

OVER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council meeting held

Thursday 6th May, 2021 at 7:30p.m.

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

Present - Councillors D. Burns (Chairman), J. Wilson, S. Pett, I. Beaumont.

Members of the public (0).

Cheshire East Ward Member Cllr. P. Findlow.

Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. Election of Chairman

The retiring Chairman invited nominations for the position of Chairman for the 2021/22 civic year. One nomination was received in respect of Councillor D. Burns.

- 010/21 RESOLVED** (a) That Councillor D. Burns be elected as Chairman to Over Alderley Parish Council for the 2021/22 civic year.
(b) That the Chairman's Declaration of Acceptance of Office be received.

Proposed Councillor J. Wilson Seconded Councillor S. Pett All in favour

2. Apologies for absence

No apologies for absence had been received. Councillors S. Clarke and D. Caplin were absent from the meeting.

3. Declarations of interest - None.

4. Election of Vice Chairman - Nominations were invited for the position of Vice Chairman for 2021/22 civic year. One nomination was received in respect of Councillor S. Clarke.

- 011/21 RESOLVED** (a) That, subject to agreement, Councillor S. Clarke be elected as Vice Chairman to Over Alderley Parish Council for the 2021/22 civic year.

Proposed Councillor D. Burns Seconded Councillor J. Wilson All in favour

5. Calendar of meetings - Members considered the calendar of meetings for 2021/22 and 2022/23.

- 012/21 RESOLVED** (a) That meetings of Over Alderley Parish Council be held on the third Monday of the following months: July, September, November, January, March and May.

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

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

7. Reports from external organisations

- (a) **Alderley Edge & Prestbury Wards Policing Team** - A written report had been received advising that there were no incidents to report. It was also reported that information had been received that the scope of the report related to searches carried out by the PCSO.

DECISION (a) That the Clerk request whether future reports could include greater scope and detail.

- (b) **Cheshire East Ward Member Cllr. P. Findlow** - [Item deferred until after item 17] Borough Councillor P. Findlow reported that he was continuing to follow up matters relating to the sale of the former primary school site.

- (c) **Cheshire East Council Engagement Session (Place Directorate) held 29th April, 2021** - The Clerk reported that she had attended the meeting at which

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information was presented relating to the Cheshire East Council asset transfer policy, a proposed pilot scheme to deliver local highway services, an introduction to becoming carbon neutral and an introduction to a connected communities initiative being promoted by Cheshire East Council.

8. Minutes

- (a) Minutes of the meeting held 15th March, 2021 had been previously circulated to all Members.

013/21 RESOLVED (a) That the minutes of the meeting held 15th March, 2021 be approved as a correct record and signed by the Chairman.

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

9. Finance

- (a) **Financial Statement 2021/22 as at 6th May, 2021** - Members considered the financial statement 2021/22 which was unanimously accepted. (Appendix A)
- (b) **Receipts** - The Chairman outlined the receipts listed at Appendix B.
- (c) **Payments** - The Chairman outlined the basis of the payments listed at Appendix C.

014/21 RESOLVED (a) That the Statement of Account as at 6th May, 2021 be received and the Chairman's observations duly noted. (Appendix A)

(b) That the report on receipts since the last meeting be received and duly noted. (Appendix B)

(c) That the payments listed in Appendix C be approved and duly authorised.

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

(d) Internal Audit 2020/21

- i. **Internal Audit Action Plan** - Members considered the Internal Audit Action Plan:

Issue 1: The risk assessment does not address the risks of supplier (procurement) fraud.

Recommendation 1: The risk assessment should be updated to include supplier (procurement) fraud including adequacy of supplier onboarding controls.

Issue 2: General reserves at the year end were in excess of 100% of the precept level. Sector guidance is that general reserves should be no less the 3 months and no more than 12 months net operating expenditure.

Recommendation 2: The Council should review the level of general reserves during the budget setting process with reference to sector guidance.

015/21 RESOLVED (a) That the Internal Audit Action Plan be received.

(b) That the following responses be recorded in respect of the Internal Audit Action Plan: The above issues be received and duly noted.

Issue 1: An updated risk assessment is to be adopted by the Parish Council at the May, 2021 meeting which incorporates the recommendations of the Internal Auditor.

Issue 2: The level of general reserves was reviewed during the 2021/22 budget setting process. Several payments which were expected to be made by the end of 2020/21 did not take place giving rise to an increased year end balance. These payments are expected to be made during 2021/22 thereby

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decreasing the overall general reserves held.

