LOWER WITHINGTON PARISH COUNCIL

Minutes of the Annual Parish Council meeting held

Monday 15th May, 2023 at 8:15p.m.

at Lower Withington Parish Hall

Present - Councillors P. Duffy (Chairman), J. Blackburn, P. Chrisp, C. Hamilton, H. Lewis.
Members of the public (3).
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

Item 7 was brought forward to the start of the meeting.
8:22p.m. - Three members of the public left the meeting.

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

050/23 RESOLVED **(a) That Councillor P. Duffy be elected as Chairman to Lower Withington Parish Council for the 2023/24 civic year.**
(b) That the Chairman's Declaration of Acceptance of Office be received. (All in favour)

2. Apologies for absence -
Councillor A. Brocklehurst – Personal commitment.
Cheshire East Council Ward Member: Councillor L. Smetham.

051/23 RESOLVED **(a) To receive and approve the apologies for absence. (All in favour)**

3. Declarations of Acceptance of Office

(a) To receive declarations of acceptance of office from Members present at the meeting.

052/23 RESOLVED **(a) To receive the Declarations of Acceptance of Office from Members elected at the May 2023 election. (All in favour)**

(b) Declaration of acceptance of office for Member not present at the meeting.

053/23 RESOLVED **(a) That approval be given for Councillor A. Brocklehurst to complete his declaration of acceptance of office at or before the next meeting of the Parish Council. (All in favour)**

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

054/23 RESOLVED **(a) That Councillor H. Lewis be elected as Vice Chairman to Lower Withington Parish Council for the 2023/24 civic year. (All in favour)**

5. Declarations of interest

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

(b) Registration of Interests forms – Members were reminded to submit the Registration of Interests forms as soon as possible.

055/23 RESOLVED **(a) To note that no declarations of interest were made.**
(b) To note that four registration of interests forms had been submitted.
(c) That remaining forms be submitted as soon as possible. (All in favour)

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6. Minutes

(a) The Minutes of the Parish Council Meeting held 27th March, 2023 had been previously circulated to all Members.

056/23 RESOLVED **(a) That the Minutes of the Parish Council Meeting held 27th March, 2023 be confirmed as a correct record and signed by the Chairman. (All in favour)**

7. Public forum for questions – Three representatives of Lower Withington Parish Hall provided further background information relating to the request for the Parish Council to act a third party funder to support a larger grant application for improvement works at the Parish Hall.

057/23 RESOLVED **(a) That the information be received. (All in favour)**

8. Reports from external organisations

(a) Cheshire East Ward Member Cllr. L. Smetham – Members noted that Councillor L. Smetham had been re-elected as the Ward Councillor at the recent election.

058/23 RESOLVED **(a) To note the election of Borough Councillor L. Smetham. (All in favour)**

(b) Gawsworth Ward Policing Team - Matters of interest / concern within the Parish – No report had been received from the new PCSO allocated to the Ward.

059/23 RESOLVED **(a) To not that no incident report was available. (All in favour)**

(c) Cheshire East Council: Town & Parish Council Network meeting (28/03/23) – Slides from the meeting had been previously circulated to all Members. It was noted that A535 was not currently identified as a primary route for HS2 traffic.

060/23 RESOLVED **(a) To receive and note the report. (All in favour)**

(d) Manchester Airport Parish Council Forum meeting (19/04/23) – Slides from the meeting has been previously circulated to all Members. It was reported that updates had been provided relating to community engagement and planning matters.

061/23 RESOLVED **(a) To receive and note the report. (All in favour)**

9. Finance

(a) Financial Statement 2023/24 as at 15th May, 2023 - Members considered the financial statement 2023/24 which was unanimously accepted. (Appendix A)

(b) Receipts - The Chairman noted the receipts which had been received since the last meeting. (Appendix B)

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

062/23 RESOLVED **(a) That the Statement of Account as at 15th May, 2023 be received and the Chairman's observations duly noted. (Appendix A)**
(b) That the receipts listed at Appendix B be received and duly noted.
(c) That the schedule of payments listed at Appendix C be approved. (All in favour)

(d) Grant request from Lower Withington Parish Hall – Members considered information which had been previously circulated to all Members together with the additional information received at Item 7.

