

# CHELFORD PARISH COUNCIL

## NOTICE OF ANNUAL PARISH COUNCIL MEETING

**Date:** Thursday 11<sup>th</sup> May, 2023

**Time:** Immediately following Annual Parish Meeting (~~7:30p.m.~~ 7:45p.m.)

**Venue:** Chelford Parish Hall, Knutsford Road, Chelford

*E.M.Maddock*

Dr. E. M. Maddock PSLCC,  
Clerk & Responsible Financial Officer.

Dated 27<sup>th</sup> April, 2023

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**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.**

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### AGENDA

To Members of Chelford Parish Council,

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

- 1. Election of Chairman**
  - (a) To elect a Chairman for the 2023/24 civic year.
  - (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.
- 2. Apologies for absence**
- 3. Declarations of Acceptance of Office**
  - (a) To receive declarations of acceptance of office from each elected Member.
  - (b) To formally approve the making of declarations of acceptance of office at the next meeting for any elected Members not present at the meeting.
- 4. Election of Vice Chairman** - To elect a Vice Chairman for the 2023/24 civic year.
- 5. Declarations of Interest**
  - (a) To receive Declarations of Interest in any items on the agenda.
  - (b) To review existing Registrations of Interests forms and determine arrangements for updates where required.
- 6. Public Forum for Questions**
  - (a) To receive questions from members of the public.
  - (b) To receive a summary of issues raised via the Parish Council social media accounts.
- 7. Reports from External Organisations**
  - (a) Cheshire East Ward Member
    - i. To note the election of a new Cheshire East Ward Member.
    - ii. To receive, if available, a report on items of interest to the Parish Council.

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- (b) Chelford Ward Policing Team
  - i. To receive a report on matters of interest / concern within the Parish.
- (c) To receive a report from the Manchester Airport Parish Council Forum meeting held 19<sup>th</sup> April, 2023.
- (d) To receive a report from the Crewe to Manchester Community Rail Partnership Steering Group meeting held 27<sup>th</sup> April, 2023.

## 8. Minutes

- (a) To approve the Minutes of the meeting held 13<sup>th</sup> April, 2023 as a correct record.

## 9. Finance

- (a) To receive and consider the Financial Statement 2023/24 as at 11<sup>th</sup> May, 2023. (Appendix A)
- (b) To note receipts as listed at Appendix B.
- (c) To approve the payments listed at Appendix C.
- (d) Internal Audit 2022/23
  - 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 and determine any actions required in relation thereto. (Appendix E)
- (e) Final Accounts and Audit Arrangements 2022/23
  - i. To consider and approve the signing of the Annual Governance Statement 2022/23 (Section 1 of the Annual Governance and Accountability Return). (Appendix F)
  - ii. To approve and adopt the 2022/23 Final Accounts and Supporting Notes. (Appendix G)
  - iii. To approve the signing of the Accounting Statements 2022/23 (Section 2 of the Annual Governance and Accountability Return). (Appendix H)
- (f) To review and approve the earmarked reserves currently held by the Parish Council.
- (g) Banking Arrangements
  - i. To review any changes required to the authorised signatories.
  - ii. To review and approve existing direct debit payment arrangements.
  - iii. To review and approve existing standing order arrangements.
- (h) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £2,698.09.
- (i) To consider and approve the financial risk assessment 2023/24. (Appendix I)

## 10. Annual Review of Parish Council administrative matters

- (a) To consider renewing the current scheme of delegated authority for the 2023/24 civic year for implementation during periods when holding meetings would present a risk to those attending. (Appendix J)
- (b) To record that the Parish Council is not eligible to exercise the general power of competence.
- (c) To receive and consider the asset risk assessment and determine any actions required in relation thereto. (Appendix K)
- (d) To review and confirm scope of insurance cover held by Parish Council.
- (e) To review subscriptions to other bodies.
- (f) To note that payments were made in 2022/23 under s.137 provisions in the sum of

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£70.00 and that no payments were made under general power of competence provisions.

- (g) To confirm the dates, times and venues of Parish Council meetings for the 2023/24 civic year.
- (h) To approve deferring the review of Parish Council policies to the next meeting.

