

GREAT WARFORD PARISH COUNCIL

AGENDA

ANNUAL PARISH COUNCIL MEETING

DATE : WEDNESDAY 18TH MAY, 2016.

TIME : Immediately following Annual Parish Meeting (7:30pm.)

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. 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 -** To receive Declarations of Interest in any item on the agenda.
- 4. ELECTION OF VICE-CHAIRMAN -**
- 5. APPOINTMENT OF STANDING COMMITTEES -** (if required)
- 6. MINUTES -**
 - i) To approve the Minutes of the Parish Council Meeting held 23rd March, 2016 as a correct record and authorise signing by the Chairman.
- 7. PUBLIC FORUM FOR QUESTIONS -** To receive questions from members of the public.
- 8. CHESHIRE EAST WARD MEMBER - CLLR. J. MACRAE -** Report on items of interest to Parish Council.
- 9. FINANCE -**
 - i) **To receive and consider the Financial Statement 2016/17 as at 18th May, 2016.** (Appendix A)
 - ii) **Insurance Schedule -** To consider adequacy of Insurance Cover in quotation received. (Appendix B)
 - iii) **Data Protection Registration -** To approve the submission of a Data Protection Registration to the Information Commissioner's Office and the implementation of a Direct Debit payment arrangement.
 - iv) **To authorise the following payments -**

a) Direct Debit	E-ON	£5.78	Electricity - March, 2016.
b) Direct Debit	E-ON	£5.59	Electricity - April, 2016.
c) Direct Debit	Information Commissioner's Office	£35.00	Data Protection Registration.
d) Cheque No. 100425	Cheshire East Borough Council	£1,871.17	Installation of street lighting column.
e) Cheque No. 100426	Cheshire Association of Local Councils	£224.70	Annual Affiliation Fee 2016/17.
f) Cheque No. 100426	Cheshire Association of Local Councils	£60.00	Chairmanship Training (x2) (Cllr. Sweetman).
g) Cheque No. 100427	Came & Company	£421.30	Insurance Premium 2016/17.
h) Cheque No. 100428	Great Warford Baptist Chapel	£20.00	Room Hire 18/05/16.
i) Cheque No. 100429	JDH Business Services Ltd.	TBC	Internal Audit Fee 2015/16.
 - v) **To note the following receipts since last meeting -**

a) Cheshire East Borough Council	£2,300.00	Precept 2016/17 (50%).
b) Cheshire East Borough Council	£32.00	Council Tax Support Grant 2016/17.
 - vi) **VAT Reclaim 2015/16 -** To note that a VAT reclaim has been submitted to HMRC in the sum of £200.87.
 - vii) **Internal Audit 2015/16 -**
 - a) To note that the Internal Audit 2015/16 has been undertaken by JDH Business Services Ltd.
 - b) To consider the Internal Audit Report and determine any actions required in relation thereto. (To follow)
 - viii) **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 C)
 - b) To approve and adopt the 2015/16 Final Accounts and Supporting Notes. (Appendix D)
 - c) To approve the signing of the Accounting Statements 2015/16 (Section 2 of the Annual Return) for submission to the External Auditors. (Appendix E)

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10. PLANNING -

- i) **To receive the latest planning schedule and discuss new applications.** (Appendix F)
- ii) **Neighbourhood Plan -**
 - a) To receive initial responses to the Neighbourhood Plan survey circulated with the newsletter.
 - b) To consider the merits of preparing a Neighbourhood Plan for the Parish.
- iii) **Cheshire East Council - Local Plan -** To receive an update on current position.

11. PARISH MATTERS -

- i) **Website -** To receive an update on the development of the new Parish Council website.
- ii) **Newsletter -** To receive any feedback in response to the recently distributed newsletter.
- iii) **Great Warford Picnic -**
 - a) To note that the application for a £100 grant from Cheshire East Council towards the provision of burgers / hot dogs at the Picnic was successful.
 - b) To receive an update on progress with arrangements for the event.
- iv) **Mary Dendy Playing Field -** To receive an update regarding the provision of a new access gate.
- v) **Land at Lindow End -** To receive an update regarding repairs to the damaged fencing.
- vi) **Noahs Ark Lane - Weight Restriction Signage -** To receive an update on negotiations to re-site the weight restriction signage. (MR)
- vii) **Street Light - Junction Ancoats / Warford / Merrymans Lanes -** To receive an update regarding connection of the lighting column.
- viii) **Litter -** To receive an update regarding litter within the Parish.
- ix) **Defibrillator -** To receive an update regarding the provision of defibrillator equipment in the Parish.