063/23 RESOLVED **(a) That Lower Withington Parish Council is willing to act as a third party contributor, in the sum of up to £1,075, in connection with the Lower Withington Parish Hall application for a £10,000 grant from the FCC Communities Foundation Fund. (All in favour)**

(e) Internal Audit 2022/23

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

064/23 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:

ISSUE: General reserves at the year end were significantly in excess of 100% of the precept level. Sector guidance is that councils should aim for a general reserve level of between 25% and 100% of the precept or net operating expenditure. The practitioners Guide also notes this recommended level of reserves.

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

065/23 RESOLVED **(a) That the Internal Audit Action Plan be received.**
(b) That the following response be recorded in respect of the identified issue: **The above issue is received and duly noted. Reserves were reviewed during the 2023/24 budget setting process and earmarked reserves are to be reviewed at the May 2023 meeting. Further reviews of general and earmarked reserves will take place during the budget setting process in November 2023. (All in favour)**

(f) Final Accounts and Audit Arrangements 2022/23

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

066/23 RESOLVED **(a) That the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) record a 'yes' in respect of items 1-8 and 'n/a' in respect of item 9.**
(b) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 1 of the Annual Governance and Accountability Return 2022/23. (All in favour)

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

067/23 RESOLVED **(a) That the Final Accounts and Supporting Notes for the financial year ended 31st March 2023 be duly approved and adopted. (Appendix D) (All in favour)**

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

068/23 RESOLVED **(a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 2 of the Annual Governance and Accountability Return 2022/23. (All in favour)**

iv. Certificate of Exemption from Limited Assurance Review contained within the Part 2 Annual Governance and Accountability Return – The Chairman presented the Certificate of Exemption from Limited Assurance Review to the Council.

069/23 RESOLVED **(a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the Certificate of Exemption from Limited Assurance Review. (All in favour)**

(g) Earmarked reserves – Members considered the current earmarked reserves.

070/23 RESOLVED **(a) That the current earmarked reserves be re-confirmed. (All in favour)**

(h) Banking arrangements

i. Authorised signatories

071/23 RESOLVED **(a) That former Cllr. R. Robinson be removed from the bank mandate.**
(b) That Cllr. P. Chrisp be added to the bank mandate as an authorised signatory. (All in favour)

ii. Direct Debit payments

072/23 RESOLVED **(a) That approval be re-confirmed for current direct debit payments to aql Ltd. and the Information Commissioner's Office to continue. (All in favour)**

iii. Standing Order payments

073/23 RESOLVED **(a) That no standing order payments are currently made by the Council. (All in favour)**

(i) VAT reclaim 2022/23 – Members noted the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £519.96.

074/23 RESOLVED **(a) That the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £519.96 be confirmed. (All in favour)**

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

075/23 RESOLVED **(a) That the risk assessment 2023/24 be approved and adopted as presented (Appendix E). (All in favour)**

10. Annual Review of Parish Council Administrative Matters

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

076/23 RESOLVED **(a) That the scheme of delegated authority be approved as presented. (Appendix F) (All in favour)**

(b) Review of Standing Orders and Financial Regulations

077/23 RESOLVED **(a) That Standing Orders and Financial Regulations be re-approved. (All in favour)**

(c) General Power of Competence – Members considered the eligibility criteria to exercise the General Power of Competence. It was noted that the Parish Council did currently meet the criteria.

078/23 RESOLVED **(a) To record that Lower Withington Parish Council is currently eligible to exercise the General Power of Competence. (All in favour)**

(d) Asset Management – The asset risk assessment had been previously circulated to all Members. (Appendix G)

079/23 RESOLVED **(a) That the insurance cover relating to the asset inventory be confirmed.**
(b) That the asset risk assessment be received and duly noted. (Appendix G)
(c) That the recommendations within the asset risk assessment be approved. (All in favour)

(e) Insurance cover – Members noted that insurance covers had been reviewed during the current policy renewal process.

080/23 RESOLVED **(a) To confirm that existing insurance covers meet the needs of the Parish Council. (All in favour)**

(f) Subscriptions to other bodies – Members reviewed current subscriptions.

