

Nether Alderley Parish Council

Clerk: Mr D Naylor
26 Barnside Way, Tytherington
Macclesfield,
Cheshire
SK10 2TZ
Email: clerk.napc@gmail.com
Tel: 07717 244 537

9th May 2024

Meeting Summons

Dear Councillors

I hereby give notice that the Parish Meeting, the Annual General Meeting and the Parish Council Meeting will be held at the Glass House Alderley Park.

Tuesday 14th May 2024 at 1.30pm

All members of the Council are hereby summoned for the purpose of discussing and resolving upon the business to be transacted at the Meeting as set out hereunder.



David Naylor
Clerk to Nether Alderley Parish Council

Nether Alderley Annual Parish Council Meeting

Tuesday 14th May 2024 at 1.30pm.

Annual Parish Meeting

AGENDA

1. Apologies for absence
 2. Chairman's Report
 3. Questions from the public
 4. Any Other Business
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Nether Alderley Annual General Meeting (AGM)

Tuesday 14th May 2024

Annual General Meeting (AGM)

AGENDA

1. To elect/approve a Member in the Office of Chairman of Nether Alderley Parish Council
2. To elect/approve a Member in the Office of Vice Chairman of Nether Alderley Parish Council
3. Declaration of Acceptance of Office – Forms signed and presented by the Chairman and Vice Chairman
4. To receive and approve apologies for absence
5. Register of Interests (which reflects the Code of Conduct) – Councillors opportunity to review their forms
6. To elect 4 Parish Councillors to Burial Board
7. To elect a Chairman to the Burial Board
8. To elect 4 Councillors to Planning Committee
9. To elect a Chairman of the Planning Committee
10. To elect Councillors to the Parish Hall Committee
11. To elect a Councillor to independently review the financial records of the Parish Council on a quarterly basis
12. To confirm representative to Alderley Park Liaison Committee
13. To approve Committee Terms of Reference
14. Proposed 2024/25 Meeting Dates **See Document 1 in the Agenda Enclosures Pack**

Nether Alderley Parish Council Meeting
Tuesday 14th May 2024
(Following the Annual Parish Meeting and AGM (Annual General Meeting))
Parish Council Meeting

AGENDA

1. To receive apologies for absence.
2. **To receive Declarations of Interests**
 - 2.1 To declare disclosable pecuniary interests (Councillors with disclosable pecuniary interest(s) must leave the room for the relevant items).
 - 2.2 To declare interests conflicting with the Nolan principles/non-pecuniary interests.
 - 2.3 To allow Councillors to consider amendments required to their Declaration of Pecuniary Interest forms.
3. **To consider and approve Applications for Dispensations**
4. **To resolve to approve that the Minutes of the Nether Alderley Parish Council Meeting held on 9th April 2024 are a true and accurate record.**
5. **Public Presentation**

To adjourn the meeting to receive representation from members of the Nether Alderley Parish.

To resume the meeting.
6. **Casual Vacancy** – The Statutory 14 day Casual Vacancy Notice which “expired” on 7th May did not result in 10 electors requesting an election and the Parish Council can now co-op to the vacancy of Parish Councillor. The last vacancy in April had two excellent candidates and Ruth Morgan was not successful. However, at its April meeting it **RESOLVED** to appoint Ruth to this forthcoming vacancy subject to the results of the aforementioned Statutory Notice.
7. **Neighbourhood Plan Progress including the Production AECOM of the Design Guides.** The Clerk will provide a update at the meeting.
8. **The Parish Hall Renovation Progress Faculty Approval**

Work has had to stop until Faculty approval has been granted. An interim Faculty for the internal heating was not supported by the PCC. Approval has all but been assured subject to the official 28 day Notice (30 days actually because of the way the period is calculated). This Notice Period gives the opportunity for any parishioner to object. Such objections are felt to be very unlikely because of the extensive community consultation carried out by the Parish Council, including the consultation on obtaining a Public Works Loan. The Notice was erected on the 17 April and “expires” on the 17th May following which the Chancellor of the Faculty is expected to provide approval subject to any objections. It is hoped and expected that work can then resume on or about the Monday 27th of May. There will be extra costs associated with this delay but it is hoped to minimise them. Further details will be available at the meeting

9. 2024/25 Budget and 2024/25 Parish Hall Renovation Costs and Resources

Document 2 in the Agenda Enclosures Pack.

