

# CHELFORD PARISH COUNCIL

## Minutes of the Annual Parish Council meeting held

Thursday 16<sup>th</sup> May, 2024 at 8:50p.m.

at Chelford Primary School, Oak Road, Chelford.

Present Councillors B. Brindley (Chairman), T. McCrum, C. Montaldo, D. Wilson, S. Wilson.  
Cheshire East Ward Member: Cllr. A. Harrison.  
Members of the public (0).  
Dr. E. M. Maddock – Clerk & Responsible Financial Officer.

1. **Election of Chairman** – The retiring Chairman invited nominations for the position of Chairman for the 2024/25 civic year. One nomination was received in respect of Councillor B. Brindley.

**138/24 RESOLVED** (a) That Councillor B. Brindley be elected as Chairman to Chelford Parish Council for the 2024/25 civic year.  
(b) That the Chairman's Declaration of Acceptance of Office be received. (All in favour)

2. **Apologies for absence**

Councillor J. Fielding – Personal reason.  
Councillor C. Howlett – Personal reason.  
Councillor C. Wright – Work reason.

**139/24 RESOLVED** (a) To receive and approve the apologies for absence. (All in favour)

3. **Declarations of interest** – None.

**140/24 RESOLVED** (a) To note that no declarations of interest were made. (All in favour)

4. **Election of Vice Chairman** – The Chairman invited nominations for the position of Vice Chairman for the 2024/25 civic year. One nomination was received in respect of Councillor C. Montaldo.

**141/24 RESOLVED** (a) That Councillor C. Montaldo be elected as Vice Chairman to Chelford Parish Council for the 2024/25 civic year. (All in favour)

5. **Minutes**

(a) The Minutes of the Parish Council Meeting held 11<sup>th</sup> April, 2024 had been previously circulated to all Members.

**142/24 RESOLVED** (a) That the Minutes of the Parish Council Meeting held 11<sup>th</sup> April, 2024 be confirmed as a correct record. (All in favour)

6. **Public forum for questions** – No questions had been received from or were presented by members of the public.

**143/24 RESOLVED** (a) To note no questions had been received. (All in favour)

7. **Cheshire East Ward Member Cllr. A. Harrison – report on matters of interest –**

(Item deferred to after item 17 as Borough Councillor A. Harrison had not yet joined the meeting.) It was reported that the proposed closures of household waste recycling centres was still being reviewed, however, the inclusion of the closures within the approved budget was hindering efforts to challenge the proposals. It was reported that designs for the village gateways and road markings were still awaited from Highways. The election of the Leader of the Council and the Mayor had taken place at the recent full Cheshire East Council meeting. No updates had been received regarding work to rectify issues at Chelford Activity Park nor the release of s.106 funds. A quotation is still awaited for siding out works within the Parish. Community speed watch should be

# CHELFORD PARISH COUNCIL

resuming in the near future now that training of the PCSOs has been completed. Technical issues have been encountered at Plumley regarding the installation of the average speed cameras for the pilot scheme. Local communities are holding events to commemorate the 80<sup>th</sup> anniversary of D-Day.

**144/24 RESOLVED** (a) To receive and note the report of Borough Councillor A. Harrison. (All in favour)

## 8. Finance

- (a) **Financial Statement 2024/25 as at 16<sup>th</sup> May, 2024** – Members considered the financial statement 2024/25 which was unanimously accepted. (Appendix A)
- (b) **Receipts** – The Chairman noted the receipts since the last meeting at Appendix B.
- (c) **Payments** – The Chairman outlined the basis of payments listed at Appendix C.

**145/24 RESOLVED** (a) That the financial statement as at 16<sup>th</sup> May, 2024 be received and observations duly noted. (Appendix A)  
(b) To note the receipts at Appendix B.  
(c) That the schedule of payments at Appendix C be approved and duly authorised. (All in favour)

### (d) Internal Audit 2023/24

- i. **Internal Audit Report** – The Internal Audit Report contained within the Annual Governance and Accountability Return 2023/24 had been previously circulated to all Members.

**146/24 RESOLVED** (a) That the Internal Audit Report contained within the Annual Governance and Accountability Return be received and duly noted. (All in favour)

- ii. **Internal Audit Action Plan** – Members considered the Internal Audit Action Plan which states: “No issues arising – a robust set of accounting records have been maintained with a comprehensive audit trail to supporting information and all internal control objectives have been met.”

