

# GREAT WARFORD PARISH COUNCIL

## NOTICE OF ANNUAL PARISH COUNCIL MEETING

**Date:** Wednesday 25<sup>th</sup> May 2022

**Time:** Immediately following Annual Parish Meeting (7:30p.m.)

**Venue:** Great Warford Baptist Chapel, Merrymans Lane, Great Warford

*E.M.Maddock*

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

Dated 19<sup>th</sup> May, 2022

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**In order to keep councillors and other members of the public safe, please do not attend the meeting if you are feeling unwell for any reason or if you have been in contact with anyone who has Covid or Covid symptoms.**

**All attendees will be expected to respect social distancing preferences of other attendees.**

**Government guidance available at: <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>**

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## AGENDA

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**

- (a) To elect a Chairman for the 2022/23 civic year.
- (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.

**2. Apologies for absence**

**3. Declarations of Interest**

- (a) To receive Declarations of Interest in any items on the agenda.
- (b) To review existing Registration of Interests forms and determine arrangements for updates where required.

**4. Election of Vice Chairman**

- (a) To elect a Vice Chairman for the 2022/23 civic year.

**5. Public Forum for Questions**

**6. Reports from External Organisations**

- (a) Cheshire East Ward Member Cllr. C. Leach - Report on items of interest to the Parish Council.
- (b) High Legh & Mobberley Wards Policing Team - Report on matters of interest / concern within the Parish.
- (c) Manchester Airport - Manchester Airport Future Airspace project - Stage 2 'Develop & Assess' - phase two engagement session report.

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## 7. Minutes

- (a) To approve the Minutes of the Parish Council meeting held 16<sup>th</sup> March, 2022 as a correct record.

## 8. Finance

- (a) To receive and consider the Financial Statement 2022/23 as at 25<sup>th</sup> May, 2022. (Appendix A)
- (b) To note receipts as listed at Appendix B.
- (c) To approve the payments listed at Appendix C.
- (d) To receive and consider quotations for insurance cover for 2022/23.
- (e) Internal Audit 2021/22
  - i. To receive and consider the Internal Audit Action Plan and determine any actions required in relation thereto. (Appendix D)
  - ii. To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix E)
  - iii. To confirm, for the purposes of internal audit, that defibrillator pads are classified as consumables rather than fixed asset items on the grounds that, by having a defined expiry date, they meet the definition of consumables as 'goods that must be replaced regularly because they wear out or are used up'.
- (f) Final Accounts and Audit Arrangements 2021/22
  - i. To consider and approve the signing of the Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return). (Appendix F)
  - ii. To approve and adopt the 2021/22 Final Accounts and Supporting Notes. (Appendix G)
  - iii. To approve the signing of the Accounting Statements 2021/22 (Section 2 of the Annual Governance and Accountability Return). (Appendix H)
  - iv. 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. (Appendix I)
- (g) To review and approve the earmarked reserves currently held by the Parish Council.
- (h) Banking Arrangements
  - i. To review any changes required to the authorised signatories.
  - ii. To review and approve existing direct debit payment arrangements.
  - iii. To note that no standing order arrangements are currently in place.
- (i) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £514.79.
- (j) To consider and approve the financial risk assessment 2022/23. (Appendix J)
- (k) To receive an update relating to the recent review of electricity contract.

## 9. Annual Review of Parish Council administrative matters

- (a) To consider and determine dates of Parish Council meetings for the 2022/23 civic year.
- (b) To consider renewing the current scheme of delegated authority for the 2022/23 civic year for implementation during periods when holding meetings would present a risk to those attending. (Appendix K)

# GREAT WARFORD PARISH COUNCIL

- (c) To approve that the review of the following matters be deferred to a future meeting:
  - i. Subscriptions to other bodies
  - ii. Asset review
  - iii. Review of Parish Council policies.

## 10. Planning

- (a) To receive and note latest planning decisions issued by Cheshire East Council in respect of development within the Parish. (Appendix L)
- (b) To consider the following planning application:
  - i. 22/1151M - Brookfield Farm, Ancoats Lane, Great Warford. SK9 7TT Equestrian storage building and horse walker (retrospective).  
[Link to information: <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=22/1151M&row=1&query=d729724af68548b6bdc5d6059f4097ed&from=i>]
  - ii. Any applications received following issue of Agenda may be included for discussion if required.