As can be seen from these papers the Budget position is very strong to deliver this project. It also has £72,000 of contingencies and PC Sums which we hope will not all be spent and we will monitor these closely. Resources have been bolstered by a confirmed Community Infrastructure Levy payment during May of £26,253.12. There is also the potential for another payment in October. The May payment has been included in the resources and cost table. We have also received the £9,000 Greener Communities Grant from Cheshire East Council to sensitively renovate the Parish Hall Kitchen.

10. [Police and Crime Commissioner Election Results](#)

Dan Price (Labour) was elected. Click on the link above for more details he replaces John Dwyer (Conservative)

11. Finance Schedule (Appendix A)

11.1 To note receipt of income, as listed in schedule (A1)

11.2 To approve items for payments as listed in schedule (A2)

11.3 To approve direct debit/standing order as listed in schedule (A3)

11.4 To consider and approve the Clerk's expenses as listed in schedule (A4)

12. VAT Position of the Parish Council.

At the end of this month the Clerk will claim from HMRC the VAT paid up to the end of May. He will then apply for VAT Registration as approved by the Council following a VAT Consultant's Advice. The Scribe accounts will be positioned for paying output tax although there will be very little until the Hall is back in use. An exception to this will be newsletter adverts which will attract VAT. Burial Fees are zero rated.

13. Report from the Audit Working Group and Annual Governance and Accountability Return (AGAR) Draft Completed AGAR and Minutes and recommendations of the working Group are attached as [Document 3 in the Agenda Enclosures Pack](#).

13.1 The working Group met on Tuesday 7th May and considered the following:

1. JDH Business Services, Terms of Reference and Plan of Internal Audit
2. Results of the Internal Audit 2022/23 and report/ recommendations made.
3. Review of Internal Audit
 - the 5 areas of expected standards)
 - the 5 areas of effectiveness of the internal audit arrangements
4. Review of the effectiveness of Internal Systems of Control & measures to prevent and detect fraud and corruption.
5. Section 1 - Annual Governance Statement 2022/23
Section 2 - Accounting Statements for 2022/23
6. Consideration of the VAT reclaim form to be submitted to HMRC 2022/23
7. Approval of the Risk Assessment
8. Approval of the Asset Register

Note: The 2023/24 Risk Assessment and 2023/24 Asset Register were approved on 9th April 2023 as shown on them

These documents are to be approved and "signed off" at the Council meeting to enable the set of AGAR papers to be submitted to the External Auditor.

The notice to confirm the exercising of Electors Rights and dates in relation to the accounts and external audit (2023/24) is attached. The relevant dates chosen for display on notice boards and the website is by 30th June.

Council Resolutions Required:

- 13.2 To consider and approve results of the Working Group’s analysis of the results of internal audit, plan of audit, internal systems of control, annual governance statement, accounting statement and VAT reclaim.
- 13.3 To approve the Annual Governance and Accountability Return 2023/24 (Section 1 – Annual Governance Statement)
- 13.4 To approve the Annual Governance and Accountability Return 2023/24 (Section 2 – Accounting Statements)
- 13.5 To confirm exercising of Electors Rights and dates in relation to accounts and external audit (2023/24 i.e. by 30th June on Notice Boards and Website)
- 13.6 Note: The 2023/24 Risk Assessment and 2023/24 Asset Register were approved on 9th April 2023 as shown on them

14. Skipton Building Society

An issue was raised at the last audit that the Skipton Account is in a Councillor’s Name and not the Parish Council

This has proved to be an issue and another attempt to change this will be made when the new mandate is submitted because of the very recent change in Cllrs. There is no financial risk to the Council because two signatories are required to withdraw from the account and it can only be withdrawn into the Council’s Nat West Current Account.