081/23 RESOLVED **(a) That subscription be continued with the Cheshire Association of Local Councils. (All in favour)**

(g) Complaints Procedure

082/23 RESOLVED **(a) That the existing complaints procedure be re-approved. (Appendix H) (All in favour)**

(h) Information Handling Policies

083/23 RESOLVED **(a) That the existing information handling policies be re-approved. (All in favour)**

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

084/23 RESOLVED **(a) That no payments were made under s.137 provisions during 2022/23.**
(b) That no payments were made under General Power of Competence provisions during 2022/23. (All in favour)

(j) Calendar of meetings 2023/24 – Members reviewed the scheduled meeting dates for 2023/24.

085/23 RESOLVED **(a) That meetings for the 2023/24 civic year be held on:**
Monday 26th June, 2023
Monday 31st July, 2023
August – No meeting
Monday 25th September, 2023
Monday 30th October, 2023
Monday 27th November, 2023
December – No meeting
Monday 29th January, 2024
Monday 26th February, 2024
Monday 25th March, 2024
Monday 29th April, 2024
Monday 20th May, 2024 (All in favour)

(k) Activity risk assessments – It was reported that the risk assessments for litter picking and the distribution of newsletters has not yet been finalised.

086/23 RESOLVED **(a) That Councillor P. Duffy forward the risk assessments to the Clerk upon completion. (All in favour)**

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11. Planning Applications

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

(b) Planning applications -

i. **23/1223M** – Dingle Bank Farm, Holmes Chapel Road, Lower Withington. SK11 9DP
Advertisement consent for a non illuminated wall mounted aluminium tray sign.

087/23 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of planning application 23/1223M. (All in favour)

ii. **23/1613M** – Foden Bank Barn, Lapwing Lane, Lower Withington. SK11 9AD
Conversion of existing gym/office/storage outbuilding to residential annexe.

088/23 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of planning application 23/1613M. (All in favour)

iii. **23/1638M** – Thorn Tree Farm, Salters Lane, Lower Withington. SK11 9DY
Single storey rear kitchen extension.

089/23 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of planning application 23/1638M. (All in favour)

iv. Further applications received following issue of agenda - None.

12. Correspondence

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

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

090/23 RESOLVED (a) That no comments be submitted to the consultation. (All in favour)

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

091/23 RESOLVED (a) To receive and note the information. (All in favour)

iii. Airband – Superfast broadband scheme for Lower Withington.

092/23 RESOLVED (a) To receive and note the update. (All in favour)

13. Highway maintenance and enhancements

(a) Updates on highway matters - It was noted that no updates had been received in respect of the following highway matters.

i. Dislodged coping stone and fallen tree on bridge at Catchpenny Lane.

ii. Holes in road at junction of Whisterfield Lane and Chapel Lane.

iii. Polluted run-off entering ditch along Catchpenny Lane.

iv. Sunken manhole at Farm Lane (opposite to church).

v. Rigbys Lane - deteriorating carriageway surface.

vi. Potholes on Long Shoot Road.

vii. Knocked down chevron sign near junction of Bomish Lane with A535.

viii. Holes at carriageway edges along several lanes.

ix. Proposal for double white lines on A535 near to junction with Catchpenny Lane.

x. Proposal for quiet lane status at Lapwing Lane (north).

093/23 RESOLVED **(a) That the Clerk continue to pursue updates in respect of outstanding highway matters. (All in favour)**

(b) Highway matters for attention - It was reported that the sign on A535 near to The Old Cheshire Hunt had broken off. The footpath waymaker sign at the entrance to FP11 from Salters Lane also required attention.

094/23 RESOLVED **(a) That the Clerk submit the above defects to Cheshire East Council for attention. (All in favour)**

(c) Village Gateways – It was reported that installation of any village gateways would be subject to approval from Cheshire East Highways. There are charges for the chosen sites to be assessed together with the purchase and installation of the signs.

095/23 RESOLVED **(a) That the Clerk prepare a report, for consideration at a future meeting, setting out options/designs for the proposed village gateways. (All in favour)**

14. Parish Matters

(a) Jodrell Bank Observatory World Heritage Site Steering Group - There was nothing to report.

