

GREAT WARFORD PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING

Date: Wednesday 15th May, 2024

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 9th May, 2024

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, flu or Covid/flu symptoms.

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

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 2024/25 civic year.
 - (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.
- 2. Apologies for absence**
- 3. Declarations of Interest** – To receive Declarations of Interest in any items on the agenda.
- 4. Election of Vice Chairman**
 - (a) To elect a Vice Chairman for the 2024/25 civic year.
- 5. Minutes**
 - (a) To approve the Minutes of the Parish Council meeting held 20th March, 2024 as a correct record.
- 6. Public Forum for Questions** – To receive questions from members of the public.
- 7. Cheshire East Ward Member: Cllr. H. Moss** – To receive a report on items of interest to the Parish Council.
- 8. Finance**
 - (a) To receive and consider the Financial Statement 2024/25 as at 15th May, 2024.
(Appendix A)
 - (b) To note receipts as listed at Appendix B.
 - (c) To approve the payments listed at Appendix C.
 - (d) To approve transfer of funds (£25,000) from the NatWest current account into the savings accounts held at NatWest Bank plc.

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- (e) Internal Audit 2023/24
 - i. To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix D)
 - ii. To receive and consider the Internal Audit Action Plan.
Report states, “No issues arising - a robust set of accounting records have been maintained with a comprehensive audit trail to supporting information and all internal control objectives have been met.”.
- (f) Final Accounts and Audit Arrangements 2023/24
 - i. To consider and approve the signing of the Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return). (Appendix E)
 - ii. To approve and adopt the 2023/24 Final Accounts and Supporting Notes. (Appendix F)
 - iii. To approve the signing of the Accounting Statements 2023/24 (Section 2 of the Annual Governance and Accountability Return). (Appendix G)
 - 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 H)
- (g) To re-approve 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 consider and approve the financial risk assessment 2024/25. (Appendix I)
- (j) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £304.92.
- (k) To confirm the actions of the Clerk & Responsible Financial Officer in submitting the Community Infrastructure Levy Monitoring Report 2023/24 to Cheshire East Council.
[Copy of report available at: <https://greatwarfordpc.org.uk/financial-information/>]
- (l) To receive and consider update relating to the complaint regarding Barclays Bank plc which has been referred to the Financial Ombudsman Service.

9. Annual Review of Parish Council administrative matters

- (a) To consider renewing the current scheme of delegated authority for the 2024/25 civic year for implementation during periods when holding meetings would present a risk to those attending.
[Copy at: <https://greatwarfordpc.org.uk/wp-content/uploads/2024/04/Great-Warford-Parish-Council-Minutes-12-June-2023.pdf> (page 677)]
- (b) To review and re-approve standing orders and financial regulations.
[Copies at: <https://greatwarfordpc.org.uk/policies/>]
- (c) To record that the Parish Council is not eligible to exercise the general power of competence.
- (d) To review the inventory of Parish Council assets and confirm insurance requirements in respect of all insurable risks.
- (e) To review and confirm scope of insurance cover held by Parish Council.
- (f) To review subscriptions to other bodies.
[Current: Cheshire Association of Local Councils, Cheshire Community Action, CPRE]

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- (g) To review and re-approve the Parish Council complaints procedure.
[Copy at: <https://greatwarfordpc.org.uk/wp-content/uploads/2024/04/Great-Warford-Parish-Council-Minutes-12-June-2023.pdf> (page 681)]
- (h) To record that one payment was made in 2023/24 under s.137 provisions (£72.00) and no payments were made under the general power of competence.
- (i) To confirm the dates of Parish Council meetings for the 2024/25 civic year.
[Proposed: 17th July, 2024; 18th September, 2024; 20th November, 2024; 15th January, 2025; 19th March, 2025; 21st May, 2025]

