

CHELFORD PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

DATE: WEDNESDAY 1ST JULY 2020
TIME: 7:30 P.M.
VENUE: Remote meeting via Skype



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

Dated 25th June, 2020

AGENDA

To Members of Chelford Parish Council,

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

1. **APOLOGIES FOR ABSENCE -**
2. **DECLARATIONS OF INTEREST -** To receive Declarations of Interest in any items on the agenda.
3. **PUBLIC FORUM FOR QUESTIONS -**
4. **REPORTS FROM EXTERNAL ORGANISATIONS -**
 - i) Gawsworth & Chelford Wards Policing Team - Report on matters of interest / concern.
 - ii) Cheshire East Ward Member Cllr. M. Asquith - Report on items of interest to the Parish Council.
5. **AUDIT OF ACCOUNTS 2019/20 -**
 - i) Internal Audit 2019/20 -
 - a) To receive and consider the Internal Audit Report and determine any actions required in relation thereto. (Appendix A)
 - b) To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix B)
 - ii) To consider and approve the signing of the Annual Governance Statement 2019/20 (Section 1 of the Annual Governance and Accountability Return). (Appendix C)
 - iii) To approve and adopt the 2019/20 Final Accounts and Supporting Notes. (Appendix D)
 - iv) To approve the signing of the Accounting Statements 2019/20 (Section 2 of the Annual Governance and Accountability Return). (Appendix E)
6. **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS -**
 - i) 20/2113T - 15 Chillingham Close, Chelford, Cheshire. SK11 9FZ - Fell Ash Tree.
 - ii) 20/2500M - Holly Tree House, Pepper Street, Chelford, Macclesfield, Cheshire. SK11 9BE
Certificate of existing lawful use for the residential curtilage and garden to Holly Tree House (Change of use).
7. **TO CONSIDER THE FOLLOWING PREMISES LICENCE APPLICATION -**
 - i) Keg Man Limited, Unit 2 Alderley Edge Business Centre, Alderley Road, Chelford, Cheshire, SK11 9AP for a premises licence to provide the following licensable activities: Sale of alcohol (Off sales only) - Monday to Sunday 11:00 to 04:00.
8. **POTENTIAL LOCAL DEVELOPMENT -**
 - i) To receive information regarding a proposal to redevelop Holly Tree House, Pepper Street into a new care and retirement facility.

9. CONSULTATIONS FOR CONSIDERATION -

- i) Cheshire East Council - Vulnerable and Older Persons' Housing Strategy consultation. (Closes 13/07/20)
Link to consultation information: <https://surveys.cheshireeast.gov.uk/s/NU7O83/>
- ii) Local Government Association Consultation - Draft Model Code of Conduct for Members. (Closes 17/08/20)
Link to consultation information: <https://www.local.gov.uk/code-conduct-consultation-2020>

10. COMMUNITY ISSUES -

- i) To receive updates, if available, on the following matters:
 - a) Decision relating to planning application 20/0985M - Removal of condition 14 on application 16/0504M - Land at Former Stobart Haulage Depot, Knutsford Road, Chelford.
 - b) Circumstances relating to low mains water pressure in late May, 2020.
 - c) Circumstances relating to suspension of grass cutting by Peaks & Plains Housing Trust during Coronavirus lockdown.
 - d) Reports of dog fouling incidents within the Parish together with removal of associated signage.
 - e) Highway boundary maintenance to support pedestrian accessibility.
 - f) Refurbishment of play area at Mere Court Park.

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

12. DATE OF NEXT MEETING - To be determined.

E.M. Maddock

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

Dated 25th June, 2020

For further information and copy agenda please contact:

Tel: 01477 571444 Email: clerk@chelfordparishcouncil.org.uk

**INTERNAL AUDIT REPORT
CHELFORD PARISH COUNCIL
2019/20**

The internal audit of Chelford Parish Council was carried out by undertaking the following tests as specified in the Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

ACTION PLAN 2019/20

	ISSUE	RECOMMENDATION	FOLLOW UP
	2019/20 internal audit		
	No issues arising – the council's system of internal controls has been operated effectively throughout the financial year		

Annual Internal Audit Report 2019/20

CHELFORD PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A no petty cash held		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			✓
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

