highway matters for attention from Members.

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- (c) Cheshire East Highways Top Up Scheme
 - i. To receive a report from the Cheshire East Highways Top Up Scheme Briefing Session (18/05/21).
 - ii. To consider whether to submit an application to the Highways Top Up Scheme for additional work within the Parish.

12. Community Issues

- (a) To receive updates relating to Alderley Park.
- (b) To receive updates relating to the Over Alderley Primary School Charity.
- (c) To consider matters relating to The Queen's Platinum Jubilee including:
 - i. Suggestion to plant a commemorative tree.
 - ii. Invitation to participate in The Queen's Platinum Jubilee Beacons event on 2nd June 2022.

13. Community Governance Review

- (a) To receive an update relating to the Community Governance Review being carried out by Cheshire East Council.

14. Assets

- (a) To consider options for a new notice board at St. Catherine's Church.

15. Business continuity amid Covid-19

- (a) To receive and formally record the Covid-19 Risk Assessment relating to the holding of face-to-face meetings. (Appendix E)
- (b) To consider approving a scheme of delegated authority to the Clerk to facilitate the continuation of Parish Council business should Covid-19 restrictions be re-introduced or the risk arising from holding face-to-face meetings be considered high.

16. Matters for inclusion on next/future meeting agenda

17. Dates of next meetings -

- (a) To confirm the revised dates for scheduled Parish Council meetings as:
 - Tuesday 7th September, 2021 at 7:30p.m.
 - Tuesday 2nd November, 2021 at 7:30p.m.
 - Tuesday 4th January, 2022 at 7:30p.m.
 - Tuesday 1st March, 2022 at 7:30p.m.
 - Tuesday 3rd May, 2022 at 7:30p.m.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 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.

18. Matters for consideration including those transferred from above items

(as required)

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer. Dated 13th July, 2021

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APPENDIX A

Financial Statement - 2021/22					
as at 19th July, 2021					
Actual 2020/21 £.	Details	2021/22 Budget £.	Actual to May 21 £.	Agenda Jul. 21 £.	Budget Balance £.
Receipts					
4,015.00	Precept	4,445.00	2,222.50		2,222.50
0.00	Balances	0.00	0.00		0.00
1.01	Investment Interest	0.00	0.00	0.06	0.00
850.00	Sale of Assets	0.00	0.00		0.00
0.00	Grants, Donations & Refunds	9,000.00	0.00		9,000.00
166.46	Allotment Fees	0.00	16.12		0.00
128.24	V.A.T. Refund	0.00	0.00	51.31	26.46
5,160.71	Total Receipts	13,445.00	2,238.62	51.37	11,248.96
Payments					
954.72	Salary (Clerk)	1,335.00	0.00		1,335.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
125.00	Allowances (Clerk)	135.00	0.00		135.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
51.59	Administration	75.00	0.00		75.00
119.00	Audit Fees (internal & external)	130.00	132.30		-2.30
257.60	Insurance	300.00	0.00		300.00
0.00	Grants	1,600.00	0.00		1,600.00
0.00	s.137 Donations	200.00	0.00		200.00
137.53	Allotments - Water Charges	145.00	0.00	343.21	-198.21
130.40	Subscriptions/Affiliation Fees	165.00	95.40		69.60
0.00	Room Hire	160.00	0.00		160.00
0.00	Notice Board Maintenance	100.00	0.00		100.00
0.00	Neighbourhood Plan	9,000.00	0.00		9,000.00
0.00	Contingency	100.00	25.00		75.00
51.31	V.A.T.		26.46		
1,827.15	Total Payments	13,445.00	279.16	343.21	12,849.09

Cash/Bank Reconciliation	01/04/21	06/05/21	19/07/21	31/03/22
Balance B/Fwd.	7,428.75	7,428.75	9,388.21	9,096.37
Add Total Receipts	13,445.00	2,238.62	51.37	11,248.96
Less Total Payments	-13,445.00	-279.16	-343.21	-12,849.09
Balance C/Fwd.	7,428.75	9,388.21	9,096.37	7,496.24
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/21	06/05/21	19/07/21	31/03/22
General Funds	5,928.75	7,888.21	7,596.37	5,996.24
Earmarked Reserves	1,500.00	1,500.00	1,500.00	1,500.00
	7,428.75	9,388.21	9,096.37	7,496.24