**147/24 RESOLVED** (a) That the Internal Audit Action Plan be received. (All in favour)

### (e) Final Accounts and Audit Arrangements 2023/24

- i. **Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return)** – Members considered the Annual Governance Statement 2023/24 and unanimously agreed that ‘yes’ be recorded by items 1-8 and ‘n/a’ be recorded in respect of item 9 (Trust Funds).

**148/24 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 Return 2023/24. (All in favour)

- ii. **Final Accounts and Supporting Notes 2023/24** – The Chairman presented the Final Accounts and Supporting Notes 2023/24 to the Council.

**149/24 RESOLVED** (a) That the Final Accounts and Supporting Notes for the financial year ended 31<sup>st</sup> March 2024 be duly approved and adopted. (Appendix D) (All in favour)

# CHELFORD PARISH COUNCIL

- iii. **Accounting Statements 2023/24 (Section 2 of the Annual Governance and Accountability Return)** – The Chairman presented the Accounting Statements 2023/24 to the Council.

**150/24 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 2023/24. (All in favour)

(f) **Banking arrangements**

i. **Authorised signatories**

**151/24 RESOLVED** (a) That no changes to authorised signatories be made at this time. (All in favour)

ii. **Direct Debit payments**

**152/24 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**

**153/24 RESOLVED** (a) That approval be re-confirmed for current standing order payments to the Cheshire Pension Fund to continue. (All in favour)

- (g) **Financial Risk Assessment** – The financial risk assessment 2024/25 had been previously circulated to all Members.

**154/24 RESOLVED** (a) That the risk assessment 2024/25 be approved and adopted as presented (Appendix E). (All in favour)

- (h) **VAT reclaim 2023/24** – Members noted the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £2,009.79.

**155/24 RESOLVED** (a) That the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £2,009.79 be confirmed. (All in favour)

- (i) **Community Infrastructure Levy** – Members noted the actions of the Clerk & Responsible Financial Officer in submitting the Community Infrastructure Levy Monitoring Report 2023/24 to Cheshire East Council.

**156/24 RESOLVED** (a) That the actions of the Clerk & Responsible Financial officer in submitting the Community Infrastructure Levy Monitoring Report to Cheshire East Council be confirmed. (All in favour)

## 9. Annual Review of Parish Council administrative matters

- (a) **Calendar of meetings 2024/25** – Members considered options for dates, times and venue for Parish Council meetings for the 2024/25 civic year.

**157/24 RESOLVED** (a) That meetings for the 2024/25 civic year be held on second Thursdays of each month at 7:30p.m. at The Hub, Elmstead Road. (All in favour)

(b) **Further administrative matters**

**158/24 RESOLVED** (a) That consideration of the following matters be deferred to a future meeting: subscriptions to other bodies; insurance review; review of Parish Council policies; review of earmarked reserves. (All in favour)

# CHELFORD PARISH COUNCIL

## 10. 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 F) Members also noted that no decision had been received regarding the waste water discharge application for the proposed wakeboarding park.

**159/24 RESOLVED** (a) **That the recent planning decisions be received and duly noted.** (All in favour)

9:05p.m. - Borough Councillor A. Harrison joined the meeting.

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

- i. **24/1352M:** Fallows Hall, Chelford Road, Nether Alderley. SK10 4SZ  
Proposed two storey garage.

**160/24 RESOLVED** (a) **That the following comment be submitted to Cheshire East Council in respect of application 24/1352M: Chelford Parish Council raises a query regarding the proposed use of the garage, given the scale of the proposed building compared to the stated “parking spaces for 2 cars”. The application states that, “The garage is approximately 17.2m wide x 6m deep x 6.7m high and has a footprint of approximately 156m<sup>2</sup> across two floors”. It is considered that the proposed building, if approved, should not be used for business purposes.** (All in favour)

- ii. **24/1569M:** Scouts Hall, Knutsford Road, Chelford. SK11 9AS  
Small extension to provide new fully accessible sanitary accommodation.

**161/24 RESOLVED** (a) **That no comments be submitted to Cheshire East Council in respect of application 24/1569M.** (All in favour)

- iii. **Any planning applications received since the last meeting:** None.

