

GREAT WARFORD PARISH COUNCIL

Minutes of the Parish Council meeting held

Wednesday 19th November, 2025 at 7:00p.m.

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

Present Councillors B. Thompson (Chairman), C. Rossington, E. Wood.
Members of the public (0).
Dr. E. M. Maddock – Clerk & Responsible Financial Officer.

1. Apologies for absence

Councillor J. Macrae – Personal reason.
Councillor N. Peacock – Personal reason.
Councillor J. Shasha – Personal reason.
Councillor L. Wildig – Personal/work reasons.
Cheshire East Council Ward Member: Cllr. H. Moss.

**168/25 RESOLVED (a) That the above apologies for absence be received.
(b) That the reasons for absence by Councillor L. Wildig be formally accepted and approved. (All in favour)**

2. Declarations of interest: None

169/25 RESOLVED (a) To note that no declarations of interest were made. (All in favour)

3. Public forum for questions: No questions were presented by members of the public.

170/25 RESOLVED (a) To note that no questions were presented by members of the public. (All in favour)

4. Cheshire East Ward Member Cllr. H. Moss: [Received post-meeting]

White lining: Still awaiting a start date.

Planning: Application 25/2450/PIP will not proceed to Northern Planning Committee as it is recommended for refusal.

CPASE: Activities at the site are being monitored with appropriate action being taken where necessary.

171/25 RESOLVED (a) To receive and note the updates from Borough Councillor H. Moss. (All in favour)

5. Minutes

(a) The Minutes of the Parish Council Meeting held 17th September, 2025 had been previously circulated to all Members.

172/25 RESOLVED (a) That the Minutes of the meeting held 17th September, 2025 be approved as a correct record and signed by the Chairman. (All in favour)

6. Finance

(a) **Financial Statement 2025/26 as at 19th November, 2025:** Members considered the financial statement 2025/26 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.

**173/25 RESOLVED (a) That the financial statement as at 19th November, 2025 be received and the Chairman's observations duly noted. (Appendix A)
(b) To note the receipts at Appendix B.
(c) That the schedule of payments at Appendix C be approved and duly authorised. (All in favour)**

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- (d) **Internal Auditor 2025/26:** It was reported that it was necessary to appoint an Internal Auditor for the 2025/26 financial year.

174/25 RESOLVED (a) That JDH Business Services Ltd. be appointed as Internal Auditor for the 2025/26 financial year. (All in favour)

- (e) **Financial Risk Assessment:** Members considered the Financial Risk Assessment at Appendix D.

175/25 RESOLVED (a) That the Financial Risk Assessment be approved. (All in favour)

- (f) **Reserves Policy:** Members considered the draft Reserves Policy at Appendix E.

176/25 RESOLVED (a) That the draft Reserves Policy be approved as presented. (All in favour)

- (g) **Budget 2026/27**

- i. **Revised budget 2025/26:** Members considered the revised budget 2025/26.
- ii. **Draft budget 2026/27:** Members considered the draft budget 2026/27.
- iii. **Precept requirements for 2026/27:** Members considered the precept requirements for 2026/27.
- iv. **Earmarked reserves:** Members considered proposed updates to earmarked reserves.

177/25 RESOLVED (a) That the revised budget 2025/26 and draft budget 2026/27 be approved as presented. (Appendix F)

(b) That a precept demand in the sum of £11,441 be submitted to Cheshire East Council.

(c) That earmarked reserves be approved as listed in Appendix F. (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 G)

- (b) **Planning applications**

- i. **25/3777/TPO:** Warford Park, Faulkners Lane, Great Warford. T2 Oak tree - Fell as the tree poses a risk to cars and members using the car park of the nursing home. Eiffel Tower Fungus (*Inonotus dryadeus*) fruiting body noted between two buttress roots. Mallet sounding of the buttress roots suggest some advancement of the fungal decay. Also shelter tree T1 (Leyland Cypress) from the last tree survey has been removed. Target 2 = Parked vehicles in the grounds: Constan.

178/25 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 25/3777/TPO. (All in favour)

- ii. **25/3847/TPO:** Warford Hall, Warford Hall Drive, Great Warford. SK9 7TP Felling of T1, T14, T16, T19, G8 and G9 on the attached plan to for the implementation of minor landscaping works to benefit the property grounds and allow for additional tree and shrub planting.

179/25 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 25/3847/TPO. (All in favour)

- iii. **25/3958/FUL:** Whim Brook Farm, Paddock Hill Lane, Mobberley. WA16 7DH Conversion of existing garages and stables into a single domestic dwelling.

180/25 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 25/3958/FUL. (All in favour)

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- iv. **25/4208/HOUS:** Kelsall House Farm, Paddock Hill. Great Warford. WA16 7DJ
Demolition of existing extensions and erection of a new single storey side extension with associated works.

