

GREAT WARFORD PARISH COUNCIL

AGENDA

ANNUAL PARISH COUNCIL MEETING

DATE: WEDNESDAY 15TH MAY, 2019
TIME: Immediately following Annual Parish Meeting.
VENUE: GREAT WARFORD BAPTIST CHAPEL, MERRYMANS LANE, GREAT WARFORD.

To Members of Great Warford Parish Council,

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

1. **ELECTION OF CHAIRMAN -**
 - i) To elect a Chairman for the 2019/20 civic year.
 - ii) To receive the newly elected Chairman's Declaration of Acceptance of Office.
2. **DECLARATIONS OF ACCEPTANCE OF OFFICE -**
 - i) To receive the Declaration of Acceptance of Office from each elected Member.
3. **APOLOGIES FOR ABSENCE -**
4. **CODE OF CONDUCT -**
 - i) To receive and adopt the Code of Conduct as provided by Cheshire East Council.
 - ii) To receive an update relating to the completion of the Register of Interests forms by Members.
5. **DECLARATIONS OF INTEREST -**
 - i) To receive Declarations of Interest in any items on the agenda.
6. **CO-OPTION OF PARISH COUNCILLOR -**
 - i) To consider the co-option of a Councillor to fill the vacancy on the Parish Council following the election.
7. **ELECTION OF VICE-CHAIRMAN -**
 - i) To elect a Vice-Chairman for the 2019/20 civic year.
8. **MINUTES -**
 - i) To approve the Minutes of the Parish Council meeting held 20th March, 2019 as a correct record and authorise signing by the Chairman.
9. **PUBLIC FORUM FOR QUESTIONS -**
10. **REPORTS FROM EXTERNAL ORGANISATIONS -**
 - i) High Legh & Mobberley Wards Policing Team - Report on matters of interest / concern within the Parish.
 - ii) Cheshire East Council Ward Member - To note the result of the Mobberley Ward uncontested election.
11. **CALENDAR OF MEETINGS -**
 - i) To determine the dates of Parish Council Meetings 2019/20 and Annual Parish Meeting 2020.
12. **DOCUMENT DISTRIBUTION -**
 - i) To receive consent from Members of the Parish Council for Agenda and other Parish Council information to be transmitted in electronic form.
13. **FINANCE -**
 - i) To receive and consider the Financial Statement 2019/20 as at 15th May, 2019. (Appendix A)
 - ii) To authorise the following payments -

a) Direct Debit	E-ON	£10.29	Electricity charges - March, 2019.
b) Direct Debit	E-ON	£9.95	Electricity charges - April, 2019.
c) Direct Debit	Information Commissioner's Office	£35.00	Data Protection Fee 2019/20.
d) Cheque No. 100517	Great Warford Baptist Chapel	£20.00	Room Hire - 15/05/19.
e) Cheque No. 100518	E. M. Maddock	£430.50	Salary - April - May, 2019 & Electricity for Seasonal Lighting 2018.
f) Cheque No. 100519	H.M. Revenue & Customs	£107.20	Employee Income Tax.
g) Cheque No. 100520	Zurich Municipal	£305.99	Insurance Premium 2019/20.
h) Cheque No. 100521	Cheshire Association of Local Councils	£233.28	Affiliation Fee 2019/20.

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- i) Cheque No. 100522 Cheshire Community Action £20.00 Membership Fee 2019/20.
- j) Cheque No. 100523 JDH Business Services Ltd. £175.44 Internal Audit Fee 2018/19.
- iii) To note the following receipts since the last meeting -
 - a) Barclays Bank plc. - Business Premium Account £2.41* Gross Interest - 03/12/18 - 03/03/19.
 - b) Cheshire East Borough Council £3,818.00 Precept 2019/20 (50%).

*Received 2018/19, shown in balance brought forward 01/04/19.
- iv) Internal Audit 2018/19 - To consider the Internal Audit Report and determine any actions required in relation thereto.
- v) Final Accounts and Audit Arrangements 2018/19 -
 - a) To consider and approve the signing of the Annual Governance Statement 2018/19 (Section 1 of the Annual Governance and Accountability Return). (Appendix B)
 - b) To approve and adopt the 2018/19 Final Accounts and Supporting Notes. (Appendix C)
 - c) To approve the signing of the Accounting Statements 2018/19 (Section 2 of the Annual Governance and Accountability Return). (Appendix D)
 - d) To approve the signing of the Certificate of Exemption from Limited Assurance Review contained within the Part 2 Annual Governance and Accountability Return for submission to the External Auditors.
- vi) Banking Arrangements -
 - a) To review any changes required to the Authorised Signatories.
 - b) To authorise the transfer of funds from the current account to the interest bearing business premium account.
- vii) VAT Reclaim -
 - a) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £296.21.

