

CHELFORD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held

Thursday 11th May, 2023 at 8:10p.m.

at Chelford Parish Hall, Knutsford Road, Chelford.

Present - Councillors B. Brindley (Chairman), J. Fielding, C. Howlett, C. Montaldo, D. Wilson.
Members of the public (0).

Cheshire East Ward Member Councillor A. Harrison.

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

1. **Election of Chairman** – The retiring Chairman invited nominations for the position of Chairman for the 2023/24 civic year. One nomination was received in respect of Councillor B. Brindley.

135/23 RESOLVED (a) That Councillor B. Brindley be elected as Chairman to Chelford Parish Council for the 2023/24 civic year.
(b) That the Chairman's Declaration of Acceptance of Office be received. (All in favour)

2. **Apologies for absence** – None.

136/23 RESOLVED (a) To note that no apologies for absence had been received. (All in favour)

3. **Declarations of Acceptance of Office**

137/23 RESOLVED (a) To receive the Declarations of Acceptance of Office from all Members elected at the May 2023 election. (All in favour)

4. **Election of Vice Chairman** – The Chairman invited nominations for the position of Vice Chairman for the 2023/24 civic year. One nomination was received in respect of Councillor C. Montaldo.

138/23 RESOLVED (a) That Councillor C. Montaldo be elected as Vice Chairman to Chelford Parish Council for the 2023/24 civic year. (All in favour)

5. **Declarations of interest**

(a) **Declarations of interest in items on the agenda** – None.

(b) **Registration of Interests forms** – It was noted that all Members had completed the new registration of interests forms.

139/23 RESOLVED (a) To note that no declarations of interest were made.
(b) To note that all registration of interests forms had been submitted. (All in favour)

6. **Public forum for questions**

(a) **Questions from members of public** – No questions had been received from or were presented by members of the public.

(b) **Summary of issues raised on social media accounts** – It was reported that there had been no issues raised via social media accounts. Members had, however, been made aware of comments relating to the admissions process for Chelford CE Primary School. Some local parents had reported being unable to secure places for their children despite living close to the school due to the allocation policies adopted by Cheshire East Council.

140/23 RESOLVED (a) To note that no questions were presented.
(b) To note that no issues had been raised via social media.
(c) That Councillor D. Wilson speak to the Headteacher in respect of the comments received. (All in favour)

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7. Reports from external organisations

- (a) **Cheshire East Ward Member Cllr. A. Harrison – report on matters of interest –** Borough Councillor A. Harrison reported that he was due to attend training at Cheshire East Council in the near future. Negotiations were in progress between the political groups regarding leadership of Cheshire East Council. A meeting had been held with the Police & Crime Commissioner to obtain more information about the current average speed camera pilot scheme and whether it would be possible to introduce such a scheme to Chelford. Other speed management methods could also be explored to supplement this.

141/23 RESOLVED (a) To receive and note the report of Borough Councillor A. Harrison. (All in favour)

- (b) **Chelford Ward Policing Team – Matter of concern / interest within the Parish** – It was reported that PCSO Chloe Shore had been allocated to the Chelford Ward.

142/23 RESOLVED (a) To receive and note the update from the Chelford Ward Policing Team. (All in favour)

- (c) **Manchester Airport Parish Council Forum meeting (19/04/23)** – Slides from the meeting had been previously circulated to all Members. It was reported that the meeting had provided information about outreach work undertaken by the airport together with an update on the transformation programme of the airport site.

143/23 RESOLVED (a) To receive and note the report. (All in favour)

- (d) **Crewe to Manchester Community Rail Partnership Steering Group meeting (27/04/23)** – Slides from the meeting had been previously circulated to all Members.

144/23 RESOLVED (a) To receive and note the information. (All in favour)

8. Minutes

- (a) The Minutes of the Parish Council Meeting held 13th April, 2023 had been previously circulated to all Members.

145/23 RESOLVED (a) That the Minutes of the Parish Council Meeting held 13th April, 2023 be confirmed as a correct record. (All in favour)

9. Finance

- (a) **Financial Statement 2023/24 as at 11th May, 2023** – Members considered the financial statement 2023/24 which was unanimously accepted. (Appendix A)
- (b) **Receipts** – The Chairman noted the receipts which had been received since the last meeting. (Appendix B)
- (c) **Payments** - The Chairman outlined the basis of the payments listed at Appendix C.

146/23 RESOLVED (a) That the financial statement as at 11th May, 2023 be received and observations be duly noted. (Appendix A)
(b) That receipts listed at Appendix B be received and duly noted.
(c) That the schedule of payments at Appendix C be approved and duly authorised. (All in favour)

(d) Internal Audit 2022/23

- i. **Internal Audit Report** – The Internal Audit Report contained within the Annual Governance and Accountability Return 2022/23 had been previously circulated to all Members.

