

GREAT WARFORD PARISH COUNCIL

NOTICE OF ANNUAL PARISH COUNCIL MEETING

Date: Wednesday 20th May, 2026

Time: Immediately following Annual Parish Meeting (7:00p.m.)

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

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer. Dated 14th May, 2026

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

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

AGENDA

To Members of Great Warford Parish Council,

You are hereby summoned to attend the Parish Council Meeting, as shown above, to consider and determine the following business:

- 1. Election of Chairman**
 - (a) To elect a Chairman for the 2026/27 civic year.
 - (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.
- 2. Election of Vice Chairman**
 - (a) To elect a Vice Chairman for the 2026/27 civic year.
- 3. Apologies for absence**
 - (a) To receive and consider apologies for absence received in respect of the meeting.
- 4. Declarations of Interest**
 - (a) To receive Declarations of Interest in any items on the agenda.
 - (b) To remind Members to check previously submitted Registration of Interests forms and inform the Clerk if any updates are required. [Current forms available on [website](#)]
- 5. Public Forum for Questions**
 - (a) To receive questions from members of the public.
- 6. Cheshire East Ward Member: Cllr. H. Moss**
 - (a) To receive a report on items of interest to the Parish Council.
- 7. Minutes**
 - (a) To approve the minutes of the Parish Council meeting held 18th March, 2026 as a correct record and approve signing by the Chairman.
- 8. Finance**
 - (a) To receive and consider the Financial Statement 2026/27 as at 20th May, 2026. (Appendix A)

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- (b) To note receipts since the last meeting: Appendix B.
- (c) To approve the payments listed at Appendix C.
- (d) Internal Audit 2025/26
 - i. To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix D)
 - ii. To receive and consider the Internal Audit Action Plan.
Report states, “No issues arising – a robust set of accounting records have been maintained with a comprehensive audit trail to supporting information and all internal control objectives have been met. Recommendations in respect of 2022/23 have been implemented in full. In addition, the council has provided comprehensive evidence for the aspects of Assertion 10 compliance reviewed by internal audit.”
- (e) Final Accounts and Audit Arrangements 2025/26
 - i. To consider and approve the signing of the Annual Governance Statement 2025/26 (Section 1 of the Annual Governance and Accountability Return). (Appendix E)
 - ii. To approve and adopt the 2025/26 Final Accounts and Supporting Notes. (Appendix F)
 - iii. To approve the signing of the Accounting Statements 2025/26 (Section 2 of the Annual Governance and Accountability Return). (Appendix G)
 - iv. To approve the signing of the Certificate of Exemption from Limited Assurance Review contained within the Part 2 Annual Governance and Accountability Return for submission to the External Auditors. (Appendix H)
- (f) To note earmarked reserves currently held by the Parish Council were reviewed and confirmed at the last meeting (18/03/26).
- (g) Banking Arrangements
 - i. To review any changes required to the authorised signatories.
 - ii. To review and approve existing direct debit payment arrangements. [Existing: HM Revenue and Customs, 123-reg, Information Commissioner’s Office, npower]
 - iii. To note that no standing order arrangements are currently in place.
- (h) To nominate a Member (other than the Chairman or a cheque signatory) to undertake the quarterly bank reconciliation verification.
- (i) To consider and approve the financial risk assessment 2026/27. (Appendix I)
- (j) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £1,904.06.
- (k) To confirm the actions of the Clerk & Responsible Financial Officer in submitting the [Community Infrastructure Levy Monitoring Report 2025/26](#) to Cheshire East Council.
- (l) To receive and consider updates relating to the closure of the Parish Council’s bank accounts at Barclays Bank plc.

9. Planning

- (a) To receive and note latest planning decisions issued by Cheshire East Council in respect of development within the Parish and updates on undecided applications. (Appendix J)
- (b) To consider the following planning applications:
 - i. 26/0508/FUL: Cheshire Health Club and Spa, Warford Park, Faulkners Lane. WA16 7RN
Replacement building to provide extension to gym.
 - ii. 26/1263/CLPUD: Maron House, Chelford Road, Great Warford. SK9 7TL
Certificate of proposed lawful development for detached annex building located

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within the rear garden of the existing property. The building will be used as a home office ancillary to the main dwelling.