## 11. Planning Matters

- (a) To receive and note recent planning decisions issued by Cheshire East Council.  
(Appendix L)
- (b) To consider the following planning applications -
  - i. 23/1416M: Foxfields, Peover Lane, Chelford. SK11 9AL  
Installation of ground mounted solar P.V. system.
  - ii. 23/1347M: Part ground floor and first floor, Knutsford Road, Chelford.  
SK11 9AS  
Prior Approval: Change of Use.
  - iii. Any planning applications received following the issue of the agenda may be included for discussion if required.

## 12. Assets

- (a) To receive from Members reports of damage or deteriorating condition of Parish Council assets identified during routine cleaning.
- (b) To review routine cleaning/inspection arrangements for street furniture owned by the Parish Council.

## 13. Chelford Activity Park

- (a) To receive a summary of issues identified during routine inspections of Chelford Activity Park.
- (b) To receive and consider the recent RoSPA inspection reports and determine any actions required.
- (c) To consider options relating to future formal inspections of Chelford Activity Park.
- (d) To receive and consider updates relating to the delivery of the refurbishment work at Chelford Activity Park.
- (e) To note a recent booking request for use of the Chelford Activity Park.

## 14. Highway matters

- (a) To receive updates relating to reported highway defects.
- (b) To receive new highway defects for attention from Members.
- (c) To receive, if available, updates relating to repairs and upgrades to the zebra crossing.

## 15. Chelford Community Newsletter

- (a) To consider and approve the latest edition of the newsletter for printing and distribution.
- (b) To receive updates relating to the advertising within the newsletter/trades directory.
- (c) To receive an update relating to the 'Useful Phone Numbers' document.
- (d) To receive an update relating to the proposal to distribute information locally highlighting the role and responsibilities of the Parish Council.

## 16. 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

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appropriate thereto -

- i. Nether Alderley Parish Council – Neighbourhood Plan Regulation 14 consultation.
- ii. Cheshire East Council – Financial contributions (Commutated Sums).
- iii. Any specific items of correspondence received following the issue of the agenda may be included for discussion if required.

## 17. Community Matters

### (a) Community Speed Watch

- i. To receive an update on community speed watch activities.
- ii. To receive updates relating to a proposal for average speed cameras.

### (b) Chelford Cricket Ground

- i. To receive an update on expressions of interest received to re-start Chelford Cricket Club.
- ii. To consider next steps in respect of Chelford Cricket Ground.

## 18. Elections 2023

- (a) To note the outcome of the Parish Council election 2023.
- (b) To consider options relating to the co-option of Members to fill current vacancies.

## 19. Matters for inclusion on next/future meeting agenda

- (a) Several carried forward from previous meetings.

## 20. Date of next meeting – See item 10(j).

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

## 21. Matters for consideration including those transferred from above items (as required)

- (a) **Chelford Parish Hall** - To receive and consider available information.

*E.M.Maddock*

Dr. E. M. Maddock PSLCC,  
Clerk & Responsible Financial Officer.

Dated 27<sup>th</sup> April, 2023

# CHELFORD PARISH COUNCIL

## APPENDIX A

Financial Statement – 2023/24 as at 11 <sup>th</sup> May, 2023					
Actual 2022/23 £	Details	2023/24 Budget £	Actual to Apr. 23 £	Agenda May 23 £	Budget Balance £
	<b>Receipts</b>				
44,980.00	Precept	47,498.00	0.00	23,749.00	23,749.00
0.00	Balances	0.00	0.00		0.00
1,145.78	Investment interest	0.00	0.00		0.00
0.00	Sale of assets	0.00	0.00		0.00
0.00	Grants, donations & refunds	0.00	0.00		0.00
1,250.00	Newsletter advertising	0.00	0.00		0.00
1,451.63	VAT refund		0.00		332.73
<b>48,827.41</b>	<b>Total receipts</b>	<b>47,498.00</b>	<b>0.00</b>	<b>23,749.00</b>	<b>24,081.73</b>
	<b>Payments</b>				
11,847.32	Salary (Clerk)	13,655.00	1,052.50	1,052.50	11,550.00
434.38	National Insurance (Employer)	530.00	44.00	44.00	442.00
2,677.52	Pension contributions (Employer)	2,855.00	232.60	232.60	2,389.80
766.79	Allowances (Clerk)	930.00	67.07	63.47	799.46
75.21	Administration	295.00	2.60		292.40
0.00	Chairman/Member allowances	0.00	0.00		0.00
402.50	Audit fees (internal & external)	540.00	0.00	225.00	315.00
591.36	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	0.00		370.00
0.00	Grants	3,000.00	0.00		3,000.00
318.03	Newsletter	1,467.00	307.83		1,159.17
96.39	Street lighting	280.00	0.00	17.14	262.86
24.00	Website	50.00	2.00		48.00
270.00	Professional services	2,091.00	0.00	856.00	1,235.00
0.00	Advertising	100.00	0.00		100.00
562.00	Subscriptions/affiliation fees	665.00	0.00	453.25	211.75
220.00	Room hire	350.00	0.00		350.00
100.00	Training	550.00	0.00	60.00	490.00
2,854.15	Chelford Activity Park maintenance	6,175.00	202.55	373.82	5,598.63
2,033.00	Chelford Village maintenance	4,520.00	95.00	45.00	4,380.00
19,864.95	Assets – purchase	3,000.00	0.00		3,000.00
456.50	Assets – maintenance	3,325.00	0.00		3,325.00
1,677.00	Community Events	500.00	0.00		500.00
0.00	Neighbourhood Plan	250.00	0.00		250.00
47.96	Contingency	1,000.00	0.00		1,000.00
2,698.09	VAT		40.91	291.82	
<b>48,087.15</b>	<b>Total payments</b>	<b>47,498.00</b>	<b>2,047.06</b>	<b>3,714.60</b>	<b>42,069.07</b>

