

OVER ALDERLEY PARISH COUNCIL

AGENDA

ANNUAL PARISH COUNCIL MEETING

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

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

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. ELECTION OF CHAIRMAN -

- i) To elect a Chairman for the 2016/17 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 receive the Declaration of Acceptance of Office and Register of Interests form from the newly co-opted Member.

4. ELECTION OF VICE-CHAIRMAN -

5. MINUTES -

- i) To approve the Minutes of the Meeting held 14th March, 2016 as a correct record and authorise signing by the Chairman.
- ii) To approve the Minutes of the Extraordinary Meeting held 15th April, 2016 as a correct record and authorise signing by the Chairman.
- iii) To approve the Minutes of the Public Open Meeting held 15th April, 2016 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.
- iii) ChALC Macclesfield Area Meeting - 6th April, 2016. (Clerk to report)

8. FINANCE -

- i) **To receive and consider the Financial Statement 2016/17 as at 16th May, 2016 - Appendix A.**

ii) To authorise 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) To note the following receipts since 01/01/16:

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

- iv) **VAT Reclaim 2014/15/16 -** To note that a VAT reclaim has been submitted to HMRC in the sum of £136.73.

v) **Internal Audit 2015/16 -** To consider the Internal Audit Report and determine any actions required in relation thereto. (To follow)

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. (Appendix B)

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- b) To approve and adopt the 2015/16 Final Accounts and Supporting Notes. (Appendix C)
- c) To approve the signing of the Accounting Statements 2015/16 (Section 2 of the Annual Return) for submission to the External Auditors. (Appendix D)

9. CORRESPONDENCE -

- i) **To consider specific 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) Manchester Airport - Civil Aviation Authority Consultation - Proposals for a revised airspace change process.
 - b) Cheshire East Council - Draft Cheshire East Borough Design Guide Supplementary Planning Document (SPD) Consultation. (Closing date: 27th May, 2016)
- 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) **To ratify planning representations submitted since the last meeting** - Appendix G.

11. MEMBER REPORTS -

- i) Over Alderley Primary School Charity.
- ii) Mottram superfast broadband.
- iii) Her Majesty The Queen - 90th Birthday Celebrations.

12. LOCAL SERVICE DELIVERY -

- i) Ashbrook Road Allotments update.

13. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) B5087 Route Review - to receive an update on current position.
- ii) Parking in vicinity of Varden Town Cottages - to receive an update on current position.
- iii) To receive highway 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 2016/17 meetings:

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

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 9th May, 2016.

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APPENDIX A

Financial Statement - 2016/17 as at 16 May 2016					
Actual 2015/16 £.	Details	2015/16 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
	<hr/>
	4,236.72
Less Payments	101.17
	<hr/>
Balance Carried Forward 16/05/16	<u>4,135.55</u>

BANK (Natwest)

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

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APPENDIX B

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

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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 2016, that:

	Agreed		'Yes' means that this smaller authority:	
	Yes	No*		
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.			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	NA	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how this smaller authority will address the weaknesses identified.

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APPENDIX C

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

2014/15		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
<u>-1,514.32</u>	Less Total Payments	<u>-2,980.39</u>
<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
<u>377.07</u>	NatWest Bank Current Account	<u>465.15</u>
<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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Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

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	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	2,147	2,857	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	2,000	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	224	1,069	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	0	449	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	1,514	2,531	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	2,857	2,946	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	2,857	2,946	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	1,522	1,891	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
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.
		✓	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these accounting statements were approved by this smaller authority on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

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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 F

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, Macclesfield, Cheshire, 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 Ashbrok 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

Application Reference	Location	Proposed Development	Comments deadline
None.			

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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.