- iii. 26/1316/TPO: Warford Hall, Warford Hall Drive, Great Warford. SK9 7TP
Sycamore Tree T1 Crown Lift to 6 meters dead wood and crown thin to 25%.
- iv. 26/1349/HOUS: 3 Warford Crescent, Great Warford. SK9 7TW
Proposed extensions and alterations including the demolition of existing outbuildings and conservatory, and formation of two storey side extension with single storey rear extension and associated external works and landscaping.
- v. 26/1613/DSC: High Noon Farm, Ancoats Lane, Great Warford. WA16 7AT
Discharge of condition 14 on approval 24/0094M: Demolition of existing buildings and erection of 4 number dwellings.
- vi. Any applications received following issue of Agenda may be included for discussion if required.

- (c) To receive updates relating to reported planning enforcement matters.
- (d) To receive reports from Members of further planning enforcement matters to be referred to Cheshire East Council.

10. Highway Maintenance and Enhancements

- (a) To receive updates relating to highway maintenance issues reported to Cheshire East Council.
- (b) To receive further highway maintenance matters for attention from Members.
- (c) To receive an update from the community speed watch team.
- (d) To receive and consider speed indicator device data. (Appendix K)

11. Newsletter

- (a) To receive and consider feedback from residents relating to the recent newsletter.

12. 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 & Warrington Combined Authority: Invitation to Town and Parish Councils meeting. (1st July, 2026, 5:30p.m., Sandbach)

13. Community matters

- (a) To receive a report on matters of interest / concern within the Parish from the Mobberley Ward Policing Team.
- (b) To receive updates from the Great Warford Residents Group.
- (c) To receive an update relating to defibrillator provision at Warford Park.
- (d) To receive and consider information relating to reported parking issues at Mary Dendy Playing Field.

14. Annual Review of Parish Council administrative matters

- (a) To review and approve the following [existing policies](#) (no changes proposed):
 - i. Standing Orders
 - ii. Financial Regulations
 - iii. Scheme of delegated authority
 - iv. Biodiversity Policy

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- v. IT and Email Policy
- vi. Information and Data Protection Policy
- vii. Information and Data Retention and Disposal Policy
- viii. Freedom of Information Scheme and Schedule
- ix. Subject Access Policy
- x. Privacy Notice (General)
- xi. Privacy Notice (Staff, Councillors and Role Holders)
- xii. Complaints Procedure

- (b) To confirm that no committees are appointed by the Parish Council.
- (c) To note that the Parish Council holds a service level agreement with Northwich Town Council for the delivery of grounds maintenance.
- (d) To note that no Members of the Parish Council are appointed as representatives to work with external bodies.
- (e) To record that the Parish Council is not eligible to exercise the general power of competence.
- (f) To review the inventory of Parish Council assets and confirm insurance requirements in respect of all insurable risks.
- (g) To review and confirm scope of insurance cover held by Parish Council.
- (h) To review subscriptions to other bodies. [Current subscriptions: Cheshire Association of Local Councils, CPRE and Cheshire Community Action]
- (i) To determine dates of Parish Council meetings for the 2026/27 civic year.
Proposed: 15th July, 2026, 16th September, 2026, 18th November, 2026, 20th January, 2027, 17th March, 2027, 19th May, 2027]

15. 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.

16. Date of next meeting: TBC.

17. 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.
- (b) Matters for consideration including those transferred from above items (as required)

E.M.Maddock

Dr. E. M. Maddock PSLCC, Clerk & Responsible Financial Officer. Dated 14th May, 2026
For further information and copy agenda please contact: clerk@greatwarfordpc.org.uk

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Appendix A: Financial Statement