Cash/Bank reconciliation	01/04/23	01/04/23	11/05/23	31/03/24
Balance B/Fwd	101,662.54	101,662.54	99,615.48	119,649.88
Add total receipts	47,498.00	0.00	23,749.00	24,081.73
Less total payments	47,498.00	2,047.06	3,714.60	42,069.07
Balance C/Fwd	101,662.54	99,615.48	119,649.88	101,662.54
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/23	01/04/23	11/05/23	31/03/24
General funds	56,702.28	54,655.22	74,689.62	56,702.28
Earmarked reserves	44,960.26	44,960.26	44,960.26	44,960.26
	101,662.54	99,615.48	119,649.88	101,662.54

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## Cash/Bank Reconciliation as at 11<sup>th</sup> May 2023

### **Cash**

Balance brought forward 01/04/23		
Current Account	4,687.60	
Business Reserve Account	15,908.73	
Skipton Building Society	<u>81,066.21</u>	
	<u>101,662.54</u>	
Plus receipts	23,749.00	
Less payments	<u>5,761.66</u>	
Balance carried forward 11/05/23:	<u><u>119,649.88</u></u>	

### **Bank (NatWest)**

<b>Business Reserve Account</b>	15,908.73		01/04/23
Add receipts/transfer since above statement			
<u>0.00</u>	0.00		
Less unrepresented cheques			
<u>0.00</u>	<u>0.00</u>		
		15,908.73	11/05/23
 <b>Current Account</b>	 5,332.93		 01/04/23
Add receipts/transfer since above statement			
Precept (50%) <u>23,749.00</u>	23,749.00		
Less unrepresented cheques			
Approved 2022/23 -645.33			
Approved 2023/24 -2,047.06			
For approval <u>-3,714.60</u>	<u>-6,406.99</u>		
		22,674.94	11/05/23
 <b><u>Skipton Building Society</u></b>			
<b>Community Saver Account</b>	81,066.21		01/04/23
Add receipts/transfer since above statement			
<u>0.00</u>	0.00		
Less unrepresented cheques			
<u>0.00</u>	<u>0.00</u>		
		81,066.21	11/05/23
 Total bank balances 11/05/23		 <u><u>119,649.88</u></u>	

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## APPENDIX B

### Receipts

Cheshire East Borough Council      £23,749.00      Precept 2023/24 (50%)

## APPENDIX C

### Payments for approval

Cheque No 001520	E. M. Maddock	£1,031.22	Salary & allowances: May 23
Cheque No 001521	H.M. Revenue & Customs	£70.86	Income Tax & National Insurance contributions
Cheque No 001522	Greenfingers Landscape Ltd.	£268.58	Grounds maintenance: Apr. 23
Cheque No 001523	Knutsford Community First Responder Trust	£45.00	Defibrillator consumables
Cheque No 001524	JDH Business Services Ltd.	£270.00	Internal audit fee 2022/23
Cheque No 001525	Geldards LLP	£1,027.20	Legal advice fee
Cheque No 001526	Playsafety Limited	£180.00	RoSPA inspection fee
Cheque No 001527	Cheshire Association of Local Councils	£453.25	Affiliation fee 2023/24
Cheque No 001527	Cheshire Association of Local Councils	£60.00	Training fees (SC)
Direct Debit	npower	£18.00	Electricity charges
Standing Order	Cheshire Pension Fund	£290.49	Pension contributions: May 23