(b) Community Newsletter - It was reported that the next newsletter would be compiled in the near future.

15. Elections 2023

(a) Outcome of 2023 election – It was reported that six residents had been elected to be Parish Councillors for Lower Withington.

(b) Vacancies for Parish Councillors – It was reported that there are currently two vacancies for councillors.

096/23 RESOLVED **(a) To receive and note the update.**
(b) That further Members be co-opted at future meetings. (All in favour)

16. Matters for inclusion on next/future meeting agenda

(a) Several carried forward from previous meetings.

17. Date of next meeting – Monday 26th June, 2023 at 7:30p.m.

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

097/23 RESOLVED **(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 18. (All in favour)**

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

The meeting was declared closed by the Chairman at 9:37p.m.

Signed:..... Date: 26th June, 2023

LOWER WITHINGTON PARISH COUNCIL

APPENDIX A

Financial Statement – 2023/24 as at 15th May, 2023					
Actual 2022/23 £	**Details**	**2023/24 Budget £**	**Actual to Apr. 23 £**	**Agenda May 23 £**	**Budget Balance £**
	Receipts				
9,807.00	Precept	10,892.00	0.00		10,892.00
1,761.00	Balances	2,038.00	0.00		0.00
67.99	Investment interest		0.00		0.00
0.00	Sale of assets		0.00		0.00
0.00	Grants, donations & refunds		0.00		0.00
41.07	VAT refund		0.00		38.00
11,677.06	**Total receipts**	**12,930.00**	**0.00**	**0.00**	**10,930.00**
	Payments				
3,999.67	Salary (Clerk)	4,335.00	0.00	679.04	3,655.96
0.00	National Insurance (Employer)	0.00	0.00		0.00
275.00	Allowances (Clerk)	325.00	0.00		325.00
98.42	Administration	300.00	0.00		300.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
171.00	Audit fees (internal & external)	185.00	0.00	185.00	0.00
300.00	Insurance	350.00	0.00	300.00	50.00
2,650.36	Grants/Donations (inc. s.137)	2,600.00	0.00		2,600.00
601.00	Website	220.00	0.00	5.00	215.00
197.00	Subscriptions/affiliation fees	330.00	0.00	166.50	163.50
190.00	Room hire	325.00	0.00		325.00
0.00	Training	210.00	0.00		210.00
0.00	Professional Services	750.00	0.00		750.00
1,583.50	Assets – purchase	1,000.00	0.00		1,000.00
266.00	Assets – maintenance	1,500.00	0.00		1,500.00
825.15	Contingency	500.00	0.00		500.00
519.96	VAT		0.00	38.00	
11,677.06	**Total payments**	**12,930.00**	**0.00**	**1,373.54**	**11,594.46**

Cash/Bank reconciliation	**01/04/23**	**01/04/23**	**15/05/23**	**31/03/24**
Balance B/Fwd	31,395.82	31,395.82	31,395.82	30,022.28
Add total receipts	12,930.00	0.00	0.00	10,930.00
Less total payments	12,930.00	0.00	1,373.54	11,594.46
Balance C/Fwd	31,395.82	31,395.82	30,022.28	29,357.82
Cumulative balances	**Balance**	**Balance**	**Balance**	**Balance**
	01/04/23	**01/04/23**	**15/05/23**	**31/03/24**
General funds	14,072.16	14,072.16	12,698.62	12,034.16
Earmarked reserves	17,323.66	17,323.66	17,323.66	17,323.66
	31,395.82	31,395.82	30,022.28	29,357.82

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Cash/Bank Reconciliation as at 15th May 2023

Cash				
Balance brought forward 01/04/23				
Current Account		15,873.72		
Business Reserve Account		15,522.10		
		31,395.82		
Plus receipts		0.00		
Less payments		1,373.54		
Balance carried forward 15/05/23:		30,022.28		
Bank (NatWest)				
Business Reserve Account		15,522.10		01/04/23
Add receipts/transfer since above statement				
	0.00			
		0.00		
Less unpresented cheques				
	0.00			
		0.00		
			15,522.10	15/05/23
Current Account		16,580.72		01/04/23
Add receipts/transfer since above statement				
	0.00			
		0.00		
Less unpresented cheques				
2022/23	-707.00			
For approval	-1,373.54			
		-2,080.54		
			14,500.18	15/05/23
Total bank balances 15/05/23			30,022.28	