**162/24 RESOLVED** (a) **To note that no further applications had been received.** (All in favour)

## 11. Chelford Activity Park

- (a) **Issues identified during routine inspections** – Councillor B. Brindley reported that there were no serious issues at the site, however, table tennis equipment had gone missing. It was noted that the holes for the tennis net had still not be re-instated.

**163/24 RESOLVED** (a) **To receive and note the report.** (All in favour)

## 12. Highway Matters

- (a) **Highway defects requiring attention** – It was noted that several street name signs are in poor condition within the parish.

**164/24 RESOLVED** (a) **That the Clerk report the signs to Cheshire East Council for attention.** (All in favour)

## 13. Correspondence

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

- i. Cheshire East Council: Revised statement of licensing policy consultation.

**165/24 RESOLVED** (a) **That no response be submitted to the consultation.** (All in favour)

# CHELFORD PARISH COUNCIL

- ii. Cheshire East Council: Local Plan consultation.

**166/24 RESOLVED (a) To defer consideration of this item to the next meeting. (All in favour)**

- iii. Cheshire East Council: Household Waste Recycling Centre consultation 2024.

**167/24 RESOLVED (a) That no response be submitted to the consultation. (All in favour)**

- iv. Police & Crime Commissioner's Office: Notification of the election of Dan Price as the new Police & Crime Commissioner effective from 9<sup>th</sup> May, 2024.

**168/24 RESOLVED (a) To receive and note the information. (All in favour)**

## 14. Community Matters

- (a) **Chelford Ward Policing Team** – It was reported that the latest police report indicated that there had been a broken down vehicle and two vehicle collisions within the parish. A report had also been made about an abandoned double decker bus on the M6.

**169/24 RESOLVED (a) To receive and note the update. (All in favour)**

- (b) **Newsletter** – Newsletter edition 16 had been previously circulated to all Members.

**170/24 RESOLVED (a) That the content of newsletter edition 16 be approved. (All in favour)**

## 15. Co-option of Parish Councillor

- (a) **Resignation of Councillor** – It was reported that Mr. O. Reeves had submitted his resignation from position as Parish Councillor.
- (b) **Vacancy for Councillor** – It was reported that the vacancy arising from the recent resignation was currently subject to formal advertising by Cheshire East Council.
- (c) **Co-option of Councillors** – It was reported that, subject to the outcome of item (b) above, the Parish Council may consider co-opting two new councillors at the next meeting.

**171/24 RESOLVED (a) To receive and note the updates. (All in favour)**

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

- (a) Updates on s.106 funds and consideration of grant application received from Chelford Parish Hall on behalf of Chelford Indoor Bowls Club.
- (b) Chelford Activity Park: Updates on refurbishment project, RoSPA inspection report.
- (c) Updates on reported highway defects.
- (d) Updates on Parish Council projects.
- (e) Consideration of siding out along Knutsford Road.
- (f) Updates on proposal for new notice board in vicinity of Galloway Grange development.
- (g) Updates on community speed watch.
- (h) ChALC: Motions for submission to the Annual Meeting.

**17. Date of next meeting** – Thursday 13<sup>th</sup> June, 2024 at 7:30p.m. at The Hub.

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.

# CHELFORD PARISH COUNCIL

172/24 RESOLVED

(a) That a resolution to exclude the public and press from the following item of business on the grounds that it could involve the likely disclosure of exempt information is not required as there are no items to discuss. (All in favour)

18. Matters for consideration including those transferred from above items – None.

The meeting was declared closed by the Chairman at 9:35p.m.

Signed:.....