DD/MM/YY 01/06/2020 DD/MM/YY

Name of person who carried out the internal audit

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

11/6/2020

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

CHELFORD PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

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

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

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

CHELFORD PARISH COUNCIL

Summary Receipts & Payments Account for the year ended 31st March, 2020

2018/19		Receipts	2019/20
£.			£.
24,549.00	Precept		31,684.00
24.39	Investment Interest		84.74
0.00	Sale of assets		0.00
6,079.00	Grants, Donations, Refunds & Contra Income		411.62
874.80	V.A.T. Refund		1,022.16
<u>31,527.19</u>	Total Receipts		<u>33,202.52</u>
		Payments	
8,393.14	Salary (Clerk)		9,042.36
31.60	National Insurance (Employer)		84.23
593.87	Allowances (Clerk)		643.68
0.00	Member Allowances		0.00
93.34	Administration		127.94
350.00	Audit Fees (internal & external)		353.00
818.36	Insurance		550.30
114.62	Donations - Sect. 137		50.00
1,432.42	Grants		510.28
65.00	Parish Council Newsletter		217.95
51.11	Street Lighting (Electric & Repairs)		64.51
0.00	Website		28.28
570.00	Village Planters		851.00
0.00	Professional Services		350.00
26.76	Advertising		0.00
504.96	Subscriptions / Affiliation Fees		497.20
297.50	Room Hire		252.50
35.00	Training		100.00
2,371.29	Chelford Activity Park - Maintenance		2,956.97
118.00	Asset Maintenance		0.00
475.28	Asset Purchase		20.81
0.00	Contingency		0.00
6,045.57	Neighbourhood Plan		1,171.55
1,022.16	V.A.T.		861.42
<u>23,409.98</u>	Total Payments		<u>18,733.98</u>
37,573.14	Balance B/Fwd. 01/04/19		45,690.35
31,527.19	Add Total Receipts		33,202.52
-23,409.98	Less Total Payments		-18,733.98
<u>45,690.35</u>	Balance C/Fwd. 31/03/20		<u>60,158.89</u>
		Analysis of Cumulative Funds	
20,721.20	NatWest Business Reserve Account		45,805.94
24,969.15	NatWest Bank Current Account		14,352.95
<u>45,690.35</u>	Total		<u>60,158.89</u>
		Above Funds held for the following purposes:-	
18,526.76	General Funds		25,431.35
27,163.59	Earmarked Reserves		34,727.54
0.00	Capital Reserves		0.00
<u>45,690.35</u>			<u>60,158.89</u>

The above Statement represents fairly the financial position of the Chelford Parish Council as at 31st March, 2020 and reflects its receipts and payments during the year.

CHELFORD PARISH COUNCIL

SUPPORTING NOTES 2019/20

Assets

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

Table Tennis Paddles	£22.81
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During the year the following assets were disposed of for the amount shown:-

Street lighting fitting	£0.00
Hanging Baskets / Window Boxes / Hay Racks	£0.00
Barbeque (1)	£0.00
Mini tennis net / balls / carry bag / rackets	£0.00
	£0.00

At the 31st March, 2020 the following assets were held:-

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

Total value:	£82,262.98
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Leases

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

Borrowings

As at close of business on 31st March, 2020 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	£861.42
Employee Income Tax Refund	£489.00
	£1,350.42

Capital Reserves

None

Earmarked Reserves

Mere Court Improvements	£345.52
Community Project Fund	£18,132.57
Asset Refurbishment Fund	£6,134.00
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
Old planter removal, new planters	£3,295.00
Tree maintenance work	£1,980.00
Replacement notice boards (2)	£1,500.00
	£34,727.54

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 £8,574.72 and payments made were:-

<u>Payee</u>	<u>Nature of Payment</u>	<u>Amount</u>
RBL Poppy Appeal	Donation	£50.00
		£50.00

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 no contribution to staff pensions.

Section 2 – Accounting Statements 2019/20 for

CHELFORD PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	37,573	45,690	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	24,549	31,684	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	6,978	1,518	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	RESTATED 10,351	9,340	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	RESTATED 13,059	9,393	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	45,690	60,159	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	45,690	60,159	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	82,696	82,263	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

EMMaddock

Date

20/05/2020

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED