

GREAT WARFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE : WEDNESDAY 21ST MARCH, 2018.

TIME : 7:30p.m.

VENUE : GREAT WARFORD BAPTIST CHAPEL, MERRYMANS LANE, GREAT WARFORD.

To Members of Great Warford Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

1. **APOLOGIES FOR ABSENCE** -
2. **DECLARATIONS OF INTEREST** - To receive Declarations of Interest in any item on the agenda.
3. **MINUTES** -
 - i) To approve the Minutes of the Parish Council meeting held 17th January, 2018 as a correct record and authorise signing by the Chairman.
 - ii) To approve the Minutes of the Extraordinary Parish Council meeting held 12th March, 2018 as a correct record and authorise signing by the Chairman.
4. **PUBLIC FORUM FOR QUESTIONS** - To receive questions from members of the public.
5. **REPORTS FROM EXTERNAL ORGANISATIONS** -
 - i) Knutsford Rural Policing Team.
 - ii) Cheshire East Ward Member Councillor J. Macrae.
 - iii) ChALC - Planning Training Sessions (2). (BT)
 - iv) Cheshire East Council - Town & Parish Council Conference - 20th February, 2018. (Clerk)
6. **FINANCE** -
 - i) **To receive and consider the Financial Statement 2017/18 as at 21st March, 2018.** (Appendix A)
 - ii) **To ratify the following payment** -
 - a) Cheque No. 100477 Cheshire East Borough Council £1,517.02 Installation of electricity feeder pillar.
 - iii) **To authorise the following payments** -

a) Direct Debit	E-ON	£7.33	Electricity Charges: January, 2018.
b) Direct Debit	E-ON	£6.63	Electricity Charges: February, 2018.
c) Cheque No. 100478	Great Warford Baptist Chapel	£40.00	Room Hire: 12/03/18 & 21/03/18.
d) Cheque No. 100479	E. M. Maddock	£1,402.41	Net Salary 01/02/18 - 31/03/18 & Employment expenses 2016/17/18.
e) Cheque No. 100480	H.M. Revenue & Customs	£177.20	Employee Income Tax.
f) Cheque No. 100481	Cheshire Association of Local Councils	£65.00	Planning Training Sessions. (Cllr. Thompson)
g) Cheque No. 100482	InTouchNow Ltd.	£360.00	Website hosting 2018/19.
h) Cheque No. 100483	K. Hall & Sons	£48.00	Installation of Christmas Lights.
i) Cheque No. 100484	Warburton Landscapes Ltd.	£360.00	Grass Cutting - Lindow End.
 - iv) **To note the following receipts** -

a) Barclays Bank plc. (Business Premium Account)	£0.84	Gross Interest - 04/09/17 - 03/12/17.
b) ChALC - Transparency Code Grant	£845.00	
7. **PARISH COUNCIL POLICIES** -
 - i) To review and confirm Standing Orders.
 - ii) To review and confirm Financial Regulations.
 - iii) To review and confirm the Financial Risk Assessment - Appendix B.
 - iv) To authorise a review of the Asset Risk Assessment.
8. **PARISH COUNCILLOR VACANCY** -
 - i) To consider the co-option of a Councillor to fill the vacancy on the Parish Council from candidates who submitted an expression of interest.
9. **PLANNING** -
 - i) **To receive the latest planning schedule and discuss new applications.** (Appendix C)
 - ii) **Neighbourhood Plan** - To receive an update relating to the Neighbourhood Plan for the Parish. (BT)
10. **PARISH MATTERS** -
 - i) **Parish Council Newsletter** - To receive feedback following distribution of the newsletter.
 - ii) **Mary Dendy Playing Field** - To receive an update relating to litter complaints about the site.

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- iii) **Christmas Tree Electricity Feeder Pillar** - To receive an update on installation and connection. (Clerk)
- iv) **Highway Defects & Repairs** - To receive an update regarding highway defect identification and repairs.

11. CORRESPONDENCE -

- i) **To consider the following items of correspondence received since the date of the last ordinary meeting.**
 - a) E-ON - Notification of increase in electricity unit charges.
- ii) **To note other correspondence received by the Parish Council since the date of the last ordinary meeting.**
(Appendix D)

12. GENERAL DATA PROTECTION REGULATIONS (GDPR) -

- i) **To receive an update on the present position relating to GDPR.** (Clerk)
- ii) **To consider information from the website hosting provider relating to GDPR.** (Clerk)

13. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA

14. DATE OF NEXT MEETING - 16th May, 2018 at 7:30p.m. at Great Warford Baptist Chapel.

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.