10. Planning

- (a) To receive and note latest planning decisions issued by Cheshire East Council in respect of development within the Parish and updates on undecided applications. (Appendix J)
- (b) To consider the following planning applications:
 - i. 24/1094M: Dovedale, Chelford Road, Great Warford. SK9 7TL
Alterations to the external facing materials (brickwork, tiles and window frames) on the existing dwelling and removal of existing single-storey ground floor side and front extensions, the replacement of a ground floor curved front bay window with a square bay window, a single-storey front extension, a new ground floor square front bay window, the removal of a ground floor curved side bay window, a first floor extension constituting a small roof enlargement and central gable feature and a new access point.
 - ii. 24/1104M: Ash Lea, Ancoats Lane, Mobberley. WA16 7AT
Change of use from existing domestic garage to single storey residential dwelling.
 - iii. 24/1350M: Primrose Farm, Noahs Ark Lane, Mobberley. WA16 7AX
To cover a midden area to comply with latest Sustainable farming intuitive so rain water does not fall onto the area used to store manure.
 - iv. 24/1380D: Karibu, Chelford Road, Great Warford. SK9 7TL
Discharge of condition 4 on approval 21/2303M.
 - v. 24/1405M: Karibu, Chelford Road, Great Warford. SK9 7TL
Variation of condition 2 – plans on application 21/2303M.
 - vi. 24/1450M: Karibu, Chelford Road, Great Warford. SK9 7TL
Moving the site entrance and the replacement of the existing wall and hedge boundary treatment with a new hedge, entrance gates and fence.
 - vii. Any applications received following issue of Agenda may be included for discussion if required.
- (c) To receive updates relating to reported planning enforcement matters.
- (d) To receive reports from Members of further planning enforcement matters to be referred to Cheshire East Council.

11. Highway Maintenance and Enhancements

- (a) To receive updates relating to highway maintenance issues reported to Cheshire East Council.
- (b) To receive further highway maintenance matters for attention from Members.
- (c) To consider updates relating to the installation of speed indicator devices at Merrymans Lane.

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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. ChALC: Invitation to submit motion for consideration at the Annual Meeting.
 - ii. Cheshire East Council: Notification that the Developer Contributions Supplementary Planning Document (DC SPD) and Environmental Protection Supplementary Planning Document (EP SPD) have now been adopted.
 - iii. Cheshire East Council: Revised statement of licensing policy consultation.
[Link to information: <https://surveys.cheshireeast.gov.uk/s/E253CG/?m=79256097p03mk>]
 - iv. Cheshire East Council: Local Plan consultation.
[Link to information: www.cheshireeast.gov.uk/newlocalplan]
 - v. Cheshire East Council: Notice of road closures/suspension of speed limit and parking suspension for the Tour of Britain on 8th June, 2024 (08:00 – 18:00): Pedley House Lane (full extent); Faulkners Lane (full extent); Knutsford Road (full extent).
 - vi. Cheshire East Council: Household Waste Recycling Centre Consultation 2024.
[Link to information: https://surveys.cheshireeast.gov.uk/s/MG05GD?utm_medium=email&utm_source=govdelivery]
 - vii. Police & Crime Commissioner's Office: Notification of the election of Dan Price as the new Police & Crime Commissioner effective from 9th May, 2024.

13. Community matters

- (a) To receive a report on matters of interest / concern within the Parish from the Mobberley Ward Policing Team.
- (b) To consider updates relating to arrangements for the 2024 Christmas lights.
- (c) To receive and consider updates from the Great Warford Residents Group.

14. Matters for inclusion on next/future meeting agenda

15. Date of next meeting: See item 9(j)

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)

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer. Dated 9th May, 2024

For further information and copy agenda please contact:
Tel: 01477 571444 Email: clerk.greatwarfordpc@gmail.com