14. CORRESPONDENCE -

- i) To consider the specific correspondence received by the Parish Council since the date of the last ordinary meeting and to determine such action as Members consider appropriate thereto:
 - a) Nether Alderley Parish Council - Community Speed Watch.
 - b) Former Borough Councillor J. Macrae - Farewell to Parish Council.
- ii) To note other correspondence received since the date of the last meeting. (Appendix E)

15. PLANNING & LICENSING -

- i) To receive the latest planning schedule and discuss new applications. (Appendix F)
- ii) To receive an update relating to Goods Vehicle Operators Licence application process.

16. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) Highway defects and repairs - To receive an update relating to highway defects and repairs.
- ii) To receive highway matters for attention from Members.

17. COMMUNITY -

- i) Mary Dendy Playing Field - Update relating to fly tipping.
- ii) Parish Speed Watch - Update on Speed Watch activities.
- iii) Family Fun Day - To receive updates relating to the 2019 event.
- iv) St. Mary's Church, Alderley - Community free-sheet - To receive an update on progress with this initiative.

18. ASSETS -

- i) Floral display planters at Warford Crescent - To receive update relating to the formation of a 'watering group' and the replacement of the planters.

19. PARISH COUNCIL INFORMATION HANDLING -

- i) To receive completed Personal Data Audit Questionnaires from Members. (LM-C / MR / GT)

20. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -

- i) Asset Risk Assessment.

21. DATE OF NEXT MEETING - To be determined at Item 11.

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.

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

E.M. Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer.

Dated 9th May, 2019.

APPENDIX A

Financial Statement - 2019/20					
as at 15th May 2019					
Actual 2018/19 £.	Details	2019/20 Budget £.	Actual to Apr. 19 £.	Agenda May 19 £.	Budget Balance £.
Receipts					
7,345.00	Precept	7,636.00	0.00	3,818.00	3,818.00
0.00	Balances	0.00	0.00		0.00
9.63	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
0.00	Grants, Donations & Refunds	0.00	0.00		0.00
490.03	V.A.T. Refund	0.00	0.00		30.24
7,844.66	Total Receipts	7,636.00	0.00	3,818.00	3,848.24
Payments					
3,051.21	Salary (Clerk)	3,190.00	0.00	536.90	2,653.10
0.00	National Insurance (Employer)	0.00	0.00		0.00
442.09	Administration & Employment Expenses	500.00	0.00		500.00
0.00	Member Allowances	0.00	0.00		0.00
142.00	Audit Fees (internal & external)	155.00	0.00	146.20	8.80
301.19	Insurance	400.00	0.00	305.99	94.01
750.00	Website	310.00	0.00		310.00
94.60	Street Lighting Electric & Repairs	231.00	0.00	19.28	211.72
0.00	Training	160.00	0.00		160.00
286.12	Subscription/Affiliation/Registration Fees	315.00	0.00	288.28	26.72
140.00	Room Hire	200.00	0.00	20.00	180.00
180.37	Christmas Tree & Lighting	250.00	0.00	0.76	249.24
421.01	Parish Maintenance	650.00	0.00		650.00
45.00	Asset Purchase	500.00	0.00		500.00
0.00	Defibrillator	125.00	0.00		125.00
641.91	Sect. 137 payments	150.00	0.00		150.00
54.50	Contingency	500.00	0.00		500.00
296.21	V.A.T.		0.00	30.24	
6,846.21	Total Payments	7,636.00	0.00	1,347.65	6,318.59

