

GREAT WARFORD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held

Wednesday 15th May, 2024 at 8:10p.m.

at Great Warford Baptist Chapel, Merrymans Lane, Great Warford.

Present Councillors B. Thompson (Chairman), N. Peacock, J. Shasha, L. Wildig, E. Wood.
Members of the public (0).

Cheshire East Council Ward Member: Cllr. H. Moss.

Dr. E. M. Maddock – Clerk & Responsible Financial Officer.

1. **Election of Chairman** – The retiring Chairman invited nominations for the position of Chairman for the 2024/25 civic year. One nomination was received in respect of Councillor B. Thompson.

059/24 RESOLVED (a) That Councillor B. Thompson be elected as Chairman to Great Warford Parish Council for the 2024/25 civic year.
(b) That the Chairman's Declaration of Acceptance of Office be received. (All in favour)

2. **Apologies for absence**

Councillor C. Rossington – Personal reason.

060/24 RESOLVED (a) That the above apologies for absence be received and approved. (All in favour)

Councillor J. Macrae was not present at the meeting.

3. **Declarations of interest** – None.

061/24 RESOLVED (a) To note that no declarations of interest were made. (All in favour)

4. **Election of Vice Chairman** – The Chairman invited nominations for the position of Vice Chairman for the 2024/25 civic year. One nomination was received in respect of Councillor L. Wildig.

062/24 RESOLVED (a) That Councillor L. Wildig be elected as Vice Chairman to Great Warford Parish Council for the 2024/25 civic year. (All in favour)

5. **Minutes** – The Minutes of the Parish Council Meeting held 20th March, 2024 had been previously circulated to all Members.

063/24 RESOLVED (a) That the Minutes of the meeting held 20th March, 2024 be approved as a correct record and signed by the Chairman. (All in favour)

6. **Public forum for questions** – No questions were presented by members of the public.

064/24 RESOLVED (a) To note that no questions were presented. (All in favour)

7. **Cheshire East Ward Member Cllr. H. Moss** – Borough Councillor H. Moss reported that she has been pressing for updates in respect of matters at Warford Park and nearby helicopter use, however, so far, no information had been received. No updates were available regarding the fencing issue at Noon Sun Corner. Many local potholes had recently been filled. Efforts are being made to secure footpath maintenance.

065/24 RESOLVED (a) To receive and note the report of Borough Councillor H. Moss.
(b) That Borough Councillor H. Moss press for road junction markings within the Parish to be renewed. (All in favour)

8:18p.m. - Borough Councillor H. Moss and Councillor N. Peacock excused themselves from the meeting and left.

GREAT WARFORD PARISH COUNCIL

8. Finance

- (a) **Financial Statement 2024/25 as at 15th May, 2024** – Members considered the financial statement 2024/25 which was unanimously accepted. (Appendix A)
- (b) **Receipts** – The Chairman noted the receipts listed at Appendix B.
- (c) **Payments** – The Chairman outlined the basis of payments listed at Appendix C.

- 066/24 RESOLVED**
- (a) **That the Financial Statement as at 15th May, 2024 be received and the Chairman’s observations be duly noted (Appendix A).**
 - (b) **That the report on receipts received since the last meeting be received and duly noted. (Appendix B)**
 - (c) **That the payments listed at Appendix C be approved and duly authorised. (All in favour)**

(d) Transfer of funds

- 067/24 RESOLVED**
- (a) **That approval be given for the Clerk to arrange the transfer of up to £25,000 from the NatWest current account to the NatWest savings account. (All in favour)**

(e) Internal Audit 2023/24

- i. **Internal Audit Report** – The Internal Audit Report contained within the Annual Governance and Accountability Return 2023/24 had been previously circulated to all Members.

- 068/24 RESOLVED**
- (a) **That the Internal Audit Report contained within the Annual Governance and Accountability Return be received and duly noted. (All in favour)**

- ii. **Internal Audit Action Plan** – Members considered 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.”

- 069/24 RESOLVED**
- (a) **That Internal Audit Action Plan be received and duly noted. (All in favour)**

(f) Final Accounts and Audit Arrangements 2023/24

- i. **Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return)** – Members considered the Annual Governance Statement 2023/24 and unanimously agreed that ‘yes’ be recorded by items 1-8 and ‘n/a’ be recorded in respect of item 9 (Trust Funds).

- 070/24 RESOLVED**
- (a) **That the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) record a ‘yes’ in respect of items 1-8 and ‘n/a’ in respect of item 9.**
 - (b) **That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 1 of the Annual Governance and Accountability Return 2023/24. (All in favour)**

- ii. **Final Accounts and Supporting Notes 2023/24** – The Chairman presented the Final Accounts and Supporting Notes 2023/24 to the Council.

- 071/24 RESOLVED**
- (a) **That the Final Accounts and Supporting Notes for the financial year ended 31st March 2024 be duly approved and adopted. (Appendix D) (All in favour)**

- iii. **Accounting Statements 2023/24 (Section 2 of the Annual Governance**

GREAT WARFORD PARISH COUNCIL

and Accountability Return) – The Chairman presented the Accounting Statements 2023/24 to the Council.

