

GREAT WARFORD PARISH COUNCIL

AGENDA

PARISH COUNCIL MEETING

DATE : WEDNESDAY 16TH NOVEMBER, 2016.

TIME : 7:15p.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 21st September, 2016 as a correct record and authorise signing by the Chairman.
4. **PUBLIC FORUM FOR QUESTIONS -** To receive questions from members of the public.
5. **CHESHIRE EAST WARD MEMBER - CLLR. J. MACRAE -** Report on items of interest to the Parish Council.
6. **REPORTS FROM EXTERNAL ORGANISATIONS -**
 - i) Knutsford Rural Policing Team.
 - ii) Manchester Airport meetings with Councillors in the community - 10/10/16. (CS)
 - iii) ChALC Annual Meeting - 20/09/16. (DA/CS)
 - iv) Meeting with Cheshire Police & Crime Commissioner - 08/11/16. (CS)
7. **FINANCE -**
 - i) **To receive and consider the Financial Statement 2016/17 as at 16th November, 2016.** (Appendix A)
 - ii) **To authorise the following payments -**

a) Direct Debit	E-ON	£11.55	Electricity Charges: 01/07/16 - 31/08/16.
b) Direct Debit	E-ON	£6.49	Electricity Charges: 01/09/16 - 30/09/16.
c) Direct Debit	E-ON	£6.70	Electricity Charges: 01/10/16 - 31/10/16.
d) Cheque No. 100440	Great Warford Baptist Chapel	£20.00	Room Hire: 16/11/16.
e) Cheque No. 100441	M. H. Gale	£49.98	Village Picnic Expenses.
 - iii) **To note the following receipts -**

a) Sport Cheshire Ltd.	£500.00	Active Cheshire Grant - Village Picnic.
b) Barclays Bank plc.	£0.48	Gross Interest - 07/03/16 - 05/06/16.
c) Barclays Bank plc.	£0.58	Gross Interest - 06/06/16 - 04/09/16.
 - iv) **External Audit 2015/16 -**
 - a) To confirm the actions of the Clerk & Responsible Financial Officer in displaying the Notice of Conclusion of Audit 2015/16.
 - b) To receive and consider any actions required in relation to the External Audit Report.
 - v) **Internal Audit 2015/16 -**
 - a) To receive a report regarding the total funds remaining from the Village Picnic. (Clerk)
 - b) To consider and adopt Standing Orders.
 - c) To consider and adopt Financial Regulations.
 - d) To receive an update regarding the registration of the Parish Council as an Employer with HMRC. (Clerk)
 - e) To consider and adopt the Financial Risk Assessment 2016/17. (Appendix B)
 - f) To receive and consider the Asset Risk Assessment 2016/17. (PH/GT)
 - vi) **Internal Auditor 2016/17 -**
 - a) To appoint an Internal Auditor for the 2016/17 financial year.
 - vii) **Budget 2017/18 -** (Appendix C)
 - a) To note that the provisional Council Tax Base for 2017/18 has not yet been made available.
 - b) To consider and determine a revised budget in respect of 2016/17.
 - c) To consider and determine a budget in respect of 2017/18.
 - d) To consider provisional precept requirements for 2017/18.
8. **PARISH COUNCILLOR CO-OPTION -**
 - i) To receive an update regarding progress with the process of co-opting a new Member to the Parish Council.

GREAT WARFORD PARISH COUNCIL

AGENDA

9. PLANNING -

- i) **To receive the latest planning schedule and discuss new applications.** (Appendix D)
- ii) **Potential Development - Noahs Ark Lane** - To receive information relating to a proposed development.
- iii) **Neighbourhood Plan** - To consider the preparation of a Neighbourhood Plan for the Parish.

10. PARISH MATTERS -

- i) **Website** - To receive an update on the development of the new Parish Council website. (CS)
- ii) **Mary Dendy Playing Field** - To note that the new kissing gate has been installed.
- iii) **Noahs Ark Lane - Weight Restriction Signage** - To receive an update on negotiations to re-site the weight restriction signage. (MR)
- iv) **Street Light - Junction Ancoats / Warford / Merrymans Lanes** - To receive an update regarding connection of the lighting column. (CS)
- v) **Pavement condition** - To receive an update regarding clearing of debris from Parish pavements. (CS)
- vi) **Speed Monitoring - Chelford Road** - To receive an update on this issue. (CS)
- vii) **Land at Lindow End** - To receive an update relating to maintenance of the land. (GT)
- viii) **Great Warford in Bloom** - To receive an update regarding possible participation in this scheme. (DA)

11. CORRESPONDENCE -

- i) **To consider any action required in relation to the following items of correspondence.**
 - a) ChALC / Knutsford Town Council - Parliamentary Constituency Boundary Review consultation.
 - b) ChALC - Government Consultation to Cap Local Council Precepts.
 - c) Cheshire East Council - Invitation to Town & Parish Council Conference - 28th November, 2016.
 - d) Mr. M. Hall - Notification of intention to submit planning application re: Warford Hall Farm.
- ii) **To note other correspondence received by the Parish Council since the date of the last ordinary meeting.**
(Appendix E)

12. MATTERS FOR INCLUSION ON NEXT MEETING AGENDA -

- i) Cheshire East Council Town & Parish Council Conference - 28/11/16.