Cash/Bank Reconciliation	01/04/19	01/04/19	15/05/19	31/03/20
Balance B/Fwd.	9,883.93	9,883.93	9,883.93	12,354.28
Add Total Receipts	0.00	0.00	3,818.00	3,848.24
Less Total Payments	0.00	0.00	-1,347.65	-6,318.59
Balance C/Fwd.	9,883.93	9,883.93	12,354.28	9,883.93
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/19	01/04/19	15/05/19	31/03/20
General Funds	6,533.93	6,533.93	9,004.28	6,533.93
Earmarked Reserves	3,350.00	3,350.00	3,350.00	3,350.00
	9,883.93	9,883.93	12,354.28	9,883.93

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CASH/BANK RECONCILIATION AS AT - 15th May 2019

CASH

Balance Brought Forward 01/04/19	
Community Account	5,052.13
Business Premium Account	4,831.80
Plus Receipts	3,818.00
	<hr/>
	13,701.93
Less Payments	1,347.65
Balance Carried Forward 15/05/19	<hr/> <hr/> 12,354.28

BANK (Barclays)

Business Premium Account	4,831.80	03/04/19
Add income/transfer received since above Statement		
	<hr/>	
	0.00	
Less unpresented cheques		
	<hr/>	
	0.00	
	<hr/>	
	0.00	
		4,831.80 15/05/19
Community Account	5,052.13	05/04/19
Add income received since above Statement		
	<hr/>	
	3,818.00	
	<hr/>	
	3,818.00	
Less unpresented cheques/ Transfer		
For approval	<hr/>	
	-1,347.65	
	<hr/>	
	-1,347.65	
		7,522.48 15/05/19
Total Bank Balances 15/05/19		
		<hr/> <hr/> 12,354.28

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APPENDIX B

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

GREAT WARFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for 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 2019, that:

	Agreed		*Yes' means that this 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
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 authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
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 authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
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	N/A	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*For any statement to which the response is 'no', an explanation should be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

GREAT WARFORD PARISH COUNCIL

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APPENDIX C

Summary Receipts & Payments Account for the year ended 31st March, 2019

2017/18		2018/19
£.		£.
6,750.00	Precept	7,345.00
3.24	Investment Interest	9.63
0.00	Sale of assets	0.00
845.00	Grants & Donations	0.00
0.00	Great Warford Picnic	0.00
480.19	V.A.T. Refund	490.03
<u>8,078.43</u>	Total Receipts	<u>7,844.66</u>
	Payments	
3,225.81	Salary (Clerk)	3,051.21
0.00	National Insurance (Employer)	0.00
0.00	Member Allowances	0.00
953.44	Administration & Employment Allowances	442.09
140.00	Audit Fees (internal & external)	142.00
297.13	Insurance	301.19
300.00	Website	750.00
332.50	Transparency Code Compliance	0.00
81.61	Street Lighting Electric	94.60
70.00	Training	0.00
279.70	Subscriptions / Affiliation Fees	286.12
160.00	Room Hire	140.00
144.67	Christmas Lighting	180.37
300.00	Parish Maintenance	421.01
1,264.18	Asset purchase	45.00
0.00	Defibrillator	0.00
0.00	Village Picnic Expenses	0.00
0.00	Sect. 137 payments	641.91
131.25	Contingency	54.50
490.03	V.A.T.	296.21
<u>8,170.32</u>	Total Payments	<u>6,846.21</u>
8,977.37	Balance B/Fwd. 01/04/18	8,885.48
8,078.43	Add Total Receipts	7,844.66
-8,170.32	Less Total Payments	-6,846.21
<u>8,885.48</u>	Balance C/Fwd. 31/03/19	<u>9,883.93</u>
	Analysis of Cumulative Funds	
4,822.17	Barclays - Business Premium Account	4,831.80
4,063.31	Barclays - Community Account	5,052.13
<u>8,885.48</u>	Total	<u>9,883.93</u>
	Above Funds held for the following purposes:-	
4,793.57	General Funds	6,533.93
4,091.91	Earmarked Reserves	3,350.00
0.00	Capital Reserves	0.00
<u>8,885.48</u>		<u>9,883.93</u>

The above Statement represents fairly the financial position of Great Warford Parish Council as at 31st March, 2019 and reflects its receipts and payments during the year.

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GREAT WARFORD PARISH COUNCIL SUPPORTING NOTES - 2018/19

Assets

During the year the following assets were purchased at the cost shown:-

Dog Poo Fairy Signs	£45.00
Christmas Lights	£105.69
	<u>£150.69</u>

During the year the following assets were disposed of for the amount shown:- None.