Financial Statement – 2026/27 as at 20 th May, 2026					
Actual 2025/26 £	Details	2026/27 Budget £	Actual to Apr. 26 £	Agenda May 26 £	Budget Balance £
	Receipts				
11,242.00	Precept	11,441.00	0.00	5,720.50	5,720.50
0.00	Balances	2,491.00	0.00		0.00
349.08	Investment interest		0.00	22.60	0.00
0.00	Sale of assets		0.00		0.00
20.00	Grants, donations & refunds		0.00		0.00
0.00	Community Infrastructure Levy		0.00		0.00
169.39	VAT refund		0.00	1,904.06	144.25
11,780.47	Total receipts	13,932.00	0.00	7,647.16	5,864.75
	Payments				
4,641.00	Salary (Clerk)	5,031.00	0.00	837.20	4,193.80
36.71	National Insurance (Employer)	0.00	0.00	0.48	-0.48
275.00	Allowances (Clerk)	300.00	0.00		300.00
253.16	Administration	325.00	0.00		325.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
442.00	Audit fees (internal & external)	460.00	0.00	244.00	216.00
300.00	Insurance	350.00	0.00	300.00	50.00
290.18	Grants/Donations (inc. s.137)	500.00	0.00		500.00
119.76	Website	152.00	0.00		152.00
381.44	Subscriptions/affiliation fees	434.00	0.00	238.40	195.60
140.00	Room hire	230.00	0.00	20.00	210.00
0.00	Training	210.00	0.00		210.00
240.77	Street lighting	615.00	0.00	41.41	573.59
1.81	Christmas tree and lighting	350.00	0.00		350.00
1,343.00	Parish Maintenance	1,400.00	0.00	135.00	1,265.00
7,545.77	Assets – purchase	600.00	0.00		600.00
150.18	Assets – maintenance	1,725.00	0.00		1,725.00
0.00	Newsletter	750.00	0.00	331.90	418.10
0.00	Contingency	500.00	0.00		500.00
1,854.26	VAT		0.00	144.25	
18,015.04	Total payments	13,932.00	0.00	2,292.64	11,783.61

Cash/Bank reconciliation	01/04/26	01/04/26	20/05/26	31/03/27
Balance B/Fwd	24,801.80	24,801.80	24,801.80	30,156.32
Add total receipts	13,932.00	0.00	7,647.16	5,864.75
Less total payments	13,932.00	0.00	2,292.64	11,783.61
Balance C/Fwd	24,801.80	24,801.80	30,156.32	24,237.46
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/26	01/04/26	20/05/26	31/03/27
General funds	10,651.80	10,651.80	16,006.32	10,087.46
Earmarked reserves	14,150.00	14,150.00	14,150.00	14,150.00
	24,801.80	24,801.80	30,156.32	24,237.46

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Great Warford Parish Council
Cash/Bank Reconciliation as at 20th May, 2026

Cash

Balance brought forward 01/04/26	
Current Account (NatWest)	717.41
Business Reserve Account (NatWest)	8,590.28
Liquidity Manager Account (NatWest)	10,198.26
Community Account (Barclays)	250.00
Business Premium Account (Barclays)	5,045.85
	<u>24,801.80</u>

Plus receipts	7,647.16
Less payments	<u>2,292.64</u>
Balance carried forward 20/05/26:	<u><u>30,156.32</u></u>

Bank

Current Account (NatWest)	8,334.24		01/05/26
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unrepresented cheques			
2025/26	-14.09		
For approval	-2,292.64		
Payments already issued	<u>21.82</u>		
		<u>-2,284.91</u>	
			6,049.33 20/05/26
Business Reserve Account (NatWest)	8,596.28		01/05/26
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unrepresented cheques			
	<u>0.00</u>		
		<u>0.00</u>	
			8,596.28 20/05/26
Liquidity Manager Account (NatWest)	10,214.86		01/05/26
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unrepresented cheques			
	<u>0.00</u>		
		<u>0.00</u>	
			10,214.86 20/05/26
Community Account (Barclays)	250.00		31/03/26
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unrepresented cheques			
	<u>0.00</u>		
		<u>0.00</u>	
			250.00 20/05/26
Business Premium Account (Barclays)	5,045.85		31/03/26
Add receipts/transfer since above statement			
	<u>0.00</u>		
		0.00	
Less unrepresented cheques			
	<u>0.00</u>		
		<u>0.00</u>	
			5,045.85 20/05/26
Total bank balances 20/05/26		<u><u>30,156.32</u></u>	