12. CORRESPONDENCE -

- i) To consider any action required in relation to the following items of correspondence:
 - 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 Consultation - 6th April, 2016 - 27th May, 2016.
 - c) Cheshire East Council - Notification of de-registration of The Stags Head, Great Warford as a community asset.
 - d) INEOS Shale Presentation (10/05/16) - Introduction to Shale Gas Activities in Cheshire. (CS)
 - e) Alderley Edge Parish Council - Invitation to Civic Sunday Service - 3rd July, 2016.
 - f) Breast Cancer Care - Chatsworth, Derbyshire Pink Ribbonwalk - Saturday 4th June 2016.
 - g) ChALC - Transparency Fund re-opens.
 - h) Holmes Chapel Parish Council - Notification of consultation on pre-submission draft Neighbourhood Plan.
 - i) Cheshire East Council - Request for suggestions for agenda items for next Town & Parish Council Conference.

13. CALENDAR OF MEETINGS -

- i) To note the dates of 2016/17 meetings already confirmed:

20 th July, 2016	21 st September, 2016	23 rd November, 2016
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- ii) To approve the dates of remaining 2016/17 meetings:

18 th January, 2017	15 th March, 2017	17 th May, 2017	Annual Parish Meeting - 17/05/17
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14. MATTERS FOR INCLUSION ON NEXT MEETING AGENDA -

- i) To receive information items from Members.
- ii) To receive items for discussion at the next meeting.

15. DATE OF NEXT MEETING - 20th July, 2016 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.

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 12th May, 2016.

GREAT WARFORD PARISH COUNCIL

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APPENDIX A

Financial Statement - 2016/17 as at 18 May 2016					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to Apr. 16 £.	Agenda May 16 £.	Budget Balance £.
Receipts					
4,600.00	Precept	4,600.00	0.00	2,300.00	2,300.00
0.00	Balances	0.00	0.00		0.00
1.88	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
63.00	Grants, Donations & Refunds	0.00	0.00	32.00	0.00
1,409.00	Transparency Code Compliance Grant	0.00	0.00		0.00
1,286.66	Great Warford Picnic	0.00	0.00		0.00
580.00	Operation Shield (c)	0.00	0.00		0.00
300.15	V.A.T. Refund	0.00	0.00		312.41
8,240.69	Total Receipts	4,600.00	0.00	2,332.00	2,612.41
Payments					
2,287.98	Salary (Clerk)	2,288.00	0.00		2,288.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
494.71	Administration	450.00	0.00		450.00
5.75	Member Allowances	0.00	0.00		0.00
75.00	Audit Fees (internal & external)	90.00	0.00		90.00
403.80	Insurance	403.00	0.00	421.30	-18.30
35.00	Website	0.00	0.00		0.00
500.00	Transparency Code Compliance	0.00	0.00		0.00
60.34	Street Lighting Electric	70.00	0.00	10.82	59.18
80.00	Training	180.00	0.00	60.00	120.00
225.44	Subscription/Affiliation/Registration Fees	220.00	0.00	259.70	-39.70
140.00	Room Hire	120.00	0.00	20.00	100.00
0.00	Christmas Lighting	0.00	0.00		0.00
396.72	Parish Maintenance	600.00	0.00		600.00
0.00	Asset Purchase	0.00	0.00	1,559.31	-1,559.31
74.99	Sect. 137 payments	28.00	0.00		28.00
521.75	Operaton Shield (c)	0.00	0.00		0.00
0.00	Contingency	151.00	0.00		151.00
210.87	V.A.T.		0.00	312.41	
5,512.35	Total Payments	4,600.00	0.00	2,643.54	2,268.87

Cash/Bank Reconciliation	01/04/16	01/04/16	18/05/16	31/03/17
Balance B/Fwd.	10,768.19	10,768.19	10,768.19	10,456.65
Add Total Receipts	0.00	0.00	2,332.00	2,612.41
Less Total Payments	0.00	0.00	-2,643.54	-2,268.87
Balance C/Fwd.	10,768.19	10,768.19	10,456.65	10,800.19
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/16	01/04/16	18/05/16	31/03/17
General Funds	10,568.19	10,568.19	10,256.65	10,600.19
Earmarked Reserves	200.00	200.00	200.00	200.00
	10,768.19	10,768.19	10,456.65	10,800.19

