

OVER ALDERLEY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

TUESDAY 26TH MAY, 2020 at 7:45p.m.

Meeting held remotely via Skype due to restrictions associated with Covid-19.

PRESENT - Councillors: D. Burns (Chairman), S. Pett, I. Beaumont, J. Wilson.
Members of the Public (0).
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor S. Clarke - Technical difficulties accessing meeting.
Cheshire East Borough Councillor P. Findlow.

12/20 **RESOLVED a) That the apologies for absence, as listed above, be received and approved.**

Proposed Councillor D. Burns Seconded: Councillor I. Beaumont All in favour

2. **DECLARATIONS OF INTEREST** - Councillor J. Wilson - Planning application 20/1790M - Friend of applicant.

3. **PUBLIC FORUM FOR QUESTIONS** -

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

4. **REPORTS FROM EXTERNAL ORGANISATIONS** -

i) **Cheshire East Ward Member Cllr. P. Findlow** - Borough Councillor P. Findlow was not present at the meeting, however, the Clerk had previously circulated information relating to the Community Governance Review for consideration at a future meeting.

ii) **Over Alderley Primary School Charity - Appointment of representative to act as Trustee.**

13/20 **RESOLVED a) That Councillor D. Burns be re-appointed as the representative to act as a Trustee for the Over Alderley Primary School Charity.**

Proposed Councillor I. Beaumont Seconded: Councillor S. Pett All in favour

5. **PLANNING APPLICATIONS** -

i) **20/1765M** - Broad Heath House, Slade Lane, Over Alderley. SK10 4SF
Demolition of existing dwelling and construction of replacement dwelling.

14/20 **RESOLVED a) Over Alderley Parish Council objects to the above development on the following grounds:**

1. The scale and volume of the development remains of concern. The technical argument using PD as the justification should be carefully checked to ensure that the proposal isn't in breach of local and national planning policy.

2. The layout of the proposed single family house is unusual with the plan layout having the appearance of an HMO. The lack of information in the design and access statement leaves unanswered questions over the nature of occupancy.

3. The design and visual appearance has an institutional feel and is very piecemeal having the character of a building formed of multiple extensions rather than one comprehensive design of distinction.

4. The materials are totally out of character and without justification. National and local planning policy guidelines should be adhered to with particular attention paid to quality of design and local distinctiveness.

5. A fully detailed landscape plan and external lighting scheme should be submitted to ensure the rural setting and local character and distinctiveness is protected.

Proposed Councillor I. Beaumont Seconded: Councillor J. Wilson All in favour

ii) **20/1790M** - Cobbles End, Hocker Lane, Over Alderley. SK10 4SD

Certificate of proposed lawful use for detached green oak framed garage with workshop/store behind.
Brickwork side extension to the dwelling with flat roof.

15/20 **RESOLVED a) Over Alderley Parish Council raise no objections to the proposed detached green oak framed garage building.**

Over Alderley Parish Council is disappointed that the side extension to the dwelling is being proposed with a flat roof. It is considered that a pitched roof would have been more in keeping with the property and surrounding area.

Proposed Councillor I. Beaumont Seconded: Councillor D. Burns All in favour

iii) **20/0784M** - Birtles Farm, Hocker Lane, Over Alderley, Macclesfield, Cheshire. SK10 4SB

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Conservatory, Porch & Boundary Treatment.

Members noted that work at this property has already commenced despite the outcome of the planning application not having been determined.

- 16/20 RESOLVED a) That the Clerk make representations to Cheshire East Council regarding the work being undertaken at Birtles Farm, Hocker Lane, Over Alderley.**