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CASH/BANK RECONCILIATION AS AT - 19th July, 2021

CASH

Balance Brought Forward 01/04/21		
Current Account	4,937.58	
Business Reserve Account	2,491.17	
Plus Receipts	2,289.99	
	9,718.74	
Less Payments	622.37	
Balance Carried Forward 19/07/21	9,096.37	

BANK (Natwest)

Business Reserve Account -	2,491.23	05/07/21
Add income/transfer received since above Statement		
	0.00	
Less unrepresented cheques		
	0.00	
		2,491.23 19/07/21
Current Account -	6,605.14	05/07/21
Add income received since above Statement		
	0.00	
	0.00	
Less unrepresented cheques/ Transfer		
For approval	-343.21	
Less payments already issued	343.21	
	0.00	
		6,605.14 19/07/21
Total Bank Balances 19/07/21	9,096.37	

APPENDIX B

Receipts

a. H.M. Revenue & Customs	£51.31	VAT reclaim 2020/21
b. NatWest Bank plc.	£0.02	Gross interest - April, 2021
c. NatWest Bank plc.	£0.02	Gross interest - May, 2021
d. NatWest Bank plc.	£0.02	Gross interest - June, 2021

APPENDIX C

Payment for approval

a. Direct Debit	United Utilities	£343.21	Allotment water charges: Jan - April 2021
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APPENDIX D

Outstanding planning applications & recent planning decisions

- 16/1420M - 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.
DECISION STATUS - 06/10/17 Recommended for approval subject to legal agreement and conditions
- 18/2585M - 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.
DECISION STATUS - Currently scheduled for Strategic Planning Board
- 20/4241M - Beech Cottage, Birtles Hall, Birtles Lane, Over Alderley. SK10 4RU
Orangery and patio.
[Also application 20/4242M - Listed Building Consent]
DECISION STATUS - Appeal decision awaited.
- 20/3112M - Yew Tree, Hocker Lane, Over Alderley. SK10 4SB
Two storey rear extension and internal remodelling.
DECISION STATUS - Undecided
- 21/0111M - Higher Park Farm, Birtles Lane, Over Alderley. SK10 4ZB
Conversion of existing barn to form new dwelling further to approval 19/2428M.
DECISION STATUS - Undecided
- 21/0624M - Oak Barn, Hocker Lane, Over Alderley. SK10 4SD
Erection of oak framed pergola.
DECISION STATUS - Approved with conditions (12/05/21)
- 21/0630M - Land north-west of Mereside, Alderley Park, Congleton Road, Nether Alderley. SK10 4TF
Full planning application for the formation of a senior football pitch, associated ancillary building, access road, landscaping and other associated infrastructure.
DECISION STATUS - Undecided
- 21/1815M - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB
Construction of garage.
DECISION STATUS - Undecided
- 21/1848M - Broadheath Farm, Macclesfield Road, Over Alderley. SK10 4SN
Extensions to existing farmhouse, conversion of existing brick built barn to a dwelling and erection of a new dwelling, repositioning of the existing northern access and demolition of all other existing buildings and structures (c.1,000m²).
DECISION STATUS - Undecided
- 21/1852M - Finlow Hill, Finlow Hill Lane, Over Alderley. SK10 4UG
First floor annex over existing triple garage
DECISION STATUS - Undecided
- 21/1900M - Higher Park Farm, Birtles Lane, Over Alderley. SK10 4ZB
Erection of new garage.
DECISION STATUS - Undecided