GREAT WARFORD PARISH COUNCIL

APPENDIX A

Financial Statement – 2024/25					
as at 15th May, 2024					
Actual 2023/24 £	Details	2024/25 Budget £	Actual to Apr. 24 £	Agenda May 24 £	Budget Balance £
	Receipts				
10,480.00	Precept	10,957.00	0.00	5,478.50	5,478.50
0.00	Balances	2,387.00	0.00		0.00
58.43	Investment interest	0.00	0.00		0.00
0.00	Sale of assets	0.00	0.00		0.00
150.00	Grants, donations & refunds	0.00	0.00		0.00
484.66	Community Infrastructure Levy	0.00	0.00		0.00
154.18	VAT refund	0.00	0.00		46.19
11,327.27	Total receipts	13,344.00	0.00	5,478.50	5,524.69
	Payments				
4,165.20	Salary (Clerk)	4,499.00	0.00	706.34	3,792.66
0.00	National Insurance (Employer)	0.00	0.00		0.00
275.00	Allowances (Clerk)	275.00	0.00		275.00
226.25	Administration	325.00	0.00		325.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
200.00	Audit fees (internal & external)	215.00	0.00	220.00	-5.00
300.00	Insurance	350.00	0.00	300.00	50.00
47.88	Website	140.00	0.00		140.00
206.06	Street lighting electric	615.00	0.00	43.87	571.13
0.00	Training	210.00	0.00		210.00
283.29	Subscriptions/affiliation fees	410.00	0.00	261.48	148.52
140.00	Room hire	230.00	0.00	20.00	210.00
126.76	Christmas lighting	250.00	0.00		250.00
872.00	Parish Maintenance	600.00	0.00		600.00
68.29	Asset purchase	600.00	0.00		600.00
0.00	Asset maintenance	3,175.00	0.00		3,175.00
211.20	Newsletter	750.00	0.00		750.00
72.00	Grants / s.137 payments	200.00	0.00		200.00
0.00	Contingency	500.00	0.00		500.00
304.92	VAT		0.00	46.19	
7,498.85	Total payments	13,344.00	0.00	1,597.88	11,792.31

Cash/Bank reconciliation	01/04/24	01/04/24	15/05/24	31/03/25
Balance B/Fwd	25,621.46	25,621.46	25,621.46	29,502.08
Add total receipts	13,344.00	0.00	5,478.50	5,524.69
Less total payments	13,344.00	0.00	1,597.88	11,792.31
Balance C/Fwd	25,621.46	25,621.46	29,502.08	23,234.46
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/24	01/04/24	15/05/24	31/03/25
General funds	7,780.95	7,780.95	11,661.57	5,393.95
Earmarked reserves	17,840.51	17,840.51	17,840.51	17,840.51
	25,621.46	25,621.46	29,502.08	23,234.46

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Cash/Bank Reconciliation as at 15th May, 2024

Cash

Balance brought forward 01/04/24		
Current Account (NatWest)	450.07	
Community Account (Barclays)	20,258.97	
Business Premium Account (Barclays)	4,912.42	
	25,621.46	
Plus receipts	5,478.50	
Less payments	1,597.88	
Balance carried forward 15/05/24:	29,502.08	

Bank

Current Account (NatWest)	1,086.27		28/03/24
Add receipts/transfer since above statement			
Receipt	5,478.50		
Transfer (CA-B)	20,008.97		
Transfer (BP-B)	4,662.42		
	30,149.89		
Less unrepresented cheques			
Approved 2023/24	-636.20		
For approval	-1,597.88		
	-2,234.08	29,002.08	15/05/24
Community Account (Barclays)	21,271.97		05/04/24
Add receipts/transfer since above statement			
	-20,008.97	-20,008.97	
Less unrepresented cheques			
Approved 2023/24	-1,013.00		
	-1,013.00	250.00	15/05/24
Business Premium Account (Barclays)	4,912.42		03/04/24
Add receipts/transfer since above statement			
	-4,662.42	-4,662.42	
Less unrepresented cheques			
	0.00	0.00	
	0.00	250.00	15/05/24
Total bank balances 15/05/24		29,502.08	

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APPENDIX B

Receipts (2023/24)

Barclays Bank plc	£18.30	Gross interest – Jan.-Mar. 2024
Barclays Bank plc	£50.00	Apology payment

Receipts (2024/25)

Cheshire East Borough Council	£5,478.50	Precept 2024/25 (50%)
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APPENDIX C

Payments for approval

Direct Debit	123-reg	£57.46	Website hosting 2024/25 [2023/24]
Cheque No 000017	E. M. Maddock	£565.14	Salary: Apr.-May 2024
Cheque No 000018	H. M. Revenue & Customs	£141.20	Employee income tax
Cheque No 000019	Great Warford Baptist Chapel	£20.00	Room hire (20/03/24)
Cheque No 000020	JDH Business Services Ltd	£264.00	Internal audit fee 2023/24
Cheque No 000021	Zurich Municipal	£300.00	Insurance premium 2024/25
Cheque No 000022	Cheshire Association of Local Councils	£226.48	Affiliation fee 2024/25
Direct Debit	npower	£24.40	Electricity charges – March 2024
Direct Debit	npower	£21.66	Electricity charges – April 2024
Direct Debit	Information Commissioner's Office	£35.00	Data Protection Fee 2024/25

