

OVER ALDERLEY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

MONDAY 16TH MAY, 2016 at 7:45 p.m.

at OVER ALDERLEY & BIRTLES READING ROOM, BIRTLES LANE, OVER ALDERLEY.

PRESENT - Councillors: S. Clarke (Chairman), S. Wren, D. Burns, J. Potts.
Members of Public (3).
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. ELECTION OF CHAIRMAN -

i) The retiring Chairman invited nominations for Chairman for the 2016/17 civic year. One nomination was received in respect of Councillor S. Clarke.

12/16 **Resolved a) That Councillor S. Clarke be elected as Chairman to Over Alderley Parish Council for the 2016/17 civic year.**

Proposed Councillor D. Burns

Seconded Councillor S. Wren

All in favour

2. APOLOGIES FOR ABSENCE -

Councillor D. Caplin - Family illness.
Councillor I. Beaumont - Work commitments.
Councillor J. Venables - Prior commitment.
Cheshire East Borough Councillor P. Findlow - Prior engagement.

13/16 **Resolved a) To receive and approve the apologies for absence as listed above.**

3. DECLARATIONS OF INTEREST - None.

4. ELECTION OF VICE CHAIRMAN -

i) Nominations were invited for the position of Vice Chairman for the 2016/17 civic year. One nomination was received in respect of Councillor D. Burns.

14/16 **Resolved a) That Councillor D. Burns be elected as Vice Chairman to Over Alderley Parish Council for the 2016/17 civic year.**

Proposed Councillor S. Clarke

Seconded Councillor S. Wren

All in favour

5. MINUTES -

i) The Minutes of the Parish Council Meeting held 14th March, 2016 had been previously circulated to all Members.

15/16 **Resolved a) That the Minutes of the Parish Council Meeting held 14th March, 2016 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor D. Burns

Seconded Councillor S. Clarke

All in favour

ii) The Minutes of the Extraordinary Parish Council Meeting held 15th April, 2016 had been previously circulated to all Members.

16/16 **Resolved a) That the Minutes of the Extraordinary Parish Council Meeting held 15th April, 2016 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor J. Potts

Seconded Councillor D. Burns

All in favour

iii) The Minutes of the Public Open Meeting held 15th April, 2016 had been previously circulated to all Members.

17/16 **Resolved a) That the Minutes of the Public Open Meeting held 15th April, 2016 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor D. Burns

Seconded Councillor J. Potts

All in favour

6. PUBLIC FORUM FOR QUESTIONS -

i) Two former residents advised that they had recently purchased land near to Varden Town Cottages and were considering their options on how to use the land. There is an opportunity to use part of the land to help alleviate the parking issues experienced in the area, however, any change of use of the land is likely to require planning permission.

A resident asked whether any further information had been made available to the Parish Council regarding the proposed development at Ashbrook Road as he had observed recent ground tests being undertaken on the site. Members advised that no further information had been made available to the Parish Council at this time.

7. REPORTS FROM EXTERNAL ORGANISATIONS -

i) **Macclesfield North & Poynton Policing Team** - No Police Officers were present at the meeting.

ii) **Cheshire East Ward Member** - Councillor P. Findlow was not present at the meeting.

iii) **ChALC Macclesfield Area Meeting - 6th April, 2016** - The Clerk reported that she had attended the

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meeting which had focussed on the Cheshire East Council Local Plan and Broadband availability within Cheshire. It appears that parishes that are unable to access the BT fibre network are able to access improved internet through satellite providers such as ViSPA.

Decision a) That further details be obtained about the satellite internet provider ViSPA for consideration at a future meeting.

8. FINANCE -

i) **Financial Statement 2016/17 as at 16th May, 2016 - Appendix A.**

The Clerk presented the financial statement 2016/17 which was unanimously accepted.

ii) **To authorise the following payments -** the Clerk outlined the basis of the following payments:

- a) Direct Debit United Utilities £12.62 Water charges: 20/01/16 - 22/04/16.
b) Cheque No. 000271 Cheshire Association of Local Councils £88.55 Annual Affiliation Fee 2016/17.

iii) **Receipts -** the Clerk reported that the following receipts had been received since 1st January, 2016:

- a) NatWest Bank plc. - Bank Interest (Business Reserve a/c) £0.10* January, 2016.
b) NatWest Bank plc. - Bank Interest (Business Reserve a/c) £0.11* February, 2016.
c) NatWest Bank plc. - Bank Interest (Business Reserve a/c) £0.11* March, 2016.
d) Cheshire East Borough Council £1,250.00 Precept 2016/17 (50%).
e) Cheshire East Borough Council £31.00 Council Tax Support Grant 2016/17.
f) Allotment Plot 6 £10.00 Allotment Plot Deposit.

