

CHELFORD PARISH COUNCIL

Minutes of the Annual Parish Council meeting held

Tuesday 17th May, 2022 at 7:47p.m.

at Chelford Parish Hall, Knutsford Road, Chelford.

Present - Councillors B. Brindley (Chairman), J. Fielding, C. Howlett, C. Montaldo, G. Willis,
D. Wilson, C. Wright.

Members of the public (5).

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

1. **Election of Chairman** - The retiring Chairman invited nominations for the position of Chairman for the 2022/23 civic year. One nomination was received in respect of Councillor B. Brindley.

026/22 RESOLVED (a) That Standing Order 2f be suspended, as permitted by Standing Order 32a, to permit the re-election of the existing Chairman.
(b) That Councillor B. Brindley be elected as Chairman to Chelford Parish Council for the 2022/23 civic year.
(c) That the Chairman's Declaration of Acceptance of Office be received.

Proposed: Councillor D. Wilson Seconded: Councillor C. Wright All in favour

2. **Apologies for absence** - Cheshire East Ward Member Councillor M. Asquith.

DECISION (a) To receive and note the apology for absence received.

3. **Declarations of interest** -

- (a) **Declarations of interest in any items on the agenda** -

Councillor C. Wright - Item 5(b) - Involved with PTA at Chelford CE Primary School.

Councillor D. Wilson - Item 5(b) - Governor at Chelford CE Primary School.

[Declared at item]

DECISION (a) To receive the above declarations of interest.

- (b) **Registration of interests forms** - Members were reminded of the need to review their registration of interests forms to ensure all details were correct.

DECISION (a) That any Member who needs to update their registration of interests form should contact the Clerk.

4. **Election of Vice Chairman**

027/22 RESOLVED (a) That the position of Vice Chairman remain unfilled.

Proposed: Councillor B. Brindley Seconded: Councillor D. Wilson All in favour

5. **Public forum for questions** -

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

DECISION (a) To note that no questions were presented.

- (b) **School transport provision** - A resident presented information relating to the current lack of school transport from Chelford to The Fallibroome Academy in Macclesfield. It was reported that a number of local families were affected by this issue and, so far, it had not been possible to engage positively with Cheshire East Council to resolve the matter. A number of suggestions were presented on how this issue might be addressed.

DECISION (a) That the report from the resident be received.

(b) That the Clerk contact Cheshire East Council with a view to identifying a relevant officer who can engage with the

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group of local families affected by the transport issue.

(c) That the resident approach the local Ward Councillor for support together with headteachers from relevant schools who may be able to support the request.

(d) That information regarding a current proposal for a community mini-bus be received.

8:10p.m. - Two members of the public excused themselves from the meeting and left.

(c) **Summary of issues raised on social media accounts** - There was nothing to report.

DECISION (a) To note that no issues had been raised via social media.

6. Reports from external organisations

(a) **Chelford Ward Policing Team - Matters of concern / interest within the Parish** - It was reported that the following incidents had taken place during April 2022: two males knocking on doors and a report of cows on the highway.

DECISION (a) To receive and note the report.

(b) **Cheshire East Ward Member Cllr. M. Asquith - report of matters of interest** - Borough Councillor M. Asquith was not present at the meeting to report.

DECISION (a) To note that Borough Councillor M. Asquith was not present at the meeting.

7. Minutes

(a) The Minutes of the Parish Council Meeting held 14th April, 2022 had been previously circulated to all Members.

028/22 RESOLVED (a) That the Minutes of the Parish Council Meeting held 14th April, 2022 be confirmed as a correct record.

Proposed: Councillor D. Wilson Seconded: Councillor C. Howlett All in favour

8. Finance

(a) **Financial Statement 2022/23 as at 17th May, 2022** - Members considered the financial statement 2022/23 which was unanimously accepted. (Appendix A) It was noted that a review of banking arrangements to address matters relating to current provisions of the Financial Services Compensation Scheme would take place at the next meeting.

(b) **Receipts** - The Chairman outlined the receipts listed at Appendix B.

(c) **Payments** - The Chairman outlined the basis of the payments listed at Appendix C.

