

CHELFORD PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

THURSDAY 14TH MARCH, 2019 at 7:30p.m.

at CHELFORD PARISH HALL, KNUTSFORD ROAD, CHELFORD.

PRESENT - Councillors: D. Wilson (Chairman), J. Leach, B. Brindley, G. Willis, A. Boon, L. Hunt, B. Affleck.
Members of the Public (2).
Cheshire East Borough Councillor G. Walton.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - None.

2. **DECLARATIONS OF INTEREST** - Councillor D. Wilson - Item 6(ii) & Item 6(iii) - Personal interest.
Councillor J. Leach - Item 16(i) - Member of the Parish Hall Management Committee.

3. **MINUTES** -

i) The Minutes of the Parish Council Meeting held 14th February, 2019 had been previously circulated to all Members.

016/19 **RESOLVED** a) **That the Minutes of the Parish Council Meeting held 14th February, 2019 be confirmed as a correct record and signed by the Chairman.**

Proposed: Councillor G. Willis

Seconded: Councillor B. Brindley

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

No questions had been received from or were presented by members of the public.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

i) **Gawsworth and Chelford Wards Policing Team** -

a) **Report on matters of interest / concern within Parish** - No police officers were available to attend the meeting, however, a written report had been made available which identified that, since 1st February, 2019 there had been a 999 call from Broomfield Close (all in order) and a road traffic collision at Chelford Farm Supplies.

b) **Ward Cluster Meeting - 16th April, 2019** - The Clerk reported that the next Ward Cluster Meeting will take place on 16th April, 2019.

DECISION a) **That Councillor G. Willis attend the Ward Cluster Meeting on 16th April, 2019 on behalf of Chelford Parish Council.**

c) **'Street a Week' initiative** - The Clerk reported that the local Policing Team, in partnership with the Fire & Rescue Service and Trading Standards was planning to start an initiative where they visit properties within the Parish to offer advice and to answer any questions that the occupiers may have. There may be an opportunity for the Parish Council to become involved in the scheme, however, the Clerk reported that this would need to be considered following the conclusion of Purdah. Members raised concerns regarding the representatives approaching properties without a prior appointment bearing in mind the number of single, elderly residents.

DECISION a) **That the Clerk seek clarification from the Police regarding whether they plan to provide prior notification to residents of when the 'Street a Week' initiative may be taking place to avoid alarming residents.**

ii) **Cheshire East Ward Member Cllr. G. Walton** - Borough Councillor G. Walton reported that the Community Infrastructure Levy scheme had now been adopted by Cheshire East Council and the first charge had been applied for a development in Nantwich. Several meetings have taken place regarding HS2. The motion regarding changing the current Cheshire East Council cabinet system to a committee system was lost at a recent Cheshire East Council Meeting. The Knutsford Area Highways Group meeting had approved further work to provide dropped kerbs within the Dixon Drive estate. The footway slurry sealing along Dixon Drive had been completed. There had been an event at Alderley Park to celebrate the 5th Anniversary of the site together with the achievements relating to the development and occupation of the site. Tatton Park will be hosting the RHS Flower Show and a motoring event later this year.

7:46p.m. - Borough Councillor G. Walton excused himself from the meeting and left.

iii) **Manchester Airport Meeting with Town & Parish Councillors - 05/03/19** - Councillor D. Wilson reported that he and the Clerk had attended the meeting at which updates were provided on developments relating to the airport and Airport City. Concerns relating to transport are being addressed through strategies to promote use of bus, train, tram and cycle links to the site. New long haul routes have been very successful and are considered to have a positive impact upon the local economy. An update on the work of the community engagement team was also provided. A tour of the new pier, due to open in April, 2019, also took place.

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A resident expressed disappointment that the provision of cycle and motorcycle parking at the airport had decreased following development at the site. Furthermore, it was raised that there was potential scope to improve the rail links between Chelford and the Airport. The Clerk reported that some Parishes had reported parking issues in the vicinity of local railway stations by those trying to avoid parking charges at the Airport.