Transfers for approval

Cheque No 100633	Great Warford Parish Council	£20,008.97	Community account: funds transfer
Cheque No 100030	Great Warford Parish Council	£4,662.42	Business Premium account: funds transfer

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APPENDIX D

Annual Internal Audit Report 2023/24

Great Warford Parish Council

greatwarfordpc.org.uk

During the financial year ended 31 March 2024, 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 2023/24 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 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 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

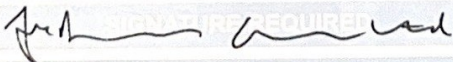
Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY 19/04/2024 DD/MM/YYYY

JOH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

19/04/2024

*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).

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APPENDIX E

Section 1 – Annual Governance Statement 2023/24

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 2024, 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 Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

<https://greatwarfordpc.org.uk/> PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

GREAT WARFORD PARISH COUNCIL

APPENDIX F

Summary Receipts & Payments Account for the year ended 31st March, 2024

2022/23	<u>Receipts</u>	2023/24
£.		£.
9,196.00	Precept	10,480.00
10.57	Investment Interest	58.43
0.00	Sale of assets	0.00
0.00	Grants & Donations	150.00
1,723.51	Community Infrastructure Levy	484.66
514.79	V.A.T. Refund	154.18
<u>11,444.87</u>	Total Receipts	<u>11,327.27</u>
	<u>Payments</u>	
3,965.05	Salary (Clerk)	4,165.20
0.00	National Insurance (Employer)	0.00
0.00	Member Allowances	0.00
275.00	Administration	226.25
171.60	Employment Allowances	275.00
180.00	Audit Fees (internal & external)	200.00
264.00	Insurance	300.00
23.98	Website	47.88
190.60	Street Lighting Electric	206.06
0.00	Training	0.00
313.12	Subscriptions / Affiliation Fees	283.29
140.00	Room Hire	140.00
1.55	Christmas Lighting	126.76
420.00	Parish Maintenance	872.00
68.29	Asset purchase	68.29
0.00	Newsletter	211.20
350.00	Sect.137 payments	72.00
0.00	Contingency	0.00
154.18	V.A.T.	304.92
<u>6,517.37</u>	Total Payments	<u>7,498.85</u>

16,865.54	Balance B/Fwd. 01/04/23	21,793.04
11,444.87	Add Total Receipts	11,327.27
-6,517.37	Less Total Payments	-7,498.85
<u>21,793.04</u>	Balance C/Fwd. 31/03/24	<u>25,621.46</u>
	<u>Analysis of Cumulative Funds</u>	
4,853.99	Barclays - Business Premium Account	4,912.42
16,939.05	Barclays - Community Account	20,258.97
0.00	NatWest – Current Account	450.07
<u>21,793.04</u>	Total	<u>25,621.46</u>
	<u>Above Funds held for the following purposes:-</u>	
12,802.53	General Funds	7,780.95
8,990.51	Earmarked Reserves	17,840.51
0.00	Capital Reserves	0.00
<u>21,793.04</u>		<u>25,621.46</u>

The above Statement represents fairly the financial position of Great Warford Parish Council as at 31st March, 2024 and reflects its receipts and payments during the year.

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Great Warford Parish Council – Supporting Notes 2023/24

Assets

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

Christmas Lights	£68.29
	<u>£68.29</u>

During the year the following assets were disposed of for the amount shown:-

Christmas Lights	£0.00
	<u>£0.00</u>

At the 31st March, 2024 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, 2024 the following loans to the Council were outstanding:- None

Debts At the year end debts of £304.92 (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
	Community Infrastructure Levy	1,723.51
	Speed Indicator Devices Project	8,850.00
		<u>£17,840.51</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 £5,958.00 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
Great Warford	Donation towards event prizes	£72.00
Residents Group		<u>£72.00</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

Pensions For the year of account the Council made no contribution to staff pensions.