029/22 RESOLVED (a) That the Statement of Account as at 17th May, 2022 be received and observations be duly noted. (Appendix A)
(b) That the receipts listed at Appendix B be received and duly noted.
(c) That the schedule of payments at Appendix C be approved and duly authorised.

Proposed: Councillor D. Wilson Seconded: Councillor C. Wright All in favour

(d) Internal Audit 2021/22

i. **Internal Audit Action Plan** - Members considered the Internal Audit Action Plan which stated, "No internal control issues identified. The Council has maintained a robust set of books and records for the financial year."

ii. **Internal Audit Report** - The Internal Audit Report contained within the Annual Governance and Accountability Return 2021/22 had been previously circulated to all Members.

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- 030/22 RESOLVED** (a) That the Internal Audit Action Plan be received and duly noted.
(b) That the Internal Audit Report contained within the Annual Governance and Accountability Return be received and duly noted.

Proposed: Councillor C. Wright Seconded: Councillor C. Howlett All in favour

(e) Final Accounts and Audit Arrangements 2021/22

- i. **Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return)** - Members considered the Annual Governance Statement 2021/22 and unanimously agreed that 'yes' be recorded by items 1-8 and 'n/a' be recorded in respect of item 9 (Trust Funds).

- 031/22 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 a '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 Return 2021/22.

Proposed Councillor C. Wright Seconded Councillor J. Fielding All in favour

- ii. **Final Accounts and Supporting Notes 2021/22** - The Chairman presented the Final Accounts and Supporting Notes 2021/22 to the Council.

- 032/22 RESOLVED** (a) That the Final Accounts and Supporting Notes for the financial year ended 31st March, 2022 be duly approved and adopted. (Appendix D).

Proposed Councillor D. Wilson Seconded Councillor C. Wright All in favour

- iii. **Accounting Statements 2021/22 (Section 2 of the Annual Governance and Accountability Return)** - The Chairman presented the Accounting Statements 2021/22 to the Council.

- 033/22 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 2021/22.

Proposed Councillor D. Wilson Seconded Councillor C. Howlett All in favour

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

- 034/22 RESOLVED** (a) That the current earmarked reserves be re-confirmed.

Proposed Councillor C. Montaldo Seconded Councillor B. Brindley All in favour

(g) Banking arrangements

- i. **Authorised signatories**

- 035/22 RESOLVED** (a) That no changes to be made to the bank authorised signatories.

Proposed Councillor D. Wilson Seconded Councillor C. Wright All in favour

- ii. **Direct debit payments**

- 036/22 RESOLVED** (a) That approval be re-confirmed for current direct debit payments to npower, IONOS and the Information Commissioner's Office to continue.

Proposed Councillor D. Wilson Seconded Councillor C. Wright All in favour

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iii. Standing Order payments

037/22 RESOLVED (a) That approval be re-confirmed for current standing order payments to the Cheshire Pension Fund to continue.

Proposed Councillor D. Wilson Seconded Councillor C. Wright All in favour

(h) **VAT Reclaim 2021/22** - Members noted the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £1,451.63.

038/22 RESOLVED (a) That the actions of the Clerk & Responsible Financial Officer be confirmed.

Proposed Councillor B. Brindley Seconded Councillor D. Wilson All in favour

(i) **Financial Risk Assessment** - The financial risk assessment 2022/23 had previously been circulated to all Members.

039/22 RESOLVED (a) That the risk assessment 2022/23 be approved and adopted as presented (Appendix E).

Proposed Councillor C. Montaldo Seconded Councillor J. Fielding All in favour

9. Annual review of Parish Council administrative matters

(a) **Calendar of meetings 2022/23**

040/22 RESOLVED (a) That meetings of Chelford Parish Council be held on the second Thursday of each month at 7:45p.m. at Chelford Parish Hall.

Proposed Councillor D. Wilson Seconded Councillor C. Wright All in favour

(b) **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.