At the 31st March, 2019 the following assets were held:-

Seats (3)	£1,938.00
Street lights (3) & Column	£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
Chairman Badge of Office Bar	£25.00
Street lighting column	£1,559.31
Laptop Computer	£332.50
Electricity Feeder Pillar	£1,264.18
Dog Poo Fairy Signs (20)	£45.00
Christmas Lights	£105.69
	<u>£12,734.68</u>

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

Borrowings As at close of business on 31st March, 2019 the following loans to the Council were outstanding:- None

Debts At the year end debts of £296.21 (VAT reclaim) were outstanding and due to the Council.

Capital Reserves None

Earmarked Reserves

£200.00 - Telephone Kiosk Maintenance Deposit.
£1,200.00 - Floral Planters Fund
£750.00 - Notice Board Fund
£200.00 - Transparency Code Grant - Clerk Training
£1,000.00 - Democratic Services Fund
<u>£3,350.00</u>

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 £4,991.10 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
Great Warford Residents Group	Donation	£641.91
		<u>£641.91</u>

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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APPENDIX D

Section 2 – Accounting Statements 2018/19 for

GREAT WARFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	8,977	8,885	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	6,750	7,345	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,328	500	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	4,124	3,441	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 authority's borrowings (if any).
6. (-) All other payments	4,046	3,405	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	8,885	9,884	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	8,885	9,884	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	12,584	12,735	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments 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 as a body corporate 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 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

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CORRESPONDENCE

Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin - 14, 21, 28 March 2019; 4, 11, 18, 25 April 2019; 2 May 2019.
- ChALC Employment / Recruitment Manual.
- Code of Conduct forms update.

Cheshire East Council

- Traffic Management LAP Reports - 14, 21, 28 March 2019; 11, 18, 25 April 2019; 2 May 2019.
- Advice re: Purdah period.
- Update re: Submitting election nomination papers.
- Mayor's fundraising event - The Clink Restaurant at HMP Styal - 18th May 2019.
- Mental Health Awareness Week (13-19 May, 2019).
- Cheshire East Council Mayor Making Ceremony - Invitation to Chairman.
- Cheshire East Care Service directories.

Other Correspondence

- Manchester Airport - 12/03/19 - Employment Opportunities; 22/03/19 - Community Newsletter; 25/03/19 - Outreach events.
- Community & Voluntary Services - 15/03/19 - e-Bulletin; 27/03/19 - GRIPP Digital Seminar - Projects; 01/04/19 - e-Bulletin; 05/04/19 - Training e-Bulletin; 12/04/19 - e-Bulletin; 26/04/19 - e-Bulletin.
- Information Commissioner's Office - Newsletter - April 2019; May 2019.
- Town & Parish Council Websites - Newsletter - March 2019; April 2019.
- Keep Britain Tidy - Great British Spring Clean.
- Cheshire & Warrington Growth Hub - Newsletter.
- Terrain Safety - New Health & Safety Resource.
- Terrain Safety - Health & Safety Updates.
- Cheshire & Warrington Growth Hub - Newsletter.

APPENDIX F

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).	
18/3988M (12/08/18)	Antrobus New Hall Farm, Faulkners Lane, Mobberley, Cheshire. WA16 7AL	Alterations to vehicular and pedestrian entrance along with landscaping works.	
18/6016M (20/12/18)	Land off Noahs Ark Lane, Great Warford.	Proposed dwelling for farm worker.	15/04/19 - Approved with Conditions.
18/6245M (20/12/18)	Land off Ancoats Lane, Mobberley.	Outline application for permanent agricultural workers dwelling.	
19/0384M (29/01/19)	Brook Cottage, Chelford Road, Great Warford. SK9 7TL	Replacement dwelling, associated garage and landscaping.	
19/0554M (05/02/19)	Steeles House, Merrymans Lane, Great Warford. SK9 7TP	Two storey side extension, first floor addition and detached garage (resubmission of 18/3588M).	
19/0563M (14/02/19)	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.	
19/1053M (27/03/19)	5 Warford Crescent, Great Warford. SK9 7TW	Proposed construction of a single and two storey rear extension and detached garage.	17/04/19 - Approved with Conditions.

NEW PLANNING APPLICATIONS - None.

(Any Planning Applications received prior to the date of the meeting will be included for consideration)