181/25 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 25/4208/HOUS. (All in favour)

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

182/25 RESOLVED (a) To note that no further applications had been received. (All in favour)

- (c) **Planning Enforcement Updates:** There was nothing to report.

183/25 RESOLVED (a) To receive and note the update. (All in favour)

- (d) **Planning Enforcement:** No new issues were identified.

184/25 RESOLVED (a) To receive and note the update. (All in favour)

- (e) **Cheshire East new Local Plan**

- i. **Cheshire East Local Plan Update:** Members noted the Cheshire East Council committee reports which had been considered by the Environment and Communities Committee. It was noted that the 2024 Call for Sites had taken place, however, no sites within the Parish had, so far, been identified for development.

185/25 RESOLVED (a) To receive and note the report. (All in favour)

- ii. **Invitation to Town and Parish Council Network Meeting (09/12/25)**

186/25 RESOLVED (a) That Councillor B. Thompson attend the Network Meeting. (All in favour)

8. Parish Council Projects

- (a) **Christmas tree displays:** It was reported that the Christmas trees will be illuminated from 1st December 2025 until 6th January, 2026 between the hours of 3p.m. and midnight each day.

187/25 RESOLVED (a) To receive and approve the update. (All in favour)

- (b) **Speed indicator devices**

- i. **Installation:** It was reported that the two new speed indicator devices had now been installed. It was suggested that signs could also be installed alerting drivers to speed monitoring activities.

188/25 RESOLVED (a) To receive and note the installation of the speed indicator devices.

- (b) **That the Clerk submit an enquiry relating to the installation of speed monitoring signage. (All in favour)**

- ii. **Speed data:** Members considered the initial data from the speed indicator devices.

189/25 RESOLVED (a) To receive and note the data. (All in favour)

- (c) **Red telephone kiosk:** It was reported that several quotations had been received from contractors who were able to offer a range of renovation services. Full renovation to museum standard would attract costs of up to £10,000. Renovation involving cleaning and re-painting were more modest in cost. Members considered the quotations received.

190/25 RESOLVED (a) To accept the quotation for repairing, cleaning, sanding and re-

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painting the kiosk from Handyman & Property Services in the sum of £780 plus materials and a new door (estimated to be in region of £500).

(b) That the contractor be requested to provide a lock to secure the kiosk. (All in favour)

9. Highway maintenance and enhancements

- (a) **Update on previously reported highway matters:** It was reported that recently reported potholes at Ancoats Lane, Merrymans Lane and Warford Lane had been repaired.

191/25 RESOLVED (a) To receive and note the updates. (All in favour)

- (b) **Highway matters for attention:** It was noted that a pothole at Ancoats Lane had reappeared.

192/25 RESOLVED (a) That the above pothole be reported to Cheshire East Council for attention. (All in favour)

- (c) **Community Speed Watch:** It was reported that recent events had recorded a number of vehicles travelling in excess of the speed limit.

193/25 RESOLVED (a) To receive and note the update. (All in favour)

10. 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. Cheshire East Council: Local Transport Plan consultation.

194/25 RESOLVED (a) That no response be submitted to the consultation. (All in favour)

11. External Meetings

- (a) **Manchester Airport Town and Parish Council Forum (24/10/25):** It was reported that development at the airport site and immediate surrounding area is continuing. An increase in the proportion of easterly operations during the spring led to an increase in complaints about aircraft noise. Changes will shortly be made to the night noise policies at the airport which include extending the designated night period and also limiting operations of noisy aircraft during the night period. A new portal has been launched which enables residents to access airport data. Progress with the airspace review project has been delayed again due to Leeds-Bradford Airport being unable to successfully complete their Stage 2 work. Manchester Airport continues to undertake a number of community engagement activities.

195/25 RESOLVED (a) To receive and note the report. (All in favour)

- (b) **Cheshire East Town and Parish Council Network meeting (11/11/25):** It was reported that the meeting provided an update on Devolution. At present, little detail appears to be available regarding the precise remit and operation of the devolved authority. Cheshire East Council is consulting on their budget and residents are encouraged to submit views. Cheshire East Council is considering options to improve partnership working and communications with Town and Parish Councils. The Cheshire East Transport Plan is also currently subject to public consultation.

196/25 RESOLVED (a) To receive and note the report. (All in favour)

12. Community matters

- (a) **Report from Mobberley Ward Policing Team:** It was reported that the latest updates advised that surgeries continue to be advertised on the Knutsford Police

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Facebook page. No incidents were identified within the Parish. It was noted that information had been received that the Police and Crime Commissioner role was to be abolished in 2028.

197/25 RESOLVED (a) To receive and note the update. (All in favour)

- (b) **Great Warford Residents Group:** It was reported that the Christmas event had been well received and efforts were continuing to support the Chapel.