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- 21/1945M - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB
Retrospective application for conservatory and boundary wall.
DECISION STATUS - Undecided
- 21/2052M - Finlows Villa, Mottram Road, Alderley Edge. SK9 7JF
Demolition of existing dwelling and construction of a replacement dwelling with basement and associated landscaping works.
DECISION STATUS - Undecided
- 21/2158M - Birtles Old Hall, Chelford Road, Henbury. SK10 4RS
Enlargement of existing garage with housekeepers accommodation above.
Demolishing existing utility and stores and covering existing courtyard with roof and lantern light above. Outbuildings converted to store, boot room, pantry and laundry.
DECISION STATUS - Undecided

APPENDIX E

Over Alderley Parish Council

Covid-19 Risk Assessment for face-to-face meetings

Date of risk assessment: 13th July, 2021

General points:

- As at the date of the risk assessment England is subject to step 3 of the Covid-19 lockdown roadmap which restricts social mixing in accordance with a wide range of guidance available online at www.gov.uk. On 19th July, 2021 England will move to step 4 of the Covid-19 lockdown roadmap. The following Assessment of potential risks is based on guidance issued dated 12th July, 2021 relating to step 4 of the Covid-19 lockdown roadmap.
- Cheshire East has been identified as an 'Enhanced Response Area' due to a recent large increase in cases caused by a rapid spread of the new Delta Covid-19 variant. Additional guidance relating to this designation includes:
“...you should also take particular caution when meeting anyone outside your household or support bubble. Wherever possible, you should try to:
 - Meet outside rather than inside where possible
 - Keep 2 metres apart from people that you do not live with (unless you have formed a support bubble with them), this includes friends and family you don't live with
 - Minimise travel in and out of affected areas”
- Cheshire East Council issued a statement on 2nd July, 2021 stating that, “Cheshire East was designated as an Enhanced Response Area on 14 June, but since then cases of the highly transmissible Delta variant have continued to rise...we are now seeing worrying patterns of infection emerging”.
- Regulations allowing the holding of meeting through remote methods were withdrawn from 7th May, 2021.
- NALC guidance states: “As we have advised previously in our guidance on preparing for the possible return to face-to-face meetings, local councils should take steps to address this issue through measures such as delegation to clerks, deferring controversial decisions or holding meetings later in the year, after the 19 July 2021 step four roadmap. Any face-to-face meeting should be held in line with restrictions and public health advice in place at the time.”

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Assessment of potential risks:

Key principle	Government Guidance	Assessment of risk	Conclusion
Meeting of local authorities must be open to attendance from the public	There will also be no limits on the number of people you can meet.	Step 4 guidance does not prevent access to meetings by the public.	Low risk principle.
Social distancing and capacity	In order to minimise risk at a time of high prevalence, you should limit the close contact you have with those you do not usually live with, and increase close contact gradually. This includes minimising the number, proximity and duration of social contacts. Meet outdoors where possible and let fresh air into homes or other enclosed spaces.	There are limited ventilation options when using indoor spaces at Over Alderley & Birtles Reading Room. The meeting room is a low capacity venue. Parish Council meetings bring together a group of individuals which do not normally meet together, thereby increasing the number of potential transmission risks to all attendees.	Where possible, outdoor meeting should be held to reduce transmission risk and allow greater opportunities for social distancing. Outdoor meeting will not disadvantage individuals who wish to exercise caution at this time. Attendees are able to make personal choices regarding the wearing of face coverings.
Safe access to meeting venue	Working Safely guidance sets out a range of mitigations employers should consider including: <ul style="list-style-type: none"> cleaning surfaces that people touch regularly; identifying poorly-ventilated areas in the venue and taking steps to improve air flow; ensuring that staff and customers who are unwell do not attend the workplace or venue; communicating to staff and customers the measures you have put in place. 	Shared furniture poses a potential risk of Covid-19 transmission. Indoor venue increases transmission risk, particularly if good ventilation cannot be achieved. Individuals need to take responsibility for keeping themselves and others safe from Covid-19 and other respiratory illness. Risk assessment included within agenda for meeting so that all attending have access to information.	Meeting does not require specialist furniture. All attendees are welcome to provide their own chairs in preferred. Meeting does not require other furniture (e.g. tables etc). Any individual who is feeling unwell, displaying symptoms of Covid-19 or any other respiratory illness should not attend the meeting to protect themselves and other attendees of the meeting.
Hygiene and face coverings	Wash your hands with soap and water or use hand sanitiser regularly throughout the day. Regular hand washing is an effective way to reduce your risk of catching illnesses, including COVID-19. COVID-19 spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected	There is limited necessity for the sharing of equipment which should reduce transmission risk. All attendees should wash their hands prior to attending the meeting. Use of face coverings will be subject to personal preference and number of individuals present at the meeting (which determines ability to	Outdoor meetings would significantly reduce risk of transmission from shared surfaces / furniture / equipment. Outdoor meetings would allow all individuals to attend without significant increased transmission risk between individuals. Attendees should wash their hands before attending the meeting.