## 11. Highway Maintenance and Enhancements

- (a) To receive updates relating to highway maintenance issues reported to Cheshire East Council following recent surveys and reports. (Appendix M)
- (b) To receive an update relating to the flood at Warford Lane.
- (c) To receive a report on locations of blocked gullies within the Parish requiring attention.
- (d) To receive further highway maintenance matters for attention from Members.

## 12. Correspondence

- (a) To consider 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:
  - i. A new highways service newsletter is to be issued from April 2022.  
[Link to sign up: [https://public.govdelivery.com/accounts/UKCHESHEC/subscriber/new?qs=CODE\\_RED](https://public.govdelivery.com/accounts/UKCHESHEC/subscriber/new?qs=CODE_RED)]
  - ii. The 2022/23 highway work programmes has been published.  
[Link to information: <https://www.cheshireeast.gov.uk/pdf/highways/highways-improvement-programme-2022-2023/highways-programme-of-work-streets-2022-2023.pdf>]
  - iii. ChALC - Annual Meeting Motions: Action Plan and call for motions.
  - iv. Cheshire East Council - Notice of speed limit consolidation order, moving traffic consolidation order and static traffic consolidation order.
  - v. ChALC - Delay to Cheshire East Council adopting revised Code of Conduct due to the Council wishing to take the time to consider the Government's response to the Standards in Public Life Report.
  - vi. Highways winter maintenance top up scheme survey.
  - vii. Town & Parish Council Satisfaction Survey relating to Highways Service.
  - viii. Cheshire East Council - Site Allocations and Development Policies Document: Main Modifications consultation. (Closes: 31/05/22)  
[Link to information: <https://cheshireeast-consult.objective.co.uk/portal/planning/cs/sadpd/mmschedule?tab=files>]

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- ix. Cheshire East Council - Updates and outcome relating to the Community Governance Review.

[Link to final outcome:

<https://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=239&MId=9232>]

## 13. Community matters

- (a) To receive an update relating to community speed watch.
- (b) To receive an update following reports of unauthorised signs and activities in vicinity of Mary Dendy Playing Field.
- (c) To receive an update relating to the refurbishment of the telephone kiosk.
- (d) To consider possible options for the Christmas lighting for 2022.
- (e) The Queen's Platinum Jubilee
  - i. To receive an update relating to possible events to mark The Queen's Platinum Jubilee.
  - ii. To confirm that the Parish Council will provide a commemorative 50p coin to each child within the Parish that has registered to receive the gift.

## 14. Matters for inclusion on next/future meeting agenda

## 15. Date of next meeting - TBC

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 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)



Dr. E. M. Maddock PSLCC,

Clerk & Responsible Financial Officer.

Dated 19<sup>th</sup> May, 2022

For further information and copy agenda please contact:

Tel: 01477 571444 Email: [clerk.greatwarfordpc@gmail.com](mailto:clerk.greatwarfordpc@gmail.com)

# GREAT WARFORD PARISH COUNCIL

## APPENDIX A

Financial Statement - 2022/23					
as at 25th March, 2022					
Actual 2021/22 £.	Details	2022/23 Budget £.	Actual to Apr. 22 £.	Agenda May 22 £.	Budget Balance £.
<b>Receipts</b>					
9,062.00	Precept	9,196.00	0.00	4,598.00	4,598.00
0.00	Balances	2,854.00	0.00		0.00
0.48	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
40.00	Grants, Donations, Refunds & Unpresented chqs	0.00	0.00		0.00
167.99	V.A.T. Refund	0.00	0.00	514.79	36.88
<b>9,270.47</b>	<b>Total Receipts</b>	<b>12,050.00</b>	<b>0.00</b>	<b>5,112.79</b>	<b>4,634.88</b>
<b>Payments</b>					
3,434.60	Salary (Clerk)	3,689.00	0.00	725.88	2,963.12
0.00	National Insurance (Employer)	0.00	0.00		0.00
379.29	Administration & Employment Expenses	600.00	0.00		600.00
0.00	Member Allowances	0.00	0.00		0.00
168.00	Audit Fees (internal & external)	180.00	0.00	180.00	0.00
229.60	Insurance	250.00	0.00		250.00
0.00	Website	20.00	0.00		20.00
91.22	Street Lighting Electric & Repairs	530.00	0.00	17.51	512.49
0.00	Training	210.00	0.00		210.00
324.28	Subscription/Affiliation/Registration Fees	386.00	0.00	257.12	128.88
60.00	Room Hire	230.00	0.00	20.00	210.00
224.79	Christmas Tree & Lighting	250.00	0.00		250.00
513.30	Parish Maintenance	480.00	0.00		480.00
1,534.40	Asset Purchase	600.00	0.00		600.00
130.00	Asset Maintenance	3,175.00	0.00		3,175.00
235.52	Newsletter	750.00	0.00		750.00
0.00	Sect. 137 payments	200.00	0.00	350.00	-150.00
0.00	Contingency	500.00	0.00		500.00
514.79	V.A.T.		0.00	36.88	
<b>7,839.79</b>	<b>Total Payments</b>	<b>12,050.00</b>	<b>0.00</b>	<b>1,587.39</b>	<b>10,499.49</b>