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Appendix B: Receipts

2025/26

NatWest Bank plc	£7.13	Gross interest – March 2026 (BR)
NatWest Bank plc	£17.81	Gross interest – March 2026 (LM)

2026/27

Cheshire East Borough Council	£5,720.50	Precept 2026/27 (50%)
HM Revenue and Customs	£1,904.06	VAT reclaim 2025/26
NatWest Bank plc	£6.00	Gross interest – April 2026 (BR)
NatWest Bank plc	£16.60	Gross interest – April 2026 (LM)

Appendix C: Payments for approval

Cheque No 000081	E. M. Maddock	£670.00	Salary: Apr-May 2026 [A]
Direct Debit	H. M. Revenue & Customs	£167.68	PAYE payments [B]
Cheque No 000082	Great Warford Baptist Chapel	£20.00	Room hire (20/05/26) [C]
Cheque No 000083	JDH Business Services Ltd.	£292.80	Internal audit fee 2025/26 [D]
Cheque No 000084	Cheshire Association of Local Councils	£238.40	Affiliation fee 2026/27 [E]
Cheque No 000085	Zurich Municipal	£300.00	Insurance premium 2026/27 [F]
Cheque No 000086	Northwich Town Council	£162.00	Grounds maintenance [G]
Direct Debit	npower	£21.82	Electricity charges: Mar. 26 [H]
Direct Debit	npower	£21.66	Electricity charges: Apr. 26 [H]
Cheque No 000087	E. M. Maddock	£398.28	Reimbursement for newsletter printing/distribution [I]

[A] Local Government Act 1972 s.112

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

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

[D] The Accounts and Audit Regulations 2025 s.5

[E] Local Government Act 1972 s.143

[F] Employers' Liability (Compulsory Insurance) Act 1969 s.1; Local Government Act 1972 ss.114 & 140

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

[H] Parish Councils Act 1957 s.3

[I] Local Government Act 1972 s.142

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Appendix D: Internal Audit Report 2025/26

Annual Internal Audit Report 2025/26

Great Warford Parish Council
 greatwarfordpc.org.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	N/A		✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		*See 1 below
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken: 09/04/2026 Name of person who carried out the internal audit: JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit: [Signature] Date: 09/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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Appendix E: Annual Governance Statement

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

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our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)		
	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.	<input type="checkbox"/>	<input type="checkbox"/>

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

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Appendix F: Final Accounts and Supporting Notes 2025/26

Summary Receipts & Payments Account for the year ended 31st March, 2026

2024/25	<u>Receipts</u>	2025/26
£.		£.
10,957.00	Precept	11,242.00
72.89	Investment Interest	349.08
0.00	Sale of assets	0.00
0.00	Grants & Donations	0.00
14,755.07	Refunds / unrepresented cheque	20.00
1,916.60	Community Infrastructure Levy	0.00
304.92	V.A.T. Refund	169.39
28,006.48	Total Receipts	11,780.47
	<u>Payments</u>	
4,401.84	Salary (Clerk)	4,641.00
0.00	National Insurance (Employer)	36.71
0.00	Member Allowances	0.00
226.40	Administration	253.16
275.00	Employment Allowances	275.00
220.00	Audit Fees (internal & external)	442.00
300.00	Insurance	300.00
107.86	Website	119.76
261.54	Street Lighting Electric	240.77
0.00	Training	0.00
341.48	Subscriptions / Affiliation Fees	381.44
100.00	Room Hire	140.00
155.00	Christmas Lighting	1.81
240.00	Parish Maintenance	1,343.00
148.29	Asset purchase	7,545.77
290.90	Asset maintenance	150.18
249.00	Newsletter	0.00
300.00	Grants	290.18
0.00	s.137 payments	0.00
0.00	Contingency	0.00
14,755.07	Unauthorised transactions	0.00
219.19	V.A.T.	1,854.26
22,591.57	Total Payments	18,015.04