198/25 RESOLVED (a) To receive and note the update. (All in favour)

- (c) **Defibrillator provision at Warford Park**

199/25 RESOLVED (a) To defer the item to the next meeting. (All in favour)

- (d) **Grass cutting in amenity spaces:** Following a resident query confirmation of grass cutting arrangements had been secured. Some areas in vicinity of Buttermere Drive were maintained by Cheshire East Highways, however, some other areas are maintained as rural open spaces and are likely to receive three cuts annually. Warford Crescent is expected to be cut six times per year and the Mary Dendy Playing Field, as a high amenity outdoor sports site, is likely to receive between 20 and 24 cuts per year.

200/25 RESOLVED (a) To receive and note the information. (All in favour)

13. Matters for inclusion on next/future meeting agenda

- (a) Update relating to work to lobby for Parish Councils to be included within remit of the Financial Ombudsman Service.

14. Date of next meetings:

- (a) Wednesday 21st January, 2026 at 7:00p.m.
(b) Wednesday 18th March, 2026 at 7:00p.m.
(c) Wednesday 20th May, 2026 at 7:00p.m.

15. Exclusion of public and press

- (a) 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.

201/25 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)

- (b) Matters for consideration including those transferred from above items (as required): None.

The meeting was declared closed by the Chairman at 8:00p.m.

Signed:..... Approval date: 21st January, 2026

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Appendix A: Financial Statement

Financial Statement – 2025/26 as at 19 th November, 2025					
Actual 2024/25 £	Details	2025/26 Budget £	Actual to Sep. 25 £	Agenda Nov. 25 £	Budget Balance £
	Receipts				
10,957.00	Precept	11,242.00	5,621.00	5,621.00	0.00
0.00	Balances	2,466.00	0.00		0.00
72.89	Investment interest		125.79	72.70	0.00
0.00	Sale of assets		0.00		0.00
0.00	Grants and donations		0.00		0.00
14,755.07	Refunds / cancelled chqs		0.00	20.00	0.00
1,916.60	Community Infrastructure Levy		0.00		0.00
304.92	VAT refund		169.39		1,814.04
28,006.48	Total receipts	13,708.00	5,916.18	5,713.70	1,814.04
	Payments				
4,401.84	Salary (Clerk)	4,756.00	2,320.40	773.60	1,662.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
275.00	Allowances (Clerk)	275.00	0.00		275.00
226.40	Administration	325.00	6.99		318.01
0.00	Chairman/Member allowances	0.00	0.00		0.00
220.00	Audit fees (internal & external)	230.00	442.00		-212.00
300.00	Insurance	350.00	300.00		50.00
107.86	Website	132.00	35.88		96.12
261.54	Street lighting electric	615.00	97.37	36.34	481.29
0.00	Training	210.00	0.00		210.00
341.48	Subscriptions/affiliation fees	410.00	299.44		110.56
100.00	Room hire	230.00	0.00	100.00	130.00
155.00	Christmas lighting	350.00	0.00		350.00
240.00	Parish Maintenance	600.00	1,208.00	135.00	-743.00
148.29	Asset purchase	600.00	105.77	7,440.00	-6,945.77
290.90	Asset maintenance	3,175.00	150.18		3,024.82
249.00	Newsletter	750.00	0.00		750.00
300.00	Grants / s.137 payments	200.00	200.00		0.00
0.00	Contingency	500.00	0.00		500.00
14,755.07	Unauthorised transactions	0.00	0.00		
219.19	VAT		365.22	1,448.82	
22,591.57	Total payments	13,708.00	5,531.25	9,933.76	57.03

Cash/Bank reconciliation	01/04/25	17/09/25	19/11/25	31/03/26
Balance B/Fwd	31,036.37	31,036.37	31,421.30	27,201.24
Add total receipts	13,708.00	5,916.18	5,713.70	1,814.04
Less total payments	13,708.00	5,531.25	9,933.76	57.03
Balance C/Fwd	31,036.37	31,421.30	27,201.24	28,958.25
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/25	17/09/25	19/11/25	31/03/26
General funds	17,396.26	9,296.53	12,516.47	14,273.48
Earmarked reserves	13,640.11	22,124.77	14,684.77	14,684.77
	31,036.37	31,421.30	27,201.24	28,958.25

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Cash/Bank Reconciliation as at 19th November, 2025

Cash

Balance brought forward 01/04/25		
Current Account (NatWest)	25,801.06	
Community Account (Barclays)	250.00	
Business Premium Account (Barclays)	4,985.31	
	31,036.37	
Plus receipts	11,629.88	
Less payments	15,465.01	
Balance carried forward 19/11/25:	27,201.24	