Cash/Bank Reconciliation	01/04/22	01/04/22	25/05/22	31/03/23
Balance B/Fwd.	16,865.54	16,865.54	16,865.54	20,390.94
Add Total Receipts	12,050.00	0.00	5,112.79	4,634.88
Less Total Payments	-12,050.00	0.00	-1,587.39	-10,499.49
<b>Balance C/Fwd.</b>	<b>16,865.54</b>	<b>16,865.54</b>	<b>20,390.94</b>	<b>14,526.33</b>
<b>Cumulative Balances</b>				
	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/22</b>	<b>01/04/22</b>	<b>25/05/22</b>	<b>31/03/23</b>
General Funds	9,098.54	9,098.54	12,973.94	7,109.33
Earmarked Reserves	7,767.00	7,767.00	7,417.00	7,417.00
	<b>16,865.54</b>	<b>16,865.54</b>	<b>20,390.94</b>	<b>14,526.33</b>

# GREAT WARFORD PARISH COUNCIL

## CASH/BANK RECONCILIATION AS AT - 25<sup>th</sup> May 2022

### CASH

Balance Brought Forward 01/04/22		
Community Account	12,022.12	
Business Premium Account	4,843.42	
Plus Receipts	5,112.79	
	21,978.33	
Less Payments	1,587.39	
Balance Carried Forward 25/05/22	20,390.94	

### BANK (Barclays)

<b>Business Premium Account</b>	4,843.42		01/04/22
Add income/transfer received since above Statement			
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	4,843.42	25/05/22
 <b>Community Account</b>	 17,116.52		 06/05/22
Add income received since above Statement			
	0.00		
Less unrepresented cheques/ Transfer			
For approval	-1,587.39		
Less payment already issued	18.39		
	-1,569.00	15,547.52	25/05/22
 <b>Total Bank Balances 25/05/22</b>	 20,390.94		

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## APPENDIX B

### Receipts

a. Barclays Bank plc.	£0.12	Gross interest - 06/12/21 - 06/03/22
b. Cheshire East Borough Council	£4,598.00	Precept 2022/23 (50%)
c. H. M. Revenue & Customs	£514.79	VAT Reclaim 2021/22

[Note: Interest received March 2022 included in 2021/22 accounts.]

## APPENDIX C

### Payments for approval

a. Direct Debit	npower	£18.39	Street lighting: December 2021
b. Cheque No 100590	The Royal Mint	£350.00	Jubilee coins (gifts for children)
c. Cheque No 100591	E. M. Maddock	£581.08	Salary: Apr. - May 22 & backpay
d. Cheque No 100592	H. M. Revenue & Customs	£144.80	Employee income tax
e. Cheque No 100593	Great Warford Baptist Chapel	£20.00	Room hire (25/05/22)
f. Cheque No 100594	JDH Business Services Ltd.	£216.00	Internal audit fee 2021/22
g. Cheque No 100595	Cheshire Association of Local Councils	£222.12	Affiliation fee 2022/23
h. Cheque No 100596	TBC (See item 8(d))	£TBC	Insurance premium 2022/23
i. Direct Debit	Information Commissioners Office	£35.00	Data Protection Fee 2022/23

