AGENDA

ANNUAL PARISH COUNCIL MEETING

DATE: MONDAY 15TH MAY, 2017.

TIME: 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 Annual Parish Council Meeting, as shown above, to consider and determine the following business:

1. ELECTION OF CHAIRMAN -

- i) To elect a Chairman for the 2017/18 civic year.
- ii) To receive the newly elected Chairman's Declaration of Acceptance of Office.

2. APOLOGIES FOR ABSENCE -

3. DECLARATIONS OF INTEREST -

- i) To receive declarations of interest in any item on the Agenda.
- ii) To review existing Declarations of Interest forms and receive any amendments required.

4. ELECTION OF VICE-CHAIRMAN -

5. MINUTES -

i) To approve the Minutes of the Meeting held 20th March, 2017 as a correct record and authorise signing by the Chairman.

6. PUBLIC FORUM FOR QUESTIONS (15 Mins) -

7. REPORTS FROM EXTERNAL ORGANISATIONS -

- i) Macclesfield North & Poynton Policing Team.
- ii) Cheshire East Ward Member Councillor P. Findlow.

8. FINANCE -

i) To receive and consider the Financial Statement 2017/18 as at 15th May, 2017 - Appendix A.

ii) To authorise the following payments:

a) Direct Debit United Utilities £10.24 Water charges: 24/01/17 - 11/04/17.
 b) Cheque No. 000280 Cheshire Association of Local Councils
 c) Cheque No. 000281 JDH Business Services Ltd.
 £88.55 Annual Affiliation Fee 2017/18.
 TBC Internal Audit 2016/17.

iii) To note the following receipts since 01/01/17:

a) NatWest Bank plc. - Bank Interest (Business Reserve a/c)
 b) NatWest Bank plc. - Bank Interest (Business Reserve a/c)
 c) NatWest Bank plc. - Bank Interest (Business Reserve a/c)
 £0.02* February, 2017.
 £0.02* March, 2017.

d) Cheshire East Borough Council £1,375.00 Precept 2017/18 (50%).

*Received 2016/17, shown in balance brought forward 01/04/17.

- iv) VAT Reclaim 2016/17 To note that a VAT reclaim has been submitted to HMRC in the sum of £38.02.
- v) **Internal Audit 2016/17** To consider the Internal Audit Report and determine any actions required in relation thereto. (To follow)

vi) Final Accounts and External Audit Arrangements 2016/17 -

- a) To consider and approve the signing of the Annual Governance Statement 2016/17 (Section 1 of the Annual Return) for submission to the External Auditors. (Appendix B)
- b) To approve and adopt the 2016/17 Final Accounts and Supporting Notes. (Appendix C)
- c) To approve the signing of the Accounting Statements 2016/17 (Section 2 of the Annual Return) for submission to the External Auditors. (Appendix D)

vii) Pension Provisions -

- a) To authorise the signing of the standard letter setting out the pension status in respect of the Clerk & Responsible Financial Officer.
- b) To authorise the Clerk & Responsible Financial Officer to proceed with the necessary actions required to meeting the obligations of The Pensions Regulator.

E.M.M. 08/05/17 1 of 10

AGENDA

9. CORRESPONDENCE -

- i) To consider the following items of correspondence received since the last meeting:
 - a) Cheshire East Council Cheshire East Local Plan Minerals and Waste Development Plan Document consultation. (Consultation closes 05/06/17)
 - b) Cheshire East Council The Great Get Together.
- ii) To note other correspondence received since the date of the last ordinary meeting Appendix E.

10. PLANNING APPLICATIONS -

- i) To receive the latest planning schedule and discuss new applications Appendix F.
- ii) Ashbrook Road Development update.

11. MEMBER REPORTS -

- i) Over Alderley Primary School Charity.
- ii) Provision of superfast broadband.
- iii) Adoption of Red Telephone Kiosks within Parish.

12. ASHBROOK ROAD ALLOTMENTS UPDATE -

13. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) B5087 Route Review to receive an update on current position.
- ii) Access onto Macclesfield Road near to Dunge Farm.
- iii) To receive an update on outstanding highway matters and to receive matters for attention from Members.

14. MATTERS FOR INCLUSION ON NEXT MEETING AGENDA -

15. CALENDAR OF MEETINGS -

i) To consider and approve the dates of future meetings:

17th July, 2017 18th September, 2017 20th November, 2017 15th January, 2018 19th March, 2018 (Annual Parish Meeting: 19th March, 2018)

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.