- iv) **Cheshire East Council - Town & Parish Council Conference - 06/03/19** - The presentation slides from the event had been previously circulated to Members. Councillor B. Brindley reported that information had been presented which outlined improvements in the culture at Cheshire East Council. Councillor D. Wilson reported that the section of the meeting relating to the New Homes Bonus Community Scheme had exposed unrest by several communities about the way in which the scheme had been administered. There appeared to be a number of issues which required further consideration prior to the commencement of the 2019/20 scheme.
- v) **Dingle Bank Quarry Liaison Group Meeting - 13/03/19** - The Clerk reported that restoration work is progressing well and should be completed by the end of 2020. The bunds along Holmes Chapel Road are likely to remain in place. It is expected that a planning application, to extend the extraction activities at the site until June 2019, is likely to be submitted in the near future. Preparations are being made for the transfer of operations to the new site at Cranage/Allostock. It has been proposed that there will be a public open day, prior to the vacation of the site, for local residents to visit the site.

8:08p.m. - One member of the public excused themselves from the meeting and left.

6. FINANCE -

i) **Financial Statement 2018/19 as at 14th March, 2019. (Appendix A)**

Members considered the financial statement 2018/19 which was unanimously accepted. The Clerk noted that, due to an issue with the delivery company, there had been no charge for the recently distributed newsletter.

- ii) **To consider a request from Dr. A. Gildon for a grant to meet the hosting costs associated with the Chelford Village website for the period 1st October, 2018 to 30th September, 2019 in the sum of £430.56.** Members considered the grant request and raised queries regarding the perceived high costs associated with the website. It was noted that the sum requested related to costs after a discount had been applied to the overall charges.

017/19 RESOLVED a) That a grant in the sum of £430.56 be made to Dr. A. Gildon for provision of the Chelford Village website.

Proposed: Councillor J. Leach Seconded: Councillor B. Brindley All in favour

- iii) **To consider a request from Friends of Chelford Station for a grant to cover costs incurred for servicing of brushcutter equipment in the sum of £64.62.** Members considered the grant request.

018/19 RESOLVED a) That a grant in the sum of £64.62 be made to Friends of Chelford Station for costs incurred for servicing of brushcutter equipment.

Proposed: Councillor B. Affleck Seconded: Councillor L. Hunt All in favour

- iv) **To authorise the following payments** - the Chairman outlined the basis of the following payments:

a)	Cheque No. 001278	E. M. Maddock	£892.41	Salary March 2019 & Expenses.
b)	Cheque No. 001279	H.M. Revenue & Customs	£35.38	Income Tax & NI contributions.
c)	Cheque No. 001280	Greenfingers Landscape Ltd.	£200.00	Ground Maintenance Contract (February 2019).
d)	Cheque No. 001281	Chelford Parish Hall	£477.50	Room Hire (Parish Council & Neighbourhood Plan Steering Group).
e)	Cheque No. 001282	Chelford Community Hub	£15.00	Room Hire.
f)	Cheque No. 001283	A. Gildon	£430.56	Grant - Chelford Village website.
g)	Cheque No. 001284	Friends of Chelford Station	£64.62	Grant - Brushcutter equipment servicing.

- v) **Receipts** - the Clerk reported that the following receipt had been received since the last meeting:

a)	Chelford Parish Plan Team	£1,000.00	Donation - MUGA Maintenance.
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019/19 RESOLVED a) That the Statement of Account, as at 14th March, 2019 be received and the Clerk's observations duly noted.

b) That the schedule of 7 payments be approved and duly authorised.

c) That the report on receipts since the last meeting be received and duly noted.

Proposed: Councillor B. Affleck Seconded: Councillor A. Boon All in favour

7. PARISH COUNCIL POLICIES -

- i) **Review of Standing Orders** - Members considered the existing Standing Orders.

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020/19 RESOLVED a) That the existing Standing Orders be re-approved.

Proposed Councillor J. Leach

Seconded: Councillor B. Brindley

All in favour

ii) Review of Financial Regulations - Members considered the existing Financial Regulations.

021/19 RESOLVED a) That the existing Financial Regulations be re-approved.

Proposed Councillor J. Leach

Seconded: Councillor B. Brindley

All in favour

iii) Review of Financial Risk Assessment 2018/19 - Members considered the revised Financial Risk Assessment 2018/19. (Appendix B)

022/19 RESOLVED a) That the revised Financial Risk Assessment be approved and adopted as presented.

Proposed Councillor J. Leach

Seconded: Councillor B. Brindley

All in favour

8. CORRESPONDENCE -

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

a) Chelford Together - Notification of completion of fund raising for defibrillator equipment.