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## APPENDIX D

### Annual Internal Audit Report 2022/23

Chelford Parish Council

www.chelfordparishcouncil.org.uk

During the financial year ended 31 March 2023, 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 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	no petty cash held	
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 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 2022-23 AGAR period, were public rights in relation to the 2021-22 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 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

DD/MM/YYYY 13/04/2023 DD/MM/YYYY

Name of person who carried out the internal audit

JDM BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

13/04/2023

**\*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).**



# CHELFORD PARISH COUNCIL

## APPENDIX E

### INTERNAL AUDIT 2022/23 ACTION PLAN

**ISSUE:** General reserves have increased significantly over the prior year to £56702 and at the year end were significantly in excess of 100% of the precept level. Sector guidance is that councils should aim for a general reserve level of between 25% and 100% of the precept or net operating expenditure. The practitioners Guide also notes this recommended level of reserves.

**RECOMMENDATION:** The council should review the level of general reserves during the budget setting process with reference to sector guidance.

#### **RECOMMENDATION FOR PARISH COUNCIL RESPONSE:**

The above issue is received and duly noted. Reserves were reviewed during the 2023/24 budget setting process and earmarked reserves are to be reviewed at the May 2023 meeting. Further reviews of general and earmarked reserves will take place during the budget setting process in November 2023.

**ISSUE:** There is no current adopted Investment Strategy and Treasury Management strategy displayed with the council website policies, although there are £100000 of investments held. Guidance on Local Government Investments is issued under section 15(1)(a) of the Local Government Act 2003. The guidance applies to all local authorities in England and applies to Town & Parish Councils providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where total investments are expected to be between £10,000 and £100,000 Councils are encouraged to adopt the key principles in this guidance.

**RECOMMENDATION:** The council should consider establishing an Investment Strategy and Treasury Management strategy with reference to the requirements of the Local Government Act 2003.

#### **RECOMMENDATION FOR PARISH COUNCIL RESPONSE:**

The above issue is received and duly noted. An Investment Strategy and Treasury Management strategy to be presented for adoption at the June, 2023 meeting.

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## APPENDIX F

### Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

CHELFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

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 Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

<http://www.chelfordparishcouncil.org.uk/> ILABLE WEBSITE/WEBPAGE ADDRESS

# CHELFORD PARISH COUNCIL

## APPENDIX G

### CHELFORD PARISH COUNCIL

#### Summary Receipts & Payments Account for the year ended 31st March, 2023

2021/22	<u>Receipts</u>	2022/23
£.		£.
41,913.00	Precept	44,980.00
4.58	Investment Interest	1,145.78
0.00	Sale of assets	0.00
0.00	Grants	0.00
2,745.00	Insurance settlement	0.00
0.00	Newsletter advertising	1,250.00
1,513.15	V.A.T. Refund	1,451.63
<u>46,175.73</u>	Total Receipts	<u>48,827.41</u>
	<u>Payments</u>	
10,571.12	Salary (Clerk)	11,847.32
278.67	National Insurance (Employer)	434.38
4,691.20	Pension Contributions (Employer)	2,677.52
763.41	Allowances (Clerk)	766.79
0.00	Member Allowances	0.00
130.10	Administration	75.21
381.86	Audit Fees (internal & external)	402.50
567.32	Insurance	591.36
60.00	Donations - Sect. 137	70.00
40.00	Grants	0.00
0.00	Parish Council Newsletter	318.03
62.08	Street Lighting (Electric & Repairs)	96.39
43.98	Website	24.00
263.00	Professional Services	270.00
0.00	Advertising	0.00
497.20	Subscriptions / Affiliation Fees	562.00
105.00	Room Hire	220.00
80.00	Training	100.00
2,391.55	Chelford Activity Park - Maintenance	2,854.15
1,388.00	Chelford Village - Maintenance	2,033.00
40.00	Asset Maintenance	456.50
2,944.03	Asset Purchase	19,864.95
0.00	Community Day	1,677.00
0.00	Neighbourhood Plan	0.00
143.88	Contingency	47.96
1,451.63	V.A.T.	2,698.09
<u>26,894.03</u>	Total Payments	<u>48,087.15</u>
	-----	
81,640.58	Balance B/Fwd. 01/04/22	100,922.28
46,175.73	Add Total Receipts	48,827.41
-26,894.03	Less Total Payments	-48,087.15
<u>100,922.28</u>	Balance C/Fwd. 31/03/23	<u>101,662.54</u>
	<u>Analysis of Cumulative Funds</u>	
45,829.16	NatWest Business Reserve Account	15,908.73
55,093.12	NatWest Bank Current Account	4,687.60
0.00	Skipton Building Society	81,066.21
<u>100,922.28</u>	Total	<u>101,662.54</u>
	<u>Above Funds held for the following purposes:-</u>	
37,882.74	General Funds	56,702.28
63,039.54	Earmarked Reserves	44,960.26
0.00	Capital Reserves	0.00
<u>100,922.28</u>		<u>101,662.54</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2023 and reflects its receipts and payments during the year.