16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - (as required)

E.M.Maddock

Dr. E. M. Maddock CiLCA (Dist.), Clerk and Responsible Financial Officer.

Dated 8th May, 2017.

E.M.M. 08/05/17 2 of 10

AGENDA

APPENDIX A

1.71

98.79

2,652.92

0.00

0.00

Details Receipts Section Precept Section Precept Section Sec		Financial Statement - 2017/18 as at 15 May 2017							
2,500.00 Precept 2,750.00 0.00 1,375.00 1,375.00 0.00 Balances 0.00 0.00 0.00 0.85 Investment Interest 0.00 0.00 0.00 0.00 Sale of Assets 0.00 0.00 0.00 31.00 Grants, Donations & Refunds 0.00 0.00 0.00 123.68 Allotment Fees 0.00 0.00 0.00 136.73 V.A.T. Refund 0.00 0.00 1.375.00 1.376.7 2,792.26 Total Receipts 2,750.00 0.00 1,375.00 1,376.7	2016/17	Details	Budget	Apr. 17	May 17	Budget Balance £.			
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84.21 Allotments - Water Charges 100.00 0.00 8.53 91.4 123.55 Subscriptions/Affiliation Fees 130.00 0.00 88.55 41.4 60.00 Room Hire 100.00 0.00 100.0 0.00 Notice Board Maintenance 50.00 0.00 50.0	1,000.00	Grant - Over Alderley & Birtles Reading Room	1,000.00	0.00		1,000.00			
123.55 Subscriptions/Affiliation Fees 130.00 0.00 88.55 41.4 60.00 Room Hire 100.00 0.00 100.0 0.00 Notice Board Maintenance 50.00 0.00 50.0	192.55	s.137 Donations	200.00	0.00		200.00			
60.00 Room Hire 100.00 0.00 100.0 0.00 Notice Board Maintenance 50.00 0.00 50.0	84.21	Allotments - Water Charges	100.00	0.00	8.53	91.47			
0.00 Notice Board Maintenance 50.00 0.00 50.00	123.55	Subscriptions/Affiliation Fees	130.00	0.00	88.55	41.45			
	60.00	Room Hire	100.00	0.00		100.00			
0.00 Contingency 59.00 0.00 59.00	0.00	Notice Board Maintenance	50.00	0.00		50.00			
	0.00	Contingency	59.00	0.00		59.00			

Cash/Bank Reconciliation	01/04/17	01/04/17	15/05/17	31/03/18
Balance B/Fwd.	3,187.82	3,187.82	3,187.82	4,464.03
Add Total Receipts	0.00	0.00	1,375.00	1,376.71
Less Total Payments	0.00	0.00	-98.79	-2,652.92
Balance C/Fwd.	3,187.82	3,187.82	4,464.03	3,187.82
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/17	01/04/17	15/05/17	31/03/18
General Funds	3,187.82	3,187.82	4,464.03	3,187.82
Earmarked Reserves	0.00	0.00	0.00	0.00
	3,187.82	3,187.82	4,464.03	3,187.82

2,750.00

E.M.M. 08/05/17 3 of 10

Total Payments

38.02 V.A.T.

2,550.16

CASH/BANK RECONCILIATION AS AT - 15 May, 2017

<u>CASH</u>			
Balance Brought Forward 01/04/17 Current Account Business Reserve Account	706.40 2,481.42		
Plus Receipts	1,375.00		
	4,562.82		
Less Payments	98.79		
Balance Carried Forward 15/05/17	4,464.03		
BANK (Natwest)			
Business Reserve Account -	2,481.42		05/04/17
Add income/transfer received since above Statement			
	0.00		
Less unpresented cheques			
	0.00	2,481.42	15/05/17
Current Account -	706.40		05/04/17
Add income received since above Statement			
1,375.00	_ 1,375.00		
Less unpresented cheques/ Transfer			
For Approval98.79	-98.79	1,982.61	15/05/17
		1,502.01	15/05/17

Total Bank Balances 15/05/17 4,464.03

E.M.M. 08/05/17 4 of 10

AGENDA

APPENDIX B

Section 1 – Annual governance statement 2016/17

We acknowledge a	as the n	nembers of:			
Enter name of smaller authority here:					