Proposed Councillor S. Pett Seconded Councillor J. Wilson All in favour

- ii. **Internal Audit Report** - The Internal Audit Report contained within the Annual Governance and Accountability Return 2020/21 had been previously circulated to all Members.

016/21 RESOLVED (a) That the Internal Audit Report contained within the Annual Governance and Accountability Return be received and duly noted.

Proposed Councillor S. Pett Seconded Councillor J. Wilson All in favour

(e) Final Accounts and Audit Arrangements 2020/21

- i. **Annual Governance Statement 2020/21 (Section 1 of the Annual Governance and Accountability Return)** - Members considered the Annual Governance Statement 2020/21 and unanimously agreed that 'yes' be recorded by items 1-8 and 'n/a' be recorded in respect of item 9 (Trust Funds).

017/21 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 a '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 2020/21.

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

- ii. **Final Accounts and Supporting Notes 2020/21** - The Chairman presented the Final Accounts and Supporting Notes 2020/21 to the Council.

018/21 RESOLVED (a) That the Final Accounts and Supporting Notes for the financial year ended 31st March, 2021 be duly approved and adopted. (Appendix D).

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

- iii. **Accounting Statements 2020/21 (Section 2 of the Annual Governance and Accountability Return)** - The Chairman presented the Accounting Statements 2020/21 to the Council.

019/21 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 2020/21.

Proposed Councillor S. Pett Seconded Councillor J. Wilson All in favour

- iv. **Certificate of Exemption from Limited Assurance Review** - Members confirmed that the Parish Council met the conditions for exemption from Limited Assurance Review.

020/21 RESOLVED (a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the Certificate of Exemption from Limited Assurance Review as contained within Part 2 of the Annual Governance and Accountability Return 2020/21.

Proposed Councillor J. Wilson Seconded Councillor S. Pett All in favour

- (f) **Bank Signatories** - It was reported that confirmation was still awaited that the requested changes to the mandate had been completed.

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- (g) **VAT Reclaim 2020/21** - Members noted the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £51.31.

021/21 RESOLVED (a) That the actions of the Clerk & Responsible Financial Officer be confirmed.

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

- (h) **Annual Review of Risk Assessment -**

- i. **Financial Risk Assessment 2021/22** - Members considered the draft risk assessment (Appendix E). It was noted that an item had been included to address the recommendation of the Internal Auditor.

022/21 RESOLVED (a) That the draft risk assessment be approved and adopted as presented (Appendix E).

Proposed Councillor J. Wilson Seconded Councillor S. Pett All in favour

10. Planning and Licensing -

- (a) **Recent Planning Decisions** - Members noted that no new planning decisions had been issued by Cheshire East Council in respect of development within the Parish. (Appendix F)

7:44p.m. - Borough Councillor P. Findlow joined the meeting.

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

- i. **21/1815M** - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB
Construction of garage.

DECISION

(a) That the following comment be submitted in respect of planning application 21/1815M: Over Alderley Parish Council objects to the proposed garage on the grounds that the addition of the garage constitutes a disproportionate addition to the built structure at this property when compared to the original, undeveloped property. The series of cumulative additions at the site, of which the proposed garage would be the latest, negatively impact upon the openness of the Green Belt and the rural character of the area.

It is noted that within the officers report for application 20/0784M the officer states that, "PD rights for extensions remain rescinded so no further extensions would be possible at this house without approval of the Local Planning Authority. It is now considered that this house is likely at its limit of what could be approved appropriate development in respect of extensions within Green Belt policy." This would appear to support the Parish Council view that the proposed addition of a garage is inappropriate.

- ii. **21/1848M** - Broadheath Farm, Macclesfield Road, Over Alderley. SK10 4SN
Extensions to existing farmhouse, conversion of existing brick built barn to a dwelling and erection of a new dwelling, repositioning of the existing northern access and demolition of all other existing buildings and structures (c.1,000m²).

DECISION

(a) That the following comment be submitted in respect of planning application 21/1848M: Over Alderley Parish Council objects to the above proposal on the following grounds:

The application is not materially different, in the harm that is created, to the previous application, which was refused at

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appeal. The proposal for the creation of three large houses comprising 14/15 bedrooms replacing a modest farmstead therefore remains inappropriate in the rural setting given the specific site context.

Being situated immediately adjacent to Macclesfield Road and surrounded by open countryside, any re-development will have significant impact within the greenbelt and Local Landscape Designation Area. The change from farm buildings to domestic use of itself changes the agricultural character of the setting with the harmful impacts of intensified habitation on full view.