DECISION a) To receive and note the above communication.

- b) Resident - Information relating to complaint made about piling work at former Chelford Agricultural Centre.** The Chairman reported that the complaint had been made to Cheshire East Council and that the matter was in hand.

DECISION a) To receive and note the above communication.

- c) Chelford Surgery - Safety Central Community Group Sessions.** The Clerk reported that the initiative is being funded by the Cheshire Fire & Rescue Service. The sessions offer training on fire safety, preventing accidents in homes, new technology helping people to live independently for longer, staying safe online and advice on how to keep yourself and your belongings safe when out in public. Groups are able to book a slot to attend the training sessions.

DECISION a) To receive and note the above information.

- d) Chelford Surgery - Application to change the Practice Boundary.** Councillor D. Wilson reported that Chelford Surgery was preparing an application to change the Practice Boundary in order to ease pressure on their services and ensure that they are able to adequately serve the future needs of residents of Chelford and the surrounding areas. Chelford Surgery had requested that the Parish Council submit a letter to support their application.

DECISION a) That Councillor D. Wilson, in consultation with the Clerk, prepare a letter to support the Chelford Surgery application to change the Practice Boundary.

- e) Cheshire East Council - Cheshire East Borough and Parish Council elections.** The Clerk reported that the elections will take place on 2nd May, 2019. Nomination papers must be completed and submitted by hand to Cheshire East Council at Westfields in Sandbach by 3rd April, 2019.

DECISION a) To receive and note the above information.

- ii) To note other correspondence received since the date of the last ordinary meeting. (Appendix C)

DECISION a) That other items of correspondence be received and noted.

9. PLANNING & LICENSING APPLICATIONS -

- i) Applications for consideration - None.

10. HIGHWAY MAINTENANCE & ENHANCEMENTS -

- i) Updates in respect of the following outstanding highway matters from/since the previous meeting:

- a) Remedial work to zebra crossing on Knutsford Road. (Work agreed, awaiting date for completion.)

- b) Damaged sign - Alderley Road. (Awaiting delivery of new sign which will probably take place in the new financial year.)

- c) Footway condition within Dixon Drive estate. (Tar slurry sealing work now completed.)

- d) Pothole - Knutsford Road, outside The White House. (Work complete.)

- e) Broken Windows (2) in Bus Passenger Shelter - Chelford Road. (Awaiting repair work.)

- f) Footway siding out - Knutsford Road (from Station to Parish Hall). (Work classed as 'non-urgent'.)

- g) Overgrown hedge - Pathway between Broomfield Close and Barncroft Close. (Awaiting assessment.)

- h) Overgrown hedge - Knutsford Road (near railway bridge). (The site is to be inspected within the next four weeks and any work considered necessary undertaken shortly thereafter.)

- i) Query re Parking on Elmstead Road. (The Chairman reported that the Surgery intends to make polite requests to patients to ensure that their parking is considerate to others.)

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- j) Verge repairs following water main replacement work along Dixon Drive. (Work due March/April 2019.)
- k) Remedial work on planted islands on Dixon Drive following utilities work. (Awaiting update.)
- l) Overgrown hedge - Knutsford Road (from junction with Dixon Drive to junction with Mere Court). (Awaiting update.)
- m) Provision of dropped kerbs within Dixon Drive estate. (Considered by Knutsford Area Highways Group Meeting - 14/03/19 - See Item 5(ii) above)

DECISION a) That the Clerk continue to request updates on the above outstanding items from Cheshire East Council.

- ii) To receive highway matters for attention from Members -
 - a) Bollard, Dixon Drive - recently one bollard has been left open.
 - b) Overgrown hedge along Knutsford Road from Chelford Activity Park towards roundabout.

DECISION a) That the Clerk report the above issues to Cheshire East Council.

11. COMMUNITY -

- i) **Incumbent - St. John's Church** - Councillor D. Wilson reported that the incumbent had now left the Parish. It was reported that he had sent a letter, on behalf of the Parish Council, to thank her for her contribution to the Parish.

DECISION a) That a vote of thanks be recorded for Rev'd G. Tetzlaff's contribution to Chelford during her incumbency at St. John's Church.