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CASH/BANK RECONCILIATION AS AT - 18th May, 2016

CASH

Balance Brought Forward 01/04/16	
Community Account	7,597.22
Business Saver Account	3,170.97
Plus Receipts	2,332.00
	<hr/>
	13,100.19
Less Payments	2,643.54
Balance Carried Forward 18/05/16	<hr/> <hr/>
	10,456.65

BANK (Barclays)

Business Saver Account	3,810.97		01/04/16
Add income/transfer received since above Statement			
	<hr/>	0.00	
Less unpresented cheques			
	<hr/>	620.00	
		<hr/>	
		-620.00	
			3,190.97 18/05/16
Community Account	7,597.22		01/04/16
Add income received since above Statement			
	<hr/>	2,332.00	
		<hr/>	
		2,332.00	
Less unpresented cheques/ Transfer			
Approved		20.00	
For approval		<hr/>	
		2,643.54*	
		<hr/>	
		-2,663.54	
			7,265.68 18/05/16
Total Bank Balances 18/05/16		<hr/> <hr/>	
		10,456.65	

* Not including Internal Audit Fee

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APPENDIX B

INSURANCE SCHEDULE

Core Sections:	Limit of indemnity
Public Liability	£10,000,000
Hirers' Liability	£5,000,000
Employers Liability	£10,000,000
Officials Indemnity	£500,000
Libel and Slander	£250,000
Money	Non-negotiable £250,000; Negotiable Money - Premises £1,000 Negotiable Money - Any Other Loss £1,000
Fidelity Guarantee	£150,000
Keyman Cover	£400 per week up to a max of 26 weeks
Increased Cost of Working	£10,000
Loss of Revenue	£10,000
Commercial Legal Protection	£100,000
Office Equipment	£5,000
Defibrillators & Cabinets	£5,000
Personal Accident (age 16-90)	Capital Benefits £50,000 Temporary Total Disablement £200pw
Motor Policy No Claims	No Claims Discount up to £250
Discount and Loss of Excess	Loss of Excess up to £250
Optional Sections:	
Property	Insured
Sums Insured: Buildings*	£0.00
Office Contents*	£0.00
General Contents*	£0.00
Outside Equipment*	£0.00
Street Furniture*	£10,319.54
Gates and Fences*	£0.00
War Memorials*	£0.00
Playground Equipment*	£0.00
Mowers and Machinery*	£0.00
Sports Equipment*	£0.00
Other Surfaces*	£0.00
Natural Surfaces*	£0.00
*Index-linked by 1%	

GREAT WARFORD PARISH COUNCIL

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APPENDIX C

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

GREAT WARFORD PARISH COUNCIL

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.

GREAT WARFORD PARISH COUNCIL

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APPENDIX D

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

2014/15 £.	<u>Receipts</u>	2015/16 £.
4,220.00	Precept	4,600.00
1.55	Investment Interest	1.88
0.00	Sale of assets	0.00
83.00	Grants & Donations	63.00
0.00	Transparency Code Compliance Grant	1,409.00
1,375.47	Great Warford Picnic	1,286.66
0.00	Operation Shield (c)	580.00
39.57	V.A.T. Refund	300.15
<u>5,719.59</u>	Total Receipts	<u>8,240.69</u>
	<u>Payments</u>	
1,772.16	Salary (Clerk)	2,287.98
0.00	National Insurance (Employer)	0.00
0.00	Member Allowances	5.75
402.94	Administration	494.71
75.00	Audit Fees (internal & external)	75.00
389.47	Insurance	403.80
35.00	Website	35.00
0.00	Transparency Code Compliance	500.00
44.35	Street Lighting Electric	60.34
40.00	Training	80.00
240.60	Subscriptions / Affiliation Fees	225.44
140.00	Room Hire	140.00
50.00	Christmas Lighting	0.00
657.30	Parish Maintenance	396.72
170.57	Asset purchase	0.00
150.00	Sect.137 payments	74.99
0.00	Operation Shield (c)	521.75
0.00	Contingency	0.00
300.15	V.A.T.	210.87
<u>4,467.54</u>	Total Payments	<u>5,512.35</u>