Bank

Current Account (NatWest)	11,517.44		31/10/25
Add receipts/transfer since above statement	0.00		
Less unrepresented cheques	0.00		
For approval	-9,933.76		
Less payments already issued	183.76		
	-9,750.00	1,767.44	19/11/25
Business Reserve Account (NatWest)	10,051.98		31/10/25
Add receipts/transfer since above statement	0.00		
Less unrepresented cheques	0.00		
For approval	0.00		
	0.00	10,051.98	19/11/25
Liquidity Manager Account (NatWest)	10,113.35		31/10/25
Add receipts/transfer since above statement	0.00		
Less unrepresented cheques	0.00		
For approval	0.00		
	0.00	10,113.35	19/11/25
Community Account (Barclays)	250.00		06/06/25
Add receipts/transfer since above statement	0.00		
Less unrepresented cheques	0.00		
For approval	0.00		
	0.00	250.00	19/11/25
Business Premium Account (Barclays)	5,018.47		03/10/25
Add receipts/transfer since above statement	0.00		
Less unrepresented cheques	0.00		
For approval	0.00		
	0.00	5,018.47	19/11/25
Total bank balances 19/11/25		27,201.24	

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Appendix B: Receipts

Cheshire East Borough Council	£5,621.00	Precept 2025/26 (50%)
NatWest Bank plc	£9.24	Gross interest – September 2025 (BR)
NatWest Bank plc	£19.70	Gross interest – September 2025 (LM)
Barclays Bank plc	£16.60	Gross interest – June – September 2025
NatWest Bank plc	£8.65	Gross interest – October 2025 (BR)
NatWest Bank plc	£18.51	Gross interest – October 2025 (LM)
Cheque 000047 (2024/25) £20.00 Cheque stopped (re-issued at cheque 000072)		

Appendix C: Payments for approval

Cheque No 000068	Northwich Town Council	£170.00	s.171 licence [A]
Cheque No 000069	Northwich Town Council	£170.00	s.171 licence [A]
Cheque No 000070	E. M. Maddock	£619.20	Salary: Oct-Nov.. 2025 [B]
Direct Debit	H. M. Revenue & Customs	£154.40	PAYE payments [C]
Cheque No 000071	Northwich Town Council	£162.00	Grounds maintenance: Sep. 25 [D]
Cheque No 000071	Northwich Town Council	£8,520.00	Provision and installation of speed indicator devices (2) [A]
Cheque No 000072	Great Warford Baptist Chapel	£100.00	Room hire (x5) [E]
Direct Debit	npower	£16.18	Electricity charges: Aug. 25 [F]
Direct Debit	npower	-£21.92	Electricity credit: Aug. 25 [F]
Direct Debit	npower	£19.50	Electricity charges: Sep. 25 [F]
Direct Debit	npower	£24.40	Electricity charges: Oct. 25 [F]

Note: Cheques 000050, 000058 and 000066 stopped and re-issued under cheque 000072.

[A] Local Government and Rating Act 1997 s.31

[B] Local Government Act 1972 s.112

[C] The Income Tax (Pay As You Earn) Regulations 2003 s.67G

[D] Public Health Act 1875 s.164; Local Government Act 1972 Sch. 14 para. 27

[E] Local Government Act 1972 s.111 (Local Government Act 1972 Sch.12 para. 8)

[F] Parish Councils Act 1957 s.3

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Appendix D: Financial Risk Assessment

The following risk assessment sets out risks which the Council may encounter during the year. The list is not exhaustive and additional items may be added throughout the year as circumstances require.

Priority of risk management				
Likelihood of occurrence	Highly Likely (score 3)	Medium (3 x 1)	High (3 x 2)	Very High (3 x 3)
	Possible (score 2)	Low (2 x 1)	Medium (2 x 2)	High (2 x 3)
	Unlikely (score 1)	Very low (1 x 1)	Low (1 x 2)	Medium (1 x 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
	Impact			

Risk area	Risk identified	Level of risk			Management of risk	Action required	Review date
		Likelihood	Impact	Risk score			
Section one: Areas where there may be scope to use insurance to help manage risk							
Property and contents owned by the council	Loss or damage	2	2	4	An up-to-date register of assets and investments	Review annually by council, annually by internal auditor.	Mar. 26
Damage to third party property or individuals	Public liability	2	3	6	Property maintenance and insurance cover	Insurance held with Zurich, reviewed and renewed annually by council, reviewed internal auditor	Mar. 26
Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by third party	Public liability	2	2	4	Annual review of risk and the adequacy of insurance cover	Value of insurance held reviewed annually by council and internal auditor	Mar. 26
Loss of cash through theft or dishonesty	Fidelity guarantee	1	2	2	Cash handling is not encouraged but where case is received – banked within 7 days	Insurance held with Zurich, reviewed and renewed annually by council, reviewed internal auditor	Mar. 26
Legal liability as consequence of asset ownership	Public liability	2	2	4	Property maintenance and insurance cover	All assets covered by insurance. Assets reviewed at least annually and maintenance arranged upon identification of defect.	Mar. 26
Section two: Working with others to help manage risk							
Security for vulnerable buildings, amenities or equipment		1	2	2	Property maintenance and insurance cover	Inspection regime – councillors and clerk carry out ongoing checks of assets.	Mar. 26