13. DATE OF NEXT MEETING - 18th January, 2017 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.

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

- i) Clerk & Responsible Financial Officer - Contract of Employment.

E.M.Maddock

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

Dated 10th November, 2016.

GREAT WARFORD PARISH COUNCIL

AGENDA

APPENDIX A

Financial Statement - 2016/17 as at 16 November 2016					
Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to Sept. 16 £.	Agenda Nov. 16 £.	Budget Balance £.
Receipts					
4,600.00	Precept	4,600.00	4,600.00		0.00
0.00	Balances	0.00	0.00		0.00
1.88	Investment Interest	0.00	0.00	1.06	0.00
0.00	Sale of Assets	0.00	0.00		0.00
63.00	Grants, Donations & Refunds	0.00	132.00	500.00	0.00
1,409.00	Transparency Code Compliance Grant	0.00	0.00		0.00
1,286.66	Great Warford Picnic	0.00	1,126.30		0.00
580.00	Operation Shield (c)	0.00	0.00		0.00
300.15	V.A.T. Refund	0.00	200.87		350.97
8,240.69	Total Receipts	4,600.00	6,059.17	501.06	350.97
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	135.00		-45.00
403.80	Insurance	403.00	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	21.64	23.56	24.80
80.00	Training	180.00	60.00		120.00
225.44	Subscription/Affiliation/Registration Fees	220.00	259.70		-39.70
140.00	Room Hire	120.00	100.00	20.00	0.00
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	1,559.31		-1,559.31
0.00	Defibrillator	0.00	1,035.70		-1,035.70
0.00	Village Picnic Expenses	0.00	645.44	41.65	-687.09
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	7.50		143.50
210.87	V.A.T.		341.46	9.51	
5,512.35	Total Payments	4,600.00	4,587.05	94.72	269.20

Cash/Bank Reconciliation	01/04/16	21/09/16	16/11/16	31/03/17
Balance B/Fwd.	10,768.19	10,768.19	12,240.31	12,646.65
Add Total Receipts	0.00	6,059.17	501.06	350.97
Less Total Payments	0.00	-4,587.05	-94.72	-269.20
Balance C/Fwd.	10,768.19	12,240.31	12,646.65	12,728.42
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/16	21/09/16	16/11/16	31/03/17
General Funds	10,568.19	12,040.31	12,446.65	12,528.42
Earmarked Reserves	200.00	200.00	200.00	200.00
	10,768.19	12,240.31	12,646.65	12,728.42

GREAT WARFORD PARISH COUNCIL

AGENDA

CASH/BANK RECONCILIATION AS AT - 16 November 2016

CASH

Balance Brought Forward 01/04/16	
Community Account	7,597.22
Business Saver Account	3,170.97
Plus Receipts	6,560.23
	<hr/>
	17,328.42
Less Payments	4,681.77
	<hr/>
Balance Carried Forward 16/11/16	<u><u>12,646.65</u></u>

BANK (Barclays)

Business Saver Account	4,818.33		03/10/16
Add income/transfer received since above Statement			
	<hr/>	0.00	
Less unrepresented cheques			
	<hr/>	0.00	
		<hr/>	
		4,818.33	16/11/16
 Community Account	 8,243.74		 07/10/16
Add income received since above Statement			
	<hr/>	0.00	
		0.00	
Less unrepresented cheques/ Transfer			
Approved	-320.70		
For approval	<hr/>	-94.72	
		<hr/>	
		-415.42	
		7,828.32	16/11/16
 Total Bank Balances 16/11/16		 <hr/>	
		12,646.65	

GREAT WARFORD PARISH COUNCIL

AGENDA

APPENDIX B

GREAT WARFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2016/17

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.	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.
Financial records	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2017.
	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.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2017.
	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.
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.

GREAT WARFORD PARISH COUNCIL

AGENDA

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
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 2017.
	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.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	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 2017.

