

OVER ALDERLEY PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Date: Monday 14th December 2020

Time: 7:45p.m.

Venue: Remote meeting via Zoom

Joining Details:

Meeting Link: <https://us04web.zoom.us/j/76259280760?pwd=cERHWENjVTJLZGpEUDItbUIHSTlkdz09>

Meeting ID: 762 5928 0760

Passcode: Hk2hqi

E.M.Maddock

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

Dated 8th December, 2020

AGENDA

To Members of Over Alderley Parish Council,

You are hereby summoned to remotely attend the Parish Council Meeting, as shown above, to consider and determine the following business:

- 1. Apologies for absence**
- 2. Declarations of Interest -**
 - (a) To receive Declarations of Interest in any items on the agenda.
- 3. Public Forum for Questions**
- 4. 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.
 - (c) Cheshire East Council - Planning Update Meeting. (09/11/20)
 - (d) ChALC - Annual Meeting 2020. (19/11/20)
 - (e) Cheshire Anti-Bullying Commission Phase One launch. (20/11/20)
- 5. Finance**
 - (a) To receive and consider the Financial Statement 2020/21 as at 14th December, 2020. (Appendix A)
 - (b) To ratify the payments listed at Appendix B.
 - (c) To note receipts since 1st April, 2020 as listed at Appendix C.
 - (d) To approve the issuing of allotment invoices on the same terms as 2019/20.
 - (e) Internal Auditor 2020/21 - To appoint an Internal Auditor for the 2020/21 financial year.
 - (f) To review signatories to the Parish Council bank accounts and approve additional signatories if required.

OVER ALDERLEY PARISH COUNCIL

- (g) To review and approve the Financial Risk Assessment 2020/21. (Appendix D)
- (h) To receive and approve implementation of the updated NJC 2020-21 National Salary Scales effective from 1st April, 2020 and review the Clerk's salary and working hours.
- (i) Budget 2021/22 (Appendix E)
 - i. To consider and determine a revised budget in respect of 2020/21.
 - ii. To consider and determine a budget in respect of 2021/22.
 - iii. To consider precept requirements for 2021/22.

6. Planning Applications

- (a) To receive and note recent planning decisions issued by Cheshire East Council in respect of development within the Parish. (Appendix F)
- (b) To consider the following planning applications - None.
Any applications received following issue of Agenda will be included for discussion.
- (c) To consider the following planning appeal -
 - i. 20/1114M - Broadheath Farm, Macclesfield Road, Over Alderley. SK10 4SN
To extend the existing farmhouse, conversion of the existing barn to provide a second dwelling and erection of a new third dwelling within a courtyard formation following repositioning of the existing northern access and demolition of all other existing buildings and structures.
[Appeal lodged following non-determination of planning application]
Comments deadline: 30th December, 2020
- (d) To consider any response required to the draft amended Site Allocations and Development Policies Document and supporting information.
(Closing date: 23/12/20)
Link to information: <https://cheshireeast-consult.objective.co.uk/portal/planning/cs/sadpd/rpdsadpd>

7. Neighbourhood Plan

- (a) To receive an update on progress to form a Neighbourhood Plan Steering Group.
- (b) To receive and consider recommendations on how to proceed with the development of a Neighbourhood Plan for the parish of Over Alderley.

8. 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 East Council - Household Waste Recycling Centre Review.
(Closing date 04/01/21)
Link to information: <https://surveys.cheshireeast.gov.uk/s/HWRCReview2020/>
 - ii. Cheshire East Council - Draft new Tenancy Strategy. (Closing date: 18/01/21)
Link to information: <https://surveys.cheshireeast.gov.uk/s/LAP1F0/>
 - iii. Cheshire East Council - Local Transport and Car Parking consultations.
(Closing date: 31/01/21)
Link to information: https://www.cheshireeast.gov.uk/council_and_democracy/council_information/consultations/local-transport-and-car-parking-engagement-2020.aspx
 - iv. Cheshire East Council - Budget engagement 2021-2025.
(Closing date: 08/01/21)
https://www.cheshireeast.gov.uk/council_and_democracy/council_information/c

OVER ALDERLEY PARISH COUNCIL

[onsultations/budget-engagement-2021.aspx](https://www.aldersleyparishcouncil.gov.uk/consultations/budget-engagement-2021.aspx)

9. Highway Maintenance and Enhancements

(a) To receive highway matters for attention from Members.