041/22 RESOLVED (a) That the scheme of delegated authority be approved as presented. (Appendix F)

Proposed Councillor J. Fielding Seconded Councillor C. Montaldo All in favour

(c) **Deferral of administrative matters to a future meeting**

042/22 RESOLVED (a) That review of the following matters be deferred to a future meeting:

(i) **Subscriptions to other bodies**

(ii) **Asset review**

(iii) **Insurance review**

(iv) **Review of Parish Council policies**

Proposed Councillor C. Montaldo Seconded Councillor D. Wilson All in favour

10. Planning Matters

(a) **Recent planning decisions** - Members noted the recent planning decision that had been issued by Cheshire East Council in respect of development within the Parish. (Appendix G)

(b) **Planning applications for consideration**

i. Planning applications received since the last meeting - None.

ii. Planning applications received following the issue of the agenda for discussion - None.

DECISION (a) To note that no new planning applications had been received since the last meeting.

(c) **Planning appeal** - Members considered the following planning appeal:

i. 21/0617M - Former Tithe Barn, The Manor House, Holmes Chapel Road,

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Chelford. [Also 21/0618M - Listed Building Consent]
Conversion and extension of former tithe barn to form swimming pool and associated works to Wisteria Cottage.

- 043/22 RESOLVED** (a) That the following comment be submitted to the appeal: Chelford Parish Council do not wish to raise any further points, however, re-iterate their original comments as below:
“Comment: Chelford Parish Council has no objections to the principle of the development, however, request that the listed characteristics of the building are retained and that materials used are in keeping with the existing building.”

Proposed: Councillor D. Wilson Seconded: Councillor B. Brindley All in favour

11. Assets

- (a) **Asset damage / defects** - It was reported that the condition of the planted areas near to the bus passenger shelter at Dixon Drive are continuing to deteriorate. It was reported that a quotation was currently being secured for improvement works to the site.

DECISION (a) To receive and note the update.

- (b) **Bench at Dixon Drive** - It was reported that the bench at Dixon Drive (near to Robin Lane) had been damaged. This is a privately owned bench, however, arrangements were made for the removal of the bench from the site. It was reported that Chelford Farm Supplies had offered to replace the bench.

DECISION (a) To receive the report regarding the damaged bench.

- (c) **Donation of memorial bench** - It was reported that a memorial bench had been offered to the Parish Council.

DECISION (a) To receive the report of the offer of a memorial bench.
(b) That consideration be given to a potential location for the bench at a future meeting.

- (d) **Chelford Activity Park routine inspections** - No issues of concern had been identified at the site. There does, however, appear to be low level littering taking place at the site which is being monitored. The tennis net has been re-installed following repair.

DECISION (a) To receive and note the report.

- (e) **Chelford Activity Park booking request** - It was reported that a booking request for use of the site for a Jubilee celebration event had been received.

- 044/22 RESOLVED** (a) That approval be given for use of Chelford Activity Park by the Chelford Social Committee for a Jubilee celebration event.

Proposed: Councillor B. Brindley Seconded: Councillor C. Howlett All in favour

(f) Chelford Activity Park refurbishment

- i. **Feedback from Chelford CE Primary School** - It was reported that the proposed play area design had been shared with parents at Chelford CE Primary School. Feedback had been received which would be shared with the Parish Council at the next meeting.

DECISION (a) To receive and note the update.

- ii. **Updates relating to the delivery of the refurbishment scheme** - It was reported that a review was being undertaken to determine whether there were sufficient s.106 funds to deliver the initially proposed play area scheme.

DECISION (a) To receive and note the update.

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(b) That, subject to further details being provided, consideration be given, at a future date, to joint funding the scheme to ensure that a good quality finish can be achieved.

