

# GREAT WARFORD PARISH COUNCIL

Minutes of the Parish Council meeting held

Wednesday 20<sup>th</sup> November, 2024 at 7:00p.m.

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

Present Councillors B. Thompson (Chairman), N. Peacock, C. Rossington, J. Shasha,  
E. Wood.

Members of the public (6).

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

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

## 1. Apologies for absence

Councillor J. Macrae – Personal reason.

**136/24 RESOLVED (a) That the above apology for absence be received and approved. (All in favour)**

Councillor L. Wildig was absent from the meeting.

## 2. Declarations of interest

Item 6(d) & (i) – Clerk & Responsible Financial Officer.

**137/24 RESOLVED (a) To note the above declaration of interest. (All in favour)**

**3. Public forum for questions** – Six members of the public attended the meeting to discuss matters relating to planning applications. Two members of the public outlined plans which would shortly be submitted in an application to Cheshire East Council. Two members of the public attended to answer questions about the content of a current planning application which had been lodged with Cheshire East Council. Two members of the public raised concerns about one aspect of a current planning application.

**138/24 RESOLVED (a) To note that no questions were presented. (All in favour)**

7:05p.m. – Councillor J. Shasha and Borough Councillor H. Moss joined the meeting.

7:13p.m. – Two members of the public joined the meeting.

7:30p.m. – Two members of the public joined the meeting, two members of the public excused themselves from the meeting and left.

7:50p.m. – Four members of the public excused themselves from the meeting and left.

**4. Cheshire East Ward Member Cllr. H. Moss** – Borough Councillor H. Moss reported that she had received updates relating to planning enforcement matters:

(a) Merryford, Warford Hall Drive – An application has been submitted to Cheshire East Council in respect of a balcony. The pergola is permitted development.

(b) Brook Cottage, Paddock Hill – Case under review.

(c) Great Warford Storage, Ancoats Lane – Case under review.

(d) The Little Moss, Chelford Road – Case closed, no breach established but remedial actions being undertaken to mitigate lighting.

(e) Cheshire Health Club and Spa – Awaiting outcome of current planning application.

It was also reported that cleaning of road and pavements had been requested due to the amount of leaf debris. In addition, re-lining works have been requested for the sections of Merrymans Lane and Ancoats Lane subject to the 30mph speed limit. It was noted that the speed limit review of Faulkners Lane was not likely to progress at this time as higher priority schemes had been identified by Cheshire East Council.

Borough Councillor H. Moss also provided information about portable speed indicator devices which can be mounted on existing posts following the refusal, by Cheshire East Council, to install new mounting posts due to underground utilities.

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**139/24 RESOLVED** (a) To receive and note the updates from Borough Councillor H. Moss. (All in favour)

8:10p.m. – Borough Councillor H. Moss excused herself from the meeting and left.

## 5. Minutes

(a) The Minutes of the Parish Council Meeting held 17<sup>th</sup> July, 2024 had been previously circulated to all Members.

**140/24 RESOLVED** (a) That the Minutes of the meeting held 17<sup>th</sup> July, 2024 be approved as a correct record and signed by the Chairman. (All in favour)

(b) To record that the meeting scheduled for 18<sup>th</sup> September, 2024 had been cancelled.

**141/24 RESOLVED** (a) To note the cancellation of the meeting scheduled for 18<sup>th</sup> September, 2024. (All in favour)

## 6. Finance

(a) **Financial Statement 2024/25 as at 20<sup>th</sup> November, 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.

**142/24 RESOLVED** (a) That the Financial Statement as at 20<sup>th</sup> November, 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) **Local Government Services Pay Agreement 2024/25** – It was reported that the updated salary scales for 2024/25 had now been issued.

**143/24 RESOLVED** (a) That the new salary scales be received and adopted.  
(b) That approval be given for the Clerk's salary to be increased by one salary increment with effect from 1<sup>st</sup> April, 2025. (All in favour)

(e) **Financial Regulations** – Members considered the draft model Financial Regulations.

**144/24 RESOLVED** (a) That the draft financial regulations be adopted as presented. (All in favour)

(f) **Internal Auditor 2024/25** – The Clerk reported that it was necessary to appoint an Internal Auditor for the 2024/25 financial year. Members considered the service provided during the 2023/24 audit and considered that it was satisfactory.