Approval date: 13<sup>th</sup> June, 2024

# CHELFORD PARISH COUNCIL

## APPENDIX A

Financial Statement – 2024/25 as at 16 <sup>th</sup> May 2024					
Actual 2023/24 £	Details	2024/25 Budget £	Actual to Apr. 24 £	Agenda May. 24 £	Budget Balance £
	<b>Receipts</b>				
47,498.00	Precept	50,949.00	0.00	25,474.50	25,474.50
0.00	Balances	3,000.00	0.00		0.00
2,971.19	Investment interest	0.00	0.00	339.41	0.00
0.00	Sale of assets	0.00	0.00		0.00
0.00	Grants, donations & refunds	0.00	0.00		0.00
1,651.75	Newsletter advertising	1,675.00	0.00		0.00
0.00	Unpresented cheque (2023/24)	0.00	0.00	1,250.00	0.00
2,698.09	VAT refund		0.00	2,009.79	196.48
<b>54,819.03</b>	<b>Total receipts</b>	<b>55,624.00</b>	<b>0.00</b>	<b>29,073.70</b>	<b>25,670.98</b>
	<b>Payments</b>				
13,797.21	Salary (Clerk)	15,994.00	1,226.94	1,226.94	13,540.12
689.07	National Insurance (Employer)	530.00	68.07	68.07	393.86
3,049.16	Pension contributions (Employer)	3,254.00	271.15	271.15	2,711.70
815.26	Allowances (Clerk)	930.00	50.33	63.47	816.20
139.19	Administration	300.00	0.00		300.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
435.00	Audit fees (internal & external)	565.00	0.00	264.00	301.00
629.44	Insurance	1,000.00	0.00		1,000.00
70.00	Donations (inc. s.137)	370.00	0.00		370.00
200.00	Grants	3,000.00	0.00		3,000.00
1,539.15	Newsletter	1,467.00	198.08	244.90	1,024.02
98.14	Street lighting	330.00	40.45		289.55
64.98	Website	126.00	6.50	6.50	113.00
1,986.00	Professional services	2,143.00	0.00		2,143.00
0.00	Advertising	100.00	0.00		100.00
574.25	Subscriptions/affiliation fees	695.00	0.00	551.72	143.28
347.50	Room hire	420.00	0.00		420.00
270.00	Training	550.00	0.00		550.00
4,348.42	Chelford Activity Park maintenance	7,175.00	223.82	1,721.50	5,229.68
2,619.50	Chelford Village maintenance	6,100.00	0.00		6,100.00
2,015.06	Assets – purchase	5,000.00	0.00		5,000.00
815.00	Assets – maintenance	3,825.00	0.00		3,825.00
499.88	Community Events	500.00	0.00		500.00
0.00	Neighbourhood Plan	250.00	0.00		250.00
64.62	Contingency	1,000.00	0.00		1,000.00
2,009.79	VAT		48.08	148.40	
<b>37,076.62</b>	<b>Total payments</b>	<b>55,624.00</b>	<b>2,133.42</b>	<b>4,566.65</b>	<b>49,120.41</b>

Cash/Bank reconciliation	01/04/24	11/04/24	16/05/24	31/03/25
Balance B/Fwd	119,404.95	119,404.95	117,271.53	141,778.58
Add total receipts	55,624.00	0.00	29,073.70	25,670.98
Less total payments	55,624.00	2,133.42	4,566.65	49,120.41
Balance C/Fwd	119,404.95	117,271.53	141,778.58	118,329.15
<b>Cumulative balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/24</b>	<b>11/04/24</b>	<b>16/05/24</b>	<b>31/03/25</b>
General funds	46,822.19	44,688.77	69,195.82	45,746.39
Earmarked reserves	72,582.76	72,582.76	72,582.76	72,582.76
	119,404.95	117,271.53	141,778.58	118,329.15

# CHELFORD PARISH COUNCIL

## Cash/Bank Reconciliation as at 16<sup>th</sup> May, 2024

### Cash

Balance brought forward 01/04/24	
Current Account	5,333.82
Business Reserve Account	2,177.90
Liquidity Manager Account	30,293.00
Skipton Building Society	81,600.23
	<u>119,404.95</u>
Plus receipts	29,073.70
Less payments	<u>6,700.07</u>
Balance carried forward 16/05/25:	<u><u>141,778.58</u></u>

### Bank (NatWest)

**Business Reserve Account** 2,429.67 05/04/24

Add receipts/transfer since above statement  
0.00  
 0.00

Less unrepresented cheques  
0.00  
0.00

2,429.67 16/05/24

**Current Account** 32,736.38 03/05/24

Add receipts/transfer since above statement  
0.00  
 0.00

Less unrepresented cheques  
 Approved -805.29  
 For approval -4,566.65  
 Less payments already issued 3.60  
-5,368.34