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APPENDIX B

Receipts

NatWest Bank plc	£10.86	Gross interest – January, 2023
NatWest Bank plc	£10.70	Gross interest – February, 2023
NatWest Bank plc	£13.17	Gross interest – March 2023

[Above receipts received in 2022/23]

APPENDIX C

Payments for approval

Direct Debit	aql ltd.	£6.00	Mail forwarding fee
Cheque No 000551	E. M. Maddock	£543.24	Salary: Apr.-May, 2023
Cheque No 000552	H.M. Revenue & Customs	£135.80	Employee income tax
Cheque No 000553	JDH Business Services Ltd.	£222.00	Internal audit fee 2022/23
Cheque No 000554	Zurich Municipal	£300.00	Insurance premium 2023/24
Cheque No 000555	Cheshire Association of Local Councils	£166.50	Affiliation fee 2023/24

LOWER WITHINGTON PARISH COUNCIL

APPENDIX D

LOWER WITHINGTON PARISH COUNCIL

Summary Receipts & Payments Account for the year ended 31st March, 2023

2021/22 £.	Receipts	2022/23 £.
10,375.00	Precept	9,807.00
1.56	Investment Interest	67.99
110.00	Grants & Donations	0.00
1,061.87	V.A.T. Refund	41.07
11,548.43	Total Receipts	9,916.06
	Payments	
3,645.40	Salary (Clerk)	3,999.67
0.00	National Insurance (Employer)	0.00
250.00	Allowances (Clerk)	275.00
98.81	Administration	98.42
0.00	Member Allowances	0.00
153.72	Audit Fees (internal & external)	171.00
204.19	Insurance	300.00
700.00	Grants / Donations - (inc. Sect. 137)	2,650.36
20.00	Website	601.00
200.60	Subscriptions / Affiliation Fees	197.00
0.00	Room Hire	190.00
25.00	Training	0.00
0.00	Professional Services	0.00
0.00	Assets - Purchase	1,583.50
298.00	Assets - Maintenance	266.00
0.00	Contingency	825.15
41.07	V.A.T.	519.96
5,636.79	Total Payments	11,677.06

27,245.18	Balance B/Fwd. 01/04/22	33,156.82
11,548.43	Add Total Receipts	9,916.06
-5,636.79	Less Total Payments	-11,677.06
33,156.82	Balance C/Fwd. 31/03/23	31,395.82
	Analysis of Cumulative Funds	
15,454.11	NatWest Business Reserve Account	15,522.10
17,702.71	NatWest Bank Current Account	15,873.72
33,156.82	Total	31,395.82
	Above Funds held for the following purposes:-	
11,833.16	General Funds	14,072.16
21,323.66	Earmarked Reserves	17,323.66
0.00	Capital Reserves	0.00
33,156.82		31,395.82

The above Statement represents fairly the financial position of the Lower Withington Parish Council as at 31st March, 2023 and reflects its receipts and payments during the year.

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SUPPORTING NOTES - 2022/23

Assets

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

Defibrillator & Cabinet	1,583.50
	£1,583.50

During the year the following assets were disposed of for the amount shown:- None.

At the 31st March, 2023 the following assets were held:-

Notice Boards (3)	1,000.00
Village Nameplate Signs (2)	107.44
Speed Indicator Device (SID) (2)	4,035.00
Defibrillator (1)	1,378.00
Plaque - Defibrillator (1)	52.64
Owl Tree Carving	600.00
Laptop Computer	332.50
Parish Boundary Signs (2)	154.28
Football Goal Posts (2)	116.58
Notice Board (1)	1,222.64
Litter picking equipment	220.93
Christmas lights	328.73
Defibrillator & Cabinet	1,583.50
	£11,132.24

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

Borrowings

As at close of business on 31st March, 2023 the following loans to the Council were outstanding:- None.

Debts At the year end debts of £519.96 (VAT reclaim) were outstanding and due to the Council.

Capital Reserves None.