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The provision of services being carried out under agency/ partnership agreements with principal authorities	Standing orders and financial regulations dealing with the award of contracts	1	1	1	Standing orders and financial regulations updated regularly to reflect best practice	None at review date. If activity occurs: Risk reviewed bi-annually by council, annually by internal auditor, all partners risk assessed and multiple quotes obtained and compared in minutes	Mar. 26
Banking arrangements, including borrowing or lending	Detect and deter fraud or corruption	2	2	4	Financial regulations and internal audit review	RFO to check all bank statements against council records and query errors or inconsistencies immediately	Mar. 26
Banking arrangements, including detecting bank mistakes and loss	Detect and deter bank mistakes leading to loss or charges	2	2	4	Financial regulations and internal audit review	RFO to check all bank statements against council records and query errors or inconsistencies immediately	Mar. 26
Ad hoc provision of amenities/ facilities for events to local community groups	Public liability	2	2	4	Bookings process specifies requirement for insurance cover for activities	None at review date. If activity occurs: Ask all for hirers insurance	Mar. 26
Vehicle or equipment lease or hire	Injury, damage or loss	1	1	1	Hire from reputable companies	None at review date. If activity occurs: Use of vehicle or equipment lease or hire to be approved by council. Terms of hire/lease to be obtained.	Mar. 26
Trading units (leisure centres playing fields, burial grounds, etc)	External contractors for maintenance	1	1	1	Standing orders and financial regulations set out process for appointing external contractors	Reports to council regarding budget monitoring and terms of engagement	Mar. 26
Professional services (architects, accountancy, design, etc)	Standing orders and financial regulations deal with the awarding of contracts	2	1	2	Professional services obtained from reputable companies. Recommendations taken from other Parish Councils where appropriate.	Initial advice from County association or SLCC. Internal audit reviewed. Further or specialist services based on best available advice and recommendations	Mar. 26
Supplier (procurement) fraud	Loss through supplier fraud	2	1	2	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. Periodic review of supplier accounts to remove any dormant accounts. Periodic review of supplier address and financial health details with Companies House. Review insurance cover.	New suppliers to be verified by RFO prior to engagement. Awarding of ongoing supplier contracts to be approved by council.	Mar. 26
Section three: Self managed risk							
Proper financial records	In accordance with statutory requirements	1	1	1	Financial records maintained by RFO in accordance to proper practices	Regular reports to council, annual review by internal auditor	Mar. 26

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Proper financial records	Financial irregularities	1	1	1	Detailed financial records presented to council on regular basis	Internal audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque	Mar. 26
Business activities	Ensuring that they are within legal powers of councils	1	1	1	Relevant training, resources and access to professional advice made available to Clerk. Powers to spend recorded in minutes.	Internal auditor review, regular reference to legislation and guidance	Mar. 26
Business activities	Illegal activity or payments	1	2	2	Relevant procedures set out in standing orders and financial regulations. All activity and payments within the powers of the Parish Council to be resolved and minuted at meetings	Internal auditor review, regular reference to legislation and guidance	Mar. 26
Direct costs and overhead expenses	Goods not supplied but billed	1	1	1	Financial regulations and internal audit review	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders	Mar. 26
Direct costs and overhead expenses	Invoice incorrectly calculated or recorded	1	1	1	Financial regulations and internal audit review	RFO to check arithmetic on all invoices and perform regular bank reconciliations	Mar. 26
Direct costs and overhead expenses	Cheque payable wrong (excessive or to wrong party)	1	1	1	Financial regulations and internal audit review	Signatories initial stub and voucher to confirm accuracy	Mar. 26
Borrowing	Complying with restrictions	1	1	1	Financial regulations and internal audit review	None at review date. If activity occurs: Internal auditor review, council checked	Mar. 26
Employment law and Inland Revenue regulations	Ensuring that requirements met	1	1	1	Financial regulations and internal auditor review	Internal auditor review	Mar. 26
Salaries and associated costs	Salary paid incorrectly	1	1	1	Financial regulations and internal auditor review	Check salary to Minute, check hours and rate to contract. Salary analysis detailed on payment vouchers issued and verified by signatories	Mar. 26
Salaries and associated cost	Wrong deduction of NI and tax	1	1	1	NI and Tax deductions calculated using HMRC PAYE RTI system which is regularly updated	RFO to check payments made in accordance with HMRC PAYE RTI output. Internal auditor reviewed	Mar. 26
Salaries and associated cost	Unpaid tax and NI contributions to Inland Revenue	1	1	1	Payments are made to HMRC by direct debit and detailed in the financial statements presented to council	Payments listed at each council meeting. Signatories check each payment.	Mar. 26
VAT	Ensuring requirements are met under HMRC regulations	1	1	1	VAT reclaim submitted annually at year end	Internal auditor review, advice taken as needed from county association and SLCC	Mar. 26