- 072/24 RESOLVED** (a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 2 of the Annual Governance and Accountability Return 2023/24. (All in favour)
- iv. **Certificate of Exemption from Limited Assurance Review contained within the Part 2 Annual Governance and Accountability Return** – The Chairman presented the Certificate of Exemption from Limited Assurance Review to the Council.
- 073/24 RESOLVED** (a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the Certificate of Exemption from Limited Assurance Review. (All in favour)
- (g) **Earmarked reserves** – Members considered the current earmarked reserves.
- 074/24 RESOLVED** (a) That the current earmarked reserves be re-confirmed. (All in favour)
- (h) **Banking arrangements**
- i. **Authorised signatories**
- 075/24 RESOLVED** (a) That the review of authorised signatories be deferred to a future meeting. (All in favour)
- ii. **Direct Debit payments**
- 076/24 RESOLVED** (a) That approval be re-confirmed for current direct debit payments to npower, 123-reg and the Information Commissioner's Office to continue. (All in favour)
- iii. **Standing Order payments**
- 077/24 RESOLVED** (a) That no standing order payments are currently made by the Council. (All in favour)
- (i) **Financial Risk Assessment** – The financial risk assessment 2024/25 had been previously circulated to all Members.
- 078/24 RESOLVED** (a) That the risk assessment 2024/25 be approved and adopted as presented (Appendix E). (All in favour)
- (j) **VAT reclaim 2023/24** – Members noted the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £304.92.
- 079/24 RESOLVED** (a) That the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £304.92 be confirmed. (All in favour)
- (k) **Community Infrastructure Levy** – Members noted the actions of the Clerk & Responsible Financial Officer in submitting the Community Infrastructure Levy Monitoring Report 2023/24 to Cheshire East Council.
- 080/24 RESOLVED** (a) That the actions of the Clerk & Responsible Financial officer in submitting the Community Infrastructure Levy Monitoring Report to Cheshire East Council be confirmed. (All in favour)
- (l) **Barclays Bank** – It was reported that the complaint, previously made to Barclays Bank, was now being considered by the Financial Ombudsman Service.
- 081/24 RESOLVED** (a) To receive and note the update. (All in favour)
- 9. Annual Review of Parish Council administrative matters**

GREAT WARFORD PARISH COUNCIL

- (a) **Scheme of delegated authority** – Members considered the merits of retaining the scheme of delegated authority for implementation during periods when holding meetings would present a risk to those attending.

082/24 RESOLVED (a) **That the scheme of delegated authority be approved as existing.** (All in favour)

- (b) **Review of Standing Orders and Financial Regulations**

083/24 RESOLVED (a) **That the review of Standing Orders and Financial Regulations be deferred to a future meeting.** (All in favour)

- (c) **General Power of Competence** – Members considered the eligibility criteria to exercise the General Power of Competence. It was noted that the Parish Council did not currently meet the criteria.

084/24 RESOLVED (a) **To record that Great Warford Parish Council is not currently eligible to exercise the General Power of Competence.** (All in favour)

- (d) **Asset management** – The asset register had been previously circulated to all Members.

085/24 RESOLVED (a) **That the list of assets be confirmed as a correct record.**
(b) **That the insurance cover relating to the asset inventory be confirmed.** (All in favour)

- (e) **Insurance cover** – Members noted that insurance covers had been reviewed during the recent policy renewal process.

086/24 RESOLVED (a) **To confirm that existing insurance covers meet the needs of the Parish Council.** (All in favour)

- (f) **Subscriptions to other bodies** – Members reviewed current subscriptions.

087/24 RESOLVED (a) **That subscriptions be continued with the Cheshire Association of Local Councils, CPRE and Cheshire Community Action.** (All in favour)

- (g) **Complaints Procedure**

088/24 RESOLVED (a) **That the existing complaints procedure be re-approved.** (All in favour)

- (h) **Payments made under s.137 2023/24**

089/24 RESOLVED (a) **To record that one payment, in the sum of £72, was made under s.137 provisions during 2023/24.** (All in favour)

- (i) **Calendar of meetings 2024/25** – Members reviewed the scheduled meeting dates for 2024/25. It was suggested that meetings be held at 7:00p.m. in future.

090/24 RESOLVED (a) **That meetings for the 2024/25 civic year be confirmed as being held on the following dates at 7:00p.m.:**
Wednesday 17th July, 2024
Wednesday 18th September, 2024
Wednesday 20th November, 2024
Wednesday 15th January, 2025
Wednesday 19th March, 2025
Wednesday 21st May, 2025 (All in favour)

10. Planning Applications

- (a) **Recent planning decisions** – Members noted the new planning decisions that had been issued by Cheshire East Council in respect of development within the Parish. (Appendix F)

GREAT WARFORD PARISH COUNCIL

(b) 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.

091/24 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 24/1094M. (All in favour)

- ii. **24/1104M:** Ash Lea, Ancoats Lane, Mobberley. WA16 7AT
Change of use from existing domestic garage to single storey residential dwelling.