147/23 RESOLVED (a) That the Internal Audit Report contained within the Annual Governance and Accountability Return be received and duly

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noted.

(All in favour)

- ii. **Internal Audit Action Plan** – Members considered the Internal Audit Action Plan:

ISSUE 1: 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 1: The council should review the level of general reserves during the budget setting process with reference to sector guidance.

ISSUE 2: 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 2: The council should consider establishing an Investment Strategy and Treasury Management strategy with reference to the requirements of the Local Government Act 2003.

148/23 RESOLVED

(a) That the Internal Audit Action Plan be received.

(b) That the following response be recorded in respect of Issue 1: 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.

(c) That the following response be recorded in respect of Issue 2: 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.

(All in favour)

- (e) Final Accounts and Audit Arrangements 2022/23**

- i. **Annual Governance Statement 2022/23 (Section 1 of the Annual Governance and Accountability Return)** – Members considered the Annual Governance Statement 2022/23 and unanimously agreed that ‘yes’ be recorded by items 1-8 and ‘n/a’ be recorded in respect of item 9 (Trust Funds).

149/23 RESOLVED

(a) That the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) record a ‘yes’ in respect of items 1-8 and ‘n/a’ in respect of item 9.

(b) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 1 of the Annual Governance and Accountability

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Return 2022/23.

(All in favour)

- ii. **Final Accounts and Supporting Notes 2022/23** – The Chairman presented the Final Accounts and Supporting Notes 2022/23 to the Council.

150/23 RESOLVED (a) That the Final Accounts and Supporting Notes for the financial year ended 31st March 2023 be duly approved and adopted. (Appendix D) (All in favour)

- iii. **Accounting Statements 2022/23 (Section 2 of the Annual Governance and Accountability Return)** – The Chairman presented the Accounting Statements 2022/23 to the Council.

151/23 RESOLVED (a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 2 of the Annual Governance and Accountability Return 2022/23. (All in favour)

- (f) **Earmarked reserves** – Members considered the current earmarked reserves.

152/23 RESOLVED (a) That the current earmarked reserves be re-confirmed. (All in favour)

- (g) **Banking arrangements**

- i. **Authorised signatories**

153/23 RESOLVED (a) That no changes to authorised signatories be made at this time. (All in favour)

- ii. **Direct Debit payments**

154/23 RESOLVED (a) That approval be re-confirmed for current direct debit payments to npower, IONOS and the Information Commissioner's Office to continue. (All in favour)

- iii. **Standing Order payments**

155/23 RESOLVED (a) That approval be re-confirmed for current standing order payments to the Cheshire Pension Fund to continue. (All in favour)

- (h) **VAT reclaim 2022/23** – Members noted the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £2,698.09.

156/23 RESOLVED (a) That the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £2,698.09 be confirmed. (All in favour)

- (i) **Financial Risk Assessment** – The financial risk assessment 2023/24 had been previously circulated to all Members.

157/23 RESOLVED (a) That the risk assessment 2023/24 be approved and adopted as presented (Appendix E). (All in favour)

10. Annual Review of Parish Council administrative matters

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

158/23 RESOLVED (a) That the scheme of delegated authority be approved as presented. (Appendix F) (All in favour)

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

159/23 RESOLVED (a) To record that Chelford Parish Council is not currently

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eligible to exercise the General Power of Competence.

(All in favour)

- (c) **Asset risk assessment** – The asset risk assessment had been previously circulated to all Members. (Appendix G)

160/23 RESOLVED

(a) That the asset risk assessment be received and duly noted. (Appendix G)

(b) That the recommendations within the asset risk assessment be approved.

(c) That Councillor C. Montaldo carry out a preliminary clean of the benches at Mere Court Park.

(d) That the quotations be sought for the refurbishment of the notice board at Station Road. (All in favour)

- (d) **Insurance cover** – Members noted that insurance covers had been reviewed at the last policy renewal date.

161/23 RESOLVED

(a) To confirm that existing insurance covers meet the needs of the Parish Council. (All in favour)

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

162/23 RESOLVED

(a) That subscriptions be continued with the following bodies: Cheshire Association of Local Councils; Cheshire Community Action and CPRE. (All in favour)

- (f) **Payments made under s.137 and General Power of Competence 2022/23**

163/23 RESOLVED

(a) That payments in the sum of £70.00 were made under s.137 provisions during 2022/23.

(b) That no payments were made under General Power of Competence provisions during 2022/23. (All in favour)

- (g) **Calendar of meetings 2023/24** – Members considered options for dates, times and venue for Parish Council meetings for the 2023/24 civic year.

164/23 RESOLVED

(a) That meetings for the 2023/24 civic year be held on second Thursdays of each month at 7:30p.m. at The Hub, Elmstead Road.