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

			greed	'Yes'
		Yes	No*	means that this smaller authority:
1.	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2.	We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3.	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.			has only done what it has the legal power to do and has complied with proper practices in doing so.
4.	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5.	We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			considered the financial and other risks it faces and has dealt with them properly.
6.	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7.	We took appropriate action on all matters raised in reports from internal and external audit.		e jegove. Dingove	responded to matters brought to its attention by internal and external audit.
8.	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.			disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9.	(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No N	A has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

E.M.M. 08/05/17 5 of 10

AGENDA

APPENDIX C

Summary Receipts & Payments Account for the year ended 31st March, 2017

2015/16 £.	<u>Receipts</u>	2016/17 £.
2,000.00	Precept	2,500.00
1.27	Investment Interest	0.85
0.00	Sale of assets	0.00
61.00	Grants & Donations	31.00
879.46	Transparency Code Compliance Grant	0.00
128.01	Allotment Rental	123.68
0.00	V.A.T. Refund	136.73
3,069.74	Total Receipts	2,792.26
	<u>Payments</u>	
377.09	Salary (Clerk)	569.09
0.00	National Insurance (Employer)	0.00
72.00	Allowances (Clerk)	110.70
0.00	Member Allowances	0.00
12.96	Administration	24.04
119.00	Audit Fees (internal & external)	95.00
251.85	Insurance	253.00
1,000.00	Grant - Over Alderley & Birtles Reading Room	1,000.00
0.00	S.137 Donations	192.55
50.56	Allotments - Water Charges	84.21
35.00	Data Protection Registration	35.00
80.96	Subscriptions / Affiliation Fees	88.55
0.00	Room Hire	60.00
0.00	Notice Board Maintenance	0.00
873.23	Transparency Code Compliance	0.00
0.00	Contingency	0.00
107.74	V.A.T.	38.02
2,980.39	Total Payments	2,550.16
2,856.37	Balance B/Fwd. 01/04/16	2,945.72
3,069.74	Add Total Receipts	2,792.26
-2,980.39	Less Total Payments	-2,550.16
2,945.72	Balance C/Fwd. 31/03/17	3,187.82
	Analysis of Cumulative Funds	
2,480.57	NatWest Business Reserve Account	2,481.42
465.15	NatWest Bank Current Account	706.40
2,945.72	Total	3,187.82
	Above Funds held for the following purposes:-	
2.045.70	Gonoral Funds	2 107 00
2,945.72	General Funds	3,187.82
0.00	Earmarked Reserves	0.00
0.00	Capital Reserves	0.00
2,945.72		3,187.82

The above Statement represents fairly the financial position of the Over Alderley Parish Council as at 31st March, 2017 and reflects its receipts and payments during the year.

AGENDA

SUPPORTING NOTES 2016/17

Assets

During the year the following assets were purchased at the cost shown:- None

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

At the 31st March, 2017 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
	£1,891.16

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, 2017 the following loans to the Council were outstanding:- None

Debts

At the year end the following debts were outstanding and due to the Council:-

VAT reclaim	£38.02
Allotment Rent	£30.70
	£68.72

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:-

<u>Payee</u>	Nature of Payment	<u>Amount</u>
Over Alderley & Birtles	Contribution to Queen's 90th Birthday Event	£192.55
Reading Room		£192.55

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.

E.M.M. 08/05/17 7 of 10

AGENDA

APPENDIX D

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

OVER ALDERLEY PARISH COUNCIL

		Year	ending	Notes and guidance
		31 March 2016 £	31 March 2017 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1.	Balances brought forward	2,857	2,946	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2.	(+) Precept or Rates and Levies	2,000	2,500	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3.	(+) Total other receipts	1,069	292	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4.	(-) Staff costs	449	680	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5.	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6.	(-) All other payments	2,531	1,870	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7.	(=) Balances carried forward	2,946	3, 188	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8.	Total value of cash and short term investments	2,946	3,188	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation .
9.	Total fixed assets plus long term investments and assets	1,891	1,891	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
10	. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11.	(For Local Councils Only) Disclosure note re Trust funds (including charitable)		Yes No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

E.M.M. 08/05/17 8 of 10

AGENDA

APPENDIX E

CORRESPONDENCE

Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin 8, 16, 23, 30 March 2017, 6, 13, 20, 27 April 2017, 2 May 2017.
- Electronic Payment Arrangements for Affiliation Fees.
- Equality & Diversity Training. [Reminder: 24/04/17]
- Powers, Duties & Precept Training.
- Transparency Code Fund re-opens.