- ii) **Updates relating to the process for allocating Section 106 'community facilities' funds associated with the Cricketers Green Development** - Councillor D. Wilson reported that notification had been received that the Cheshire East Council officer would be contacting local organisations about the s.106 funds in the near future. Further details about the process which will be adopted to allocate the funds will be available in due course.

DECISION a) That the Clerk continue to seek updates on progress with the above matter.

- iii) **Community Speed Watch** - Councillor D. Wilson reported that training had now been arranged for the Speed Watch volunteers. It was noted that a query had been received from a resident regarding the cost of the speed watch equipment and the reason for starting such an activity. The resident had been advised that the cost was very modest and that the Speed Watch initiative had been pursued following numerous responses during the Neighbourhood Plan process relating to concern about speeding through the village.
- iv) **Parish Council Newsletter** - Councillor D. Wilson reported that the newsletters had been delivered to all properties and that there had been positive feedback from both residents and non-residents.
- v) **Mere Court Park** - Members noted that work at the site had now commenced. A significant amount of tree work had already taken place with other work expected over the coming months.
- vi) **Parish Appearance** - The Clerk reported that several of the ideas which had been previously suggested were presently being considered by Cheshire East Council.

12. ASSETS -

- i) **Chelford Activity Park - Maintenance & Management -**

- a) **Routine Inspections of Chelford Activity Park** - Councillor A. Boon reported that there were no significant issues identified. There had been some storm remnants at the site following recent windy weather.
- b) **Quotation for Maintenance 2019/20** - The Clerk reported that, following a two year price freeze, the contractor had advised that the maintenance costs for 2019/20 would be subject to a 3% increase.

023/19 RESOLVED a) That the quotation for maintenance 2019/20, in the sum of £2,060, be accepted.

Proposed: Councillor B. Affleck Seconded: Councillor B. Brindley All in favour

- ii) **Chelford Activity Park - Update on Facility Bookings** - The Clerk reported that a request had been received from Chelford Parish Hall for use of the strip of Chelford Activity Park near to Knutsford Road for two weekend caravan events.

024/19 RESOLVED a) That the request to use part of Chelford Activity Park for two weekend caravan events be approved.

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

- iii) **Notice Board, Station Road** - Councillor D. Wilson reported that he had received an observation that the perspex on the notice board at Station Road was presently in a poor condition due to notices being stuck to the outside of the perspex. It was reported that, due to advertising a forthcoming event, the perspex had been cleaned by a resident and was now in a good condition. The resident had been thanked for their actions by the Chairman.

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13. NEIGHBOURHOOD PLAN -

- i) **Regulation 16 Update** - Councillor D. Wilson reported that the Regulation 16 consultation had been completed and that eleven responses had been received. Confirmation had also been received that Cheshire East Council had corrected the error contained within their comments relating to the Neighbourhood Plan.
- ii) **Appointment of Independent Examiner** - Councillor D. Wilson reported that information relating to the proposed Independent Examiner had been previously circulated to Members and members of the Neighbourhood Plan Steering Group. No objections had been raised regarding the appointment of the proposed examiner.

025/19 RESOLVED a) That approval be given to appoint Mary O'Rourke BA (Hons) DipTP MRTPI as the Independent Examiner for the Chelford Neighbourhood Plan.

Proposed: Councillor B. Brindley Seconded: Councillor B. Affleck All in favour

- iii) **Examination Stage - Point of Contact** - Councillor D. Wilson reported that it was necessary for the Parish Council to select an individual as the point of contact with the Examiner. It was suggested that Mr. C. Howlett had been heavily involved with the preparation of the Neighbourhood Plan and that he should be approached to ask whether he was willing to undertake the role.

026/19 RESOLVED a) That Mr. C. Howlett be asked if he would be willing to act as the point of contact for the Neighbourhood Plan Examination.

- b) **That, should Mr. C. Howlett be unwilling to act as the point of contact for the Neighbourhood Plan Examination, that Councillor D. Wilson be appointed as the point of contact.**

Proposed: Councillor B. Brindley Seconded: Councillor A. Boon All in favour

- iv) **Neighbourhood Plan Grant Variation** - Councillor D. Wilson reported that the application to vary the grant funding budget had been successful.

- v) **Chelford Neighbourhood Plan financial statement as at 14th March, 2019** - Members considered the Neighbourhood Plan financial statement (Appendix D) which was unanimously accepted.

