

# OVER ALDERLEY PARISH COUNCIL

## MINUTES OF THE PARISH COUNCIL MEETING HELD

MONDAY 23<sup>RD</sup> NOVEMBER, 2015 at 7:45 p.m.

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

PRESENT - Councillors: J. Potts (Chairman), D. Burns (Vice Chairman), J. Venables, D. Caplin, S. Clarke.  
Members of Public (0).  
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor S. Wren - Currently out of the country.  
Cheshire East Borough Councillor P. Findlow.

**Decision** a) To receive and approve the apologies for absence as listed above.

2. **DECLARATIONS OF INTEREST** - None.

3. **MINUTES** -

i) The Minutes of the Parish Council Meeting held 21<sup>st</sup> September, 2015 had been previously circulated to all Members.

- 08/15 **Resolved** a) **That the Minutes of the Parish Council Meeting held 21<sup>st</sup> September, 2015 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor S. Clarke

Seconded Councillor D. Caplin

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

i) No questions had been received from or were presented by members of the public.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

i) **Macclesfield North & Poynton Policing Team** - No representatives of the Policing Team were present.

ii) **Cheshire East Ward Member** - No report.

iii) **Manchester Airport Meeting with Town & Parish Councils - 29<sup>th</sup> September, 2015** - The Clerk reported that she had attended the meeting at which Parishes were urged to be vigilant of activity involving drones and laser pointers as these were causing considerable concern and, at times, disruption to airport activities. It was noted that recent surveillance had taken place in the area relating to these types of activity.

iv) **ChALC - Macclesfield Area Meeting - 5<sup>th</sup> November, 2015** - The Clerk reported that she had attended the meeting which had discussed the potential impact of the current Cheshire East Council proposal to cease making Council Tax Support Grant payments with effect from 2016/17 financial year. It was also noted that ChALC are to increase their subscriptions by 3p per elector for 2016/17.

6. **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:**

a) **Cheshire East Council - Town & Parish Council Conference - 10<sup>th</sup> December, 2015.**

**Decision** a) That any Member interested in attending this event let the Clerk know as soon as possible.

ii) **To receive and note correspondence received since the date of the last ordinary meeting:** (Appendix A)

**Decision** a) To receive and note the correspondence received.

7. **PLANNING APPLICATIONS** -

i) **Planning applications for consideration:**

a) 15/4472M The refurbishment and partial redevelopment of Block 15 with laboratory, office and manufacturing (assembly) spaces for research and development and associated uses (Use Class B1) - Block 15 Former CTL, Alderley House, Alderley Park, Congleton Road, Nether Alderley, Macclesfield. SK10 4TF [Strategic Planning Board: 16/12/15]

**Decision** a) No observations.

b) 15/5058M Erection of Timber Stable Block - Hurlbutts, Prestbury Road, Over Alderley. SK10 4UQ

**Decision** a) No objections.

ii) **To note the following Planning Decisions by Cheshire East Council since the last meeting:**

a) 15/3940M Removal of Condition 7 (relating to Bats) on Application 14/2570M - Removal of condition 6 (further extensions) attached to planning application 12/1317M. Replacement dwelling incorporating adjoining barn including associated parking and landscape scheme - Edge House Farm, Macclesfield Road, Over Alderley, Macclesfield. SK10 4UD [22/10/15: Approved with Conditions]

**Decision** a) To receive and note the above planning decisions issued by Cheshire East Council.

8. **FINANCE** -

i) **Financial Statement 2015/16 as at 23<sup>rd</sup> November, 2015** -

The Clerk presented the financial statement 2015/16 which was unanimously accepted.

(Appendix B)

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- ii) **To authorise the following payments** - the Clerk outlined the basis of the following payments:
- a) Direct Debit United Utilities £11.64 Water Charges 24/07/15 - 12/10/15.
  - b) Cheque No. 000266 BDO LLP £42.00 External Audit 2014/15 Charge.
- iii) **Receipts** - the Clerk reported that the following receipts had been received since 1<sup>st</sup> July, 2015:
- a) NatWest Bank plc - Business Reserve Account £0.11 Gross Interest - July, 2015.
  - b) NatWest Bank plc - Business Reserve Account £0.10 Gross Interest - August, 2015.
  - c) NatWest Bank plc - Business Reserve Account £0.11 Gross Interest - September, 2015.