## APPENDIX D

### INTERNAL AUDIT REPORT GREAT WARFORD PARISH COUNCIL 2021/22

ISSUE	RECOMMENDATION	FOLLOW UP
<b>2021/22 internal audit</b>		
<b>No internal control issues identified. The council has maintained a robust set of books and records for the financial year.</b>		

# GREAT WARFORD PARISH COUNCIL

## APPENDIX E

### Annual Internal Audit Report 2021/22

#### GREAT WARFORD PARISH COUNCIL

<http://www.greatwarfordpc.org.uk/>

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	no petty cash held	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	✓		
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

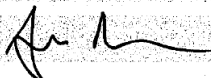
Date(s) internal audit undertaken

23/04/2022

Name of person who carried out the internal audit

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit




baa

Date

26/04/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



# GREAT WARFORD PARISH COUNCIL

## APPENDIX F

### Section 1 – Annual Governance Statement 2021/22

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 2022, 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 must 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

#### Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.	Yes	No
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<http://www.greatwarfordpc.org.uk/>LY AVAILABLE WEBSITE/WEBPAGE ADDRESS

# GREAT WARFORD PARISH COUNCIL

## APPENDIX G

### GREAT WARFORD PARISH COUNCIL

#### Summary Receipts & Payments Account for the year ended 31st March, 2022

2020/21	<u>Receipts</u>	2021/22
£.		£.
8,987.00	Precept	9,062.00
2.21	Investment Interest	0.48
0.00	Sale of assets	0.00
0.00	Grants & Donations	0.00
0.00	Unpresented cheques	40.00
214.51	V.A.T. Refund	167.99
<u>9,203.72</u>	Total Receipts	<u>9,270.47</u>
	<u>Payments</u>	
3,764.16	Salary (Clerk)	3,434.60
0.00	National Insurance (Employer)	0.00
0.00	Member Allowances	0.00
314.79	Administration & Employment Allowances	379.29
155.40	Audit Fees (internal & external)	168.00
307.79	Insurance	229.60
30.00	Website	0.00
115.37	Street Lighting Electric	91.22
0.00	Training	0.00
288.28	Subscriptions / Affiliation Fees	324.28
0.00	Room Hire	60.00
1.25	Christmas Lighting	224.79
420.00	Parish Maintenance	513.30
0.00	Asset purchase	1,534.40
0.00	Defibrillator	130.00
235.52	Newsletter	235.52
0.00	Sect.137 payments	0.00
0.00	Contingency	0.00
167.99	V.A.T.	514.79
<u>5,800.55</u>	Total Payments	<u>7,839.79</u>
	-----	
12,031.69	Balance B/Fwd. 01/04/20	15,434.86
9,203.72	Add Total Receipts	9,270.47
-5,800.55	Less Total Payments	-7,839.79
<u>15,434.86</u>	Balance C/Fwd. 31/03/21	<u>16,865.54</u>
	<u>Analysis of Cumulative Funds</u>	
4,842.94	Barclays - Business Premium Account	4,843.42
10,591.92	Barclays - Community Account	12,022.12
<u>15,434.86</u>	Total	<u>16,865.54</u>
	<u>Above Funds held for the following purposes:-</u>	
9,967.36	General Funds	9,098.54
5,467.50	Earmarked Reserves	7,767.00
0.00	Capital Reserves	0.00
<u>15,434.86</u>		<u>16,865.54</u>

The above Statement represents fairly the financial position of Great Warford Parish Council as at 31st March, 2022 and reflects its receipts and payments during the year.

# GREAT WARFORD PARISH COUNCIL

## GREAT WARFORD PARISH COUNCIL SUPPORTING NOTES 2021/22

### Assets

During the year the following assets were purchased at the cost shown:- None

Floral display planters (4)	£1,534.40
Christmas Lights	£68.29
	<u>£1,602.69</u>

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

At the 31st March, 2022 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
Floral display planters (4)	£1,534.40
Christmas Lights	£68.29
	<u>£14,337.37</u>

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

Borrowings As at close of business on 31st March, 2022 the following loans to the Council were outstanding:- None

Debts At the year end debts of £514.79 (VAT reclaim) were outstanding and due to the Council.