027/19 RESOLVED a) That the Neighbourhood Plan financial statement, as at 14th March, 2019 be received and the Clerk's observations duly noted.

Proposed: Councillor B. Brindley Seconded: Councillor A. Boon All in favour

14. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -

- i) Review of Asset Security Arrangements.
- ii) Asset Risk Assessment.
- iii) Red Telephone Kiosk - Future Uses.

15. DATE OF NEXT MEETING - Thursday 11th April, 2019 at 7:30p.m. at Chelford Parish Hall.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) 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.

028/19 RESOLVED a) That the Public and Press be excluded from the remainder of the Meeting on the grounds that it could involve the likely disclosure of exempt information.

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

16. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS -

- i) **Chelford Parish Hall.**

DECISION a) That Item 16(i) be deferred to a future meeting.

The Meeting was declared closed by the Chairman at 9:24p.m.

Signed:

Approval Date - 11th April, 2019

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APPENDIX A

Financial Statement for 2018/19 as at 14 March 2019					
Actual 2017/18 £.	Details	2018/19 Budget £.	Actual to Feb. 2019 £.	Agenda Mar. 2019 £.	Budget Balance £.
	Receipts				
22,485.00	Precept	24,549.00	24,549.00		0.00
0.00	Balances	0.00	0.00		0.00
5.05	Investment Interest	0.00	14.85		0.00
0.00	Sale of Assets	0.00	0.00		0.00
7,542.99	Grants, Donations & Refunds	5,259.00	5,079.00	1,000.00	-820.00
0.00	Contra Income	0.00	0.00		0.00
652.26	V.A.T. Refund (16/17)		874.80		1,022.16
30,685.30	Total Receipts	29,808.00	30,517.65	1,000.00	202.16
	Payments				
7,708.58	Salary (Clerk)	7,962.00	7,694.38	698.76	-431.14
161.48	National Insurance (Employer)	0.00	29.80	1.80	-31.60
580.73	Allowances (Clerk)	650.00	536.17	57.70	56.13
0.00	Chairman/Member Allowances	0.00	0.00		0.00
31.36	Administration	210.00	79.42	13.92	116.66
248.00	Audit Fees (Internal & External)	360.00	350.00		10.00
788.81	Insurance	1,750.00	818.36		931.64
592.36	Sect. 137 Donations	450.00	50.00	64.62	335.38
150.00	Grants	2,380.00	1,001.86		1,378.14
50.00	Parish Council Newsletter	100.00	65.00		35.00
0.00	Christmas Trees & Lighting	300.00	0.00		300.00
80.78	Street Lighting (Electric & Repairs)	190.00	51.11		138.89
1,345.04	Website	482.00	0.00	430.56	51.44
570.00	Village Planters	600.00	570.00		30.00
0.00	Professional Services	300.00	0.00		300.00
0.00	Advertising	75.00	26.76		48.24
494.85	Subscriptions/Affiliation Fees	555.00	504.96		50.04
185.00	Room Hire	370.00	0.00	297.50	72.50
60.00	Training	140.00	35.00		105.00
2,476.87	Chelford Activity Park - Maintenance	3,950.00	2,204.62	166.67	1,578.71
0.00	Asset Maintenance	1,825.00	118.00		1,707.00
0.00	Asset Purchase	1,400.00	350.48	124.80	924.72
0.00	Contingency	500.00	0.00		500.00
7825.00	Neighbourhood Plan	5,259.00	5,822.33	223.24	-786.57
874.80	V.A.T.		986.26	35.90	
24,223.66	Total Payments	29,808.00	21,294.51	2,115.47	7,420.18

Cash/Bank Reconciliation	01/04/18	14/02/19	14/03/19	31/03/19
Balance B/Fwd.	37,573.14	37,573.14	46,796.28	45,680.81
Add Total Receipts	29,808.00	30,517.65	1,000.00	202.16
Less Total Payments	-29,808.00	-21,294.51	-2,115.47	-7,420.18
Balance C/Fwd.	37,573.14	46,796.28	45,680.81	38,462.79
Cumulative Balances	Balance	Balance	Balance	Balance
	01/04/18	14/02/19	14/03/19	31/03/19
General Funds	8,795.55	21,564.23	20,474.43	13,256.41
Earmarked Reserves	28,777.59	25,232.05	25,206.38	25,206.38
	37,573.14	46,796.28	45,680.81	38,462.79