**09/15 Resolved** a) **That the Statement of Account, as at 23<sup>rd</sup> November, 2015 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 1<sup>st</sup> July, 2015 be received and duly noted.**  
Proposed Councillor D. Caplin Seconded Councillor S. Clarke All in favour

- iv) **External Audit 2014/15** - The Clerk reported that the External Audit report had only contained 'minor issues' for which no specific action was required.

**10/15 Resolved** a) **That the External Audit Certificate and report 2014/15 be received and duly noted by Members.**  
b) **That the actions of the Clerk & Responsible Financial Officer, in displaying the Notices of Conclusion of Audit, be confirmed.**  
Proposed Councillor D. Burns Seconded Councillor J. Potts All in favour

- v) **Budget 2016/17** -  
a) **Council Tax Base 2016/17** - It was noted that the provisional Council Tax Base for 2016/17 has not yet been made available.  
b) **Revised Budget 2015/16** - Members considered the revised 2015/16 budget.  
c) **Budget 2016/17** - Members considered the draft budget presented in respect of the 2016/17 financial year.  
d) **Precept requirements 2016/17** - Members considered the precept requirements for the 2016/17 financial year.

**11/15 Resolved** a) **That the revised 2015/16 budget be approved as presented. (Appendix C)**  
b) **That the draft 2016/17 budget be accepted, as presented. (Appendix C)**  
c) **That a precept demand in the sum of £2,500 be levied in respect of the 2016/17 financial year.**  
Proposed Councillor D. Burns Seconded Councillor D. Caplin All in favour

## 9. MEMBER REPORTS -

- i) **Over Alderley Primary School Charity** - Councillor D. Burns reported that progress was continuing.
- ii) **Mottram superfast broadband** - The Clerk reported that information had been made available regarding a scheme (Vispa) which may be beneficial to those areas with currently poor broadband service.

## 10. LOCAL SERVICE DELIVERY -

- i) **Ashbrook Road Allotments** - It was reported that invoices are to be issued in the near future. Members considered the annual charges applied to users.

**12/15 Resolved** a) **That the allotment charges remain at £0.1535 per square metre along with the OAP discount of 50%.**  
Proposed Councillor J. Potts Seconded Councillor S. Clarke All in favour

## 11. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) **B5087 Route Review** - No update was available.
- ii) **Parking in vicinity of Varden Town Cottages** - There was nothing to report.
- iii) **To receive highway matters for attention from Members** - None.

## 12. CO-OPTION OF MEMBERS -

- i) **To consider whether to proceed at this time with the co-option process to fill current vacancies on Parish Council** - Members consider that it would be appropriate at this time to advertise for interested individuals to make themselves known to the Parish Council in order to, hopefully, fill the current vacancy on the Parish Council.

**13/15 Resolved** a) **That the Clerk advertise the Vacancy on the notice boards and in the Parish Magazine with interested persons making themselves known to either the Clerk, Chairman or Councillor Clarke.**  
Proposed Councillor J. Potts Seconded Councillor S. Clarke All in favour

## 13. MATTERS FOR INCLUSION ON NEXT MEETING AGENDA - None.

## 14. DATE OF NEXT MEETING - Monday 18<sup>th</sup> January, 2016 at 7:45 p.m.

**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 15.**

## 15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - None.

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The meeting was declared closed by the Chairman at 8:52p.m.

Signed: .....

Approval Date - 18<sup>th</sup> January, 2016

## APPENDIX A

### CORRESPONDENCE

#### Cheshire East Council

- Notice of Confirmation - Footpath No. 13 (Parts) Parish of Over Alderley Public Path Diversion Order 2015.
- Partnerships Newsletter - September/October, 2015.
- Alzheimer's Society Befrienders.
- Pre-Budget Report 2016/17 Consultation.
- Highways Department contact details.
- Highways Satisfaction survey.