The proposed cluster of three buildings; a converted farmhouse with disproportionate additions, the heavily modified converted barn with extensive accommodation at the new first floor level and the addition of a new build second “farmhouse”, is typologically incongruous and contextually inappropriate replacement for a single farmhouse with agricultural outbuildings.

The replacement of the simplicity of the materials and visual appearance of the farmstead with elaboration, refinement and embellishment reinforces the harmful urbanisation.

There are major concerns regarding public safety with two gated access points in close proximity immediately off the carriageway with a designated speed limit of 60mph.

- iii. **21/1900M** - Higher Park Farm, Birtles Lane, Over Alderley. SK10 4ZB
Erection of new garage.

DECISION (a) That no comments be submitted in respect of planning application 21/1900M.

- iv. **21/1945M** - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB
Retrospective application for conservatory and boundary wall.

DECISION (a) That the following comment be submitted in respect of planning application 21/1945M: Over Alderley Parish Council objects to the above proposal on the following grounds:

This property has a prominent position located immediately adjacent to Hocker Lane and is in clear sight in the Green Belt. Any modification to the property and its curtilage is therefore in clear sight with direct consequences on the character and appearance of the countryside.

The Parish Council has commented previously on the harmful impacts of proposals for this property which are being submitted as piecemeal applications and built prior to Consent. The Parish Council objects to the proposed extension (conservatory) on the grounds of its scale, location, materials and visual appearance. Similarly the Parish Council objects to the porch balustrade infill and brick inner boundary walls all of which have a harmful impact on the landscape character of this sensitive location and have an overall urbanising effect.

The proposed extension (conservatory) is to all intents and

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purposes the same as application 20/2998M which was refused and similar in intention to application 19/3292M which was also refused. None of the reasons set out in the officers report in support of application 20/0784M can be applied to this application. The extension is not fully glazed, it will not appear as a lightweight feature, it will not be visually transparent, it will not appear secondary in nature to the host dwelling, there will be an urbanising effect, there is a clear and obvious increase in massing, the openness of the green belt will be harmed. It is in contravention of Policy.

- v. **21/2052M** - Finlows Villa, Mottram Road, Alderley Edge. SK9 7JF
Demolition of existing dwelling and construction of a replacement dwelling with basement and associated landscaping works.

DECISION (a) That the following comment be submitted in respect of planning application 21/2052M: Over Alderley Parish Council objects to the above proposal on the following grounds:

The applicant refers to the site being in a semi-rural setting but the critical and defining characteristic is that the site is in greenbelt. The proposals must comply with relevant policy and guidance in this respect.

The scale and massing create a bulky appearance in the sensitive landscape setting. The proposal does seem to be materially larger than the existing house and will appear even more so due to the overbearing nature of the chosen design solution.

There is a lack of substance to the reasoning for the design which fails to draw on local character and distinctiveness in form, visual appearance or materiality. Such a departure from policy demands a design of outstanding quality, complete with full justification which should be the subject of rigorous assessment including independent design review.

- vi. **21/2158M** - Birtles Old Hall, Chelford Road, Henbury. SK10 4RS
Enlargement of existing garage with housekeepers accommodation above. Demolishing existing utility and stores and covering existing courtyard with roof and lantern light above. Outbuildings converted to store, boot room, pantry and laundry.

DECISION (a) That the following comment be submitted in respect of planning application 21/2158M: Over Alderley Parish Council have no objections in principle to the proposed development, however, request that the conversion be undertaken with sensitivity to retain and enhance the fine character of the existing building.

- vii. **Other applications received following issue of agenda** - None.

- (c) **Activities in vicinity of The Black Greyhound Smithy** - It was reported that there still appears to be a number of cars parked around the site associated with the business operating from the property and that an area of gravel has been laid.

11. Neighbourhood Plan

- (a) **Update on progress** - It was reported that regular meetings continue to be held to progress the initial stages of the process.

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- (b) **Application to designate the Neighbourhood Area** - It was reported that a proposal to include a small number of properties which lie in adjoining parishes (Nether Alderley and Henbury) within the Over Alderley Neighbourhood Area had been suggested. The proposal had been rejected by Nether Alderley Parish Council. A response was still awaited from Henbury Parish Council.