25,621.46	Balance B/Fwd. 01/04/25	31,036.37
28,006.48	Add Total Receipts	11,780.47
-22,591.57	Less Total Payments	-18,015.04
31,036.37	Balance C/Fwd. 31/03/26	24,801.80
	<u>Analysis of Cumulative Funds</u>	
4,985.31	Barclays - Business Premium Account	5,045.85
250.00	Barclays - Community Account	250.00
25,801.06	NatWest – Current Account	717.41
0.00	NatWest – Business Reserve Account	8,590.28
0.00	NatWest – Liquidity Manager Account	10,198.26
31,036.37	Total	24,801.80
	<u>Above Funds held for the following purposes:-</u>	
17,396.26	General Funds	10,651.80
13,640.11	Earmarked Reserves	14,150.00
0.00	Capital Reserves	0.00
31,036.37		24,801.80

The above Statement represents fairly the financial position of Great Warford Parish Council as at 31st March, 2026 and reflects its receipts and payments during the year.

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Great Warford Parish Council – Supporting Notes 2025/26

Assets

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

Speed radar gun	£105.77
Speed indicator devices and poles	£7,440.00
	<u>£7,545.77</u>

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

Party Solar Globe Lights (2 sets)	£30.00
LED Fairy Lights (2 sets)	£35.00
Dog Poo Fairy Signs (20)	£45.00
Christmas Lights	£105.69
	<u>£30.00</u>

At the 31st March, 2026 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
Chairman Badge of Office Bar	£25.00
Street lighting column	£1,559.31
Laptop Computer	£332.50
Electricity Feeder Pillar	£1,264.18
Floral display planters (4)	£1,534.40
Christmas Lights	£68.29
Printer	£91.66
Scanner	£56.63
Speed radar gun	£105.77
Speed indicator devices and poles	£7,440.00
	<u>£21,815.74</u>

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

Borrowings As at close of business on 31st March, 2026 the following loans to the Council were outstanding:- None

Debts At the year end debts of £1,904.06 (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
	Highway Safety Projects	4,000.00
	Telephone Kiosk Refurbishment	2,000.00
	Democratic Services Fund	4,000.00
	Commitments: Christmas lighting	1,000.00
	Commitments: Telephone kiosk	2,000.00
		<u>£14,150.00</u>

Tenancies During the year the following tenancies were held:- None.

Section 137 Payments

The limit for spending under Sect. 137 of the Local Government Act 1972 for this Council in the year of account was £6,882.00 and payments made were:- None

Agency Work During the year the Council undertook the following agency work on behalf of other local authorities:- None

Advertising and Publicity

The following costs for advertising and publicity were incurred during the year:- None

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

Contingent Liabilities None

GREAT WARFORD PARISH COUNCIL

Appendix G: Accounting Statements 2025/26

Section 2 – Accounting Statements 2025/26 for

GREAT WARFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	25,621	31,036	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	10,957	11,242	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	17,049	538	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	4,402	4,678	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	18,189	13,337	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	31,036	24,801	Total balances and reserves at the end of the year, must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	31,036	24,801	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	14,485	21,816	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

EMMADDOCK REQUIRED

Date 06/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

GREAT WARFORD PARISH COUNCIL

Appendix H: Certificate of Exemption

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

GREAT WARFORD PARISH COUNCIL

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26:

£11,780 R AMOUNT £00,000

Total annual gross expenditure for the authority 2025/26:

£18,015 R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority is **unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026.

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

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

I confirm that this Certificate of Exemption was approved by this authority on this date:

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

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

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026. Reminder letters for late submission will incur a charge of £40 + VAT.

GREAT WARFORD PARISH COUNCIL

Appendix I: Risk Assessment 2026/27

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. 27
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. 27
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. 27
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. 27
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. 27
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. 27

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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. 27
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. 27
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. 27
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. 27
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. 27
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. 27
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. 27
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. 27
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. 27

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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. 27
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. 27
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. 27
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. 27
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. 27
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. 27
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. 27
Employment law and Inland Revenue regulations	Ensuring that requirements met	1	1	1	Financial regulations and internal auditor review	Internal auditor review	Mar. 27
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. 27
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. 27
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. 27
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. 27