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CASH/BANK RECONCILIATION AS AT - 14th March 2019

CASH

Balance Brought Forward 01/04/18	37,573.14
Plus Receipts	31,517.65
	<u>69,090.79</u>
Less Payments	23,409.98
Balance Carried Forward 14/03/19	<u><u>45,680.81</u></u>

BANK (Natwest)

Business Reserve Account -	19,711.66	04/01/19
Add income/transfer received since above statement		
	<u>1,000.00</u>	
	1,000.00	
Less unpresented cheques		
	<u>0.00</u>	
	20,711.66	14/03/19
Current Account -	27,322.52	05/03/19
Add income received since above Statement		
	<u>0.00</u>	
	0.00	
Less unpresented cheques/ Transfer		
Approved	-237.90	
For Approval	<u>-2,115.47</u>	
	<u>-2,353.37</u>	
	24,969.15	14/03/19
Total Bank Balances 14/03/19	<u><u>45,680.81</u></u>	

CHELFORD PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2018/19

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 2019/20.
	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 2019/20.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reporting and auditing	Information communication.	L	A monitoring statement is produced regularly before each Council meeting and approved at the meeting. This statement includes bank reconciliation and budget update.	Existing procedure adequate.
	Compliance.	L	An independent internal auditor has been appointed. Annual reports detailing compliance with audit regulations are presented to Council.	Existing procedure adequate.
	Transparency Code.	L	Financial information published by RFO on Parish Council controlled website.	Review requirement to comply annually.
	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2019/20.
Direct costs & overhead expenses	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	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.
Employees.	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	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.
Legal powers	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
	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 2019/20.

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APPENDIX C

CORRESPONDENCE

Received	Cheshire Association of Local Councils (ChALC) -
-	ChALC Weekly Bulletin - 14, 21, 28 February 2019; 7 March 2019.
12/02/19	Town & Parish Council Conference - 6 th March, 2019.
14/02/19	Code of Conduct Training - 7 th March 2019.
	Cheshire East Council -
-	Traffic Management LAP Reports - 14, 21, 28 February 2019; 7 March 2019.
-	Spatial Planning Update - February, 2019.
08/02/19	Mayor's Charity Sunday Lunch - 10 th March, 2019.
12/02/19	Town & Parish Council Conference - 6 th March, 2019.
12/02/19	Crewe Station Hub Development Strategy Consultation. Closes: 26/03/19.
15/02/19	Wilmslow Regulation 16 Neighbourhood Plan Consultation - 15/02/19 - 29/03/19.
27/02/19	Notice of adoption of the Cheshire East Community Infrastructure Levy Charging Schedule.
08/03/19	National Citizen Service.
	Rural Services Network -
-	Rural Bulletin - 12, 19, 26 February 2019; 5 March 2019.
-	Rural Funding Digest - March 2019.
	Other Correspondence -
-	Public Sector Executive - 12, 15, 18, 25 February 2019; 1, 5, 8 March 2019.
-	HMRC - 11/02/19 - What's new for 2019/20?; 13/02/19 - Motors and mobiles explained; 18/02/19 - Online payroll support; 20/02/19 - National Minimum Wage and sleep-in shifts; 21/02/19 - Payroll - key topics; 25/02/19 - End of year payroll tasks and payments; 27/02/19 - Changes to payroll for 2019/20; 01/03/19 - PAYE Desktop Viewer update; 04/03/19 - Social functions and parties; 07/03/19 - National Minimum Wage webinar; 08/03/19 - Statutory payments, starters and safety.
-	CPRE - 16/02/19 - Winter Raffle; 07/03/19 - March Newsletter; 09/03/19 - Campaigns Update.
-	Community & Voluntary Services - 15/02/19 - e-Bulletin; 25/02/19 - Spotlight e-Bulletin; 26/02/19 - Cyber Security Training; 01/03/19 - e-Bulletin.
-	Information Commissioner's Office - Newsletter - March 2019.
-	Cheshire Community Action - 15/02/19 - Closure of the Cheshire County Playing Fields Association.
-	So Cheshire - Newsletter - February 2019.
14/02/19	Westminster Briefing - Assessing Housing Need: Delivering the Right Homes in the Right Places.
19/02/19	Cheshire & Warrington Growth Hub - Newsletter.
21/02/19	Marketing Cheshire - Cheshire Events Calendar.
21/02/19	Westminster Briefing - Enforcing standards in the private rented sector: policy update and good practice.
01/03/19	NatWest Bank plc - Getting ready for Making Tax Digital.
09/03/19	Terrain Safety - Essential Health and Safety news for your Council.
06/03/19	Westminster Briefing - 'Building a Safer Future: The Next Steps for Building regulations and Fire Safety'.
	Advertisements -
-	08/02/19 - Starboard Systems - Demonstration of new accounting package; 30/01/19 - Norris and Fisher - Insurance Services; 05/02/19 - Landale Fencing - Fencing, Landscaping and Groundwork services; 11/02/19 - Proludic - Play Time Newsletter; 12/02/19 - Play Force - Play Equipment Safety Inspections; 12/02/19 - Images by Hand - Maps for websites; 12/02/19 - Terrain Safety - How safe is your Council?; 13/02/19 - Primary Care Supplies - Defibrillators; 14/02/19 - TWM Traffic Controls - LED integrated traffic controls; 14/02/19 - Turley - Making sense of mixed-use town centres; 14/02/19 - Town & Parish Council Websites - Newsletter; 18/02/19 - Notice Board Company - Order cancellation discount available; 19/02/19 - Starboard Services Ltd - Accounting packages; 22/02/19 - Playforce - Special offers; 22/02/19 - Notice Board Company - End of financial year sale; 22/02/19 - Queensbury Shelters - February 2019 update; 25/02/19 - Kompan Playgrounds - 25% match funding offer; 27/02/19 - Playforce - Order now for installation before Easter; 27/02/19 - Sutcliffe Play - Five week lead times for play equipment; 28/02/19 - Carnegie UK Trust - Newsletter; 04/03/19 - Eibe Play - Visual Operational Inspections; 05/03/19 - Calor Gas Ltd. - Calor Rural Community Fund; 06/03/19 - Kompan Playgrounds - Outdoor fitness bikes; 07/03/19 - Notice Board Company - Wooden Lecterns.