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Annual precept	Ensuring adequacy within sound budgeting arrangement	1	1	1	Detailed budget process	Internal auditor review. Budget published on website. Regular review of budget status during year by council	Mar. 26
Annual precept	Requirements not submitted to principal authority	1	3	3	Precept receipt recorded in minutes	Full minute – RFO to follow up	Mar. 26
Annual precept	Amount not received from principal authority	1	3	3	Precept receipt recorded in minutes	RFO to confirm receipt and minute at next meeting of council	Mar. 26
Monitoring of performance	Budget delivering services required	1	1	1	Standing orders and financial regulations	Councillors review budget at least quarterly and policies at least annually	Mar. 26
Reporting and auditing	Compliance	1	1	1	Standing orders, financial regulations and Proper practices	Independent internal auditor appointed. Annual reports detailing compliance with audit regulations are presented to council	Mar. 26
Reserves - General	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Mar. 26
Reserves - Earmarked	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Mar. 26
Grants	Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC	1	1	1	Grant awarding procedures	All grants based on approved form and/or detailed supporting information, minuted and checked by internal auditor	Mar. 26
Council minutes	Proper, timely and accurate reporting of council business in the minutes	1	1	1	Standing orders and financial regulations	Posted on website for public to see. Agenda published in accordance with statutory requirements. Internal Auditor review	Mar. 26
Rights of inspection	Provision of right	2	1	2	Standing orders, financial regulations and Proper practices	Website and policies updated regularly	Mar. 26
Document control	Proper systems	1	1	1	Information retention policies	Policies approved and published	Mar. 26
Register of Member's Interests and Gifts/Hospitality	In place, complete, accurate and up-to-date	2	1	2	Standing orders, financial regulations and Proper practices	Internal audit review. Principal authority review.	Mar. 26
Compliance with Transparency Code	Non compliance	1	1	1	Standing orders, financial regulations and Proper practices	Stay up to date with legislative changes. Required material published on website.	Mar. 26
Employees	Loss of clerk	1	3	3	Hours, health, stress, training, long term sick, early departure – risk monitored as appropriate	Annual review process to identify/address issues arising.	Nov. 26
Business continuity	Risk of council not being able	1	3	3	In the event of the clerk/RFO being indisposed a Member	Review process annually	Mar. 26

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	to continue its business due to an unexpected or tragic circumstances				(other than the Chairman) may perform the necessary duties		
Business continuity	Loss of paper/ electronic records	1	3	3	Files and records held by clerk. Regular backups of electronic files made. Electronic minutes and other documents published on website	Review process annually	Mar. 26

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Appendix E: Reserves Policy

1. Introduction

- 1.1. The Parish Council is required by statute to maintain adequate financial reserves to meet the needs of the Parish Council.
- 1.2. The Parish Council must ensure that statutory limitations on how it spends and records certain receipts are also met.
- 1.3. There is no statutory minimum or maximum level of reserves which can be held by the Parish Council, however, the Smaller Authorities Proper Practices Panel recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. For Great Warford, this should be at the higher end of this recommendation (3 months is recommended for authorities with net revenue expenditure of over £200,000).
- 1.4. The level of reserves held by the Parish Council is reviewed annually by the internal and external auditors.
- 1.5. This policy sets out how reserves will be managed by the Parish Council.

2. Types of reserves

- 2.1. General reserve: This comprises unallocated funds which are intended to mitigate uneven cashflow and cover unexpected inflation, unforeseen events and unusual circumstances.
- 2.2. Earmarked reserves: These are funds allocated for specific purposes and projects and, unless unearmarked by resolution of the Parish Council, cannot be used for other purposes.

3. Management of reserves

- 3.1. General reserves and earmarked reserves will be reviewed at least annually.
- 3.2. Levels of reserves will be considered during annual budget setting processes and will inform the precept setting process to ensure the financial security and sustainability of the Parish Council.
- 3.3. Where Community Infrastructure Levy (CIL) funds are received, these will be directed to a Community Infrastructure Levy earmarked reserves and held as such until the funds are spent. All spend of CIL funds will be undertaken in accordance with the regulations governing such receipts.
- 3.4. There will be occasions when the Parish Council makes financial commitments during its current financial year for which the financial transaction is not completed by the year end. In these circumstances, earmarked reserves will be created to ring-fence relevant funds to enable completion of the commitment.

4. Review of policy

- 4.1. This policy will be reviewed annually by the Parish Council as part of the budget setting process.