Earmarked Reserves

Democratic Services Fund	2,000.00
Transparency Code Grant	118.00
Dicklow Cob Pathway Project Grant	2,205.66
Telephone Kiosk Project	3,000.00
Highway Safety Schemes Fund	5,000.00
Local Organisation Investment Fund	5,000.00
	£17,323.66

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 this Council in the year of account was £3,969.00 and payments made were:- None

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 no contribution to staff pensions.

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APPENDIX E

LOWER WITHINGTON PARISH COUNCIL

FINANCIAL RISK ASSESSMENT - 2023/24

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Archive material currently held by Members. Current files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets.	Existing procedure adequate.
Precept	Adequacy of precept for Council to carry out its Statutory duties.	H	Budgetary Control statement presented to Council at each meeting.	Existing procedure adequate.
	Requirements not submitted to CEC.	L	Full Minute - RFO to follow up.	Existing procedure adequate.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2023/24.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Regular financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2023/24.
	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
Cash	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
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.
Direct costs & overhead expenses	Goods not supplied but billed.	L	Procurement undertaken in accordance with best practice guidance. RFO to follow up on all orders.	Existing procedure adequate. Review Financial Regulations 2023/24.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform bank reconciliations on regular basis.	Existing procedure adequate.
	Cheque payable incorrect (excessive or to wrong party).	L	Signatories initial Stub and Voucher to confirm accuracy.	Existing procedure adequate.
Salaries and associated costs.	Salary paid incorrectly.	M	Check salary to Minute, check hours and rate to contract. Salary analysis is detailed on the payment vouchers issued.	Existing procedure adequate.
	Wrong deduction of NI and Tax.	M	NI and Tax deductions are calculated using the HMRC PAYE RTI System which is regularly updated. Check PAYE calculations.	Existing procedure adequate.
	Unpaid Tax and NI contributions to Inland Revenue.	L	Payments are made to HMRC by cheque and detailed in the financial statements presented to Council.	Existing procedure adequate.
Employees.	Loss of clerk.	L	Hours, health, stress, training, long term sick, early departure - risk monitored and managed as appropriate.	Existing procedure adequate. Review annually.
	Fraud by employee.	L	Fidelity Guarantee value reviewed annually and insurance cover arranged.	Existing procedure adequate.
	Actions taken by staff.	L	Relevant training, resources and access to professional advice made available to Clerk.	Existing procedure adequate.
VAT	VAT analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
	Claimed within time limits.	L	VAT reclaim submitted annually at year end.	Existing procedure adequate.
Legal powers	Illegal activity or payments.	M	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council Meetings. Relevant procedures set out in Standing Orders and Financial Regulations.	Existing procedure adequate. Review Standing Orders and Financial Regulations 2023/24.

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Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Supplier (procurement) fraud	Loss through supplier fraud	L	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. Periodic review of supplier accounts to remove any dormant accounts. Periodic review of supplier address and financial health details with Companies House. Review insurance provision.	Review training needs 2023/24. Existing procedure adequate. Existing procedure adequate. Existing procedure adequate. Review 2023/24.

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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.

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APPENDIX G

ASSET REVIEW

No.	Item type	Location	Condition			Observations
			Good	OK	Poor	
1	Notice board	Lower Withington Parish Hall (wall mounted)	*			Notice board in good condition, however, going green along the top. **Recommendation:** Consider cleaning of notice board.
2	Notice board	Lower Withington Parish Hall	*			Notice board in good condition. **Recommendation:** Review 2024
3	Notice board	Catchpenny Lane	*			Notice board in good condition. **Recommendation:** Review 2024
4	Notice board	Dicklow Cob Village Green	*			Notice board in good condition. **Recommendation:** Review 2024
5	Defibrillator and cabinet	Lower Withington Parish Hall	*			Defibrillator and cabinet in good condition. **Recommendation:** Review 2024
6	Plaque	Lower Withington Parish Hall	*			Plaque in good condition. **Recommendation:** Review 2024
7	Speed indicator device	Dicklow Cob Village Green	*			Device in good condition. Minor bends to bottom of surrounding frame but doesn't affect functionality. **Recommendation:** Review 2024
8	Speed indicator device	Salters Lane	*			Device in good condition. **Recommendation:** Review 2024
9	Carved owl	Dicklow Cob Village Green	*			Carving in good condition. **Recommendation:** Review 2024. Proceed with planned oiling in summer 2023.
10	Goals posts (2)	Dicklow Cob Village Green	*			Goal posts in good condition. **Recommendation:** Review 2024
11	Boundary sign	Forty Acre Lane	*			Sign in good condition. Minor bend to bottom corner. **Recommendation:** Review 2024
12	Boundary sign	Salters Lane (near Pitt Lane)	*			Sign in predominantly good condition. Crack in top corner. **Recommendation:** Review 2024
13	Boundary sign	Salters Lane		*		Sign in good condition, however, supporting post broken off. **Recommendation:** Consider replacing post or installing new boundary feature.
14	Boundary sign	Holmes Chapel Road	*			Sign in good condition. **Recommendation:** Review 2024
15	Boundary sign	Farm Lane	*			Sign in good condition. **Recommendation:** Review 2024