# CHELFORD PARISH COUNCIL

## CHELFORD PARISH COUNCIL SUPPORTING NOTES 2022/23

### Assets

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

Boundary Signs (4)	£6,467.56
Planters (2)	£1,300.00
Eco mulch surfacing (Pt)	£11,891.72
Speed Radar Gun	£141.63
Padlock	£15.98
High Viz Jackets (10)	£48.06
	<u>£19,864.95</u>

During the year the Council received the following assets from Cheshire East Council:-

Origin monkey bars	£0.00
Origin log run	£0.00
Origin timber steppers	£0.00
Cableway	£0.00
Rollup	£0.00
Timber swing	£0.00
Kanope multiplay unit	£0.00
Rodeoboard	£0.00
Eco mulch surfacing (Pt)	£0.00
	<u>£0.00</u>

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

Slide	£0.00
Swings	£0.00
Play surfacing	£0.00
Seesaw	£0.00
Springer	£0.00
Roundabout	£0.00
	<u>£0.00</u>

At the 31st March, 2023 the following assets were held:-

Full list within assets register

Total value: £94,492.46

### Leases

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

### Borrowings

As at close of business on 31st March, 2023 the following loans to the Council were outstanding:- None

### Debts

At the year end the following debts were outstanding and due to the Council.

VAT reclaim	£2,698.09
Invoice	£20.00
Invoice	£20.00
	<u>£2,738.09</u>

### Capital Reserves

None

# CHELFORD PARISH COUNCIL

## Earmarked Reserves

Mere Court Improvements	£345.52
Community Project Fund	£18,132.57
Asset Refurbishment Fund	£7,634.00
Democratic Services Fund	£1,000.00
Transparency Code Grant	£117.50
Neighbourhood Plan (PC funds)	£1,222.95
MUGA Maintenance (Parish Plan Grant)	£1,000.00
Tree maintenance work	£1,980.00
Telephone Kiosk - Insurance payout	£2,745.00
Boundary sign replacement project	£2,394.44
Chelford Activity Park - Refurbishment	£8,108.28
Councillor Training	£280.00
	<u>£44,960.26</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 the Council in the year of account was £10,804.50 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
RBL Poppy Appeal	Donation	£25.00
RBL Poppy Appeal	Donation	£45.00
		<u>£70.00</u>

## Agency Work

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

## Advertising and Publicity

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

Pensions For the year of account the Council made the contributions to staff pensions of £2,677.52.

# CHELFORD PARISH COUNCIL

## APPENDIX H

### Section 2 – Accounting Statements 2022/23 for

#### CHELFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	81,641	100,923	<i>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.</i>
2. (+) Precept or Rates and Levies	41,913	44,980	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	4,263	3,847	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	15,541	14,959	<i>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.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	11,353	33,128	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	100,923	101,663	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	100,923	101,663	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	86,424	94,492	<i>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.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



# CHELFORD PARISH COUNCIL

## APPENDIX I

### CHELFORD PARISH COUNCIL

#### FINANCIAL RISK ASSESSMENT - 2023/24

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes published on website.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2023/24.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councilors/circumstances.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2023/24.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.



# CHELFORD PARISH COUNCIL

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	Transparency Code.	L	Financial information published by RFO on Parish Council controlled website.	Review requirement to comply annually.
	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2023/24.
Direct costs & overhead expenses	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
Salaries, pensions and associated costs.	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
Employees.	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
Legal powers	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2023/24.