Proposed Councillor S. Pett

Seconded: Councillor J. Wilson

All in favour

6. FINANCE -

i) To ratify the following payments made in the 2019/20 financial year -

- | | | | |
|----------------------|--------------------------------------|-----------|--|
| a) Direct Debit | United Utilities | £12.07 | Water Charges: 18/10/19 - 21/01/20. |
| b) Direct Debit | Information Commissioner's Office | £35.00 | Data Protection Fee 2020/21. |
| c) Cheque No. 000297 | E. M. Maddock | £907.17 | Net salary 2019/20 and Expenses. |
| d) Cheque No. 000298 | H. M. Revenue & Customs | £185.60 | Employee Income Tax. |
| e) Cheque No. 000299 | Zurich Municipal | £257.60 | Insurance Premium 2020/21. |
| f) Cheque No. 000300 | Over Alderley & Birtles Reading Room | £90.00 | Room Hire 2019/20. |
| g) Cheque No. 000301 | Over Alderley & Birtles Reading Room | £1,000.00 | Grant towards maintenance work. |
| h) Cheque No. 000302 | Birtles PCC | £600.00 | Grant towards production of Monthly Messenger. |
| i) Cheque No. 000303 | Northwich Town Council | £532.80 | Clearance of allotment plot. |

- 17/20 RESOLVED a) That the above payments made in the 2019/20 financial year be ratified.**

Proposed Councillor I. Beaumont

Seconded: Councillor S. Pett

All in favour

ii) To note the following receipts January - March 2020 -

- | | | |
|-----------------------------|--------|----------------------------------|
| a) NatWest Bank plc. | £0.42 | Gross interest - January, 2020. |
| b) Allotment Rental 2019/20 | £30.70 | Invoice 06/2019. |
| c) Allotment Rental 2019/20 | £30.00 | Invoice 01/2019. |
| d) Allotment Rental 2019/20 | £14.58 | Invoice 02/2019. |
| e) NatWest Bank plc. | £0.38 | Gross interest - February, 2020. |
| f) Allotment Rental 2019/20 | £16.12 | Invoice 07/2019. |
| g) Allotment Rental 2019/20 | £18.06 | Invoice 01/2020. |
| h) NatWest Bank plc. | £0.44 | Gross interest - March, 2020. |

- 18/20 RESOLVED a) That the report on receipts for the period January - March 2020 be received and duly noted.**

Proposed Councillor I. Beaumont

Seconded: Councillor J. Wilson

All in favour

iii) To receive and consider details of discrepancies (2) in allotment rental 2019/20 amounts received.

The Clerk reported that all invoices had now been paid, however, there had been two minor discrepancies in the sums received (less than £0.50 each).

- 19/20 RESOLVED a) That the report on payment discrepancies associated with allotment rents be received.**

b) That no further action be taken in respect of the payment discrepancies.

Proposed Councillor D. Burns

Seconded: Councillor I. Beaumont

All in favour

iv) Financial Risk Assessment 2019/20 - Members considered the revised Financial Risk Assessment 2019/20. (Appendix A).

- 20/20 RESOLVED a) That the revised Financial Risk Assessment be approved and adopted as presented.**

Proposed Councillor I. Beaumont

Seconded: Councillor J. Wilson

All in favour

7. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA - None.

- 8. DATE OF NEXT MEETING -** To be determined based upon receipt of planning applications or other business requiring urgent attention.

The Meeting was declared closed by the Chairman at 8:15p.m.

Signed:

Approval Date - 15th March, 2021

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APPENDIX A

OVER ALDERLEY PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2019/20

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	Files and records kept at the Clerk's home. Regular backup of electronic files is made. Paper documents stored in metal filing cabinets. Approved Minutes scanned 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 2020.
	Financial irregularities.	L	Internal Audit of accounts by competent, independent person. Periodic financial reports are presented to Council. Cheque signatories are separate from person raising the cheque.	Existing procedure adequate. Review bank signatories when change of Councillors/circumstances.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2020.
Bank and banking	Bank mistakes.	L	RFO check all bank statements against Council records and query errors immediately.	Existing procedure adequate.
	Loss.	L	RFO check all bank statements against Council records and query inconsistencies immediately.	Existing procedure adequate.
	Charges.	L	RFO check adequate funds prior to issuing cheques. RFO challenge charges where errors made by bank.	Existing procedure adequate.
	Loss through theft or dishonesty.	L	Cash handling is not encouraged but where cash received - banked within 7 days.	Existing procedure adequate.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

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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 2020.
	Invoice incorrectly calculated or recorded.	L	RFO to check arithmetic on all invoices and perform regular bank reconciliations.	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.
Salaries and associated costs.	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 analysis.	L	All items analysed in cash book. Analysis presented to Council at each meeting.	Existing procedure adequate.
VAT	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 2020.