Capital Reserves None

<u>Earmarked Reserves</u>	Telephone Kiosk Deposit	200.00
	Village Picnic Fund (Notice Board)	750.00
	Transparency Code Grant - Clerk Training	200.00
	Transparency Code Grant - Scanning Eqpt	117.00
	Highway Safety Projects	2,000.00
	Telephone Kiosk Refurbishment	2,000.00
	Democratic Services Fund	2,000.00
	Platinum Jubilee	500.00
		<u>£7,767.00</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 £5,449.68 and payments made were:- None.

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

## APPENDIX H

### Section 2 – Accounting Statements 2021/22 for

#### GREAT WARFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>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.</i>
1. Balances brought forward	12,032	15,435	<i>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.</i>
2. (+) Precept or Rates and Levies	8,987	9,062	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	216	208	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,764	3,435	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	2,036	4,405	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	15,435	16,865	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	15,435	16,865	<i>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.</i>
9. Total fixed assets plus long term investments and assets	12,735	14,337	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			<i>The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 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

SIC E. M. Maddock RED

Date

18/04/2022

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

# GREAT WARFORD PARISH COUNCIL

## APPENDIX I

### Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

#### GREAT WARFORD PARISH COUNCIL

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year or total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22: **£9,270** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22: **£7,840** PER AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2022.

**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
<b>SIGNATURE REQUIRED</b>	<b>DD/MM/YYYY</b>		<b>DD/MM/YYYY</b>
Signed by Chairman	Date	as recorded in minute reference:	
<b>SIGNATURE REQUIRED</b>	<b>DD/MM/YYYY</b>	<b>MINUTE REFERENCE</b>	
Generic email address of Authority	Telephone number		
<b>clerk.greatwarfordpc@gmail.com</b> <small>GENERIC EMAIL ADDRESS</small>	<b>01477 571444</b> <small>NUMBER</small>		

\*Published web address

**http://www.greatwarfordpc.org.uk/** AVAILABLE WEBSITE/WEBPAGE ADDRESS

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT**



# GREAT WARFORD PARISH COUNCIL

## APPENDIX J

### GREAT WARFORD PARISH COUNCIL

#### FINANCIAL RISK ASSESSMENT - 2022/23

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 2022/23.
	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 2022/23.
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.
	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	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.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.  Compliance.	L  L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.  An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.  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 2022/23.
	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). Salary paid incorrectly.	L  L	Signatory initials Stub and Voucher to confirm accuracy.	Existing procedure adequate.  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 2022/23.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Supplier (procurement) fraud	Loss through supplier fraud	L	<p>Training for staff to alert them to potential risks of providing sensitive company information, by telephone or other means, especially contract and account information.</p> <p>All supplier detail changes to be verified using contact details held by Parish Council.</p> <p>Periodic review of supplier accounts to remove any dormant accounts.</p> <p>Periodic review of supplier address and financial health details with Companies House.</p> <p>Review insurance provision.</p>	<p>Review training needs 2022/23.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2022/23.</p>



# GREAT WARFORD PARISH COUNCIL

## APPENDIX K

### SCHEME OF DELEGATED AUTHORITY

A scheme of delegated authority was approved in July 2021 (see minute extract below) to ensure that Parish Council business was not unnecessarily interrupted due to Covid-19.

Given the continued impact of Covid-19, together with other potential risks, Members should consider renewing the existing scheme of delegation to minimise potential threats to business continuity. The scheme of delegated authority would be implemented in response to a risk assessment and consultation with Members.

- RECOMMENDATION:**
- (a) That the scheme of delegated authority (as described in the Minutes of the meeting held 21<sup>st</sup> July, 2021) be renewed for the 2022/23 civic year.**
  - (b) That for the avoidance of doubt, clause (b) be clarified by the addition of the following: "...by either email or, where appropriate (including upon request by Members), a duly convened All Member Working Group."**

**Extract from minutes of meeting held 21<sup>st</sup> July, 2021:**

**13(b) Arrangements for business continuity** - The Clerk reported that it would be prudent for the Parish Council to make arrangements for the continuation of business should Covid-19 restrictions be re-introduced or that the risk of holding face-to-face meetings be considered high.