12. Highway Matters

- (a) **Updates on highway defect reports** - Members noted the following updates in respect of reported highway defects:
- i. Knutsford Road - flooding outside Chelford Parish Hall.
[Extensive jetting has been undertaken in this area and the flooding appears to have subsided at this time.]
 - ii. Alderley Road - flooding near to Corbishley Bridge.
[Patching at this location programmed for the current financial year]
 - iii. Alderley Road - uprooted signs.
[To be completed as soon as possible]
 - iv. Knutsford Road - junction sign (near to Oak Road) requires re-planting.
[No update]
 - v. Holmes Chapel Road - blocked gully (near to Cricket Ground).
[Gully scheduled for emptying in June 2022]
 - vi. Knutsford Road - leaning speed limit sign at junction with Pepper Street.
[To be completed as soon as possible]
 - vii. Dixon Drive - uprooted street sign (near Egerton Arms).
[To be completed in line with Cheshire East Council priorities]
 - viii. Pepper Street - blocked gullies.
[Gully scheduled for emptying in June 2022]
 - ix. Knutsford Road - deteriorating condition of footway surface.
[Footway has been assessed and any necessary actions will be taken in accordance with Cheshire East Council priorities]
 - x. Knutsford Road - blocked gullies near to junction with Dixon Drive.
[Gully scheduled for emptying in June 2022]
 - xi. Dixon Drive - blocked gullies in vicinity of nos. 108 and 110.
[Gully scheduled for emptying in June 2022]
 - xii. Knutsford Road - damaged sign between Chelford Parish Hall and roundabout.
[No update]
 - xiii. Carter Lane - potholes.
[To be assessed]
 - xiv. Alderley Road - sign knocked over opposite Roadside Farm
[To be completed as soon as possible]
 - xv. Alderley Road - pothole near to Roadside Farm
[To be assessed]
 - xvi. Alderley Road - pothole near to corner by layby
[To be assessed]
 - xvii. Knutsford Road - overgrown hedges between Dixon Drive and Mere Court
[No actionable defects identified at this time]

DECISION (a) That the updates on highway defects be received and duly noted.
(b) That the Clerk request further clarification of the assessment undertaken relating to item (xvii).

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- (b) **Quotation for siding out along Knutsford Road** - It was reported that the quotation had still not been received. The matter had been escalated to the Head of Highways and an update had been received that the quotation should be available within the coming weeks.

DECISION (a) To receive and note the update.

13. Correspondence

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

- i. Highways winter maintenance top up scheme survey.

DECISION (a) That the Parish Council will not participate in the scheme at this time.

- ii. Town & Parish Council Satisfaction Survey relating to Highways Services.

DECISION (a) That the Clerk submit the agreed responses to the survey questions to Cheshire East Council.

- iii. Cheshire East Council - Site Allocations and Development Policies Document: Main Modifications consultation.

DECISION (a) That no response be submitted to the consultation.

- iv. Cheshire East Council - Updates and outcome relating to the Community Governance Review.

DECISION (a) To receive and note the updates.

(b) To note that, from the 2023 elections, there will be ten seats on Chelford Parish Council.

14. Community Matters

- (a) **Happy to chat benches initiative** - Information provided by the resident who had suggested the scheme had been previously circulated to all Members.

**DECISION (a) To receive the information from the resident.
(b) That the principle of improving bench provision within the Parish be supported.
(c) That the proposed 'happy to chat' initiative be acknowledged.
(d) That consideration be given, at a future meeting, to possible locations for additional benches (subject to relevant permissions).
(e) That Members, during the course of the next few weeks, identify possible locations for additional benches within the Parish for consideration at a future meeting.**

- (b) **The Queen's Platinum Jubilee** - It was reported that arrangements for the event are nearly complete.

DECISION (a) To receive and note the update report.

(b) That the Chelford Social Committee be thanked for their work to arrange a Platinum Jubilee celebration for the Parish.

15. Matters for inclusion on next/future meeting agenda

- (a) Several carried forward from previous meetings.
(b) Chelford Parish Hall.
(c) It was reported that a dead cat had been recently retrieved and taken to a local vet. (No further action required)

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16. Date of next meeting - Thursday 9th June, 2022 at 7:45p.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.

DECISION **(a) That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 17.**

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

The meeting was declared closed by the Chairman at 9:47p.m.