6,787.80	Balance B/Fwd. 01/04/15	8,039.85
5,719.59	Add Total Receipts	8,240.69
-4,467.54	Less Total Payments	-5,512.35
<u>8,039.85</u>	Balance C/Fwd. 31/03/16	<u>10,768.19</u>
	<u>Analysis of Cumulative Funds</u>	
2,895.21	Barclays - Business Saver Account	3,170.97
5,144.64	Barclays - Community Account	7,597.22
<u>8,039.85</u>	Total	<u>10,768.19</u>
	<u>Above Funds held for the following purposes:-</u>	
7,839.85	General Funds	10,568.19
200.00	Earmarked Reserves	200.00
0.00	Capital Reserves	0.00
<u>8,039.85</u>		<u>10,768.19</u>

The above Statement represents fairly the financial position of Great Warford Parish Council as at 31st March, 2016 and reflects its receipts and payments during the year.

GREAT WARFORD PARISH COUNCIL

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Great Warford Parish Council Supporting Notes 2015/16

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:-

Wooden Pole (1)	£0.00
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At the 31st March, 2016 the following assets were held:-

Seats (3)	£1,938.00
Street lights (3)	£1,763.00
Notice Board (1)	£552.00
Boundary Signs (7)	£3,009.00
Telephone Kiosk (1)	£1.00
Bespoke Oak Tree Seat	£1,200.00
Most Improved Village Signs (2)	£564.00
Tree Plaque (1)	£95.00
Grit Bins (2)	£216.00
Party Solar Globe Lights (2 sets)	£30.00
LED Fairy Lights (2 sets)	£35.00
	<u>£9,403.00</u>

Leases

At the year end the following leases were in operation:- None.

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 £210.87 (VAT reclaim) were outstanding and due to the Council.

Capital Reserves

None

Earmarked Reserves

£200 - Telephone Kiosk Maintenance Deposit.

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 £4,371.84 and payments made were:-
£68.33 - Great Warford Picnic gifts

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.

GREAT WARFORD PARISH COUNCIL

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APPENDIX E

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

GREAT WARFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	6,787	8,039	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. 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	RESTATED 4,220	4,600	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	RESTATED 1,499	3,641	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	1,772	2,288	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	2,695	3,224	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	8,039	10,768	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	8,039	10,768	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	8,853	9,403	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

GREAT WARFORD PARISH COUNCIL

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APPENDIX F

OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
16/0159M (15/01/16)	Warford Park, Faulkners Lane, Great Warford. WA16 7RN	Demolition of former office building and the erection of a children's day nursery with car parking and landscaping.	
16/0519M (03/02/16)	Alstone, Merrymans Lane, Great Warford. SK9 7TP	Household application for a two storey side extension, single and two storey rear extension, a single storey garage and hard landscaping works.	
16/0638M (09/02/16)	Warford Hall Farm, Merrymans Lane, Great Warford. SK9 7TN	Certificate of lawful proposed use/development - Construction of a detached garage/home office/games room.	
16/0640M (10/02/16)	Warford Hall Farm, Merrymans Lane, Great Warford. SK9 7TN	Certificate of lawful proposed use/development - Construction of a new permeable driveway.	
16/1043M (02/03/16)	Land at Noahs Ark Lane, Great Warford.	Erection of livestock building.	19/04/16 - Approved with conditions.
16/1044M (02/03/16)	Land at Noahs Ark Lane, Great Warford.	Erection of farm machinery store.	19/04/16 - Approved with conditions.
16/1170M (08/03/16)	Land to the side of 3 Ullswater Drive and rear of Buttermere Drive, Great Warford. SK9 7WA	Release from legal obligations to vary the s.106 to exclude the subject land from the designation for the use of Public Open Space.	

NEW PLANNING APPLICATIONS

Application Reference	Location	Proposed Development	Comments deadline
16/1463M (29/03/16)	Warford Baptist Chapel, Merrymans Lane, Great Warford. SK9 7TP	Proposed single storey lean to extension to provide a server and accessible toilet.	19/05/16
16/1464M (23/03/16)	Warford Baptist Chapel, Merrymans Lane, Great Warford. SK9 7TP	Listed Building Consent for proposed single storey lean to extension to provide a server and accessible toilet.	19/05/16
15/4515M (revised: 15/04/16)	Warford Hall, Warford Hall Drive, Great Warford. SK9 7TP	Change of use from dwelling and ancillary offices to dwelling with conference / banquet facilities including the construction of previously approved extension and glazed links.	Application to be considered by Northern Planning Committee 01/06/16