*Received in 2015/16, shown in balance brought forward 01/04/16.

iv) **VAT Reclaim 2014/15/16 -** The Clerk reported that a VAT reclaim had been submitted to HMRC in the sum of £136.73.

18/16 Resolved a) That the Statement of Account, as at 16th May, 2016 be received and the Clerk's observations duly noted.

b) That the schedule of 2 payments be approved and duly authorised.

c) That the report on receipts since 1st January, 2016 be received and duly noted.

d) That the Clerk's actions in submitting a VAT reclaim to HMRC be confirmed.

Proposed Councillor S. Clarke Seconded Councillor D. Burns All in favour

v) **Internal Audit 2015/16 -** The Clerk reported that the Internal Audit report had been received and that no matters of non-compliance had been identified. The associated invoice had been received, however, was currently being queried as it was greater than anticipated.

19/16 Resolved a) That the Internal Audit report be received and noted.
b) That approval be given for the Internal Audit invoice to be paid following clarification of the charges.

Proposed Councillor S. Clarke Seconded Councillor S. Wren All in favour

vi) **Final Accounts and External Audit Arrangements 2015/16 -**

a) **To consider and approve the signing of the Annual Governance Statement 2015/16 (Section 1 of the Annual Return) for submission to the External Auditors -** Members considered the Annual Governance Statement 2015/16 and unanimously agreed that 'yes' be recorded by items 1-8 and 'n/a' be recorded in respect of item 9 (Trust Funds).

20/16 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.

Proposed Councillor S. Clarke Seconded Councillor S. Wren All in favour

b) **To approve and adopt the 2015/16 Final Accounts and Supporting Notes -** The Clerk presented the Final Accounts 2015/16 and Supporting Notes to the Council to which no queries were raised.

c) **To approve the signing of the Accounting Statements 2015/16 (Section 2 of the Annual Return) for submission to the External Auditors -** The Clerk presented the Accounting Statements 2015/16 to the Council noting that these figures represented those outlined in the Final Accounts.

21/16 Resolved a) That the Final Accounts and Supporting Notes for the financial year ended 31st March, 2016 be duly approved and adopted. (Appendix B)

That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 2 of the Annual Return 2015/16.

Proposed Councillor S. Clarke Seconded Councillor D. Burns All in favour

9. CORRESPONDENCE -

i) **To consider correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate in relation thereto:**

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- a) **Manchester Airport - Civil Aviation Authority Consultation - Proposals for a revised airspace change process.** Members did not consider that a response was necessary at this time.
 - b) **Cheshire East Council - Draft Cheshire East Borough Design Guide Supplementary Planning Document (SPD) Consultation.** Members did not consider that a response was necessary.
- ii) **To receive and note correspondence received since the date of the last ordinary meeting:** (Appendix C)

Decision a) To receive and note the correspondence received.

10. PLANNING APPLICATIONS -

- i) **To receive the latest planning schedule and discuss new applications - Appendix D.**
- ii) **To ratify planning representations submitted since the last meeting - Appendix E.**

Decision a) That the representations submitted in respect of planning application 16/1420M be confirmed and approved.

11. MEMBER REPORTS -

- i) **Over Alderley Primary School Charity** - Councillor D. Burns advised there was nothing to report.
- ii) **Mottram superfast broadband** - This matter had been previously discussed at Item 7(iii).
- iii) **Her Majesty The Queen - 90th Birthday Celebrations** - Councillor J. Potts reported that the Parish Council has been asked to underwrite the cost of the Parish celebration to a value of £500.