#### Cheshire East Council - Road Closures

- Judy Lane, Sutton from the junction with Church Lane to the junction with Ridge Hill - 09-10/11/15.
- Castlegate, Prestbury Ward, Macclesfield from the junction with Pinehurst to the junction with Alders Way - 30/09/15 - 02/10/15.
- Impose a 30 mph speed limit along the following length of road:- Holmes Chapel Road, Sandbach from the junction with Congleton Road to outside Brindley Grange Farm - 28/09/15 - 28/03/17.
- Peel Street, Macclesfield Central Ward, Macclesfield from the junction with Ryle Street to outside house number 12 - 28/09/15 - 07/10/15.
- Bunce Lane, Gawsworth Ward, Macclesfield from the junction with Congleton Road for approximately 200m west - 27-28/10/15.
- Adlington Road, Palmerston Street, Water Street, Clarence Road, Bollington - 11/10/15 - Bollington War Memorial Dedication and Service Parade.
- Prohibition of one way traffic on Mill Street, Macclesfield from its junction with Duke Street to the junction with Roe Street between 12/10/15 - 15/11/15.
- Suspension of the existing one way traffic order and introduction of a one way restriction in the reverse direction on Roe Street, Macclesfield from the junction with Mill Street to the junction with Duke Street for its entirety between 12/10/15 - 15/11/15.
- Water Street, Bollington from the junction with Palmerston Road to the junction with High Street - 12-23/10/15.
- Maydews Passage, Macclesfield from the junction with Brook Street for approximately 30 metres - 31/10/15 - 02/11/15.
- Fanshawe Lane, Gawsworth from outside Brook Barn for approximately 150 metres - 14-16/12/15.
- Macclesfield Road, Prestbury from the junction with Prestbury Road to the junction with The Village - 02/11/15.
- Macclesfield Christmas Lights Switch On: Mill Street (from Market Place to Exchange Street), Market Place, Chestergate (from Market Place to Churchill Way), Castle Street, Churchside, Church Street - 28/11/15.
- Church Lane, Sutton from the junction with Judy Lane to outside St James Church - 18-19/11/15.
- Prestbury Road, Prestbury from Cumberland Street Roundabout to the junction with Priory Lane - 13-18/11/15.

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

- Chester Debating Society Programme.
- NALC Campaign to exempt public conveniences from business rates.
- Pensions Update Session - 12th October, 2015.
- Planning Seminar - 20th October, 2015.
- Reminder - ChALC Annual Meeting - 29th October, 2015.
- Clerk Vacancy - Barnton Parish Council.
- Audio Webcasting for Parish & Town Councils.
- ChALC Newsletter - October, 2015.
- Revised Transparency Code Fund Application.
- Clerks & Councillors Induction Training - 19th November, 2015.
- Websites & Technology Training/Information Session for Clerks.
- Funding of Defibrillator Units.
- Rural Superfast Broadband Event - Gawsworth Parish Council.
- Websites, Social Media and Transparency Training - 18th November, 2015.
- Notes from Parish Council meeting with Police & Crime Commissioner - 17th September, 2015.
- Minutes of the 2015 ChALC Annual Meeting held 29th October, 2015.

#### Other Correspondence

- Manchester Airport - Music Concert Tickets.
- Zurich Insurance - Increase in Insurance Premium Tax from 1st November, 2015.
- Alderley Park Ltd. - Invitation to Public Exhibition regarding Alderley Park.
- Cheshire Community Action - Relocation of Offices.
- Cheshire Fire Authority - Consultation on draft Integrated Risk Management Plan 2016/17.
- Cheshire Community Action - BBC The Great British Bake Off - Application flyer.