Contingent Liabilities None

GREAT WARFORD PARISH COUNCIL

APPENDIX G

Section 2 – Accounting Statements 2023/24 for

GREAT WARFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	16,865	21,793	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	9,196	10,480	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	2,249	847	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	3,965	4,165	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.
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	2,552	3,334	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	21,793	25,621	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	21,793	25,621	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	14,337	14,337	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

GREAT WARFORD PARISH COUNCIL

APPENDIX H

Certificate of Exemption – AGAR 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

GREAT WARFORD PARISH COUNCIL

certifies that during the financial year 2023/24, 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 2023/24: £11,327 PER AMOUNT £00,000

Total annual gross expenditure for the authority 2023/24: £7,499 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 **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), 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 the above statements apply and 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 2024.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	DD/MM/YYYY
SIGNATURE REQUIRED	DD/MM/YYYY		
Signed by Chair	Date	as recorded in minute reference:	MINUTE REFERENCE
SIGNATURE REQUIRED	DD/MM/YYYY		

Generic email address of Authority	Telephone number
clerk.greatwarfordpc@gmail.com <small>GENERIC EMAIL ADDRESS</small>	01477571444 <small>NUMBER</small>

*Published web address

<https://greatwarfordpc.org.uk/> ENTER PUBLICLY 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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

GREAT WARFORD PARISH COUNCIL

APPENDIX I

GREAT WARFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2024/25

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	Files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned. Electronic minutes published on website.	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 2024.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Periodic financial reports are presented to Council. Cheque signatories are 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 2024.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General Reserves - Earmarked	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

GREAT WARFORD PARISH COUNCIL

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. Invoice incorrectly calculated or recorded. Cheque payable incorrect (excessive or to wrong party). Salary paid incorrectly.	L L L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders. RFO to check arithmetic on all invoices and perform regular bank reconciliations. Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate. Existing procedure adequate. Existing procedure adequate.
Salaries and associated costs.	Wrong deduction of NI and Tax. Unpaid Tax and NI contributions to Inland Revenue. Loss of clerk. Fraud by employee.	M L L	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued. NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations. Payments are made to HMRC by cheque and detailed in the financial statements presented to Council. Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Existing procedure adequate. Existing procedure adequate. Existing procedure adequate.
Employees.	Fraud by employee. Actions taken by staff.	L L	Fidelity Guarantee value reviewed annually and insurance cover arranged. Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate. Existing procedure adequate.
VAT	VAT analysis. Claimed within time limits.	L L	All items analysed in cash book. Analysis presented to Council at each meeting. VAT reclaim submitted annually at year end.	Existing procedure adequate. 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 2024.

GREAT WARFORD PARISH COUNCIL

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. 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 2024/25.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2024/25.</p>

GREAT WARFORD PARISH COUNCIL

APPENDIX J

(a) Recent planning decisions

- 23/2247M Constantia, Paddock Hill, Mobberley. WA16 7DJ
Creation of a new dwelling and associated landscaping works, including demolition of a single existing dwelling.
DECISION STATUS – Approved with conditions (17/04/24)
- 23/3110M Out A Bounds, Warford Lane, Great Warford. WA16 7AY
Installation of new ground mounted solar PV panels.
DECISION STATUS – Refused (18/04/24)
- 24/0073M Arosfa, Merrymans Lane, Great Warford. SK9 7TP
Lawful development certificate for part demolition of existing rear extension and erection of single storey extension, installation of a Juliette balcony to the first floor rear elevation and installation of a non-opening, obscure glazed rooflight to the south-east main roofline.
DECISION STATUS – Positive Certificate (27/03/24)
- 24/0094M High Noon, Ancoats Lane, Great Warford. WA16 7AT
Variation of condition 2 on 21/4740M – Demolition of existing buildings and erection of 4 number dwellings.
DECISION STATUS – Approved with conditions (20/03/24)
- 24/0972D High Noon Farm, Ancoats Lane, Great Warford. WA16 7AT
Discharge of conditions 6 & 8 on approval 21/4740M.
DECISION STATUS – Approved (23/04/24)

(b) Outstanding planning applications

- 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
- 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
- 23/0389M Cheshire Health Club and Spa, Warford Park, Faulkners Lane, Great Warford. WA16 7RN
Widening of private access road and new padel court.
DECISION STATUS – Undecided
- 23/2347M Home Farm, Faulkners Lane, Mobberley. WA16 7AN
Agricultural workers dwelling with detached garage and associated development.
DECISION STATUS – Undecided
- 23/4584M Site east of Fields View Farm, Ancoats Lane, Mobberley. WA16 7AT
Agricultural building, yard area with weigh bridge and associated development.
DECISION STATUS – Undecided