Signed:..... Approval date: 9th June, 2022

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APPENDIX A

Financial Statement for 2022/23 as at 17th May, 2022					
Actual 2021/22 £.	Details	2022/23 Budget £.	Actual to Apr. 22 £.	Agenda May 22 £.	Budget Balance £.
Receipts					
41,913.00	Precept	44,980.00	0.00	22,490.00	22,490.00
0.00	Balances	0.00	0.00		0.00
4.58	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
2,745.00	Grants, Donations & Refunds	0.00	0.00		0.00
	Contra Income	0.00	0.00		0.00
1,513.15	V.A.T. Refund	0.00	0.00	1,451.63	211.54
46,175.73	Total Receipts	44,980.00	0.00	23,941.63	22,701.54
Payments					
10,571.12	Salary (Clerk)	11,125.00	849.10	898.52	9,377.38
278.67	National Insurance (Employer)	310.00	24.81	24.81	260.38
4,691.20	Pension Contributions (Employer)	2,395.00	252.49	203.07	1,939.44
763.41	Allowances (Clerk)	930.00	44.33	56.33	829.34
0.00	Chairman/Member Allowances	0.00	0.00		0.00
130.10	Administration	295.00	0.00		295.00
381.86	Audit Fees (Internal & External)	495.00	0.00	202.50	292.50
567.32	Insurance	750.00	0.00		750.00
60.00	Sect. 137 Donations	360.00	0.00		360.00
40.00	Grants	3,000.00	0.00		3,000.00
0.00	Parish Council Newsletter	150.00	0.00		150.00
62.08	Street Lighting (Electric & Repairs)	280.00	9.87		270.13
43.98	Website	50.00	2.00	2.00	46.00
263.00	Professional Services	2,070.00	0.00		2,070.00
0.00	Advertising	100.00	0.00		100.00
497.20	Subscriptions/Affiliation Fees	620.00	441.00	36.00	143.00
80.00	Training	400.00	0.00		400.00
105.00	Room Hire	350.00	0.00		350.00
2,391.55	Chelford Activity Park - Maintenance	5,900.00	185.66	358.53	5,355.81
1,388.00	Chelford Village - Maintenance	4,500.00	0.00	49.00	4,451.00
40.00	Asset Maintenance	3,900.00	89.95		3,810.05
2,944.03	Asset Purchase	3,000.00	0.00	141.63	2,858.37
0.00	Neighbourhood Plan	500.00	0.00		500.00
0.00	Community Day / Platinum Jubilee	2,500.00	0.00	795.00	1,705.00
143.88	Contingency	1,000.00	11.99	11.99	976.02
1,451.63	V.A.T.		58.41	153.13	
26,894.03	Total Payments	44,980.00	1,969.61	2,932.51	40,289.42

Cash/Bank Reconciliation	01/04/22	01/04/22	17/05/22	31/03/23
Balance B/Fwd.	100,922.28	100,922.28	98,952.67	119,961.79
Add Total Receipts	44,980.00	0.00	23,941.63	22,701.54
Less Total Payments	-44,980.00	-1,969.61	-2,932.51	-40,289.42
Balance C/Fwd.	100,922.28	98,952.67	119,961.79	102,373.91
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/22	01/04/22	17/05/22	31/03/23
General Funds	37,882.74	35,913.13	56,922.25	39,334.37
Earmarked Reserves	63,039.54	63,039.54	63,039.54	63,039.54
	100,922.28	98,952.67	119,961.79	102,373.91

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CASH/BANK RECONCILIATION AS AT - 17th May, 2022

CASH

Balance Brought Forward 01/04/22	
Current Account	55,093.12
Business Reserve Account	45,829.16
Plus Receipts	23,941.63
	124,863.91
Less Payments	4,902.12
Balance Carried Forward 17/05/22	119,961.79

BANK (Natwest)

Business Reserve Account -	45,829.16		05/04/22
Add income/transfer received since above statement			
	0.00	0.00	
Less unrepresented cheques			
	0.00	0.00	
		45,829.16	17/05/22
Current Account -	83,397.90		05/05/22
Add income received since above Statement			
	0.00	0.00	
Less unrepresented cheques/ Transfer			
Approved (2021/22)	-4,796.40		
Approved (2022/23)	-1,704.36		
For approval	-2,932.51		
Less payments already issued	168.00	-9,265.27	
		74,132.63	17/05/22
Total Bank Balances 17/05/22		119,961.79	

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APPENDIX B

Receipts

a. NatWest Bank plc	£0.39	Gross interest - January 2022
b. NatWest Bank plc	£0.35	Gross interest - February 2022
c. NatWest Bank plc	£0.39	Gross interest - March 2022
d. Cheshire East Borough Council	£22,490.00	Precept 2022/23 (50%)
e. H.M. Revenue & Customs	£1,451.63	VAT reclaim 2021/22

[Note: Interest received January / February / March 2022 included in 2021/22 accounts.]