27,368.04 16/05/24

**Liquidity Manager Account** 30,380.64 01/05/24

Add receipts/transfer since above statement  
0.00  
 0.00

Less unrepresented cheques  
0.00  
0.00

30,380.64 16/05/24

### Skipton Building Society

**Community Saver Account** 81,600.23 01/04/24

Add receipts/transfer since above statement  
0.00  
 0.00

Less unrepresented cheques  
0.00  
0.00

81,600.23 16/05/24

Total bank balances 16/05/24 141,778.58



# CHELFORD PARISH COUNCIL

## APPENDIX B

### Receipts

Skipton Building Society	£251.77	Gross interest – March, 2023
Cheshire East Borough Council	£25,474.50	Precept 2024/25 (50%)
HM Revenue & Customs	£2,009.79	VAT reclaim 2023/24
NatWest Bank plc	£87.64	Gross interest – April, 2024 (LM)

## APPENDIX C

### Payments for approval

Cheque No 001596	E. M. Maddock	£1,172.07	Salary and allowances: May 2024
Cheque No 001597	H.M. Revenue & Customs	£118.93	Income Tax & National Insurance contributions
Cheque No 001598	Northwich Town Council	£285.00	Grounds maintenance: April 2024
Cheque No 001599	JDH Business Services	£316.80	Internal audit fee 2023/24
Cheque No 001600	Playsafety Ltd.	£280.80	RoSPA inspection fee
Cheque No 001601	Cheshire East Council	£244.90	Newsletter printing: April & May 2024
Cheque No 001602	Cheshire Association of Local Councils	£491.72	Affiliation fee 2024/25
Cheque No 001603	CPRE	£60.00	Membership fee 2024/25
Cheque No 001604	Cheshire Tree Surgeons Ltd.	£1,250.00	Tree work (cheque re-issue)
Standing Order	Cheshire Pension Fund	£338.63	Pension contributions: May 2024
Direct Debit	1&1 IONOS	£3.60	Web hosting: April-May 2024
Direct Debit	1&1 IONOS	£4.20	Email account fee: May 2024

# CHELFORD PARISH COUNCIL

## APPENDIX D

### Summary Receipts & Payments Account for the year ended 31st March, 2024

2022/23	<u>Receipts</u>	2023/24
£.		£.
44,980.00	Precept	47,498.00
1,145.78	Investment Interest	2,971.19
0.00	Sale of assets	0.00
0.00	Grants	0.00
1,250.00	Newsletter advertising	1,651.75
1,451.63	V.A.T. Refund	2,698.09
<u>48,827.41</u>	Total Receipts	<u>54,819.03</u>
	<u>Payments</u>	
11,847.32	Salary (Clerk)	13,797.21
434.38	National Insurance (Employer)	689.07
2,677.52	Pension Contributions (Employer)	3,049.16
766.79	Allowances (Clerk)	815.26
0.00	Member Allowances	0.00
75.21	Administration	139.19
402.50	Audit Fees (internal & external)	435.00
591.36	Insurance	629.44
70.00	Donations - Sect. 137	70.00
0.00	Grants	200.00
318.03	Parish Council Newsletter	1,539.15
96.39	Street Lighting (Electric & Repairs)	98.14
24.00	Website	64.98
270.00	Professional Services	1,986.00
0.00	Advertising	0.00
562.00	Subscriptions / Affiliation Fees	574.25
220.00	Room Hire	347.50
100.00	Training	270.00
2,854.15	Chelford Activity Park - Maintenance	4,348.42
2,033.00	Chelford Village - Maintenance	2,619.50
456.50	Asset Maintenance	815.00
19,864.95	Asset Purchase	2,015.06
1,677.00	Community Day	499.88
0.00	Neighbourhood Plan	0.00
47.96	Contingency	64.62
2,698.09	V.A.T.	2,009.79
<u>48,087.15</u>	Total Payments	<u>37,076.62</u>
	-----	
100,922.28	Balance B/Fwd. 01/04/23	101,662.54
48,827.41	Add Total Receipts	54,819.03
-48,087.15	Less Total Payments	-37,076.62
<u>101,662.54</u>	Balance C/Fwd. 31/03/24	<u>119,404.95</u>
	<u>Analysis of Cumulative Funds</u>	
15,908.73	NatWest Business Reserve Account	2,177.90
4,687.60	NatWest Bank Current Account	5,333.82
0.00	NatWest Liquidity Manager Account	30,293.00
81,066.21	Skipton Building Society	81,600.23
<u>101,662.54</u>	Total	<u>119,404.95</u>
	<u>Above Funds held for the following purposes:-</u>	
56,702.28	General Funds	46,822.19
44,960.26	Earmarked Reserves	72,582.76
0.00	Capital Reserves	0.00
<u>101,662.54</u>		<u>119,404.95</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2024 and reflects its receipts and payments during the year.