**145/24 RESOLVED** (a) That JDH Business Services Ltd. be appointed as Internal Auditor for the 2024/25 financial year. (All in favour)

(g) **Authorised signatories** – It was suggested that it would be beneficial to add another authorised signatory to the accounts held at NatWest Bank plc.

**146/24 RESOLVED** (a) That Councillor C. Rossington be added to the bank mandate as an authorised signatory for accounts held at NatWest Bank plc.  
(b) That the Clerk arrange for the bank mandate to be updated for all accounts held at NatWest Bank plc.

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(c) To confirm that existing authorised signatories and bank mandate terms continue as amended. (All in favour)

(h) **Financial Risk Assessment** – Members considered the Financial Risk Assessment 2024/25. (Appendix D)

**147/24 RESOLVED** (a) That the Financial Risk Assessment 2024/25 be approved as presented at Appendix D. (All in favour)

(i) **Budget 2025/26**

i. **Revised budget 2024/25** – Members considered the revised budget 2024/25.

ii. **Draft budget 2025/26** – Members considered the draft budget 2025/26.

iii. **Precept requirements for 2025/26** – Members considered the precept requirements for 2025/26.

**148/24 RESOLVED** (a) That the revised budget 2024/25 be approved as presented. (Appendix E)  
(b) That the draft budget 2025/26 be approved as presented. (Appendix E)

(c) That a precept demand in the sum of £11,242 be submitted to Cheshire East Council. (All in favour)

(j) **Barclays Bank** – It was reported that the complaint, previously made to Barclays Bank, had been referred to Esther McVey MP who has made representations to Barclays Bank plc and HM Treasury.

**149/24 RESOLVED** (a) To receive and note the update. (All in favour)

## 7. 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)

(b) **Planning applications** -

i. **24/3149M**: Merryford, Warford Hall Drive, Great Warford. SK9 7TR  
Front extension to garage to facilitate the parking of a vehicle. Resubmission of application no. 23/4806M withdrawn 16<sup>th</sup> February 2024.

**150/24 RESOLVED** (a) That no comments be submitted to Cheshire East Council in respect of application 24/3149M. (All in favour)

ii. **24/3228D**: Constantia, Paddock Hill, Great Warford. WA16 7DJ  
Discharge of Conditions 3, 6, 7, 9, 12, 13, 15, 16, 17, 18 & 23 on approval 23/2247M for a new dwelling and associated landscaping works, including the demolition of a single existing dwelling.

**151/24 RESOLVED** (a) That no comments be submitted to Cheshire East Council in respect of application 24/3228D. (All in favour)

iii. **24/3608M**: The Place, Mill Lane, Alderley Edge. SK9 7TY  
Extension of existing office/commercial building, including incorporation of vacant barn, and associated parking, access and landscaping.

**152/24 RESOLVED** (a) That the following comments be submitted to Cheshire East Council in respect of application 24/3608M:  
**Great Warford Parish Council objects to the proposed creation of five car parking spaces adjacent to the barn off Mill Lane on the following grounds:**

1. That sufficient on-site parking, associated with the

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property, is already available in the car parks immediately to the east of The Place.

2. That the proposed access to the parking spaces off Mill Lane is considered to be hazardous given the speed and volume of traffic which use the lane. The lane is used by heavy agricultural traffic, commuters, pedestrians, horse riders and cyclists, therefore, the additional access will increase the hazard to all users.

3. That the proposed parking area will likely cause a nuisance to the nearest residential property (opposite). (All in favour)

- iv. **24/4078/HOUS:** Springfield Farm, Warford Lane, Great Warford. WA16 7AY  
Side extension to dwelling.

**153/24 RESOLVED** (a) That no comments be submitted to Cheshire East Council in respect of application **24/4078/HOUS**. (All in favour)

- v. **24/4079/HOUS:** Springfield Farm, Warford Lane, Great Warford. WA16 7AY  
Side extension to dwelling.

**154/24 RESOLVED** (a) That no comments be submitted to Cheshire East Council in respect of application **24/4079/HOUS**. (All in favour)

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

**155/24 RESOLVED** (a) To note that no further application had been received. (All in favour)

- (c) **Planning Enforcement Updates** – Updates discussed at item 4.