(b) That the Annual Parish Meeting and Annual Parish Council meeting be held on Thursday 9th May, 2024 at 7:45p.m. at Chelford Parish Hall (main hall). (All in favour)

- (h) **Parish Council policies**

165/23 RESOLVED

(a) That the review of Parish Council policies be deferred to the next meeting. (All in favour)

11. Planning Matters

- (a) **Recent planning decisions** – Members noted the planning decisions which had been issued by Cheshire East Council in respect of development within the Parish since the last meeting. (Appendix H)

166/23 RESOLVED

(a) That the recent planning decisions be received and duly noted. (All in favour)

- (b) **Planning applications for consideration**

- i. **23/1416M** – Foxfields, Peover Lane, Chelford. SK11 9AL
Installation of ground mounted solar P.V. system.

167/23 RESOLVED

(a) That the following comments be submitted to Cheshire East Council in respect of planning application 23/1416M:

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Chelford Parish Council raises the following concerns regarding the above application:

1. That the proposed development is likely to set an unwelcome precedent for ground mounted solar panel installations within the rural, green belt environment.
2. That the installation of ground mounted solar panels will likely have a detrimental impact upon the openness of the green belt.
3. That the installation of ground mounted solar panels will have a detrimental impact on the natural appearance of the surrounding rural woodland and countryside.
4. That the Chelford Neighbourhood Plan should be taken into consideration during the determination of this application, in particular those policies relating to design, materials, biodiversity and landscape. **(All in favour)**

- ii. **23/1347M** – Part ground floor and first floor, Knutsford Road, Chelford.
SK11 9AS
Prior approval: change of use.

168/23 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 23/1347M. **(All in favour)**

- iii. Planning applications received following the issue of the agenda – None.

169/23 RESOLVED (a) To note that no new planning applications had been received. **(All in favour)**

12. Assets

- (a) **Asset damage / defects** – No issues relating to asset condition were reported.

170/23 RESOLVED (a) To note that no issues were raised relating to asset damage. **(All in favour)**

- (b) Routine cleaning of **street furniture**

171/23 RESOLVED (a) That consideration of routine cleaning allocations be deferred to a future meeting.
(b) To accept the offer from Borough Councillor A. Harrison to undertake refurbishment work to the telephone kiosk at the roundabout. **(All in favour)**

13. Chelford Activity Park

- (a) **Issues identified during routine inspections** – It was reported that there was nothing to report other than continued issues relating to litter at the site. It was reported that the grounds maintenance contractors had been aware of the issues relating to litter at the site.

172/23 RESOLVED (a) That the update relating to Chelford Activity Park be received. **(All in favour)**

- (b) Annual RoSPA inspection – The outcome of the annual RoSPA inspection had been previously circulated to all Members.

173/23 RESOLVED (a) To receive and note the RoSPA reports.
(b) That the Clerk obtain quotations for the work to address the issues raised in the RoSPA reports. **(All in favour)**

- (c) **Future site inspections** – It was reported that a review of scheduled inspections should be carried out in order to meet the terms of warranties associated with the

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new equipment at the site.

- 174/23 RESOLVED** (a) That the Clerk review the inspection requirements for the new equipment and obtain quotations for any additional inspections arrangements required. (All in favour)
- (d) **Refurbishment work at Chelford Activity Park** – It was reported that a number of issues had been identified with the work carried out to install the new play area and to improve the multi-use games area. It was considered that these should be raised with Cheshire East Council prior to any further work being undertaken.
- 175/23 RESOLVED** (a) That the Clerk arrange a site meeting with a representative of Cheshire East Council to discuss the issues identified with phase one of the refurbishment. (All in favour)
- (e) **Booking request for use of Chelford Activity Park** – It was noted that a booking request had been received for the Coronation event. Relevant details had been obtained from the organisers and the event had now taken place.
- 176/23 RESOLVED** (a) To retrospectively approve the use of the Chelford Activity Park for the purposes of a community Coronation celebration. (All in favour)

14. Highway Matters

- (a) **Updates on reported highway defects** – No highway repair updates had been received.
- 177/23 RESOLVED** (a) To note that no updates relating to reported highway defects had been received. (All in favour)
- (b) **Highway defects requiring attention** – It was noted that the pothole on Holmes Chapel Road had still not been filled. The chevron at the roundabout had also not been re-installed and the zebra crossing beacon was still not illuminated.
- 178/23 RESOLVED** (a) That the above highway defects be re-reported for attention. (All in favour)
- (c) **Zebra crossing, Knutsford Road** – No updates were available regarding the request for improved illumination of the crossing and the repair to the beacon.
- 179/23 RESOLVED** (a) To receive and note the update. (All in favour)