22/16 **Resolved** a) **That the Parish Council underwrite the cost of the Queen's Birthday celebrations to a maximum value of £500.**

Proposed Councillor J. Potts

Seconded Councillor D. Burns

All in favour

12. LOCAL SERVICE DELIVERY -

- i) **Ashbrook Road Allotments** - Mr. D. Hobson advised that the tenant of Plot 8B no longer wishes to continue using the plot. The Clerk advised that the new tenant of Plot 6 had now signed the Allotment Tenancy Agreement.

23/16 **Resolved** a) **That the Clerk place an advert on the Parish Council notice boards inviting individuals interested in renting the allotment to make themselves known to the Parish Council.**
b) **That the Clerk and Councillor J. Potts be authorised to sign the Allotment Tenancy Agreement in respect of Plot 6.**

13. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) **B5087 Route Review** - The Clerk reported that Cheshire East Council had advised that speed monitoring undertaken along the B5087 had not revealed any speeding within the Parish. No further action, other than re-painting of white lines and renewing signage where necessary was proposed. Members were disappointed by the methodology of this review.

Decision a) **That the Clerk respond to Cheshire East Council setting out their disappointment of the review methodology and request that further speed monitoring be undertaken during school term time when the results may show different trends. A timescale for the proposed works should also be requested.**

- ii) **Parking in vicinity of Varden Town Cottages** - This had been previously discussed at Item 6.

- iii) **To receive highway matters for attention from Members** - Councillor J. Potts reported that the water currently flowing on Birtles Lane is causing the edge of the tarmac to be undermined creating potential for it to collapse. This matter would be reported to Cheshire East Council by the Clerk.

14. **MATTERS FOR INCLUSION ON NEXT MEETING AGENDA** - None.

15. CALENDAR OF MEETINGS -

Decision a) That the Parish Council meetings for 2016/17 be held on the following dates at 7:45p.m. at Over Alderley & Birtles Reading Room.

18th July, 2016, 19th September, 2016, 21st November, 2016, 16th January, 2017,
20th March, 2017, 15th May, 2017. (Annual Parish Meeting - 20th March, 2017)

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.

Decision a) That the above resolution was not required as no items were to be discussed at Item 16.

16. **MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS** - None.

The meeting was declared closed by the Chairman at 9:06p.m.

Signed:

Approval Date - 18th July, 2016

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APPENDIX A

Financial Statement - 2016/17 as at 16 May 2016					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to Apr. 16 £.	Agenda May. 16 £.	Budget Balance £.
	Receipts				
2,000.00	Precept	2,500.00	0.00	1,250.00	1,250.00
0.00	Balances	0.00	0.00		0.00
1.27	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
61.00	Grants, Donations & Refunds	0.00	0.00	31.00	0.00
879.46	Transparency Code Compliance Grant	0.00	0.00		0.00
128.01	Allotment Fees	0.00	0.00	10.00	0.00
0.00	V.A.T. Refund	0.00	0.00		2.11
3,069.74	Total Receipts	2,500.00	0.00	1,291.00	1,252.11
	Payments				
377.09	Salary (Clerk)	570.00	0.00		570.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
72.00	Allowances (Clerk)	105.00	0.00		105.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
12.96	Administration	30.00	0.00		30.00
119.00	Audit Fees (internal & external)	90.00	0.00		90.00
251.85	Insurance	275.00	0.00		275.00
1,000.00	Grant - Over Alderley & Birtles Reading Room	1,000.00	0.00		1,000.00
50.56	Allotments - Water Charges	100.00	0.00	10.51	89.49
35.00	Data Protection Registration	35.00	0.00		35.00
80.96	Subscriptions/Affiliation Fees	90.00	0.00	88.55	1.45
0.00	Room Hire	100.00	0.00		100.00
0.00	Notice Board Maintenance	50.00	0.00		50.00
873.23	Transparency Code Compliance	0.00	0.00		0.00
0.00	Contingency	55.00	0.00		55.00
107.74	V.A.T.		0.00	2.11	
2,980.39	Total Payments	2,500.00	0.00	101.17	2,400.94