15. Treasury Management. As mentioned in the Internal Audit Report there is a need to adopt a strategy to review and maximise the return on funds – known as Treasury Management. **A Treasury Management Policy (attached) has been approved by the Council.**

16. Power of Competence

The General Power of Competence is a ‘power of first resort’ introduced in the Localism Act 2011. The power allows a local authority such as the Parish Council to do anything that individuals of full age can do providing they act within the law and within the general principle of reasonableness.

This Power was adopted by Nether Alderley in September 2022 Minute 9 and meant that the Council was not limited to just spending under specific powers (still listed on the “powers sheet” attached to Appendix A on all Council agendas and minutes) or being able to spend on unspecified section 137 matters subject to limit of £8.12 x the number of elector on the Parish’s Electoral Register (£5,780 maximum for NAPC).

The power needs readopting at this meeting even though we do not now have 2/3 of councillors elected and not co-opted. If readopted it will remain in force until the next main elections. The Clerk has the CILCA qualification which includes the Power of Competence.

17. Planning Applications

Application No:	<u>24/1485M</u>
Proposal	Demolition of existing dwelling, stables & feed store and replacement with a new dwelling.
Location	Bradford House Cottage, Bradford Lane, Nether Alderley, SK10 4TR

Response Deadline	29 th May 2024
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Application No:	24/1426M
Proposal:	Proposed first floor extension
Location:	Heathfield House, Bollington Lane, Nether Alderley, Cheshire, SK10 4TB
Response Deadline	15 th May 2014

Application No:	24/1352M
Proposal:	Proposed two storey garage.
Location:	Fallows Hall, Chelford Road, Nether Alderley, Cheshire, SK10 4SZ
Response Deadline	9 th May 2024 Target Date for Decision 4 th June 2024

Application No:	18/5047W
Proposal:	It is proposed to import clean inert soil to infill several historical depressions within two linked fields for agricultural improvement. The works will be carried out under an exemption due to the above and under a separate Standard Environmental Permit to be issued by the Environment Agency, which allows for a maximum of 75,000 tonnes to be imported. Site access roads will be constructed of imported crushed demolition materials and highway planings - which will be excavated and removed off site on completion of the proposed works. A supporting document, including an ecological report will be submitted as part of this application - Ref: OE/1702/914/R1, dated September 2018
Location:	Yarwoods Farm, Bollington Lane, Nether Alderley, Cheshire, SK10 4TB
Response Deadline	30 th May 2024

18. To consider any other Planning matters including decisions to Planning Applications:

[24/0883M](#) Withdrawn

29th April 2024

Land off Welsh Row, Nether Alderley, Macclesfield, SK9 4TZ

Prior Approval for the installation of a new sharable 25m lattice mast which is collocated with one existing compound

approximately 17m to the northeast of the site. The development will include a base station, 2.4m high palisade fencing, 6no.

operator cabinets, 1 no. meter cabinet, 6no. antennas and ancillary development thereto.

This is required to facilitate

enhanced network coverage for the Mobile Network Operators. This multiuser structure

with secure compound and upgraded

power supply will enable

24/0679M Negative Certificate

25th April 2024

Crossfield, Congleton Road, Nether Alderley, SK10 4TP

Lawful Development Certificate for proposed creation of a new garage structure within the curtilage of the house

23/2523M Approved

9th April 2024

Walled Garden and Kitchen Garden, Alderley Park, Congleton Road, Nether Alderley, SK10 4TF

Non-material amendment to application [20/1971M](#)

23/2524M Withdrawn

16th April 2024

Walled Garden and Kitchen Garden, Alderley Park, Congleton Road, Nether Alderley, SK10 4TF

Non-material amendment to application [20/1971M](#)

19. **Report from Cllr. Anthony Harrison Cheshire East Chelford Ward Councillor which includes Nether Alderley.**
20. **Councillor reported items in April for this Agenda**
 1. Future Security of the Parish Hall
 2. What IT facilities should be provided e.g. High Speed Broadband, Audio Visual Equipment (and possibly Video Conferencing)
 3. What is the Hall to be called – Village Hall, Parish Hall or other.