LOWER WITHINGTON PARISH COUNCIL

ASSET IMAGES



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APPENDIX H

COMPLAINTS PROCEDURE

1. Handling of Complaints

1.1 The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Clerk or other nominated proper officer.

1.2 If the complainant does not wish to put the complaint to the clerk or proper officer they may be advised to put it to the chairman of the council.

1.3 The Clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the council or by a committee established for the purposes of hearing complaints.

1.4 The complainant shall be invited to attend the relevant meeting and bring with them such representative as they wish.

1.5 Seven clear working days prior to the meeting, the complainant shall provide the council with copies of any documentation or other evidence, which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

1.6 The council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press. Any decision on the complaint shall be announced at the council meeting in public.

1.7 The order of the meeting shall be:

a) Chairman introduce everyone.
b) Chairman explain the procedure for the meeting.
c) Complainant (or representative) to outline the grounds for the complaint.
d) Members to ask any questions of the complainant.
e) If relevant, clerk or proper officer to explain council's position.
f) Members to ask questions of the Clerk or proper officer.
g) Clerk or proper officer and complainant to be offered opportunity of last word (in this order). Clerk or other proper officer and complainant to leave the room while members decide whether or not the grounds for the complaint should be upheld. (if a point of clarification is necessary, both parties to be invited back.)

h) Clerk or proper officer and complainant return to hear the decision, or to be advised when a decision will be made.

1.8 Decision to be confirmed in writing within seven days together with any details of any action to be taken.

APPENDIX I

Outstanding planning applications & recent planning decisions

18/3395M - Four Oaks, Farm Lane, Lower Withington. SK11 9DU
Change of use to include use of the site for the holding of auctions (retrospective).
DECISION STATUS - Undecided

19/2936W - Dingle Bank Quarry, Holmes Chapel Road, Lower Withington. SK11 9DR
Variation of Condition 4 on application 16/3064W - Variation of Condition 2, 4 & 5 of permission 10/3080W.
DECISION STATUS - Undecided

22/1031M - Smiths Green Farm, Catchpenny Lane, Lower Withington.
Reserved matters of access, appearance, landscaping, layout and scale in connection with outline approval 20/0499M.
DECISION STATUS – Approved with conditions (12/05/23)

22/3574M - Lower Welltrough Farm, Rigbys Lane, Lower Withington. SK11 9EF
Construction of farm building for livestock accommodation for cows and dairy replacements. Application is to replace existing building which will be demolished.
DECISION STATUS - Undecided

22/4550M - Lakeside Cottage, Holmes Chapel Road, Lower Withington. SK11 9AE
Replacement dwelling and garage.
DECISION STATUS - Undecided

23/0516M - Oaklyn, Lapwing Lane, Lower Withington. SK11 9AD
Ground and first floor alterations and extensions with a new porch and a utility room extension to re-configure previous extensions.
DECISION STATUS – Undecided [Revised plans submitted 27/03/23]

23/0633M - Land on Pitt Lane, Lower Withington. SK11 9ED
Operational development following approval of application 22/2659M (Part 3 Class R of the Town and Country Planning (GDPO) 2015 (as amended)).
DECISION STATUS – Refused (04/05/23)