- 033/21 RESOLVED**
- (a) That the Clerk & Responsible Financial Officer shall have delegated authority to exercise any function that would normally be exercised by the Parish Council excepting any function which statute prescribes may only be exercised by Full Council.**
  - (b) That authority under (a) may only be exercised having received counsel from Members.**
  - (c) That an All Member Working Group be established comprising all members with a remit to advise the Clerk on issues requiring attention.**
  - (d) That except when discussing matters where publicity would be prejudicial to the public interest (as defined in the Public Bodies (Admission to Meetings) Act 1960) working group meetings shall be open to the public to view and, at an appropriate time, participate.**
  - (e) The authority granted under (a) shall have effect until the next Annual Meeting.**
  - (f) All decisions taken under (a) shall be submitted to and ratified by Full Council at the first meeting following exercise of the delegated authority.**
  - (g) The authority under (a) shall not affect any authority which is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution and any conditions attached thereto shall continue to have effect.**

**(All in favour)**

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## APPENDIX L

### Outstanding planning applications & recent planning decisions

- 18/3275M - Warford Grange Farm, Pedley House Lane, Great Warford. WA16 7SP  
Certificate of Proposed Lawful Use for extension of existing Warehouse building and re-aligned private access road to existing commercial and residential premises.  
No new connection to public highway.  
DECISION STATUS - Undecided
- 20/1503M - Cheshire Health Club and Spa, Warford Park, Faulkners Lane, Great Warford.  
Construction of single storey extension with 2 roof lanterns, new entrance, replacement timber wall cladding, proposed new replacement windows, proposed new window openings and windows, construction of ventilation / air conditioning systems to flat roof with screening, insertion of roof skylights, insertion of new door for maintenance and cleaning access on existing flat roof.  
DECISION STATUS - Undecided
- 20/2813M - Health Club & Spa, Faulkners Lane, Great Warford. WA16 7RN  
New access.  
DECISION STATUS - Undecided
- 21/0806M - Croft Cottage, Chelford Road, Great Warford. SK9 7TL  
Single storey extension to rear, new outbuilding, alterations to existing conservatory and installation of a wooded framed canopy.  
DECISION STATUS - Undecided
- 21/2062M - Home Farm, Faulkners Lane, Mobberley. WA16 7AN  
Change of use from grazing to a horse exercise area/ménage.  
DECISION STATUS - Approved with conditions (05/05/22)
- 21/2388M - Warford Grange Farm, Pedley House Lane, Great Warford. WA16 7SP  
Variation of Condition 8 on approval 19/0563M for demolition of existing residential dwelling & associated outbuildings and development of a replacement dwelling with alteration to existing private access road.  
DECISION STATUS - Undecided
- 21/2602M - 3 Derwent Way, Great Warford. SK9 7WE  
Removal of existing conservatory and construction replacement rear extension and a new side porch.  
DECISION STATUS - Approved with conditions (01/04/22)
- 21/2940M - Warford Hall, Warford Hall Drive, Great Warford. SK9 7TP  
Proposed single storey extension to rear of existing dwelling with associated pool.  
DECISION STATUS - Undecided
- 21/3027M - Warford Hall, Warford Hall Drive, Great Warford. SK9 7TP  
Change of use - Convert existing stables and barns from ancillary office and guest accommodation to create 6 no. residential dwellings, together with single storey extension to existing former stables building (same footprint as previous building on the site) and external alterations to existing detached Oak framed barn in association with its conversion to a dwelling.  
DECISION STATUS - Undecided