15. Chelford Community Newsletter

- (a) **Newsletter Edition 6** – Members considered the content of Newsletter Edition 6.
- (b) **Newsletter advertising** – It was reported that invoices had been issued to new traders.
- (c) **'Useful Phone Numbers' document** – It was reported that a quotation for printing had still not been provided by Chelford CE Primary School.
- (d) **Roles and responsibilities of the Parish Council document** – It was reported that the distribution of the document may provide useful information to residents.
- 180/23 RESOLVED** (a) That approval be given for the printing and distribution of Edition 6 of the Chelford Community Newsletter.
- (b) To receive and note the update relating to advertising invoices.
- (c) That the quotations for printing the 'Useful Phone Numbers' and 'Roles and responsibilities of the Parish Council' document be considered at the next meeting.
- (d) That Councillor C. Howlett, in consultation with the Clerk, draft the document setting out the roles and responsibilities

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of the Parish Council for approval at the next meeting.

(All in favour)

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 appropriate thereto -

i. Nether Alderley Parish Council – Neighbourhood Plan Regulation 14 consultation.

181/23 RESOLVED (a) That no comments be submitted to the consultation. (All in favour)

ii. Cheshire East Council – Financial contributions (Commutated Sums).

182/23 RESOLVED (a) To receive and note the information. (All in favour)

iii. Specific correspondence received following issue of agenda

• Chelford Parish Hall – Request to display permanent advert for Chelford Parish Hall in the Parish Council notices boards.

• Bluedot – Community Fund 2023 – application period open.

183/23 RESOLVED (a) That permission not be granted for the displaying of a permanent advert for Chelford Parish Hall in the Parish Council notice boards. (b) To receive and note the information from Bluedot. (All in favour)

17. Community Matters

(a) **Community Speed Watch**

i. **Community Speed Watch activities** – It was reported that regular speed watch events continue to take place within the Parish.

184/23 RESOLVED (a) To receive and note the report. (b) That the community speed watch team be invited to contribute to the community newsletter. (All in favour)

ii. **Proposal for average speed cameras**

185/23 RESOLVED (a) To note the report at item 7(a). (All in favour)

(b) **Chelford Cricket Ground**

i. **Chelford Cricket Club** – It was reported that a number of expressions of interest had been received in support of restarting the Chelford Cricket Club. No response had yet been received from Active Cheshire regarding a request for advice and support to re-start the club.

ii. **Chelford Cricket Ground** – It was reported that a response from the representative of the landowner was awaited regarding future intentions for the site.

186/23 RESOLVED (a) To receive and note the update. (All in favour)

18. Elections 2023

(a) **Outcome of 2023 election** – It was reported that five residents had been elected to be Parish Councillors for Chelford.

(b) **Vacancies for Parish Councillors** – It was reported that there are currently five vacancies for councillors. Members considered options relating to the co-option of new councillors.

187/23 RESOLVED (a) To receive and note the update.

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(b) That the Clerk arrange for the vacancies to be advertised within the Parish with a view to co-opting new Members at the July, 2023 meeting. (All in favour)

19. Matters for inclusion on next/future meeting agenda

(a) Several carried forward from previous meetings.

20. Date of next meeting – Thursday 8th June, 2023 at 7:30p.m.

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

188/23 RESOLVED (a) That the public and press be excluded from the following item of business on the grounds that it could involve the likely disclosure of exempt information. (All in favour)

10:08p.m. - One member of the public excused themselves from the meeting and left.

21. Matters for consideration including those transferred from above items

(a) **Chelford Parish Hall**

189/23 RESOLVED (a) To receive and note the information received. (b) That the Clerk instruct the legal representative to proceed with tasks required to progress the transfer of the Custodian Trusteeship to the Parish Council. (All in favour)

The meeting was declared closed by the Chairman at 10:26p.m.

Signed:..... Approval date: 8th June, 2023

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APPENDIX A

Financial Statement – 2023/24 as at 11 th May, 2023					
Actual 2022/23 £	Details	2023/24 Budget £	Actual to Apr. 23 £	Agenda May 23 £	Budget Balance £
	Receipts				
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
48,827.41	Total receipts	47,498.00	0.00	23,749.00	24,081.73
	Payments				
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	
48,087.15	Total payments	47,498.00	2,047.06	3,714.60	42,069.07

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 11th 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>
	101,662.54

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)

Business Reserve Account	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

Current Account	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

Skipton Building Society

Community Saver Account	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%)
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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

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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 E

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 Councillors/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.
	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.
Direct costs & overhead expenses	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.
	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.
Salaries, pensions and associated costs.	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.
	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.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
	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 F

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 G

ASSET REVIEW


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

CHELFORD PARISH COUNCIL

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

CHELFORD PARISH COUNCIL

ASSET IMAGES

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

CHELFORD PARISH COUNCIL

APPENDIX H

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