# CHELFORD PARISH COUNCIL

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Supplier (procurement) fraud	Loss through supplier fraud	L	<p>Training for staff to alert them to potential risks of providing sensitive company information, by telephone or other means, especially contract and account information.</p> <p>All supplier detail changes to be verified using contact details held by Parish Council.</p> <p>Periodic review of supplier accounts to remove any dormant accounts.</p> <p>Periodic review of supplier address and financial health details with Companies House.</p> <p>Review insurance provision.</p>	<p>Review training needs 2023/24.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2023/24.</p>

# CHELFORD PARISH COUNCIL

## APPENDIX J

### SCHEME OF DELEGATED AUTHORITY

A scheme of delegated authority is adopted to minimise potential threats to business continuity. The scheme of delegated authority would be implemented in response to a risk assessment and consultation with Members.

Terms of the scheme of delegated authority:

- (a) That the Clerk & Responsible Financial Officer shall have delegated authority to exercise any function that would normally be exercised by the Parish Council excepting any function which statute prescribes may only be exercised by Full Council.
- (b) That authority under (a) may only be exercised having received counsel from Members by either email or, where appropriate (including upon request by Members), a duly convened All Member Working Group.
- (c) That an All Member Working Group be established comprising all members with a remit to advise the Clerk on issues requiring attention.
- (d) That except when discussing matters where publicity would be prejudicial to the public interest (as defined in the Public Bodies (Admission to Meetings) Act 1960) working group meetings shall be open to the public to view and, at an appropriate time, participate.
- (e) The authority granted under (a) shall have effect until the next Annual Meeting.
- (f) All decisions taken under (a) shall be submitted to and ratified by Full Council at the first meeting following exercise of the delegated authority.
- (g) The authority under (a) shall not affect any authority which is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution and any conditions attached thereto shall continue to have effect.

# CHELFORD PARISH COUNCIL

## APPENDIX K

### ASSET REVIEW

No.	Item type	Location	Condition			Observations
			Good	OK	Poor	
1	Notice board	Dixon Drive	*			Notice board in good condition. <b>Recommendation:</b> Review 2024. Review locking mechanism on monthly basis.
2	Notice board	Highland Drive	*			Notice board in good condition. <b>Recommendation:</b> Review 2024.
3	Notice board	Oak Road	*			Notice board in good condition. <b>Recommendation:</b> Review 2024.
4	Notice board	Peover Lane			*	Notice board in poor condition. Access door removed on safety grounds. <b>Recommendation:</b> Continue with installation of new notice board. (Due May, 2023)
5	Notice board	Station Road		*		Notice board in adequate condition. <b>Recommendation:</b> Review use, access and maintenance of the notice board.
6	Planter (1)	Dixon Drive	*			Planter in good condition. <b>Recommendation:</b> Review 2024.
7	Planter (2)	Dixon Drive	*			Planter in good condition. One name plate fixing screw missing – monitor during cleaning. <b>Recommendation:</b> Review 2024.
8	Planter (1)	Knutsford Road	*			Planter in good condition. <b>Recommendation:</b> Review 2024.
9	Planter (2)	Knutsford Road	*			Planter in good condition. <b>Recommendation:</b> Review 2024.
10	Planter (1)	Oak Road	*			Planter in good condition. <b>Recommendation:</b> Review 2024.
11	Planter (2)	Oak Road	*			Planter in good condition. <b>Recommendation:</b> Review 2024.
12	Planter (1)	Adj. roundabout	*			Planter in good condition. <b>Recommendation:</b> Review 2024.
13	Planter (2)	Adj. roundabout	*			Planter in good condition. <b>Recommendation:</b> Review 2024.
14	Bench	Adj. roundabout	*			Bench in good condition. <b>Recommendation:</b> Review 2024.
15	Bench	Dixon Drive	*			Bench in good condition. <b>Recommendation:</b> Review 2024.
16	Bench (1)	Mere Court Park	*			Bench in good condition, however, requires removal of dirt/lichen. <b>Recommendation:</b> Consider arrangements for cleaning the bench.
17	Bench (2)	Mere Court Park	*			Bench in good condition, however, requires removal of dirt/lichen. <b>Recommendation:</b> Consider arrangements for cleaning the bench.




