GREAT WARFORD PARISH COUNCIL

AGENDA

APPENDIX C

GREAT WARFORD PARISH COUNCIL BUDGET ANALYSIS 2016/17 and 2017/18

	Projected 16/17 & Budget 2017/18	Variances 16/17	Balance as at 16/11/16
Clerk's Salary			
2016/17 £2,845.44 p.a. = £237.12 p.m. based upon 5 hrs. per week 2015/16 - 23/03/16 - 31/03/16	2,846	-558	
	76	-76	
	2,922	-634	2,288
2017/18 £2,874.04 p.a. = £239.50 p.m. based upon 5 hrs. per week Contingency for NJC Salary Award.	2,846		
	39		
	2,885		
National Insurance (Employer)			
2016/17 23/03/16 - 31/03/17 (on basic pay)	0	0	
	0	0	0
2017/18 Based on salary of £2,874.04 p.a.	0		
	0		
Chairman/Member Allowances			
2016/17 Member Allowances - Dec 16 - Mar 17	0	0	
	0	0	0
2017/18 Member Allowances	0		
	0		
Administration			
2016/17 Employment Expenses & Stationary/Office supplies	450	0	
	450	0	450
2017/18 Employment Expenses & Stationary/Office supplies	450		
	450		
Audit Fees			
2016/17 External Audit Fees 2015/16	0	0	
Internal Audit Fees 2015/16	0	-45	
	0	-45	-45
2017/18 External Audit Fees 2016/17	0		
Internal Audit Fees 2016/17	150		
	150		
Insurance			
2016/17 Premium paid 17/06/16	0	-18	
	0	-18	-18
2017/18 Premium due 17/06/17	450		
	450		
Website			
2016/17 Web hosting services (Due 31/03/2017)	300	-300	
	300	-300	0
2017/18 Web hosting services (Due 31/03/2018)	300		
	300		

GREAT WARFORD PARISH COUNCIL

AGENDA

	Projected 16/17 & Budget 2017/18	Variances 16/17	Balance as at 16/11/16
Street Lighting (Electric & Repairs)			
2016/17 Electricity Charges - Nov 16 - Mar 17	34	-10	
	34	-10	24
2017/18			
Annual Electric (365 x £0.21 per day = £76.65) net - say	80		
Provision for Increase in Electricity	10		
Repairs	125		
	215		
Training			
2016/17 Training Provision - Members & Clerk	0	120	
	0	120	120
2017/18			
Training Provision - Members & Clerk (Based on 4 attendances to ChALC Training sessions)	140		
	140		
Subscriptions/Affiliation/Registration Fees			
2015/16 ChALC	0	-5	
Cheshire Community Action	20	-20	
Data Protection Registration	0	-35	
	20	-60	-40
2017/18			
ChALC	230		
Cheshire Community Action	20		
Data Protection Registration	35		
	285		
Room Hire			
2016/17 Ordinary Parish Council Meetings (2)	40	0	
Extra Ordinary Parish Council Meetings	0	-40	
Contingency	20	-20	
	60	-60	0
2017/18			
Ordinary Parish Council Meetings	120		
Extra Ordinary Parish Council Meetings	40		
Contingency	40		
	200		
Maintenance			
2016/17 Land at Lindow End	600	0	
	600	0	600
2017/18			
Land at Lindow End	600		
	600		
Asset Purchase			
2016/17 None planned	0	-1,559	
	0	-1,559	-1,559
2017/18			
Provision	250		
	250		

GREAT WARFORD PARISH COUNCIL

AGENDA

		Projected 16/17 & Budget 2017/18	Variances 16/17	Balance as at 16/11/16
Defibrillator				
2016/17	Contribution to KCFRT Defibrillator	0	-1,036	
	Electricity Contribution	15	-15	
		15	-1,051	-1,036
2017/18				
	Electricity Contribution	125		
		125		
Village Picnic Expenses				
2016/17	Picnic Expenses 2016	0	-687	
		0	-687	-687
2017/18				
	Picnic Expenses 2017 (Function to be transferred)	0		
		0		
S.137 Donations				
2016/17	None planned	0	28	
		0	28	28
2017/18				
	Contingency	50		
		50		
Other				
2016/17	Contingency provision	0	144	144
2017/18				
	Contingency provision	650		
	2016/17 Sub Totals	4,401	-4,132	269
	2016/17 Transfer - To fund Defibrillator & Street Light projects			
	2016 Picnic Profit		1,031	
	2015 Picnic Profit		1,212	
	2014 Picnic Profit		352	
	2016/17 Expenditure Projection and Savings Totals	4,401	-1,537	2,864
	2017/18 Draft Budget Expenditure Total	6,750		
	Less Council Tax Support Grant 2017/18 (Cheshire East Council propose not to pay this during 2017/18)	0		
	Gross Council Tax Requirement 2017/18	6,750		