APPENDIX C

Payments for approval

a. Cheque No 001451	Playsafety Limited	£168.00	Annual RoSPA inspection fee
b. Cheque No 001452	Tring Astronomy Centre	£169.95	Speed radar gun
c. Cheque No 001453	E. M. Maddock	£925.77	Salary and allowances: May 22
d. Cheque No 001454	H.M. Revenue & Customs	£38.04	Income tax and National Insurance contributions
e. Cheque No 001455	JDH Business Services Ltd.	£243.00	Internal audit fee 2021/22
f. Cheque No 001456	Northwich Town Council	£58.80	Floral display watering: Apr. 22
g. Cheque No 001457	CPRE	£36.00	Membership fee 2022/23
h. Cheque No 001458	Chelford Social Committee	£795.00	Grant: Platinum Jubilee Event
i. Cheque No 001459	Greenfingers Landscape Ltd.	£243.06	Grounds maintenance: Apr. 22
j. Direct Debit	1&1 IONOS Ltd.	£2.40	Email accounts fee: May 22
k. Standing Order	Cheshire Pension Fund	£252.49	Pension contributions: May 22

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APPENDIX D

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Summary Receipts & Payments Account for the year ended 31st March, 2022

2020/21	<u>Receipts</u>	2021/22
£.		£.
41,913.00	Precept	41,913.00
18.64	Investment Interest	4.58
0.00	Sale of assets	0.00
0.00	Grants	0.00
0.00	Insurance settlement	2,745.00
565.28	Unpresented cheques	0.00
478.92	Repayment of income tax credit	0.00
861.42	V.A.T. Refund	1,513.15
<u>43,837.26</u>	Total Receipts	<u>46,175.73</u>
	<u>Payments</u>	
10,186.56	Salary (Clerk)	10,571.12
223.90	National Insurance (Employer)	278.67
0.00	Pension Contributions (Employer)	4,691.20
417.26	Allowances (Clerk)	763.41
0.00	Member Allowances	0.00
110.51	Administration	130.10
369.00	Audit Fees (internal & external)	381.86
558.69	Insurance	567.32
50.00	Donations - Sect. 137	60.00
570.00	Grants	40.00
0.00	Parish Council Newsletter	0.00
65.36	Street Lighting (Electric & Repairs)	62.08
21.66	Website	43.98
1,357.00	Professional Services	263.00
0.00	Advertising	0.00
497.20	Subscriptions / Affiliation Fees	497.20
0.00	Room Hire	105.00
80.00	Training	80.00
2,738.75	Chelford Activity Park - Maintenance	2,391.55
1,372.00	Chelford Village - Maintenance	1,388.00
0.00	Asset Maintenance	40.00
2,168.00	Asset Purchase	2,944.03
0.00	Community Day	0.00
0.00	Neighbourhood Plan	0.00
49.33	Contingency	143.88
1,520.35	V.A.T.	1,451.63
<u>22,355.57</u>	Total Payments	<u>26,894.03</u>

60,158.89	Balance B/Fwd. 01/04/21	81,640.58
43,837.26	Add Total Receipts	46,175.73
<u>-22,355.57</u>	Less Total Payments	<u>-26,894.03</u>
<u>81,640.58</u>	Balance C/Fwd. 31/03/22	<u>100,922.28</u>
	<u>Analysis of Cumulative Funds</u>	
45,824.58	NatWest Business Reserve Account	45,829.16
35,816.00	NatWest Bank Current Account	55,093.12
<u>81,640.58</u>	Total	<u>100,922.28</u>
	<u>Above Funds held for the following purposes:-</u>	
50,208.04	General Funds	37,882.74
31,432.54	Earmarked Reserves	63,039.54
0.00	Capital Reserves	0.00
<u>81,640.58</u>		<u>100,922.28</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2022 and reflects its receipts and payments during the year.