**156/24 RESOLVED** (a) To receive and note the updates. (All in favour)

- (d) **Planning Enforcement** – It was noted that concerns had been raised by residents regarding the parking of non-car vehicles at Warford Crescent and also instances of fly tipping.

**157/24 RESOLVED** (a) That the Clerk submit queries relating to the above matters to Cheshire East Council. (All in favour)

- (e) **Premises Licence application**

**158/24 RESOLVED** (a) To note that the premises licence application in respect of Hammonds of Knutsford PLC, Warford Grange Farm, Pedley House Lane, Great Warford. WA16 7SP for the supply of alcohol (online sales only) had been granted. (All in favour)

## 8. Highway maintenance and enhancements

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

**159/24 RESOLVED** (a) That the Clerk continue to pursue updates relating to remaining highway defect reports submitted to Cheshire East Council. (All in favour)

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

**160/24 RESOLVED** (a) To note that no new highway matters had been identified. (All in favour)

- (c) **Speed Indicator Devices** – A discussion regarding this matter had taken place at item 4.

**161/24 RESOLVED** (a) That existing posts be reviewed to identify those which may be suitable for the installation of portable speed indicator

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devices along Merrymans Lane.

(All in favour)

## 9. Correspondence

(a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto:

- i. The Local Government Boundary Commission for England: To receive and consider the draft proposals for revised electoral wards for Cheshire East Council as set out in the consultation documents and determine any response to the consultation as appropriate.

**162/24 RESOLVED (a) That no response be submitted to the consultation. (All in favour)**

- ii. Ministry of Housing, Communities and Local Government: Consultation on enabling remote attendance and proxy voting at local authority meetings.

**163/24 RESOLVED (a) That no response be submitted to the consultation. (All in favour)**

- iii. Cheshire East Council: Garden waste scheme subscriptions now open for the 2025 collection period.

**164/24 RESOLVED (a) To receive and note the information. (All in favour)**

- iv. Cheshire East Council: Update regarding new planning portal system.

**165/24 RESOLVED (a) To receive and note the information. (All in favour)**

- v. Manchester Airport: Community Flyer (newsletter).

**166/24 RESOLVED (a) To receive and note the information. (All in favour)**

- vi. Cheshire Fire and Rescue Service: Annual Report 2023-2024.

**167/24 RESOLVED (a) To receive and note the information. (All in favour)**

- vii. Cheshire East Council: Update regarding implementation of new car parking charges.

**168/24 RESOLVED (a) To receive and note the information. (All in favour)**

## 10. Reports from external meetings

- (a) **Cheshire East Council Town and Parish Council Online Network Meeting (17/09/24)**: It was reported that the meeting had outlined the current financial challenges that Cheshire East Council was experiencing and options which were being considered to save money.
- (b) **ChALC Annual Meeting (17/10/24)**: It was reported that all motions debated at the meeting were approved. The meeting also approved an increase in affiliation fees for 2025/26.
- (c) **Manchester Airport Town and Parish Council Forum (30/10/24)**: It was reported that the meeting had provided an overview of recent activities at the airport. It was also reported that delays to progress with the airspace review at Manchester Airport had arisen following the grouping of airports into clusters which must all complete a particular stage before being able to move on.
- (d) **Cheshire East Council Town and Parish Council Online Network Meeting (19/11/24)**: It was reported that further information had been provided regarding the financial challenges at Cheshire East Council. Notification had been provided that costs relating to future 'all out' elections would be recharged to Town and Parish Councils (no information relating to the charges was available). Work is ongoing to review health and wellbeing outcomes across the borough and to identify opportunities to address issues.

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**169/24 RESOLVED (a) To receive and note the above reports. (All in favour)**

**11. Community matters**

(a) **Report from Mobberley Ward Policing Team** – It was reported that no report had been received.

**170/24 RESOLVED (a) To receive and note the report. (All in favour)**

(b) **Christmas Lighting 2024** – It was reported that an update was awaited from Cllr. L. Wildig regarding arrangements for the Christmas lighting.

**171/24 RESOLVED (a) To receive and note the report. (All in favour)**

(c) **Community Orchard at David Lewis** – It was reported that no-one was available to attend the open event.