092/24 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 24/1104M. (All in favour)

- 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.

093/24 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 24/1350M. (All in favour)

- iv. **24/1380D:** Karibu, Chelford Road, Great Warford. SK9 7TL
Discharge of condition 4 on approval 21/2303M.

094/24 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 24/1380D. (All in favour)

- v. **24/1405M:** Karibu, Chelford Road, Great Warford. SK9 7TL
Variation of condition 2 – plans on application 21/2303M.

095/24 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 24/1405M. (All in favour)

- 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.

096/24 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 24/1450M. (All in favour)

- vii. Any applications received following issue of Agenda: None.

097/24 RESOLVED (a) To note that no further application had been received. (All in favour)

- (c) **Planning Enforcement Updates** – Updates relating to planning enforcement matters had been discussed at item 7.

098/24 RESOLVED (a) To receive and note the updates. (All in favour)

- (d) **Planning Enforcement** – No new enforcement matters were raised.

11. Highway maintenance and enhancements

- (a) **Update on previously reported highway matters** – It was reported that no updates had been received from Cheshire East Highways.

099/24 RESOLVED (a) That the Clerk continue to pursue updates relating to remaining highway defect reports submitted to Cheshire East Council. (All in favour)

GREAT WARFORD PARISH COUNCIL

- (b) **Highway matters for attention** – No new highway matters were identified for attention.

100/24 RESOLVED (a) **To note that no new highway matters had been identified.** (All in favour)

- (c) **Speed Indicator Devices** – It was reported that the order for the installation of the posts had been placed and work was expected to take place within the next two months.

101/24 RESOLVED (a) **To receive the update.** (All in favour)

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.

102/24 RESOLVED (a) **That no motions be submitted to the meeting.** (All in favour)

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.

103/24 RESOLVED (a) **To receive and note the information.** (All in favour)

iii. Cheshire East Council: Revised statement of licensing policy consultation.

104/24 RESOLVED (a) **That no response be submitted to the consultation.** (All in favour)

iv. Cheshire East Council: Local Plan consultation.

105/24 RESOLVED (a) **That no response be submitted to the consultation.** (All in favour)

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).

106/24 RESOLVED (a) **To receive and note the information.** (All in favour)

vi. Cheshire East Council: Household Waste Recycling Centre Consultation 2024.

107/24 RESOLVED (a) **That no response be submitted to the consultation.** (All in favour)

vii. Police & Crime Commissioner's Office: Notification of the election of Dan Price as the new Police & Crime Commissioner effective from 9th May, 2024.

108/24 RESOLVED (a) **To receive and note the information.** (All in favour)

13. Community matters

- (a) **Report from Mobberley Ward Policing Team** – It was reported that no report had been received. At present, there does not appear to be an allocated PSCO to the area following the departure of the last officer.

109/24 RESOLVED (a) **To receive and note the report.** (All in favour)

- (b) **Christmas Lighting 2024** – Item deferred.

110/24 RESOLVED (a) **That this item be deferred to the next meeting.** (All in favour)

- (c) **Great Warford Residents Group** – It was reported that preparations were well

GREAT WARFORD PARISH COUNCIL

underway for the event on 8th June, 2024. The Parish Council was asked to consider making a donation towards the purchase of gazebos which are used for village events.

- 111/24 RESOLVED** (a) To receive and note the update.
(b) That approval be given for a donation, in the sum of £200, to be made to the Great Warford Residents Group.
(All in favour)

14. Matters for inclusion on next/future meeting agenda

(a) Coverage of Green Belt within Parish.

15. Date of next meeting – Wednesday 17th July, 2024 at 7:00p.m.

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.

- 112/24 RESOLVED** (a) That a resolution to exclude the public and press from the following item of business on the grounds that it could involve the likely disclosure of exempt information is not required as there are no items to discuss. (All in favour)

16. Matters for consideration including those transferred from above items - None.

The meeting was declared closed by the Chairman at 8:55p.m.

Signed:..... Approval date: 17th July, 2024

GREAT WARFORD PARISH COUNCIL

APPENDIX A

Financial Statement – 2024/25 as at 15 th 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

GREAT WARFORD PARISH COUNCIL

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	
		250.00	15/05/24
Total bank balances 15/05/24		29,502.08	

GREAT WARFORD PARISH COUNCIL

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%)
-------------------------------	-----------	-----------------------

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

GREAT WARFORD PARISH COUNCIL

APPENDIX D

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.

GREAT WARFORD PARISH COUNCIL

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
	£68.29

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

Christmas Lights	£0.00
	£0.00

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
	£14,337.37

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
		£17,840.51

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		£72.00

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 E

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.
Financial records	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 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.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2024.
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.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.
Reserves - Earmarked	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 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. Review Financial Regulations 2024. 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. Actions taken by staff.	M L 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. Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate. Existing procedure adequate. Existing procedure adequate. Existing procedure adequate. Existing procedure adequate.
VAT	VAT analysis. Claimed within time limits.	L L	Relevant training, resources and access to professional advice made available to Clerk. 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 F

(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