- 023/21 RESOLVED** (a) **That approval be given for a Neighbourhood Plan Area application to be submitted to Cheshire East Council covering the whole of the Parish of Over Alderley and, if approved by Henbury Parish Council, the small section of Henbury Parish.**
(b) **That, should Henbury Parish Council reject the proposal, an application to designate the Neighbourhood Area be submitted in respect of the whole of the Parish of Over Alderley.**

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

- (c) **Neighbourhood Plan funding application** - It was reported that funding is available to support activities associated with the preparation of the Neighbourhood Plan.

- 024/21 RESOLVED** (a) **That approval be given for a Neighbourhood Plan funding application to be submitted to Locality.**

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

- (d) **Neighbourhood Plan Steering Group - Terms of Reference** - The Clerk reported that it may be helpful for all concerned if terms of reference were adopted by the Neighbourhood Plan Steering Group to ensure clarity in respect of the relationship of the Steering Group with the Parish Council and the scope of the group.

- DECISION** (a) **That the Clerk forward an example Terms of Reference to the current Steering Group members for review.**

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. Cheshire Shared Services - Community resilience planning.

- DECISION** (a) **That the information be received and duly noted.**

- ii. Ministry for Housing, Communities and Local Government - Local authority remote meetings: Call for evidence.

- DECISION** (a) **That no response be submitted to the above consultation.**

- iii. Cheshire East Council - Final Draft Houses in Multiple Occupation Supplementary Planning Document consultation.

- DECISION** (a) **That no response be submitted to the above consultation.**

- iv. Cheshire East Council - Draft Housing Supplementary Planning Document.

- DECISION** (a) **That no response be submitted to the above consultation.**

- v. Cheshire East Council - Homelessness and Rough Sleeping Strategy 2021-2025 Consultation.

- DECISION** (a) **That no response be submitted to the above consultation.**

- vi. Ministry for Housing, Communities and Local Government - Changes to permitted development rights for electronic communications infrastructure: technical consultation.

- DECISION** (a) **That no response be submitted to the above consultation.**

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13. Highway Maintenance and Enhancements

- (a) Updates relating to the following highway matters - No updates were available relating to the following matters:
- i. Removal of surplus signs (change of priority) at School Lane.
 - ii. Deterioration of highway surface on Slade Lane.
 - iii. Issues caused by vehicles using on bridleways within Parish.
 - iv. Concern about pedestrian safety when walking along Macclesfield Road between access points to Over Alderley FP21 and Over Alderley BR22.
 - v. Issues relating to satellite navigation systems directing traffic along Bradford Lane.
 - vi. Pothole on Birtles Lane (near to junction with Chelford Road).
 - vii. Pothole on Birtles Lane (between access points to Birtles Hall and The Wall House).
 - viii. Holes on Birtles Lane (near to access point to Highlees Farm).
 - ix. Pothole on Birtles Lane (near to Over Alderley Methodist Church).
 - x. Pothole on Prestbury Road (on bends between Hare Hill and Dunge Cottages).

DECISION (a) That the Clerk continue to pursue updates relating to the above matters.

- (b) **Highway matters for attention from Members** - None.

14. Community Issues

- (a) **Alderley Park Liaison Committee** - It was reported that the committee had still not met due to Covid-19. Clarification had been sought regarding a purported meeting which had excluded representatives of Over Alderley Parish. Borough Councillor P. Findlow reported that he had raised the matter with Cheshire East Council who are now reviewing the current situation.
- (b) **Post box at School Lane** - It was reported that the post box had now been replaced.

- 15. Community Governance Review** - It was reported that the consultation relating to the community governance review had not yet commenced. Initial results from the survey indicated that there was little local support for the proposal merger of the Parishes of Over Alderley and Mottram St. Andrew.

DECISION (a) That this matter be deferred to the next meeting.

16. Vacancy for a Parish Councillor -

- (a) **Formal notice of vacancy** - The Clerk reported that the formal notice of vacancy had been displayed within the Parish and on the Parish Council website. Notification of the outcome of this process was awaited.
- (b) **Co-option of a member** - The Clerk reported that, subject to the outcome of (a) above, the Parish Council would be able to proceed with the co-option process.

025/21 RESOLVED (a) That, subject to receiving confirmation that no by-election is required, the Clerk be authorised to advertise the vacancy with a view to co-opting a new Member at the July, 2021 meeting.

Proposed Councillor S. Pett Seconded Councillor J. Wilson All in favour

17. Matters for inclusion on next/future meeting agenda -

- (a) Replacement notice board at St. Catherine's Church.