# CHELFORD PARISH COUNCIL

## Chelford Parish Council – Supporting Notes 2023/24

### Assets

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

Noticeboard	£905.00
Table tennis paddles (12)	£18.41
Laptop computer	£866.66
Printer	£224.99
	<u>£2,015.06</u>

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

Table tennis paddles (8)	£0.00
	<u>£0.00</u>

At the 31st March, 2024 the following assets were held:-

Full list within assets register	
Total value:	<u>£96,484.71</u>

### Leases

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

### Borrowings

As at close of business on 31st March, 2024 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	£10.00
Invoice	£100.00
Invoice	£25.00
	<u>£2,833.09</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	£5,000.00
Neighbourhood Plan (PC funds)	£1,222.95
MUGA Maintenance (Parish Plan Grant)	£1,000.00
Tree maintenance work	£3,000.00
Telephone Kiosk - Insurance payout	£2,745.00
Village gateway project	£2,394.44
Chelford Activity Park - Refurbishment	£8,108.28
Highway safety projects	£10,000.00
Refurbishment work (2023/24)	£8,000.00
Chelford Activity Park – Boundary Review	£5,000.00
	<u>£72,582.76</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 £12,839.49 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 £3,049.16.

### Contingent Liabilities

None

# CHELFORD PARISH COUNCIL

## APPENDIX E

### CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2024/25

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	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. Electronic 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.
Financial records	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2024.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Periodic 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.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2024.
Bank and banking	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.
Cash	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
	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

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Reporting and auditing	Information communication.  Compliance.	L  L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.  An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.  Existing procedure adequate.
Direct costs & overhead expenses	Goods not supplied but billed.  Invoice incorrectly calculated or recorded.  Cheque payable incorrect (excessive or to wrong party).  Salary paid incorrectly.	L  L  L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.  RFO to check arithmetic on all invoices and perform regular bank reconciliations.  Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.  Existing procedure adequate.  Existing procedure adequate.
Salaries and associated costs.	Wrong deduction of NI and Tax.  Unpaid Tax and NI contributions to Inland Revenue.  Loss of clerk.  Fraud by employee.  Actions taken by staff.	M  L  L  L	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.  NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated.  Check PAYE calculations.  Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.  Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.  Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.  Existing procedure adequate.  Existing procedure adequate.  Existing procedure adequate.
VAT	VAT analysis.  Claimed within time limits.	L  L	All items analysed in cash book. Analysis presented to Council at each meeting.  VAT reclaim submitted annually at year end.	Existing procedure adequate.  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 2024.

# 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. 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 2024/25.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2024/25.</p>

# CHELFORD PARISH COUNCIL

APPENDIX F

## Outstanding planning applications & recent planning decisions

- 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
- 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
- 23/1921M Land to the south of Peover Lane, Chelford. SK11 9AJ  
Construction of two new dwellings and the gifting of the land outlined in blue to the community to enable the re-establishment of the former cricket facilities.  
DECISION STATUS – Undecided
- 23/2213M Fishing Lane, Bollington Lane, Nether Alderley.  
Provision of two parking areas and three fishing cabins. Retrospective permission for erection of fencing.  
DECISION STATUS – Undecided [To be considered by committee]
- 24/0737M Willow Glade, Peover Lane, Chelford. SK11 9AJ  
Conversion of pool house to form new dwelling.  
DECISION STATUS – Undecided
- 24/0871D Former Tithe Barn, The Manor House, Holmes Chapel Road, Chelford.  
Discharge of conditions 3, 4, 8 on approval 21/0618M Appeal A & B: Listed Building Consent for conversion and extension of former tithe barn to form swimming pool and associated works to Wisteria Cottage.  
DECISION STATUS – Approved (08/04/24)