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Appendix F: Revised budget 2025/26 and draft budget 2026/27

		Projected 25/26 & Budget 2026/27	Variances 25/26	Balance as at 19/11/25
Clerk's Salary				
2025/26	4 months (Dec. 25 – Mar. 26)	1,547	115	
		1,547	115	1,662
2026/27				
	Annual salary	4,641		
	Contingency for Salary Review (w.e.f. 01/04/26)	130		
	Contingency for NJC Salary Award	260		
		5,031		
National Insurance (Employer)				
2025/26	Dec 25 - Mar 26 (on basic salary)	0	0	
		0	0	0
2026/27				
	Based on basic salary	0		
		0		
Chairman/Member Allowances				
2025/26	Member Allowances - Dec 25 - Mar 26	0	0	
		0	0	0
2026/27				
	Member Allowances	0		
		0		
Administration				
2025/26	Accommodation Allowance	275	0	
	Stationery/Office supplies	318	0	
		593	0	593
2026/27				
	Accommodation Allowance	300		
	Stationery/Office supplies	325		
		625		
Audit Fees				
2025/26	External Audit Fees 2024/25	0	-210	
	Internal Audit Fees 2024/25	0	-2	
		0	-212	-212
2026/27				
	External Audit Fees 2025/26	210		
	Internal Audit Fees 2025/26	250		
		460		
Insurance				
2025/26	Premium (June 2025)	0	50	
		0	50	50
2026/27				
	Premium due June 2026	350		
		350		
Website				
2025/26	Web hosting services	84	36	
	Email services	0	-36	
	Web domain renewal	12	0	
		96	0	96
2026/27				
	Web hosting services	100		
	Email services	40		
	Web domain renewal	12		
		152		

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		Projected 25/26 & Budget 2026/27	Variances 25/26	Balance as at 19/11/25
Street Lighting (Electric & Repairs)				
2025/26	Electricity Charges - Nov. 25 - Mar. 26	109	19	
	Provision for increase in electricity charges	53	0	
	Repairs and maintenance	300	0	
		462	19	481
2026/27				
	Annual Electric	262		
	Provision for increase in electricity charges	53		
	Repairs and maintenance	300		
		615		
Training				
2025/26	Training Provision - Members & Clerk	210	0	
		210	0	210
2026/27				
	Training Provision - Members & Clerk	210		
		210		
Subscriptions/Affiliation/Registration Fees				
2025/26	ChALC	0	13	
	Cheshire Community Action	0	30	
	CPRE	84	-24	
	Data Protection Registration	0	8	
		84	27	111
2026/27				
	ChALC	245		
	Cheshire Community Action	50		
	CPRE	84		
	Data Protection Registration	55		
		434		
Room Hire				
2025/26	Ordinary Parish Council Meetings (2)	40	-20	
	Extra Ordinary Parish Council Meetings	60	0	
	Contingency	0	50	
		100	30	130
2026/27				
	Ordinary Parish Council Meetings (6)	120		
	Extra Ordinary Parish Council Meetings	60		
	Contingency	50		
		230		
Christmas Tree & Lighting				
2025/26	Christmas Display 2025	150	0	
	Christmas Display - Professional services	360	-160	
		510	-160	350
2026/27				
	Christmas Display 2026 (inc. professional services)	350		
		350		
Parish Maintenance				
2025/26	Land at Lindow End	135	-210	
	Floral displays	200	-868	
		335	-1,078	-743
2026/27				
	Land at Lindow End	900		
	Floral displays	500		
		1,400		

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		Projected 25/26 & Budget 2026/27	Variances 25/26	Balance as at 19/11/25
Asset Purchase				
2025/26	Provision	494	0	
	Speed indicator devices (inc. posts)	0	-7,440	
		494	-7,440	-6,946
2026/27				
	Provision	600		
		600		
Asset Maintenance				
2025/26	Defibrillator: Electricity Contribution	125	0	
	Defibrillator Consumables (e.g pads, batteries etc.)	350	0	
	Noticeboard	0	-40	
	Benches	0	400	
	Signs and plaques	200	0	
	Speed watch equipment	0	-10	
	Vehicle activated signs	0	2,000	
		675	2,350	3,025
2026/27				
	Defibrillator: Electricity Contribution	125		
	Defibrillator Consumables (e.g pads, batteries etc.)	350		
	Noticeboard	150		
	Benches	400		
	Signs and plaques	200		
	Speed indicator devices	500		
		1,725		
Newsletter				
2025/26	Newsletter	500	250	
		500	250	750
2026/27				
	Newsletter	750		
		750		
S.137 Donations / Grants				
2025/26	Provision	0	0	
		0	0	0
2026/27				
	Provision	500		
		500		
Other				
2025/26	Contingency provision	500	0	500
2026/27				
	Contingency provision	500		
2025/26 Sub Totals		6,106	-6,049	57
2025/26 Payments from earmarked reserves		0	7,440	
2025/26 Expenditure Projection and Savings Totals		6,106	1,391	
2026/27 Draft Budget Expenditure Total		13,932		
Less Funds from reserves and projected savings 2025/26				
2025/26 savings		-1,391		
From general reserves		-1,100		
Gross Precept Requirement 2026/27		11,441		