Tax Base 2017/18 (Band D) and Precept impact on Property Bands

2016/17				2017/18 (0% increase in tax base)			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		6.94	A	6/9		10.18
B	7/9		8.10	B	7/9		11.88
C	8/9		9.25	C	8/9		13.58
D	9/9	441.96	10.41	D	9/9	441.96	15.27
E	11/9		12.72	E	11/9		18.67
F	13/9		15.03	F	13/9		22.06
G	15/9		17.35	G	15/9		25.45
H	18/9		20.82	H	18/9		30.55
	Precept	£4,600			Precept	£6,750	

GREAT WARFORD PARISH COUNCIL

AGENDA

APPENDIX D

OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
16/2493M (25/05/16)	Pownall House Farm, Warford Lane, Great Warford. WA16 7AY	Proposed Construction of a 3-block stable incorporating a tack room and hay/straw store. The proposals include an area of concrete hard standing to one side of the stables (least visible) and a gravel access track from the existing field entrance. The stables, access track and turning area will be enclosed with a timber post and rail fence	28/10/16 - Approved with Conditions.
16/3582M (22/07/16)	Oakfield House, Paddock Hill, Great Warford. WA16 7DH	Single and two storey rear extension.	
16/3931M (11/08/16)	Mobberley Riding School, Newton Hall Lane, Mobberley. WA16 7LB	Demolition of the existing buildings on site and the erection of Church Meeting Hall (Use Class D1) with associated access, parking and landscaping and infrastructure.	[Currently Scheduled for Northern Planning Committee 30/11/16]
16/3933M (31/08/16)	Warford Grange Farm, Pedley House Lane, Great Warford. WA16 7SP	Proposed new Tree House.	26/10/16 - Refused.
16/4017M (17/08/16)	Manorfield, Chelford Road, Great Warford. SK9 7TL	New pedestrian and vehicle access gates.	07/10/16 - Approved with Conditions.
16/4043M (18/08/16)	Tall Trees, Chelford Road, Great Warford. SK9 7TL	Demolition of existing dwelling and erection of new two storey dwelling with roof space.	
16/4079M (15/09/16)	Stags Head Hotel, Mill Lane, Little Warford, Alderley Edge. SK9 7TY	The erection of an annex building to create 10 hotel bedrooms and alterations to existing public house including the conversion and extension of existing barn to form new restaurant and 4 hotel bedrooms.	
16/4513M (15/09/16)	Little Meadow, Merrymans Lane, Great Warford. SK9 7TN	Removal of Condition F on approved planning application 01/0043P, 26 th June 2003, for use of buildings at Little Meadow, Merrymans Lane, Great Warford as a dwellinghouse with stables.	

NEW PLANNING APPLICATIONS - None.

APPENDIX E

CORRESPONDENCE

Cheshire Association of Local Councils (ChALC)

ChALC Weekly Bulletin - 22, 29 September 2016, 6, 13, 20, 27 October 2016, 2 November 2016.

Reminder - Council & The Community Training - 06/10/16.

ChALC Annual Meeting - Motions for discussion.

Freedom of Information & Data Registration Training.

Meeting with Police & Crime Commissioner - 08/11/16.

Cheshire East Council

Traffic Management LAP Reports - 15, 22, 29 September 2016, 6, 13, 20, 27 October 2016, 3 November 2016.

Partnerships Newsletter - September/October 2016; Call for articles November/December 2016 edition.

Winter Service Decisions - 28-31 October 2016, 1-9 November 2016.

Cheshire East Council Highways Engagement Events.

Participatory Budgeting Knutsford - Dates for confirmation.

Arrival of Syrian refugee families in Cheshire East.

Cheshire East Council Pre-Budget Consultation 2017-2020.

Other Correspondence

Manchester Airport - Community Outreach Events Autumn 2016; Concert Tickets; Manchester Airport Community Review 2015/16.

Community & Voluntary Services - 09/09/16, 23/09/16, 07/10/16, 21/10/16 - e-Bulletin; Funding & Governance Conference; Training News; 30/09/16, 28/10/16 - The Voice Newsletter.

Pre-Submission Neighbourhood Plan Consultations: Poynton Town Council, Goostrey Parish Council.

Greenfingers Landscape Ltd. - Ground maintenance advice for Town & Community Councils.

Cheshire Fire Authority - Draft Integrated Risk Management Plan 2017/18 Consultation.

Cheshire Community Action - Invitation to Annual General Meeting.

Mobberley Parish Council - Invitation to attend Civic Service.

Barclays Bank plc. - Changes to Business Banking support services.

Knutsford Community First Responder Team - Minor Works Certificate for Defibrillator.

Cheshire Police & Crime Commissioner - Draft Police & Crime Plan 2016-21.