(d) **Great Warford Residents Group** – It was reported that arrangements were in hand for the Carols on the Green event. The Parish Council was invited to consider making a donation towards the provision of gifts for the children attending the event.

**172/24 RESOLVED (a) To receive and note the report.**

**(b) That the Clerk display the event poster on the Parish Council website.**

**(c) That a donation of £100 be made to the Great Warford Residents Group towards the provision of gifts for the children attending the event.**

**(All in favour)**

**12. Matters for inclusion on next/future meeting agenda**

**13. Date of next meeting** – Wednesday 15<sup>th</sup> January, 2025 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.

**173/24 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)**

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

The meeting was declared closed by the Chairman at 8:57p.m.

Signed:..... Approval date: 15<sup>th</sup> January, 2025

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## APPENDIX A

Financial Statement – 2024/25 as at 20 <sup>th</sup> November, 2024					
Actual 2023/24 £	Details	2024/25 Budget £	Actual to Jul. 24 £	Agenda Nov. 24 £	Budget Balance £
	<b>Receipts</b>				
10,480.00	Precept	10,957.00	5,478.50	5,478.50	0.00
0.00	Balances	2,387.00	0.00		0.00
58.43	Investment interest	0.00	18.37		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	304.92		155.21
<b>11,327.27</b>	<b>Total receipts</b>	<b>13,344.00</b>	<b>5,801.79</b>	<b>5,478.50</b>	<b>155.21</b>
	<b>Payments</b>				
4,165.20	Salary (Clerk)	4,499.00	1,412.68	1,521.88	1,564.44
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	220.00		-5.00
300.00	Insurance	350.00	300.00		50.00
47.88	Website	140.00	0.00	23.98	116.02
206.06	Street lighting electric	615.00	80.05	92.10	442.85
0.00	Training	210.00	0.00		210.00
283.29	Subscriptions/affiliation fees	410.00	261.48	80.00	68.52
140.00	Room hire	230.00	40.00	20.00	170.00
126.76	Christmas lighting	250.00	155.00		95.00
872.00	Parish Maintenance	600.00	0.00	240.00	360.00
68.29	Asset purchase	600.00	0.00		600.00
0.00	Asset maintenance	3,175.00	0.00	290.90	2,884.10
211.20	Newsletter	750.00	249.00		501.00
72.00	Grants / s.137 payments	200.00	200.00		0.00
0.00	Contingency	500.00	0.00		500.00
304.92	VAT		97.80	57.41	
<b>7,498.85</b>	<b>Total payments</b>	<b>13,344.00</b>	<b>3,016.01</b>	<b>2,326.27</b>	<b>8,156.93</b>

Cash/Bank reconciliation	01/04/24	17/07/24	20/11/24	31/03/25
Balance B/Fwd	25,621.46	25,621.46	28,407.24	31,559.47
Add total receipts	13,344.00	5,801.79	5,478.50	155.21
Less total payments	13,344.00	3,016.01	2,326.27	8,156.93
Balance C/Fwd	25,621.46	28,407.24	31,559.47	23,557.75
<b>Cumulative balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/24</b>	<b>17/07/24</b>	<b>20/11/24</b>	<b>31/03/25</b>
General funds	7,780.95	10,566.73	13,718.96	5,717.24
Earmarked reserves	17,840.51	17,840.51	17,840.51	17,840.51
	25,621.46	28,407.24	31,559.47	23,557.75

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## Cash/Bank Reconciliation as at 20<sup>th</sup> November, 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	11,280.29	
Less payments	5,342.28	
Balance carried forward 20/11/24:	31,559.47	

### Bank

<b>Current Account (NatWest)</b>	28,639.14		01/11/24
Add receipts/transfer since above statement			
	0.00	0.00	
Less unrepresented cheques			
Approved	-20.00		
For approval	-2,326.27		
Less payments already issued	85.81	-2,260.46	
		26,378.68	20/11/24
<b>Community Account (Barclays)</b>	250.00		07/06/24
Add receipts/transfer since above statement			
	0.00	0.00	
Less unrepresented cheques			
	0.00	0.00	
		250.00	20/11/24
<b>Business Premium Account (Barclays)</b>	4,930.79		03/09/24
Add receipts/transfer since above statement			
	0.00	0.00	
Less unrepresented cheques			
	0.00	0.00	
		4,930.79	20/11/24
Total bank balances 20/11/24		31,559.47	