PART 2

21. In accordance with Standing Order 3D the matters likely to be discussed could be personal and sensitive and the public will be excluded subject to a resolution proposed and seconded and passed by the Councillors to that effect.
22. **Burial Board Meeting 15th April 2024**

The Minutes of the Meeting are **Document 4 in the Agenda Enclosures Pack**
Note that this Document 4 is issued to Councillors only.

Additional Requests Are:

 1. To approve and appoint Geoff Beeby to carry out maintenance work in the Burial Ground
 2. Approval for David Nixon to prepare the next concrete plinth in the New Burial Ground (Angela has a copy of the quotation)
 3. Approval for David Nixon to refix 2 memorial headstones in the New Burial Ground (Angela has a copy of the quotation)
 4. The Mausoleum should have a full building inspection as part of the Parish Hall refurbishment
 5. Approval that all associated future costs relating to the Mausoleum should be paid by the PC i.e. Fire equipment inspection, cleaning of gutters etc.
 6. Inspection of the Mausoleum should be included as part of the annual March Asset Inspection which is carried out by the Clerk to the Parish Council. For continuity, this is what we usually report on:

23. To confirm the next Council meeting is

Tuesday 11th June 2023
6.30pm at Nether Alderley Parish Hall

APPENDIX A

Nether Alderley Parish Council Meeting Tuesday 14th May 2024

Schedule of Receipts and Payments

A1. Receipt of Income - Month of April

Current Account: Nil

£29,831.00 Automated Credit Precept (50%) payment from Cheshire East Council (CEC)

£9,000.00 Automated Credit Greener Communities Grant from CEC for Parish Hall Kitchen
Renovation Credited in the account 6th May 2024

Reserve Account £33.27

A2. Invoices for payment

Ch No.	Provider	Total Cost	Net of VAT	Service Provided	VAT	Power
1742	David Naylor	£690.12	£690.12	Salary & Expenses	£0.00	H
1743	HMRC	£418.30	£418.30	Tax/NI for April May Payment	£0.00	H
1744	Shires Accountants (Payroll)	£100.80	£84.00	Processing 6 th 6 th April 2024 – 5 th Oct 2024	16.80	H
1755	Scribe Accounts (Starboard Systems Ltd)	£414.72	£345.60	Renewal Fee 2024	£69.12	H
1746	ChALC	£281.20	£281.20	Affiliation Fee 2024/25	£0.00	H
1747	Currie & Brown	£707.15	£589.29	Production of Contract Document	£117.86	E
1758	B & E Boys	£8,391.34	£6,992.78	Parish Hall Renovation Valuation 1 April	£1,398.56	E
1749	Surrey Hills Solicitors	£1170.00	£975.00	Parish Hall Deed of Agreement	£195.00	E
1750	Surrey Hills Solicitors	£572.00	£502.00	Parish Hall Deed of Agreement	£70.00	E
1756	J R Book	£840.00	£840.00	Final Part of Fee up to Tender Stage	£0.00 Not VAT Reg.	E
1752	Norman Moore	£787.00	£787.00	Burial Grounds Maintenance 2023/24	£0.00	A

1753	KPS Architects	£2,913.84	£2,428.20	Final Part of 100% Stage 4 Payment	£485.64
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A3. Direct Debits/Standing Orders for approval

Provider	Total Cost	Net of VAT	Service Provided	VAT	Power
EDF Energy See Document 5 in the Agenda Enclosures Pack			Delegated authority is sought to pay this Bill in consultation with members (which is probably circa £800-£900) later this month when I have the correct Bill and understand why the £1000 plus £200 VAT paid on account is not mentioned but is referred to in the chronology on their website		

EDF have emailed a “bill” with a paper version heading our way. However the Bill has no meter readings and also appears to estimate units. I provided them with Kwh up to 7th February (i.e. end of January and the Hall has had little use in February. I am prepared to pay them on account excluding Jan and Feb until the actual usage is billed for. Still no appointment to replace the existing meter to cater for smart operation.