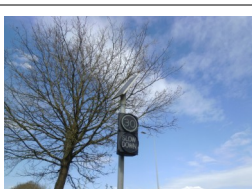



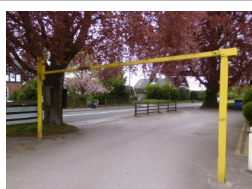
## CHELFORD PARISH COUNCIL

No.	Item type	Location	Condition			Observations
			Good	OK	Poor	
18	Bus passenger shelter	Knutsford Road		*		Shelter requires refurbishment. <b>Recommendation:</b> Continue to pursue refurbishment of kiosk.
19	Street light fitting	Alderley Road	*			Light fitting appears in good condition. <b>Recommendation:</b> Review 2024.
20	Telephone kiosk	Adj. roundabout		*		Kiosk requires refurbishment. <b>Recommendation:</b> Continue to pursue refurbishment of kiosk.
21	Speed Indicator Device	Knutsford Road (E)	*			Speed Indicator Device appears in good condition. Observed functioning. <b>Recommendation:</b> Review 2024.
22	Speed Indicator Device	Knutsford Road (W)	*			Speed Indicator Device appears in good condition. Observed functioning. <b>Recommendation:</b> Review 2024.
23	Goal posts (2)	Mere Court Park	*			Goal posts appear in good condition. <b>Recommendation:</b> Review 2024.
24	Boundary sign	Alderley Road	*			Sign in good condition. <b>Recommendation:</b> Review 2024.
25	Boundary sign	Chelford Road	*			Sign in good condition. <b>Recommendation:</b> Review 2024.
26	Boundary sign	Holmes Chapel Road	*			Sign in good condition. <b>Recommendation:</b> Review 2024.
27	Boundary sign	Knutsford Road	*			Sign in good condition. <b>Recommendation:</b> Review 2024.
28	Height barrier	Chelford Parish Hall		*		Height barrier damaged (bent height bar). <b>Recommendation:</b> Continue to pursue repair to the barrier.



# CHELFORD PARISH COUNCIL

## ASSET IMAGES

 <p>1</p>	 <p>2</p>	 <p>3</p>	 <p>4</p>	 <p>5</p>
 <p>6</p>	 <p>7</p>	 <p>8</p>	 <p>9</p>	 <p>10</p>
 <p>11</p>	 <p>12</p>	 <p>13</p>	 <p>14</p>	 <p>15</p>
 <p>16</p>	 <p>17</p>	 <p>18</p>	 <p>19</p>	 <p>20</p>
 <p>21</p>	 <p>22</p>	 <p>23</p>	 <p>24</p>	<p>25</p>
<p>26</p>	 <p>27</p>	 <p>28</p>		

# CHELFORD PARISH COUNCIL

## APPENDIX L

### Outstanding planning applications & recent planning decisions

- 19/2936W - Dingle Bank Quarry, Holmes Chapel Road, Lower Withington. SK11 9DR  
Variation of Condition 4 on application 16/3064W - Variation of Conditions 2, 4 and 5 of permission 10/3080W.  
DECISION STATUS - Undecided
- 19/4049M - Land at former Chelford Agricultural Centre, Dixon Drive, Chelford.  
Non-material amendment to approved application 18/0171M.  
DECISION STATUS - Undecided
- 19/5674M - The Coach House, Peover Lane, Chelford. SK11 9AN  
Planning permission for replacement of the existing Gardener's Cottage, together with ancillary garaging/store and garden building and associated works.  
DECISION STATUS - Undecided
- 20/3607M - Eddie Stobart Ltd, Knutsford Road, Chelford. SK11 9AS  
Amendment to s106 (release the local connection criteria for the Shared Ownership units) on application 16/0504M - Reserved matters application for access, appearance, landscaping, layout and scale following approval 13/4640M.  
DECISION STATUS - Undecided
- 22/3348M - Willow Glade, Peover Lane, Chelford. SK11 9AJ  
Conversion of existing building to form new dwelling.  
DECISION STATUS - Undecided
- 22/5050M - Fir Tree Cottage, Carter Lane, Chelford. SK11 9BD  
Demolition of existing house and garage and construction of new replacement dwelling.  
DECISION STATUS - Undecided
- 23/0086M - 19 Chillingham Close, Chelford. SK11 9FZ  
Detached outbuilding.  
DECISION STATUS - Approved with conditions (13/04/23)
- 23/0915M - Astle Edge, Peover Lane, Chelford. SK11 9AL  
Demolition of existing conservatory and construction of a new single storey side extension with updates to existing sliding doors at rear of property.  
DECISION STATUS - Undecided