Cheshire East Council

- Traffic Management LAP Reports 9, 16, 23, 30 March 2017, 6, 13, 20, 27 April 2017.
- Winter Service Decisions 13-31 March 2017, 1-26 April 2017.
- Active Cheshire Team East Newsletter March 2017, April 2017.
- Cheshire East Substance Misuse Service Connecting Communities Event.
- The Village of the Year 2017.
- The Great Get Together.
- Locations required for Peaky Blinders filming.
- Funding for The Great Get Together Events.
- Minerals & Waste Development Plan Document Issues Paper Consultation. (Consultation ends 5th June, 2017)
- Stapeley and District Neighbourhood Plan submission. (Consultation closes: 06/06/17)
- The Great Get Together Poster.

Cheshire East Council - Temporary Road Closures / Restrictions -

- Hope Lane, Macclesfield outside Clayton Greaves Farm 13-15/03/17.
- Stamford Avenue, Macclesfield (no right turn, turning into Moss Lane) 11/03/17.
- Churchill Way, Macclesfield from junction with Roe Street to junction with Great King Street 20-22/03/17.
- Woodhouse Lane, Gawsworth from Church Lane to junction of Woodhouse Lane 18-19/04/17.
- School Lane, Gawsworth Outside Home Farm Cottage 05/06/17.
- Bollin Grove, Prestbury outside house number 24 26-30/04/17.

Cheshire Emergency Services

- Police & Crime Commissioner Message following Westminster Attacks.
- Chief Constable Message following Westminster Attacks.
- Chief Constable Update Message following Westminster Attacks.
- Cheshire Constabulary Temporary Assistant Chief Constable S. Boycott moving to new role with West Midlands Police.
- Review of 2016/17 Financial Year.

Other Correspondence

- Healthwatch Cheshire East 27/03/17 e-Bulletin.
- Manchester Airport 07/03/17 Oldham Coliseum Tickets; 12/04/17 Community Newsletter.
- Community & Voluntary Services 17/03/17 e-Bulletin; 31/03/17 e-Bulletin; 14/04/17 e-Bulletin; 20/04/17 Training News; 28/04/17 e-Bulletin.
- Information Commissioner's Office Newsletter April 2017.
- Age UK Newsletter March 2017, April 2017.
- Somerford Parish Council Neighbourhood Plan Regulation 14 consultation. (Consultation closes: 13/06/17)
- Hulme Walfield & Somerford Booths Parish Council Neighbourhood Plan Pre-Submission version consultation. (Consultation closes: 19/06/17)
- Alderley Park Newsletter March 2017, April 2017.

E.M.M. 08/05/17 9 of 10

AGENDA

APPENDIX F

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.	
16/5853M (07/12/16)	Alderley Park, Congleton Road, Nether Alderley. SK10 4TF	Reserved matters application including details of access, layout, landscaping, appearance and scale for a residential development comprising 74 new dwellings in addition to selective demolition and the renovation and extension of the Gardener's Cottage as a dwelling, new internal roads, boundary treatments and associated landscaping and infrastructure. An environmental statement was submitted with the outline application.	30/03/17 - Approved with Conditions
16/6131M	Oak Lea, Birtles Lane, Over	Raise existing roof to form habitable space in existing loft with	
(20/12/16)	Alderley. SK10 4RY	proposed roof dormers and single storey rear extension.	
17/0210M	Alderley Park, Congleton Road,	Listed buildings consent for alterations and refurbishment to	
(20/01/17)	Nether Alderley. SK10 4TJ	upper courtyard building.	
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.	
17/1058M (27/02/17)	Dickens Farm, Mottram Road, Alderley Edge. SK9 7JF	Replacement dwelling with basement leisure facilities and garaging and retention of part of existing outbuilding and associated works.	
17/1351M (17/03/17)	Lower Yew Tree Farm, Birtles Lane, Over Alderley. SK10 4RY	Variation of condition 2 on approval 16/6055M for new farm entrance and track to farm building.	25/04/17 - Approved with Conditions
17/1545M (23/03/17)	Barn 6, Dunge Farm, Macclesfield Road, Over Alderley, Cheshire. SK10 4SN	Front and rear ground floor extensions.	
17/1609M (28/03/17)	Prospect Barn, Higher House Farm, Hocker Lane, Over Alderley, Macclesfield, Cheshire, SK10 4SD.	Proposed single storey rear extension and internal alterations - Resubmission of 16/3804M and 16/3805M. 17/1610M - Listed Building Consent for above.	

NEW PLANNING APPLICATIONS - None.

E.M.M. 08/05/17 10 of 10