CHELFORD PARISH COUNCIL

APPENDIX D

Chelford Neighbourhood Plan					
Financial Statement for 2017/18/19					
as at 14th March 2019					
Details	Total Budget £.	Budget Variations Approved Feb. 2019	Actual to Feb. 2019 £.	Agenda Mar. 2019 £.	Budget Balance £.
Receipts					
Chelford Parish Council - Balances	5,000.00		5,000.00		0.00
Groundwork UK (DCLG)	9,000.00		8,999.67		0.33
Grants / Donations	0.00		0.00		0.00
Refunds / Contra Income	0.00		0.00		0.00
Total Receipts	14,000.00		13,999.67	0.00	0.33
Payments					
Groundwork UK (DCLG)					
Grant used 01/07/17 - 31/12/17	3,741.00		2,401.17	}	0.00
Return of unused grant			1,339.83	}	
Groundwork UK (DCLG)					
Grant used 01/01/18 - 31/03/18	2,560.00		1,619.50	}	0.00
Return of unused grant			940.50	}	
Groundwork UK (MHCLG) (Note 1)					
Consultant Fee (Note 2)	3,150.00	-210.00	2,047.50		892.50
Consultant Fee (Note 3)	315.00	0.00	315.00		0.00
Consultant Fee (Note 4)	975.00	20.00	995.00		0.00
Consultant Fee (Note 5)	44.00	0.00	44.00		0.00
Room Hire	180.00	70.00	15.00	195.00	40.00
Printing Costs	292.00	108.00	375.29		24.71
Consultation Events	23.00	12.00	35.00		0.00
Other	5,000.00				1,452.22
Salary (Clerk)			2,996.79	24.81	
National Insurance (Employer)			316.89	3.43	
Allowances (Clerk)			205.86		
Chairman/Member Allowances			0.00		
Administration			0.00		
Total Payments	16,280.00		13,647.33	223.24	2,409.43

Notes:

- 1 - Grant period 25/05/18 - 31/03/19
- 2 - Policy & justification preparation
- 3 - Attending steering group meetings
- 4 - Technical Reports
- 5 - Travel Expenses