10. Community Issues

(a) To receive updates from the Alderley Park Liaison Committee.

(b) To receive updates relating to footpaths within the Alderley Park site.

11. Matters for inclusion on next/future meeting agenda

(a) Review of Standing Orders & Financial Regulations.

(b) Vacancy for a Parish Councillor.

(c) Community Governance Review.

12. Date of next meeting -

(a) Monday 18th January, 2021 at 7:45p.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.

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 8th December, 2020

OVER ALDERLEY PARISH COUNCIL

APPENDIX A

Financial Statement - 2020/21					
as at 14th December 2020					
Actual 2019/20 £.	Details	2020/21 Budget £.	Actual to Apr. 20 £.	Agenda Dec. 20 £.	Budget Balance £.
Receipts					
3,295.00	Precept	4,015.00	0.00	4,015.00	0.00
0.00	Balances	0.00	0.00		0.00
5.02	Investment Interest	0.00	0.00	0.89	0.00
0.00	Sale of Assets	0.00	0.00		0.00
0.00	Grants, Donations & Refunds	0.00	0.00		0.00
184.05	Allotment Fees	0.00	0.00		0.00
50.65	V.A.T. Refund	0.00	0.00	128.24	35.73
3,534.72	Total Receipts	4,015.00	0.00	4,144.13	35.73
Payments					
928.98	Salary (Clerk)	1,025.00	0.00		1,025.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
138.60	Allowances (Clerk)	125.00	0.00		125.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
20.99	Administration	60.00	0.00		60.00
102.00	Audit Fees (internal & external)	120.00	0.00	119.00	1.00
257.60	Insurance	300.00	0.00		300.00
1,000.00	Grant - Over Alderley & Birtles Reading Room	1,600.00	0.00		1,600.00
0.00	s.137 Donations	200.00	0.00		200.00
53.15	Allotments - Water Charges	145.00	0.00	59.61	85.39
130.40	Subscriptions/Affiliation Fees	135.00	0.00	95.40	39.60
90.00	Room Hire	105.00	0.00		105.00
46.08	Notice Board Maintenance	100.00	0.00		100.00
1044.00	Contingency	100.00	0.00		100.00
128.24	V.A.T.		0.00	35.73	
3,940.04	Total Payments	4,015.00	0.00	309.74	3,740.99

Cash/Bank Reconciliation	01/04/20	01/04/20	14/12/20	31/03/21
Balance B/Fwd.	4,095.19	4,095.19	4,095.19	7,929.58
Add Total Receipts	4,015.00	0.00	4,144.13	35.73
Less Total Payments	-4,015.00	0.00	-309.74	-3,740.99
Balance C/Fwd.	4,095.19	4,095.19	7,929.58	4,224.32
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/20	01/04/20	14/12/20	31/03/21
General Funds	2,595.19	3,095.19	6,929.58	3,224.32
Earmarked Reserves	1,500.00	1,000.00	1,000.00	1,000.00
	4,095.19	4,095.19	7,929.58	4,224.32

OVER ALDERLEY PARISH COUNCIL

CASH/BANK RECONCILIATION AS AT - 14th December 2020

CASH

Balance Brought Forward 01/04/20	
Current Account	1,605.03
Business Reserve Account	2,490.16
Plus Receipts	4,144.13
	8,239.32
Less Payments	309.74
Balance Carried Forward 14/12/20	7,929.58

BANK (Natwest)

Business Reserve Account -	2,491.05	05/10/20
Add income/transfer received since above Statement		
	0.00	
Less unrepresented cheques		
	0.00	
		2,491.05 14/12/20
Current Account -	5,438.53	05/11/20
Add income received since above Statement		
	0.00	
	0.00	
Less unrepresented cheques/ Transfer		
For approval	-309.74	
Less payments already issued	309.74	
	0.00	
		5,438.53 14/12/20
Total Bank Balances 14/12/20	7,929.58	

OVER ALDERLEY PARISH COUNCIL

APPENDIX B

Payments for ratification

a. Direct Debit	United Utilities	£7.65	Water charges - Jan-Apr 2020
b. Cheque No 000304	JDH Business Services Ltd.	£142.80	Internal Audit fee 2019/20
c. Cheque No 000305	Cheshire Association of Local Councils	£95.40	Affiliation fee 2020/21
d. Direct Debit	United Utilities	£54.10	Water charges - Apr-Jul 2020
e. Direct Debit	United Utilities	£9.79	Water charges - Jul-Oct 2020