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## APPENDIX B

### Receipts

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

## APPENDIX C

### Payments for approval

Direct Debit	npower	£18.24	Electricity charges: July 2024
Direct Debit	npower	£18.50	Electricity charges: August 2024
Direct Debit	123-reg	£28.78	Web domain fee 2024/25/26
Cheque No 000028 Cancelled			
Cheque No 000029 Cancelled			
Cheque No 000030 Cancelled			
Cheque No 000031 Cancelled			
Cheque No 000032	E. M. Maddock	£652.54	Salary: Oct. – Nov. 2024 plus backpay (Apr-Oct 2024)
Cheque No 000033	HM Revenue & Customs	£163.00	PAYE payments
Cheque No 000034	Great Warford Baptist Chapel	£20.00	Room hire (20/11/24)
Cheque No 000035	Warburton Landscapes Ltd.	£288.00	Grass cutting 2024
Cheque No 000036	Cheshire Community Action	£20.00	Subscription fee 2024/25
Cheque No 000037	CPRE	£60.00	Subscription fee 2024/25
Direct Debit	npower	£20.29	Electricity charges: Sept. 2024
Direct Debit	npower	£39.68	Electricity charges: Oct. 2024
Cheque No 000038	E. M. Maddock	£565.14	Salary: Aug. – Sept. 2024
Cheque No 000039	H. M. Revenue & Customs	£141.20	PAYE payments
Cheque No 000040	Home Assist	£290.90	Treatment of benches (3)

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## APPENDIX D

### 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.	M	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 2025.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Periodic financial reports are presented to Council.	Existing procedure adequate.
	Inadequate checks.	L	Cheque signatories are separate from person raising the cheque.	Review bank signatories when change of Councilors/circumstances.
	Bank mistakes.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2025.
Bank and banking	Loss.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Charges.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Loss through theft or dishonesty.	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	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.
Reserves - Earmarked		L		

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
Direct costs & overhead expenses	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	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 2025.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform regular bank reconciliations.	Existing procedure adequate.
Salaries and associated costs.	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
	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.
Employees.	Wrong deduction of NI and Tax.	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.
	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.
Legal powers	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
	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 2025.

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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. 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 2025.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2025.</p>

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## APPENDIX E

		Projected 24/25 & Budget 2025/26	Variances 24/25	Balance as at 20/11/24
<b>Clerk's Salary</b>				
2024/25	4 months (Dec. 24 – Mar. 25)	1,413	0	
	NJC Salary Award 2024/25	55	96	
		<b>1,468</b>	<b>96</b>	<b>1,564</b>
<b>2025/26</b>				
	Annual salary	4,405		
	Contingency for Salary Review (w.e.f. 01/04/25)	91		
	Contingency for NJC Salary Award	260		
		<b>4,756</b>		
<b>National Insurance (Employer)</b>				
2024/25	Dec 24 - Mar 25 (on basic salary)	0	0	
		0	0	0
<b>2025/26</b>				
	Based on basic salary	0		
		<b>0</b>		
<b>Chairman/Member Allowances</b>				
2024/25	Member Allowances - Dec 24 - Mar 25	0	0	
		0	0	0
<b>2025/26</b>				
	Member Allowances	0		
		<b>0</b>		
<b>Administration</b>				
2024/25	Accommodation Allowance	275	0	
	Stationery/Office supplies	325	0	
		600	0	600
<b>2025/26</b>				
	Accommodation Allowance	275		
	Stationery/Office supplies	325		
		<b>600</b>		
<b>Audit Fees</b>				
2024/25	External Audit Fees 2023/24	0	0	
	Internal Audit Fees 2023/24	0	-5	
		0	-5	-5
<b>2025/26</b>				
	External Audit Fees 2024/25	0		
	Internal Audit Fees 2024/25	230		
		<b>230</b>		
<b>Insurance</b>				
2024/25	Premium (June 2024)	0	50	
		0	50	50
<b>2025/26</b>				
	Premium due June 2025	350		
		<b>350</b>		
<b>Website</b>				
2024/25	Web hosting services	60	60	
	Web domain renewal	0	-4	
		60	56	116
<b>2025/26</b>				
	Web hosting services	120		
	Web domain renewal	12		
		<b>132</b>		