Cash/Bank Reconciliation	01/04/16	01/04/16	16/05/16	31/03/17
Balance B/Fwd.	2,945.72	2,945.72	2,945.72	4,135.55
Add Total Receipts	0.00	0.00	1,291.00	1,252.11
Less Total Payments	0.00	0.00	-101.17	-2,400.94
Balance C/Fwd.	2,945.72	2,945.72	4,135.55	2,986.72
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/16	01/04/16	16/05/16	31/03/17
General Funds	2,945.72	2,945.72	4,135.55	2,986.72
Earmarked Reserves	0.00	0.00	0.00	0.00
	2,945.72	2,945.72	4,135.55	2,986.72

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CASH/BANK RECONCILIATION AS AT - 16 May, 2016

CASH

Balance Brought Forward 01/04/16		
Current Account - Parish Council	465.15	
Business Reserve Account	2,480.57	
Plus Receipts		1,291.00
	4,236.72	
Less Payments		101.17
Balance Carried Forward 16/05/16		4,135.55

BANK (Natwest)

Business Reserve Account -	2,480.57		01/04/16
Add income/transfer received since above Statement			
	0.00		
Less unrepresented cheques			
	0.00		
		2,480.57	16/05/16
 Current Account -	 500.15		 01/04/16
Add income received since above Statement			
	1,291.00		
		1,291.00	
Less unrepresented cheques/ Transfer			
Approved	35.00		
For Approval	101.17		
		-136.17	
		1,654.98	16/05/16
 Total Bank Balances 16/05/16		4,135.55	

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APPENDIX B

Over Alderley Parish Council Summary Receipts & Payments Account for the year ended 31st March, 2016

2014/15 £.	<u>Receipts</u>	2015/16 £.
2,000.00	Precept	2,000.00
1.24	Investment Interest	1.27
0.00	Sale of assets	0.00
80.00	Grants & Donations	61.00
0.00	Transparency Code Compliance Grant	879.46
143.00	Allotment Rental	128.01
0.00	V.A.T. Refund	0.00
<u>2,224.24</u>	Total Receipts	<u>3,069.74</u>
	<u>Payments</u>	
0.00	Salary (Clerk)	377.09
0.00	National Insurance (Employer)	0.00
0.00	Allowances (Clerk)	72.00
0.00	Member Allowances	0.00
0.00	Administration	12.96
81.00	Audit Fees (internal & external)	119.00
243.80	Insurance	251.85
1,000.00	Grant - Over Alderley & Birtles Reading Room	1,000.00
84.63	Allotments - Water Charges	50.56
0.00	Data Protection Registration	35.00
75.90	Subscriptions / Affiliation Fees	80.96
0.00	Room Hire	0.00
0.00	Notice Board Maintenance	0.00
0.00	Transparency Code Compliance	873.23
0.00	Contingency	0.00
28.99	V.A.T.	107.74
<u>1,514.32</u>	Total Payments	<u>2,980.39</u>

2,146.45	Balance B/Fwd. 01/04/15	2,856.37
2,224.24	Add Total Receipts	3,069.74
-1,514.32	Less Total Payments	-2,980.39
<u>2,856.37</u>	Balance C/Fwd. 31/03/16	<u>2,945.72</u>
	<u>Analysis of Cumulative Funds</u>	
2,479.30	NatWest Business Reserve Account	2,480.57
377.07	NatWest Bank Current Account	465.15
<u>2,856.37</u>	Total	<u>2,945.72</u>
	<u>Above Funds held for the following purposes:-</u>	
2,856.37	General Funds	2,945.72
0.00	Earmarked Reserves	0.00
0.00	Capital Reserves	0.00
<u>2,856.37</u>		<u>2,945.72</u>

The above Statement represents fairly the financial position of the Over Alderley Parish Council as at 31st March, 2016 and reflects its receipts and payments during the year.