APPENDIX C

Receipts

a. Cheshire East Borough Council	£2,007.50	Precept 2020/21 (50%)
b. NatWest Bank plc.	£0.41	Gross interest - April, 2020
c. H.M. Revenue & Customs	£128.24	VAT reclaim 2019/20
d. NatWest Bank plc.	£0.40	Gross interest - May, 2020
e. NatWest Bank plc.	£0.02	Gross interest - June, 2020
f. NatWest Bank plc.	£0.02	Gross interest - July, 2020
g. NatWest Bank plc.	£0.02	Gross interest - August, 2020
h. Cheshire East Borough Council	£2,007.50	Precept 2020/21 (50%)
i. NatWest Bank plc.	£0.02	Gross interest - September, 2020

OVER ALDERLEY PARISH COUNCIL

APPENDIX D

OVER ALDERLEY PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2020/21

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.
Financial records	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2020/21.
	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 2020/21.
	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.
	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

OVER ALDERLEY PARISH COUNCIL

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 2020/21.
	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.
	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.
Salaries and associated costs.	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.
	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
Employees.	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 analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
VAT	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 2020/21.

OVER ALDERLEY PARISH COUNCIL

APPENDIX E

REVISED BUDGET 2020/21 AND BUDGET 2021/22

		Projected 20/21 & Budget 2021/22	Variations 20/21	Balance as at 14/12/20
Clerk's Salary				
2020/21	£928.98 p.a. (based upon 1.5 hrs. per week)	929	0	
	NJC Salary Award	26	70	
		955	70	1,025
2021/22				
	£954.72 p.a. (based upon 1.5 hrs. per week)	955		
	Contingency for salary review	19		
	Contingency for working hours review	325		
	Contingency for NJC Salary Award.	36		
		1,335		
National Insurance (Employer)				
2020/21	Based on basic salary	0	0	0
2021/22				
	Based on basic salary	0		
Allowances (Clerk)				
2020/21	Employment Expenses	125	0	125
2021/22				
	Employment Expenses	135		
Chairman/Member Allowances				
2020/21	Member Allowances - Dec 20 - Mar 21	0	0	0
2021/22				
	Member Allowances	0		
Administration				
2020/21	Stationery & General Office Supplies	60	0	60
2021/22				
	Stationery & General Office Supplies	75		
Audit Fees				
2020/21	External Audit Fees 2019/20	0	0	
	Internal Audit Fees 2019/20	0	1	
		0	1	1
2021/22				
	External Audit Fees 2020/21	0		
	Internal Audit Fees 2020/21	130		
		130		
Insurance				
2020/21	Premium due 22/03/21	300	0	300
2021/22				
	Premium due 22/03/22	300		
Grants				
2020/21	Over Alderley & Birtles Reading Room	1,000	0	
	St. Catherine's Church - Monthly Messenger	600	0	
		1,600	0	1,600
2021/22				
	Over Alderley & Birtles Reading Room	1,000		
	St. Catherine's Church - Monthly Messenger	600		
		1,600		
s.137 Donations				
2020/21	Contingency	200	0	200
2021/22				
	Contingency	200		

OVER ALDERLEY PARISH COUNCIL

		Projected 20/21 & Budget 2021/22	Variances 20/21	Balance as at 14/12/20
Allotments - Water Charges				
2020/21	Standing Charge	13	3	
	Water Charges	15	44	
	Contingency	10	0	
		38	47	85
2021/22				
	Standing Charge	35		
	Water Charges	100		
	Contingency	10		
		145		
Subscriptions/Affiliation Fees				
2020/21	Data Protection Registration	35	0	
	ChALC	0	4	
		35	4	39
2021/22				
	Data Protection Registration	35		
	ChALC	110		
	Cheshire Community Action	20		
		165		
Room Hire				
2020/21	Ordinary Parish Council Meetings	15	57	
	Extra Ordinary Parish Council Meetings	0	12	
	Contingency	0	21	
		15	90	105
2021/22				
	Ordinary Parish Council Meetings	90		
	Extra Ordinary Parish Council Meetings	30		
	Contingency	40		
		160		
Notice Board - Maintenance				
2020/21	Notice Board Repairs	100	0	100
2021/22				
	Notice Board Repairs	100		
Neighbourhood Plan				
2020/21	N/A	0	0	0
2021/22				
	Grant funding from Locality	9,000		
Other				
2020/21	Contingency provision	100	0	100
2021/22				
	Contingency provision	100		
	2020/21 Sub Totals	3,528	212	3,740
	2020/21 Income - Grants	0	0	
	2020/21 Expenditure Projection and Variance Totals	3,528	212	
	2021/22 Draft Budget Expenditure Total	13,445		
	Less Grants	-9,000		
	Gross Precept Requirement 2021/22	4,445		