# GREAT WARFORD PARISH COUNCIL

		Projected 24/25 & Budget 2025/26	Variances 24/25	Balance as at 20/11/24
<b>Street Lighting (Electric &amp; Repairs)</b>				
2024/25	Electricity Charges - Nov. 24 - Mar. 25	109	-19	
	Provision for Increase in Electricity	53	0	
	Repairs	300	0	
		<b>462</b>	<b>-19</b>	<b>443</b>
<b>2025/26</b>				
	Annual Electric	262		
	Provision for Increase in Electricity	53		
	Repairs and maintenance	300		
		<b>615</b>		
<b>Training</b>				
2024/25	Training Provision - Members & Clerk	210	0	
		210	0	210
<b>2025/26</b>				
	Training Provision - Members & Clerk (Based on 6 attendances to ChALC Training sessions)	210		
		<b>210</b>		
<b>Subscriptions/Affiliation/Registration Fees</b>				
2024/25	ChALC	0	18	
	Cheshire Community Action	0	30	
	CPRE	0	0	
	Data Protection Registration	0	20	
		0	68	68
<b>2025/26</b>				
	ChALC	245		
	Cheshire Community Action	50		
	CPRE	60		
	Data Protection Registration	55		
		<b>410</b>		
<b>Room Hire</b>				
2024/25	Ordinary Parish Council Meetings (2)	40	20	
	Extra Ordinary Parish Council Meetings	60	0	
	Contingency	0	50	
		100	70	170
<b>2025/26</b>				
	Ordinary Parish Council Meetings	120		
	Extra Ordinary Parish Council Meetings	60		
	Contingency	50		
		<b>230</b>		
<b>Christmas Tree &amp; Lighting</b>				
2024/25	Christmas Display 2024	150	0	
	Christmas Display - Professional services	155	-210	
		305	-210	95
<b>2025/26</b>				
	Christmas Display 2025	150		
	Christmas Display - Professional services	200		
		<b>350</b>		
<b>Parish Maintenance</b>				
2024/25	Land at Lindow End	0	360	
		0	360	360
<b>2025/26</b>				
	Land at Lindow End	600		
		<b>600</b>		

# GREAT WARFORD PARISH COUNCIL

		Projected 24/25 & Budget 2025/26	Variances 24/25	Balance as at 20/11/24
<b>Asset Purchase</b>				
2024/25	Provision	600	0	
	Speed indicator devices (inc. posts)	8,000	-8,000	
		<b>8,600</b>	<b>-8,000</b>	600
<b>2025/26</b>				
	Provision	600		
		<b>600</b>		
<b>Asset Maintenance</b>				
2024/25	Defibrillator: Electricity Contribution	125	0	
	Defibrillator Consumables (e.g pads, batteries etc.)	350	0	
	Noticeboard	100	0	
	Benches	109	0	
	Signs and plaques	200	0	
	Vehicle activated signs	2,000	0	
		<b>2,884</b>	<b>0</b>	<b>2,884</b>
<b>2025/26</b>				
	Defibrillator: Electricity Contribution	125		
	Defibrillator Consumables (e.g pads, batteries etc.)	350		
	Noticeboard	100		
	Benches	400		
	Signs and plaques	200		
	Vehicle activated signs	2,000		
		<b>3,175</b>		
<b>Newsletter</b>				
2024/25	Newsletter	501	0	
		501	0	501
<b>2025/26</b>				
	Newsletter	750		
		<b>750</b>		
<b>S.137 Donations / Grants</b>				
2024/25	Provision	0	0	
		0	0	0
<b>2025/26</b>				
	Provision	200		
		<b>200</b>		
<b>Other</b>				
2024/25	Contingency provision	500	0	500
<b>2025/26</b>				
	Contingency provision	<b>500</b>		
	2024/25 Sub Totals	15,690	-7,534	8,156
	2024/25 Payments from earmarked reserves	0	8,000	
	2024/25 Expenditure Projection and Savings Totals	15,690	466	
	2025/26 Draft Budget Expenditure Total	<b>13,708</b>		
	Less Funds from reserves and projected savings 2024/25			
	2024/25 savings	<b>-466</b>		
	From general reserves	<b>-2,000</b>		
	Gross Precept Requirement 2025/26	<b>11,242</b>		