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## APPENDIX B

<b>Financial Statement - 2015/16 as at 23 November 2015</b>					
Actual 2014/15 £.	Details	2015/16 Budget £.	Actual to Sept. 15 £.	Agenda Nov. 15 £.	Budget Balance £.
<b>Receipts</b>					
2,000.00	Precept	2,000.00	2,000.00		0.00
0.00	Balances	221.00	0.00		0.00
1.24	Investment Interest	0.00	0.31	0.32	-0.63
0.00	Sale of Assets	0.00	0.00		0.00
80.00	Grants, Donations & Refunds	61.00	61.00		0.00
143.00	Allotment Fees	0.00	0.00		0.00
0.00	V.A.T. Refund	0.00	0.00		32.03
<b>2,224.24</b>	<b>Total Receipts</b>	<b>2,282.00</b>	<b>2,061.31</b>	<b>0.32</b>	<b>31.40</b>
<b>Payments</b>					
0.00	Salary (Clerk)	500.00	0.00		500.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
0.00	Allowances (Clerk)	105.00	0.00		105.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
0.00	Publications & Stationery	25.00	0.00		25.00
81.00	Audit Fees (internal & external)	85.00	84.00	35.00	-34.00
243.80	Insurance	260.00	0.00		260.00
1,000.00	Grant - Over Alderley & Birtles Reading Room	1,000.00	0.00		1,000.00
84.63	Allotments- Water Charges	100.00	31.45	9.70	58.85
75.90	Subscriptions/Affiliation Fees	85.00	80.96		4.04
0.00	Room Hire	72.00	0.00		72.00
0.00	Notice Board Maintenance	50.00	0.00		50.00
0.00	Contingency	0.00	0.00		0.00
28.99	V.A.T.		23.09	8.94	
<b>1,514.32</b>	<b>Total Payments</b>	<b>2,282.00</b>	<b>219.50</b>	<b>53.64</b>	<b>2,040.89</b>

<b>Cash/Bank Reconciliation</b>	<b>01/04/15</b>	<b>21/09/15</b>	<b>23/11/15</b>	<b>31/03/16</b>
Balance B/Fwd.	2,856.37	2,856.37	4,698.18	4,644.86
Add Total Receipts	0.00	2,061.31	0.32	31.40
Less Total Payments	0.00	-219.50	-53.64	-2,040.89
<b>Balance C/Fwd.</b>	<b>2,856.37</b>	<b>4,698.18</b>	<b>4,644.86</b>	<b>2,635.37</b>
<b>Cumulative Balances</b>				
	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/15</b>	<b>21/09/15</b>	<b>23/11/15</b>	<b>31/03/16</b>
General Funds	2,856.37	4,698.18	4,644.86	2,635.37
Earmarked Reserves	0.00	0.00	0.00	0.00
	<b>2,856.37</b>	<b>4,698.18</b>	<b>4,644.86</b>	<b>2,635.37</b>

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## CASH/BANK RECONCILIATION AS AT - 23rd November, 2015

### CASH

Balance Brought Forward 01/04/15		
Current Account - Parish Council	377.07	
Business Reserve Account	2,479.30	
Plus Receipts	2,061.63	
	4,918.00	
Less Payments	273.14	
Balance Carried Forward 23/11/15	4,644.86	

### BANK (Natwest)

<b>Business Reserve Account -</b>	2,479.93	08/10/15
Add income/transfer received since above Statement	0.00	
Less unpresented cheques	0.00	2,479.93 23/11/15
<b>Current Account -</b>	2,164.93	30/10/15
Add income received since above Statement	0.00	
Less unpresented cheques/ Transfer		
For approval - Nov. 2015	53.64	
Less Payments already made	-53.64	
	0.00	2,164.93 23/11/15
<b>Total Bank Balances 23/11/15</b>	<b>4,644.86</b>	