OVER ALDERLEY PARISH COUNCIL

Analysis of funds

01/04/20	Balance brought forward	4,095.19	
	Plus receipts (actual)	4,144.13	
	Less payments (actual)	-309.74	
	Plus receipts (projected)	35.73	
	Less payments (projected)	-3,528.00	
			4,437.31
	Less Earmarked Reserves:		
	Asset Maintenance Fund	-1,500.00	
			-1,500.00
31/03/21	General funds carried forward		2,937.31

Tax Base 2021/22 (Band D) and Precept impact on Property Bands

2020/21				2021/22			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		12.45	A	6/9		12.89
B	7/9		14.53	B	7/9		15.04
C	8/9		16.61	C	8/9		17.19
D	9/9	214.91	18.68	D	9/9	229.88	19.34
E	11/9		22.83	E	11/9		23.63
F	13/9		26.99	F	13/9		27.93
G	15/9		31.14	G	15/9		32.23
H	18/9		37.36	H	18/9		38.67
	Precept	£4,015			Precept	£4,445	

OVER ALDERLEY PARISH COUNCIL

APPENDIX F

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
- 18/4728M - 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).
18/4729M - Listed Building Consent application for above proposal.
DECISION STATUS - Undecided
- 20/0439M - 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.
DECISION STATUS - Approved with conditions (16/09/20)
- 20/0865M - 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.
DECISION STATUS - Refused (26/10/20)
- 20/1114M - Broadheath Farm, Macclesfield Road, Over Alderley. SK10 4SN
To extend the existing farmhouse, conversion of the existing barn to provide a second dwelling and erection of a new third dwelling within a courtyard formation following repositioning of the existing northern access and demolition of all other existing buildings and structures.
DECISION STATUS - Appeal lodged.
- 20/1765M - Broad Heath House, Slade Lane, Over Alderley. SK10 4SF
Demolition of existing dwelling and construction of replacement dwelling.
DECISION STATUS - Approved with conditions (06/10/20)
- 20/2308M - Broadheath 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.
DECISION STATUS - Approved with conditions (17/11/20)
- 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.
DECISION STATUS - Approved with conditions (07/10/20)

OVER ALDERLEY PARISH COUNCIL

- 20/2490M - Lothlorien, Macclesfield Road, Over Alderley. SK10 4SW
Replacement conservatory structure.
DECISION STATUS - Approved with conditions (03/11/20)
- 20/2548M - Birtles Farm, Farmhouse, Hocker Lane, Over Alderley. SK10 4SB
Detached car port / garage and home office.
DECISION STATUS - Undecided
- 20/2998M - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB
Conservatory, porch and boundary treatment (Resubmission of planning application reference 20/0784M).
DECISION STATUS - Undecided
- 20/2954M - 4 Festival Drive, Over Alderley. SK10 4SQ
Certificate of lawful proposed development of new rear elevation windows and doors.
DECISION STATUS - Positive certificate (03/09/20)
- 20/3112M - Yew Tree, Hocker Lane, Over Alderley. SK10 4SB
Two storey rear extension and internal remodelling.
DECISION STATUS - Undecided
- 20/3452M - Alderley Park, Congleton Road, Nether Alderley. SK10 4TG
Prior notification of proposed access road through woodland.
DECISION STATUS - Determination - Approval not required (stage 1) (15/09/20)
- 20/4241M - Beech Cottage, Birtles Lane, Over Alderley. SK10 4RU
Orangery and patio.
20/4242M - Listed Building Consent application for above proposal.
DECISION STATUS - Undecided