15. 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 13th March, 2018.

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APPENDIX A

Financial Statement - 2017/18						
as at 21 March 2018						
Actual 2016/17 £.	Details	2017/18 Budget £.	2017/18 Budget Adjustments £.	Actual to Jan. 18 £.	Agenda Mar. 18 £.	Budget Balance £.
Receipts						
4,600.00	Precept	6,750.00		6,750.00		0.00
0.00	Balances	0.00		0.00		0.00
1.66	Investment Interest	0.00		0.00	0.84	0.00
0.00	Sale of Assets	0.00		0.00		0.00
632.00	Grants, Donations & Refunds	0.00		0.00	845.00	0.00
1,126.30	Great Warford Picnic	0.00		0.00		0.00
200.87	V.A.T. Refund	0.00		480.19		489.77
6,560.83	Total Receipts	6,750.00		7,230.19	845.84	489.77
Payments						
2,592.97	Salary (Clerk)	2,885.00	328.00	2,731.15	494.66	-12.81
0.00	National Insurance (Employer)	0.00	0.00	0.00		0.00
2.06	Administration & Employment Expenses	450.00	450.00	0.00	953.70	-53.70
0.00	Member Allowances	0.00	0.00	0.00		0.00
135.00	Audit Fees (internal & external)	150.00	-10.00	140.00		0.00
421.30	Insurance	450.00	-153.00	297.13		-0.13
310.00	Website	300.00	0.00	0.00	300.00	0.00
0.00	Transparency Code Compliance	0.00	349.00	332.50		16.50
69.91	Street Lighting Electric & Repairs	215.00	9.00	68.32	13.29	142.39
60.00	Training	140.00	0.00	35.00	65.00	40.00
259.70	Subscription/Affiliation/Registration Fees	285.00	-5.00	279.70		0.30
180.00	Room Hire	200.00	-40.00	120.00	40.00	0.00
0.00	Christmas Tree & Lighting	0.00	145.00	96.67	48.00	0.33
314.92	Parish Maintenance	600.00	0.00	0.00	300.00	300.00
1,584.31	Asset Purchase	250.00	1,015.00	0.00	1,264.18	0.82
1,035.70	Defibrillator	125.00	0.00	0.00		125.00
698.09	Village Picnic Expenses	0.00	0.00	0.00		0.00
200.00	Sect. 137 payments	50.00	0.00	0.00		50.00
7.50	Contingency	650.00	0.00	0.00	131.25	518.75
480.19	V.A.T.			116.26	373.51	
8,351.65	Total Payments	6,750.00		4,216.73	3,983.59	1,127.45

Cash/Bank Reconciliation	01/04/17	17/01/18	21/03/18	31/03/18
Balance B/Fwd.	8,977.37	8,977.37	11,990.83	8,853.08
Add Total Receipts	0.00	7,230.19	845.84	489.77
Less Total Payments	0.00	-4,216.73	-3,983.59	-1,127.45
Balance C/Fwd.	8,977.37	11,990.83	8,853.08	8,215.40
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/17	17/01/18	21/03/18	31/03/18
General Funds	4,820.46	7,833.92	4,696.17	4,058.49
Earmarked Reserves	4,156.91	4,156.91	4,156.91	4,156.91
	8,977.37	11,990.83	8,853.08	8,215.40

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CASH/BANK RECONCILIATION AS AT - 21 March 2018

CASH

Balance Brought Forward 01/04/17		
Community Account	4,158.44	
Business Saver Account	4,818.93	
Plus Receipts	8,076.03	
	<hr/>	
	17,053.40	
Less Payments	8,200.32	
Balance Carried Forward 21/03/18	<hr/>	
	8,853.08	

BANK (Barclays)

Business Premium Account	4,819.77	03/01/18
Add income/transfer received since above Statement		
	<hr/>	
	0.00	
Less unpresented cheques		
	<hr/>	
	0.00	
	<hr/>	
	0.00	
		4,819.77 21/03/18
Community Account	6,530.88	07/02/18
Add income received since above Statement		
	<hr/>	
	0.00	
		0.00
Less unpresented cheques/ Transfer		
Approved	-31.00	
For Approval	-3,983.59	
Payment already issued	1,517.02	
	<hr/>	
	-2,497.57	
		4,033.31 21/03/18
Total Bank Balances 21/03/18	<hr/>	
	8,853.08	

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APPENDIX B

GREAT WARFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2017/18

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Periodic creation of electronic backup for storage off site.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Monthly financial reports are presented to Council. Cheque signatory is separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2018/19.
Bank and banking	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General Reserves - Earmarked	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2018/19.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on monthly basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatory initials Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries, pensions and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	Wrong deduction of NI and Tax/pensions.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
Legal powers	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2018/19.