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## APPENDIX C

### DRAFT BUDGET ANALYSIS 2015/16 & 2016/17

	Projected 15/16 & Budget 2016/17	Variances 15/16	Balance as at 23/11/15
<b>Clerk's Salary</b>			
2015/16	£563.47 p.a. (based upon 1 hr. per week) 8 months (Aug 15 - Mar 16)	377	123
		<b>377</b>	500
2016/17	£563.47 p.a. (based upon 1 hr. per week) Contingency for NJC Salary Award.	564	
		6	
		<b>570</b>	
<b>National Insurance (Employer)</b>			
2015/16	8 months (Aug 15 - Mar 16) (on basic pay)	0	0
2016/17	Based on salary of £563.47 p.a.	<b>0</b>	
<b>Allowances (Clerk)</b>			
2015/16	Employment Expenses	105	0
			105
2016/17	Employment Expenses	<b>105</b>	
<b>Chairman/Member Allowances</b>			
2015/16	Member Allowances - Dec 15 - Mar 16	0	0
2016/17	Member Allowances	<b>0</b>	
<b>Administration</b>			
2015/16	Stationary & General Office Supplies	25	0
			25
2016/17	Stationary & General Office Supplies	<b>30</b>	
<b>Audit Fees</b>			
2015/16	External Audit Fees 2014/15	0	-35
	Internal Audit Fees 2014/15	0	1
		0	-34
2016/17	External Audit Fees 2015/16	0	
	Internal Audit Fees 2015/16	90	
		<b>90</b>	
<b>Insurance</b>			
2015/16	Premium due 22/03/16	260	0
2016/17	Premium due 22/03/17	<b>275</b>	
<b>Grants</b>			
2015/16	Over Alderley & Birtles Reading Room	1,000	0
			1,000
2016/17	Over Alderley & Birtles Reading Room	<b>1,000</b>	
<b>Allotments - Water Charges</b>			
2015/16	Standing Charge	15	0
	Water Charges (Based on 12 cubic metres)	21	23
		<b>36</b>	23
			59
2016/17	Standing Charge	35	
	Water Charges	53	
	Contingency	12	
		<b>100</b>	

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			Projected 15/16 & Budget 2016/17	Variances 15/16	Balance as at 23/11/15
<b>Data Protection Registration</b>					
2015/16	Annual Registration Fee		35	-35	0
<b>2016/17</b>	Annual Registration Fee		<b>35</b>		
<b>Subscriptions/Affiliation Fees</b>					
2015/16	ChALC		0	4	4
<b>2016/17</b>	ChALC (Based on increase of 3p per elector)		<b>90</b>		
<b>Room Hire</b>					
2015/16	Ordinary Parish Council Meetings		72	0	
	Contingency		0	0	
			72	0	72
<b>2016/17</b>	Ordinary Parish Council Meetings		72		
	Extra Ordinary Parish Council Meetings		12		
	Contingency		16		
			<b>100</b>		
<b>Notice Board - Maintenance</b>					
2015/16	Notice Board Repairs		0	50	50
<b>2016/17</b>	Notice Board Repairs		<b>50</b>		
<b>Other</b>					
2015/16	Contingency provision - none made		0	0	0
<b>2016/17</b>	Contingency provision		<b>55</b>		
	2015/16 Sub Totals		1,910	131	2,041
	2015/16 Income - Grants		0	0	
	2015/16 Expenditure Projection and Savings Totals		1,910	131	2,041
	2016/17 Draft Budget Expenditure Total		<b>2,500</b>		
	Less Council Tax Support Grant 2016/17 (Cheshire East Council propose not to pay this during 2016/17)		<b>0</b>		
	Gross Council Tax Requirement 2016/17		<b>2,500</b>		

<b>Tax Base 2016/17 (Band D) and Precept impact on Property Bands</b>							
<b>2015/16</b>				<b>2016/17 (0% increase in tax base)</b>			
<b>Band</b>	<b>Ratio</b>	<b>Tax Base</b>	<b>£</b>	<b>Band</b>	<b>Ratio</b>	<b>Tax Base</b>	<b>£</b>
A	6/9		6.33	A	6/9		7.91
B	7/9		7.38	B	7/9		9.23
C	8/9		8.44	C	8/9		10.55
D	9/9	210.72	9.49	D	9/9	210.72	11.86
E	11/9		11.60	E	11/9		14.50
F	13/9		13.71	F	13/9		17.14
G	15/9		15.82	G	15/9		19.77
H	18/9		18.98	H	18/9		23.73
	Precept	£2,000			Precept	£2,500	