# GREAT WARFORD PARISH COUNCIL

## Analysis of funds

01/04/24	Balance brought forward	25,621.46	
	Plus receipts (actual)	11,280.29	
	Less payments (actual)	-5,342.28	
	Plus receipts (projected)	155.21	
	Less payments (projected)	-15,690.00	
		16,024.68	
	Less Earmarked Reserves:		
	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	-4,000.00	
	Speed Indicator Devices Project	-850.00	
	Community Infrastructure Levy	-1,723.51	
		-11,840.51	
31/03/25	General funds carried forward		4,184.17

### Tax Base 2025/26 (Band D) and Precept impact on Property Bands

2024/25				2025/26			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		16.01	A	6/9		15.98
B	7/9		18.68	B	7/9		18.64
C	8/9		21.35	C	8/9		21.30
D	9/9	456.23	24.02	D	9/9	469.04	23.97
E	11/9		29.35	E	11/9		29.29
F	13/9		34.69	F	13/9		34.62
G	15/9		40.03	G	15/9		39.95
H	18/9		48.03	H	18/9		47.94
Precept		£10,957		Precept		£11,242	



# GREAT WARFORD PARISH COUNCIL

## APPENDIX F

### (a) Recent planning decisions

- 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 – Not decided (“Finally disposed of”) (12/08/24)
- 23/2347M Home Farm, Faulkners Lane, Mobberley. WA16 7AN  
Agricultural workers dwelling with detached garage and associated development.  
DECISION STATUS – Withdrawn (20/08/24)
- 24/1927M Wilmslow Golf Club, Warford Lane, Great Warford. WA16 7AY  
Full planning application for the installation of an irrigation tank and pumping station.  
DECISION STATUS – Approved with conditions (03/09/24)
- 24/1998D Copper Beeches, Chelford Road, Great Warford. SK9 7TL  
Discharge of conditions 8 & 9 of existing permission 22/4810M: demolition of dwelling, construction of a replacement dwelling, and change in use of land.  
DECISION STATUS – Approved (06/09/24)
- 24/2217M 23 Buttermere Drive, Great Warford. SK9 7WA  
Proposed conversion of existing garage to include first floor with dormer to the rear of the property.  
DECISION STATUS – Approved with conditions (09/08/24)
- 24/2245M Kelsall House Farm, Paddock Hill, Great Warford. WA16 7DJ  
Demolition of existing single storey side extension and erection of replacement with associated works.  
DECISION STATUS – Refused (15/08/24)
- 24/2449M Constantia, Paddock Hill, Great Warford. WA16 7DJ  
Variation of conditions 25 & 26 on approval 23/2247M: Creation of a new dwelling and associated landscaping works, including the demolition of a single existing dwelling.  
DECISION STATUS – Refused (20/08/24)
- 24/2692T Highgrove, Ancoats Lane, Great Warford. SK9 7TT  
T1. Lime – Remove epicormic growth around the base and up to the main fork to all.  
DECISION STATUS – Consent for works in TPO with conditions (06/09/24)
- 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 – Approved with conditions (05/11/24)
- 24/2477M Carlisle House, Knutsford Road, Knolls Green, Mobberley. WA16 7BA  
Construction of a single storey dwelling with access, landscaping and associated work.  
DECISION STATUS – Refused (27/09/24)

# GREAT WARFORD PARISH COUNCIL

24/3436M Twin Oaks, Merrymans Lane, Great Warford. SK9 7TN  
Construction of garage.  
DECISION STATUS – Approved with conditions (29/10/24)

## (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
- 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
- 24/1104M Ash Lea, Ancoats Lane, Mobberley. WA16 7AT  
Change of use from existing domestic garage to single storey residential dwelling.  
DECISION STATUS – Undecided
- 24/1380D Karibu, Chelford Road, Great Warford. SK9 7TL  
Discharge of condition 4 on approval 21/2303M.  
DECISION STATUS – Undecided
- 24/1405M Karibu, Chelford Road, Great Warford. SK9 7TL  
Variation of condition 2 – plans on application 21/2303M.  
DECISION STATUS – Undecided
- 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.  
DECISION STATUS – Undecided