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APPENDIX C

OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
17/2241M (05/05/17)	Health Club and Spa, Faulkners Lane, Great Warford. WA16 7RN	2 air-conditioning units to roof of health club (retrospective).	
17/6124M (06/12/17)	Warford Baptist Chapel, Merrymans Lane, Great Warford. SK9 7TP	Listed building consent to replace incorrectly sized lintel, removal of incorrectly built brick pier, repointing external brick mortar to extension and lining the extension's internal walls with plasterboard and skim. Retrospective approval required for wider opening between extension and existing meeting room.	
18/0248M (24/01/18)	Kynnersley, Chelford Road, Great Warford. SK9 7TL	Proposed replacement dwelling and associated works.	
18/0430M (04/02/18)	Warford Grange Farm, Pedley House Lane, Great Warford. WA16 7SP	Demolition of existing residential dwelling and associated outbuildings and development of a replacement dwelling with alteration to existing private access road.	
18/0754M (15/02/18)	Land adjoining Noahs Ark Lane, Noahs Ark Lane, Great Warford. WA16 7BD	Outline planning permission for an agricultural workers dwelling.	
18/0888M (23/02/18)	Land adjoining Ancoats Lane, Mobberley, Cheshire.	General purpose agricultural storage building.	

NEW PLANNING APPLICATION

Application Reference	Location	Proposed Development	Consultation Deadline
18/0878M (07/03/18)	Land at Noahs Ark Lane, Great Warford.	General purpose agricultural livestock building.	04/04/18

NEW PLANNING APPEAL

Application Reference	Location	Proposed Development	Consultation Deadline
17/4858M (06/03/18)	Land at High Noon, Ancoats Lane, Great Warford. WA16 7AT	Outline application for 1) Demolition of existing buildings, 2) Erection of 4 dwellings with associated works.	03/04/18

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APPENDIX D

CORRESPONDENCE

Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin - 11, 18, 25 January 2018; 1, 8, 15, 22 February 2018; 1, 8 March 2018.
- Royal Garden Party 2018.
- Appraisals - A modern Makeover and Motivation.
- Last call for Transparency Code applications.
- Reminder: Finance & VAT Training and Appraisals Training.

Cheshire East Council

- Traffic Management LAP Reports - 18 January 2018; 1, 8, 15, 22 February 2018; 1, 8 March 2018.
- Connected Communities Newsletter - January/February 2018.
- Winter Service Decisions - 8-31 January 2018; 1-28 February, 2018; 1-11 March 2018.
- Spatial Planning Update - January, 2018.
- Town & Parish Council Conference - 20th February 2018.
- Knutsford Neighbourhood Area Modification Consultation. (17/01/18 - 28/02/18)
- Health & Wellbeing Strategy Review.
- Request for details of grant funding schemes.
- Mayor of Cheshire East Charity Dance.
- Transport for the North: Strategic Transport Plan Consultation Event.
- Handforth Neighbourhood Plan Regulation 16 Consultation. (16/02/18 - 30/03/18)
- Sustainable Modes of Travel to Schools (SMOTS) strategy consultation. (Consultation closes 29/03/18)

Other Correspondence

- Manchester Airport - 17/01/18 - January Blues Competition for tickets to George's Marvellous Medicine; 02/02/18 - Short notice theatre tickets; 05/02/18 - Request for word relating to the theme 'journey'.
- Community & Voluntary Services - e-Bulletin - 19 January 2018; 2, 16 February 2018; 2 March 2018; 09/01/18 - Training News; 12/01/18 - The Voice Newsletter; 23/01/18 - Changes to Cheshire East Council community grant application procedure; 15/02/18 - Feedback survey; 20/02/18 - Training News; 26/02/18 - Families Together project in Crewe.
- Information Commissioner's Office - Newsletter - January 2018; February 2018; March 2018.
- Age UK - Newsletter - January 2018; February 2018.
- Poynton Town Council - Poynton Neighbourhood Plan - Regulation 14 Consultation. [Consultation closes: 20/03/18]
- Brain Tumour Research - Using local influence to support finding a cure.
- Keep Britain Tidy - GB Spring Clean.
- Keep Britain Tidy - Safety Advice re: GB Spring Clean.
- Local Council Public Advisory Service - Parish and Town Council Specific Data Protection Officer Service.
- Local Council Public Advisory Service - Review of Ethical Standards in Local Government.
- Mid Cheshire Against HS2 - March 2018 Newsletter.