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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. 27
Annual precept	Requirements not submitted to principal authority	1	3	3	Precept receipt recorded in minutes	Full minute – RFO to follow up	Mar. 27
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. 27
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. 27
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. 27
Reserves - General	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Mar. 27
Reserves - Earmarked	Adequacy	1	1	1	Standing orders, financial regulations and Proper practices	Consider at budget setting and review of final accounts	Mar. 27
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. 27
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. 27
Rights of inspection	Provision of right	2	1	2	Standing orders, financial regulations and Proper practices	Website and policies updated regularly	Mar. 27
Document control	Proper systems	1	1	1	Information retention policies	Policies approved and published	Mar. 27
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. 27
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. 27
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

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Business continuity	Risk of council not being able to continue its business due to an unexpected or tragic circumstances	1	3	3	In the event of the clerk/RFO being indisposed a Member (other than the Chairman) may perform the necessary duties	Review process annually	Mar. 27
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. 27

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Appendix J: Planning applications

(a) Recent planning decisions

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: Finally disposed of (Article 40) (24/04/26)
24/1380D	Karibu, Chelford Road, Great Warford. SK9 7TL Discharge of condition 4 on approval 21/2303M. Decision: Approved (26/03/26)
24/1405M	Karibu, Chelford Road, Great Warford. SK9 7TL Variation of condition 2 – plans on application 21/2303M. Decision: Approved with conditions (27/03/26)
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: Approved with conditions (26/03/26)
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. Decision: Approved with conditions (20/03/26)
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. Decision: Refused (07/05/26)

(b) Outstanding planning applications

25/2450/PIP	Great Warford Storage Park, Ancoats Lane, Great Warford. SK9 7TT Permission in principle for a residential development for 9 dwellings. (Appeal)
25/4456/FUL	Clares Space Limited, Warford Park, Faulkners Lane, Great Warford. WA16 7RN Freestanding roof over padel court and resurfacing works to car park (retrospective).
25/4587/HOUS	The Old Stables, Knutsford Road, Knolls Green, Mobberley. WA16 7BB Single storey extension to create living space and additional bedroom with ensuite.
26/0557/HOUS	Steeles House, Merrymans Lane, Great Warford. SK9 7TP First floor extension, relocation of existing window.
26/0897/CLPUD	17 Buttermere Drive, Great Warford. SK9 7WA Certificate of proposed lawful use for demolition of existing rear bay window and construction of single storey rear extension.

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Appendix K: Speed Indicator Device data

During the period from 5th November, 2025 to 30th April, 2026 the following data were collected by the speed indicator devices.

Total number of vehicles	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026
Site A1	5,398	7,238	7,148	6,835	10,796	9,954
Site A2	13,939	14,876	15,172	15,233	19,388	18,210
Site B1	24,694	25,661	28,534	26,791	29,727	27,310
Site B2	33,186	33,774	38,437	36,160	40,363	36,443

Percentage of vehicles travelling within speed limit / %	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026
Site A1	88.38	88.46	88.36	85.68	84.95	83.47
Site A2	78.31	78.70	79.40	78.99	74.95	74.84
Site B1	89.45	89.07	89.94	88.34	87.05	85.07
Site B2	85.55	85.15	85.16	83.32	79.78	78.19

Percentage of vehicles travelling faster than 36mph / %	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026
Site A1	2.69	2.46	2.30	3.16	3.44	3.78
Site A2	5.02	5.64	4.62	5.06	6.51	6.70
Site B1	2.52	2.49	2.25	2.50	3.10	3.75
Site B2	2.83	2.97	2.73	3.09	4.27	4.53

Maximum recorded speed / mph	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026
Site A1	51	59	62	59	64	61
Site A2	63	68	72	60	65	60
Site B1	63	62	63	58	65	61
Site B2	59	65	56	58	62	57

Site descriptions:

A1 = Merrymans Lane (near junction with Mill Lane) – incoming traffic

A2 = Merrymans Lane (near junction with Mill Lane) – outgoing traffic

B1 = Merrymans Lane (near Chelford Road) – incoming traffic

B2 = Merrymans Lane (near Chelford Road) – outgoing traffic

Note: November 2025 data for period 5th November - 30th November only