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Analysis of funds

01/04/25	Balance brought forward	27,201.24	
	Plus receipts (actual)	11,629.88	
	Less payments (actual)	-15,465.01	
	Plus receipts (projected)	1,813.38	
	Less payments (projected)	-6,106.00	
			19,073.49
	Less Earmarked Reserves:		
	Telephone Kiosk Deposit	-200.00	
	Village Picnic Fund (Notice Board)	-750.00	
	Transparency Code Grant - Clerk Training	-200.00	
	Highway Safety Projects	-4,000.00	
	Telephone Kiosk Refurbishment	-2,000.00	
	Democratic Services Fund	-4,000.00	
	Community Infrastructure Levy	0.00	
			-11,150.00
31/03/26	General funds carried forward		<u>7,923.49</u>

Tax Base 2026/27 (Band D) and Precept impact on Property Bands

2025/26				2026/27			
Band	Ratio	Tax Base	£	Band	Ratio	Tax Base	£
A	6/9		15.98	A	6/9		16.57
B	7/9		18.64	B	7/9		19.34
C	8/9		21.30	C	8/9		22.10
D	9/9	469.04	23.97	D	9/9	460.21	24.86
E	11/9		29.29	E	11/9		30.38
F	13/9		34.62	F	13/9		35.91
G	15/9		39.95	G	15/9		41.43
H	18/9		47.94	H	18/9		49.72
Precept		£11,242		Precept		£11,441	

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Appendix G: Planning applications

(a) Recent planning decisions

- 25/1012/HOUS Warford Hall, Warford Hall Drive, Great Warford. SK9 7TP
Part demolition of the rear of existing hall and construction of a replacement extension; construction of a barn extension and garage; creation of a new access driveway; and site wide landscaping works including construction of padel court, tennis court and garden pavilion.
DECISION: Approved with conditions (28/10/25)
- 25/3205/PRIOR-6 Primrose Farm, Noahs Ark Lane, Mobberley. WA16 7AX
Agricultural determination for proposed general purpose agricultural produce and machinery store.
DECISION: Prior approval not required (17/09/25)
- 24/2477M Carlisle House, Knutsford Road, Knolls Green, Mobberley. WA16 7BA
Construction of a single storey dwelling with access, landscaping and associated work.
DECISION: Appeal allowed (15/09/25)

(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.
- 24/1380D Karibu, Chelford Road, Great Warford. SK9 7TL
Discharge of condition 4 on approval 21/2303M.
- 24/1405M Karibu, Chelford Road, Great Warford. SK9 7TL
Variation of condition 2 – plans on application 21/2303M.
- 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.
- 24/5005/VOC Copper Beeches, Chelford Road, Great Warford. SK9 7TL
Variation of conditions 2, 8 and 9 on approval 22/4810M: Demolition of dwelling, construction of a replacement dwelling, and change in use of land.
- 25/2450/PIP Great Warford Storage Park, Ancoats Lane, Great Warford. SK9 7TT
Permission in principle for a residential development for 9 dwellings.
[Application listed for Northern Planning Committee]
- 25/2580/HOUS Warford Lodge, 4 Faulkners Lane, Great Warford. WA16 7AN
Erection of two storey extension to the rear, erection of porch, hard and soft landscaping works and associated alterations.
- 25/3008/HOUS Maron House, Chelford Road, Great Warford. SK9 7TL
Erection of single storey rear extension, erection of enlarged front porch and erection of two storey side extension.

(c) Outstanding appeals

- 25/0580/HOUS The Gloucester, Highgrove, Ancoats Lane, Great Warford. SK9 7TT
Internal renovations and installation of rooflight.
- 25/0581/LBC The Gloucester, Highgrove, Ancoats Lane, Great Warford. SK9 7TT
Listed building consent for internal renovations and installation of rooflight.

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Appendix H: Speed Indicator Device data

During the period from 5th November, 2025 to 11th November, 2025 the following data were collected by the speed indicator devices.

Speed / mph	SID1: Merrymans Lane (nr Mill Lane)		SID2: Merrymans Lane (nr Chelford Rd)	
	Incoming / number of vehicles	Outgoing / number of vehicles	Incoming / number of vehicles	Outgoing / number of vehicles
≤ 30	1,794	3,763	5,692	7,368
31 - 35	151	762	516	1,185
36 - 40	45	188	131	238
41 - 45	11	44	35	40
46 - 50	1	10	9	5
51 - 55	0	3	2	3
56 - 60	0	0	2	0
61 - 65	0	1	0	0
66 - 70	0	0	0	0
> 70	0	0	0	0
% within speed limit	89.61%	78.87%	89.12%	83.36%
% >36mph	2.85%	5.15%	2.80%	3.23%
Max. recorded speed	47mph 11:21 on 10/11/25	63mph 11:25 on 11/11/25	58mph 10:17 on 09/11/25	55mph 12:18 on 09/11/25
Number of vehicles	2,002	4,771	6,387	8,839