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Over Alderley Parish Council Supporting Notes - 2015/16

Assets

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

Laptop Computer	£299.17
Printer / Scanner	£69.99

During the year the following assets were disposed of for the amount shown:- None

At the 31st March, 2016 the following assets were held:-

Parish Boundary Signs (2)	£324.00
Notice Boards (3)	£816.00
Wooden Seat	£382.00
Laptop Computer	£299.17
Printer / Scanner	£69.99
	<u>£1,891.16</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, 2016 the following loans to the Council were outstanding:- None

Debts

At the year end debts of £152.85 were outstanding and due to the Council:-

VAT reclaim - 14/15 & 15/16	£136.73
Allotment Rent	£16.12
	<u>£152.85</u>

Capital Reserves

None

Earmarked Reserves

None

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 £1,729.60 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

CORRESPONDENCE

Cheshire East Council

- Traffic Management LAP Reports - 17, 29, 31 March 2016, 7, 14, 21, 28 April 2016, 5 May 2016.
- Partnerships Newsletter - March/April 2016.
- Cheshire Homechoice Newsletter - 16, 23 March 2016, 6, 13, 20, 27 April 2016.
- Notice of Police & Crime Commissioner Election - 5th May 2016.
- Grants to support community events to commemorate The Queen's 90th Birthday.
- Police & Crime Commissioner Election - Statement of Persons Nominated.
- Call for articles for May/June 2016 PACE Newsletter.
- Notice of Polling Stations & Notice of Poll.
- Funding Alerts.
- Draft Cheshire East Design Guide Briefing Meeting presentation.
- Macclesfield Highways Meeting Minutes - March 2016.
- Town & Parish Council Conference - Request for Agenda Items.

Cheshire East Council - Road Closures

- Park Lane, Macclesfield from the junction with Churchill Way to the junction with Oxford Road - 14-15/04/16.
- Beswick Street, Macclesfield from the junction with Oxford Road to the junction with Loxley Close - 21-25/03/16.
- Butley Lanes, Prestbury from the entrance to the sewage works to the entrance to Plant House - 18-19/04/16.
- Mill Lane, Siddington from the junction with Congleton Lane to the junction with Congleton Road - 15/04/16.

Other Correspondence:

- ChALC Weekly Bulletin - 17, 23, 31 March 2016, 7, 14, 21, 28 April 2016, 5 May 2016.
- Cheshire Community Action - Invitation for membership 2016/17.
- Alderley Park Newsletter - April 2016.

APPENDIX D

OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
16/0650M (17/02/16)	Lower Yew Tree Farm, Birtles Lane, Over Alderley. SK10 4RY	Lawful Development Certificate for a proposed use or development - Construction of extensions and incidental outbuildings under Classes A and E of the Town and Country Planning (General Permitted Development) Order 2015 respectively.	
16/0715M (19/02/16)	Dickens Farm, Mottram Road, Alderley Edge. SK9 7JF	New conservatory.	15/04/16 - Approved with conditions.
16/0786M (17/02/16)	Lower Yew Tree Farm, Birtles Lane, Over Alderley. SK10 4RY	Prior Notification of agricultural building - General purpose agricultural building.	15/03/16 - Refused.
16/0804M (17/02/16)	Oak Lea, Birtles Lane, Over Alderley. SK10 4RY	Raise existing roof to form habitable space in existing loft with proposed roof dormers and single storey rear extension.	
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.	

NEW PLANNING APPLICATIONS - None.

APPENDIX E

16/1420M - Demolition of existing garages and construction of 5 no. 2 bed 4 person houses within curtilage parking and additional parking for use by visitors - Garage site at eastern end of Ashbrook Road, Over Alderley.

Over Alderley Parish Council make the following comments in respect of the above planning application:

1. That the provision of affordable housing within the Parish of Over Alderley is supported, in principle, subject to the implementation of the "cascade allocation system" to ensure that priority is given to parishioners during the allocation process.
2. That concern is raised in respect of whether the existing highway (Festival Drive & Ashbrook Road) has sufficient capacity to accommodate increased vehicle numbers (including provision for emergency and refuse vehicles) bearing in mind the narrow carriageway width and current lack of within curtilage parking for several existing dwellings within the vicinity.
3. That concern is raised regarding the suitability and capacity of existing drainage and sewerage facilities to serve the proposed dwellings in addition to existing properties. Reassurance is sought that adequate provision will be made to ensure that no development will lead to the exacerbation of existing drainage issues or have an adverse impact upon the surrounding natural environment.
4. That an objection be raised to the exterior design of the proposed dwellings as the proposed materials are not consistent or sympathetic with other properties within the area. The use of black/dark grey facing brickwork with black mortar and low maintenance horizontal cladding boards is considered unacceptable.