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Key principle	Government Guidance	Assessment of risk	Conclusion
	person. The Government expects and recommends that people wear face coverings in crowded areas	socially distance from others).	Attendees are able to make personal choices regarding the wearing of face coverings.
Clinically extremely vulnerable people	<p>Clinically extremely vulnerable people are advised to follow the same guidance as everyone else.</p> <p>However, as someone who is at a higher risk of becoming seriously ill if you were to catch COVID-19, you should think particularly carefully about precautions you can continue to take.</p>	Parish Council meetings must be open to all members of the public.	Outdoor meetings pose a reduced transmission risk to those who are clinically extremely vulnerable who may wish to attend.
Test and Trace (collecting data)	Businesses are encouraged to continue displaying QR codes for customers wishing to check in using the NHS COVID-19 app, or to continue collecting customer contact details to support NHS Test and Trace, however this will no longer be a legal requirement.	Step 4 guidance does not expose Parish Council or meeting venue to financial penalty for non-compliance.	Low risk principle.
Compliance with Covid-19 requirements	Employers will still have a legal duty to manage risks to those affected by their business. The way to do this is to carry out a health and safety risk assessment, including the risk of COVID-19, and to take reasonable steps to mitigate the risks you identify.	<p>Actions should be taken to minimise health risks to Councillors, Clerk and members of the public in restarting face-to-face meetings.</p> <p>Consideration should also be given to ensuring the Parish Council is demonstrating a responsible approach to minimising, as far as possible, Covid-19 transmission.</p>	Risk assessment completed to demonstrate decision making process.
Keeping Staff Safe	<p>As an employer, you must by law protect workers and others from risk to their health and safety. This includes risks from COVID-19.</p> <p>COVID-19 is a workplace hazard. You must manage it in the same way as other workplace hazards. This</p>	The Parish Council employs one member of staff. The majority of the work is carried out from home, however, attendance at meetings is expected.	Outdoor meetings, where possible, allow the Parish Council to demonstrate a responsible approach to employment requirements and to reduce the transmission risk of Covid-19 to/from employees without exposing them to additional risks.

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Key principle	Government Guidance	Assessment of risk	Conclusion
	includes: completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and identifying control measures to manage that risk		

[Government Guidance taken from www.gov.uk, accessed 13/07/21]

Conclusions from risk assessment:

- That any scheduled Parish Council meetings from 19th July, 2021 should be held outdoors, where possible, to reduce the risk of Covid-19 transmission between attendees. Where, due to inclement weather, dark evenings, or other unavoidable limiting factor, meetings need to take place indoors, steps should be taken to maximise ventilation and minimise close contact between all attendees.
- That any individuals (Members, Clerk or members of the public) who are unwell (including symptomatic or asymptomatic Covid-19 or other respiratory illness) should not attend the meeting to protect themselves and others.
- That consideration should be given to approving a scheme of delegation to avoid potential business continuity issues should Covid-19 restrictions be extended or re-introduced at a future date.

Possible option:

- Delegation of all permitted decision making to the Clerk to cover any periods where there are restrictions to hold meetings or the risk arising from face-to-face meetings is considered to be high. This can be supported by setting up working parties to allow remote meetings to be held to provide guidance to the Clerk on the exercise of the delegated authority or suggesting that the Clerk consult with the Chairman prior to making a decision.