CHELFORD PARISH COUNCIL

CHELFORD PARISH COUNCIL SUPPORTING NOTES 2021/22

Assets

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

Notice Board (Oak Road)	£1,384.51
Notice Board (Highland Drive)	£1,384.52
Litter picking equipment (10 sets)	£0.00
	<u>£2,769.03</u>

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

Telephone Kiosk (Knutsford Road)	£0.00
Notice Board (Oak Road)	£0.00
	<u>£0.00</u>

At the 31st March, 2022 the following assets were held:-

Full list of assets & values, following comprehensive review
& identification, in Assets Register

Total value: £86,423.51

Leases

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

Borrowings

As at close of business on 31st March, 2022 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	£1,451.63
	<u>£1,451.63</u>

Capital Reserves

None

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	£8,862.00
Chelford Activity Park - Refurbishment	£20,000.00
	<u>£63,039.54</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 £8,788.45 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
RBL Poppy Appeal	Donation	£20.00
RBL Poppy Appeal	Donation	£40.00
		<u>£60.00</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

Contingent Liabilities

None

Pensions

For the year of account the Council made the contributions to staff pensions.

2020/21	£2,302.13
2021/22	£2,389.07
	<u>£4,691.20</u>

CHELFORD PARISH COUNCIL

APPENDIX E

CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2022/23

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 scanned and 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 2022/23.
	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 2022/23.
	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 2022/23.
	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 2022/23.

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 2022/23.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2022/23.</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.

APPENDIX G

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

CHELFORD PARISH COUNCIL

- 20/5353M - 4 Station Road, Chelford. SK11 9AX
Single storey rear and side extension.
DECISION STATUS - Undecided
- 20/5564M - The Gardener's Cottage, Peover Lane, Chelford. SK11 9AN
Certificate of lawful development for two storey extension, single storey side extension, alterations to the roof and new porch, together with 2no. free standing buildings to be used for purposes incidental to the enjoyment of the dwellinghouse.
DECISION STATUS - Undecided
- 21/1729D - Former Mere Farm Quarry, Chelford Road, Nether Alderley. SK10 4SZ
Discharge of conditions 5, 8, 9, 11, 12, 16, 21, 22, 23 and 24 on approval 19/2513M for delivery of watersports and outdoor activity centre including new vehicular access, car parking and multi-use building.
DECISION STATUS - Undecided
- 21/4979M - 23 Wheat Moss, Chelford. SK11 9SP
Single storey / two storey extension to side of house. Extend driveway and form new garden wall.
DECISION STATUS - Approved with conditions (14/04/22)
- 21/4993M - Grangelands, 2 Grangewood Drive, Chelford. SK11 9BY
Demolition of conservatory and construction of two storey rear extension and single storey front / side extension.
DECISION STATUS - Undecided
- 21/6410M - Land between Newcroft and Willow Glade, Peover Lane, Chelford.
Outline planning application for the erection of two houses with all matters apart from access reserved.
DECISION STATUS - Undecided
- 22/0501M - Chelford House, Chelford Road, Chelford. SK11 9AH
Conversion of domestic outbuilding (former stables) to form ancillary accommodation for staff.
[22/0502M - Listed Building Consent application for above proposed development]
DECISION STATUS - Undecided
- 22/0686M - 22 Broomfield Close, Chelford. SK11 9SL
Detached garage. Removal of existing boundary wall that has vertical structural cracks and is out of vertical alignment. New 1.83m high post and panel fence positioned 600mm out from face of existing wall.
DECISION STATUS - Undecided
- 22/0946M - 8 Dixon Drive, Chelford. SK11 9BU
Proposed front, rear and side extension with loft conversion.
DECISION STATUS - Undecided
- 22/1336M - 4 Wheat Moss, Chelford. SK11 9SP
Detached garden room and store to front side of house.
DECISION STATUS - Undecided