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- 21/3538M - Primrose Farm, Noahs Ark Lane, Mobberley. WA16 7AX  
Proposed detached garage.  
DECISION STATUS - Approved with conditions (14/03/22)
- 21/3558M - Brook Cottage, Chelford Road, Great Warford. SK9 7TL  
New site access, side & rear extensions.  
DECISION STATUS - Undecided
- 21/3594M - Jennings Farm, Chelford Road, Soss Moss, Nether Alderley. SK10 4TU  
S106 - Release from legal obligation on planning permission 82291P.  
DECISION STATUS - Undecided
- 21/4009M - Brook Cottage, Paddock Hill, Great Warford. WA16 7DH  
Certificate of lawful proposed development for construction of a single storey side / rear extension to the dwellings north west elevation, a two-storey rear extension, a single-storey outbuilding and changes to the fenestration to the dwelling's principal elevation.  
DECISION STATUS - Positive certificate (17/03/22)
- 21/4496D - Fields View Farm, Land adjoining Ancoats Lane, Great Warford.  
Discharge of conditions 3 & 7 on application 20/1533M - Farm managers dwelling (permanent).  
DECISION STATUS - Undecided
- 21/4740M - High Noon, Ancoats Lane, Great Warford. WA16 7AT  
Demolition of existing buildings and erection of 5 number dwellings.  
DECISION STATUS - Undecided [Amended plans April 2022]
- 21/5394M - Carlisle House, Knutsford Road, Knolls Green, Mobberley. WA16 7BA  
Construction of a dwelling on land south of Carlisle House with associated access and landscaping.  
DECISION STATUS - Undecided
- 21/5399M - Coach House, Faulkners Lane, Great Warford. WA16 7AW  
3 Stable block plus 2 outbuildings for feed storage tack and associated equipment one of which is currently the only existing stable - no change of use required sits in paddock of app 3/4 acre.  
DECISION STATUS - Undecided
- 21/5713M - Croft Cottage, Chelford Road, Great Warford. SK9 7TL  
Certificate of lawful existing use of land to the rear of Croft Cottage as garden.  
DECISION STATUS - Undecided
- 21/5967M - The Place, Mill Lane, Alderley Edge. SK9 7TY  
Advertisement consent for proposed horizontal letter signage, (THE PLACE) with internal halo white 12v LED illumination to side elevation, folded 2mm aluminium panel sign 1000mm x 10000mm (SKIN CLINIC) to side elevation, vertical flat cut 3mm aluminium text (THE PLACE) to front elevation, along with 5no up and down lighting.  
DECISION STATUS - Approved with conditions (13/04/22)

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- 21/5696M - Stables at Merrymans Lane, Great Warford.  
Demolition of existing stable block and ancillary buildings to be replaced with proposed detached single storey family dwelling.  
DECISION STATUS - Undecided
- 21/5639M - Ostlers Nurseries, Merrymans Lane, Great Warford. SK9 7TN  
Retention of access track.  
DECISION STATUS - Approved with conditions (27/04/22)
- 22/0234M - Primrose Farm, Noahs Ark Lane, Mobberley. WA16 7AX  
Erection of steel portal frame building for storage of hay for use by the cattle on the farm. Size of building 36m long, 15m wide, 6m high to the eaves. The building will be clad on 1 side and 2 ends to the floor with juniper green box profile sheets and grey fibre cement roof.  
DECISION STATUS - Undecided
- 22/0434M - Dovedale, Chelford Road, Great Warford. SK9 7TL  
Two storey and first floor extension to east elevation, amendment to front gable, canopy over front entrance and new access point.  
DECISION STATUS - Undecided
- 22/0917M - 3 Hawthorn View, Knutsford Road, Knolls Green, Mobberley. WA16 7BA  
Prior approval for proposed single storey rear extension with bi-folding doors extending 6m beyond the rear wall, maximum height of 2.5m and eaves height of 2.5m.  
DECISION STATUS - Determination - approval not required (stage 2) (08/04/22)
- 22/0971M - Blossom House, Chelford Road, Alderley Edge. SK9 7TL  
Proposed conservatory, porch, detached garage and relocation of existing store.  
DECISION STATUS - Undecided

## APPENDIX M

### Highway defects identified during recent survey and reported to Cheshire East Council

- Merrymans Lane (near junction with Mill Lane) - sunken manhole cover.
- Merrymans Lane (near junction with Chelford Road) - faded and leaning speed limit sign.
- Warford Lane (near junction with Merrymans Lane) - raised ironwork.
- Warford Lane (on approach to bridge over Mobberley Brook) - potholes.
- Ancoats Lane (approx. 250m past Warford Park) - potholes (x3).
- Ancoats Lane (near to northern access to Warford Park) - pothole.
- Ancoats Lane (at junction with Pedley House Lane) - white lining worn away.
- Warford Crescent (at junction with Merrymans Lane) - potholes.
- Merrymans Lane (at junction with Warford Lane and Ancoats Lane) - white lining worn away.
- Merrymans Lane (opposite junction with Warford Hall Drive) - debris on carriageway.