A4. Approval to forward to Payroll provider for inclusion in Payroll Report for Clerk’s expenses/salary: Power H

Travel 109 Miles @ 45 pence per mile = £49.05
 Phone Sim monthly £9.17 plus £1.83 VAT = £11.00
 Post Office Proof of Delivery Deed of Gift £7.95 No VAT
 Cartridge Discount Ink £23.31 plus £4.66 VAT = £27.97
 Amazon P Touch Label Cartridges £9.33 plus £1.87 VAT = £11.20
Total £49.76 plus £8.36 VAT = £58.12
 Plus, Salary - Contracted 65 hours @ 13.95 per hour = £971.75 (Gross)
Total Gross including expenses = £1,078.92
Total Less Tax of £388.80 = £690.12 (£681.76 plus 8.36 VAT)

Signed.....

Chairman of Meeting

Signed.....

Clerk and Responsible Financial Officer

Parish Council Powers for Expenditure and Activity

Note that the Parish Council has adopted the Power of Competence

Audit

[Audit Regulations 1996]

I

Benches

Power to provide and maintain roadside seats and shelters [Parish Councils Act 1957, s.1]

K

Burial Grounds, Cemeteries and Crematoria

Power to acquire, provide and maintain [Open Spaces Act 1906, ss9 and 10]

A

Power to agree to maintain monuments and memorials

Parish Councils and Burial Authorities (Miscellaneous Provisions) Act 1970, s.1

B

Power to provide and maintain and Power to contribute towards expenses of cemeteries

Local Government Act 1972, s.214

Local Authorities Cemeteries Order 1977 (no 204) C1 Memorials (16 (1) (a) and 16 2 (b))

C

Bus Shelters

Power to provide and maintain shelters

Local Government (Miscellaneous Provisions) Act 1953, s.4

Parish Councils Act 1957, s.1

D

Crime prevention

Local Government and Rating Act 1997 s31, Crime and Disorder Act 2000

Q

Community Centres

Power to provide and equip community buildings [Local Government Act 1972, s.133]

E

Power to provide buildings for clubs having athletic, social or educational objectives

Local Government (Miscellaneous Provisions) Act 1976 s.19

F

Power to provide a range of recreational facilities [Local Government (Misc Provisions) Act 1975 s19]

G

General Administration/Running Costs

Subsidiary powers of local authorities – to facilitate, or conducive or incidental to, the discharge of functions
LGA 1972 s111

H

Parish Hall – public meetings

K

1. LGA 1972 s 142 “ arrange for the delivery of lectures and addresses and the holding of discussions on such matters - provision of information etc relating to matters affecting local government
2. s133 ‘Power to provide buildings for public meetings and assemblies or contribute towards the expenses of providing such buildings’
3. LGA 1972 S111

Litter bins Provision of litter bins [Litter Act 1983, ss 5, 6]

L

Neighbourhood Plans [Localism Act 2011 Sch 9]

R

Research and collection of information

Power to carry out research [LGA 1972 S 141]

M

Parish Plans [LGA 1972 S 141]

J

Section 137

Local Government Act 1972. Power of Local Authorities to incur expenditure for certain purposes not otherwise authorised. Power to do something that will benefit the community where there is no other specific power covering the action; Set at £8.12 per elector in 2019/20. Expenditure must be commensurate with the benefit

N

Websites Local Government Act 1972 s142

P

Life-saving appliances – Power to provide life-saving appliances (e.g. life belts, defibrillators)
[Public Health Act 1936, s234]

S