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18. Date of next meeting - Monday 19th July, 2021 at 7:45p.m.

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.

DECISION **(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 19.**

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

The meeting was declared closed by the Chairman at 8:33p.m.

Signed:..... Approval date:

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APPENDIX A

Financial Statement - 2021/22					
as at 6th May, 2021					
Actual 2020/21 £.	Details	2021/22 Budget £.	Actual to Apr. 21 £.	Agenda May 21 £.	Budget Balance £.
Receipts					
4,015.00	Precept	4,445.00	0.00	2,222.50	2,222.50
0.00	Balances	0.00	0.00		0.00
1.01	Investment Interest	0.00	0.00		0.00
850.00	Sale of Assets	0.00	0.00		0.00
0.00	Grants, Donations & Refunds	9,000.00	0.00		9,000.00
166.46	Allotment Fees	0.00	0.00	16.12	0.00
128.24	V.A.T. Refund	0.00	0.00		26.46
5,160.71	Total Receipts	13,445.00	0.00	2,238.62	11,248.96
Payments					
954.72	Salary (Clerk)	1,335.00	0.00		1,335.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
125.00	Allowances (Clerk)	135.00	0.00		135.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
51.59	Administration	75.00	0.00		75.00
119.00	Audit Fees (internal & external)	130.00	0.00	132.30	-2.30
257.60	Insurance	300.00	0.00		300.00
0.00	Grants	1,600.00	0.00		1,600.00
0.00	s.137 Donations	200.00	0.00		200.00
137.53	Allotments - Water Charges	145.00	0.00		145.00
130.40	Subscriptions/Affiliation Fees	165.00	0.00	95.40	69.60
0.00	Room Hire	160.00	0.00		160.00
0.00	Notice Board Maintenance	100.00	0.00		100.00
0.00	Neighbourhood Plan	9,000.00	0.00		9,000.00
0.00	Contingency	100.00	0.00	25.00	75.00
51.31	V.A.T.		0.00	26.46	
1,827.15	Total Payments	13,445.00	0.00	279.16	13,192.30

Cash/Bank Reconciliation	01/04/21	01/04/21	06/05/21	31/03/22
Balance B/Fwd.	7,428.75	7,428.75	7,428.75	9,388.21
Add Total Receipts	13,445.00	0.00	2,238.62	11,248.96
Less Total Payments	-13,445.00	0.00	-279.16	-13,192.30
Balance C/Fwd.	7,428.75	7,428.75	9,388.21	7,444.87
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/21	01/04/21	06/05/21	31/03/22
General Funds	5,928.75	5,928.75	7,888.21	5,944.87
Earmarked Reserves	1,500.00	1,500.00	1,500.00	1,500.00
	7,428.75	7,428.75	9,388.21	7,444.87

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CASH/BANK RECONCILIATION AS AT - 6th May, 2021

CASH

Balance Brought Forward 01/04/21		
Current Account	4,937.58	
Business Reserve Account	2,491.17	
Plus Receipts	2,238.62	
	9,667.37	
Less Payments	279.16	
Balance Carried Forward 06/05/21	9,388.21	

BANK (Natwest)

Business Reserve Account -	2,491.17		01/04/21
Add income/transfer received since above Statement			
	0.00		
Less unrepresented cheques			
	0.00	2,491.17	06/05/21
Current Account -	4,953.70		01/04/21
Add income received since above Statement			
	2,222.50	2,222.50	
Less unrepresented cheques/ Transfer			
Approved	-279.16	6,897.04	06/05/21
	-279.16		
Total Bank Balances 06/05/21		9,388.21	

APPENDIX B

Receipts 2020/21

a. NatWest Bank plc.	£0.02	Gross interest - January, 2021
b. NatWest Bank plc.	£0.02	Gross interest - February, 2021
c. NatWest Bank plc.	£0.02	Gross interest - March, 2021
d. Allotment Rental 2020/21	£16.12	Invoice 08/2020

Receipts 2021/22

a. Cheshire East Borough Council	£2,222.50	Precept 2021/22 (50%)
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APPENDIX C

Payments for approval

a. Cheque No 000309	JDH Business Services Ltd.	£158.76	Internal Audit fee 2020/21
b. Cheque No 000310	Cheshire Association of Local Councils	£95.40	Affiliation fee 2021/22
c. Cheque No 000310	Cheshire Association of Local Councils	£25.00	Neighbourhood Plan Training fee

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APPENDIX D

Summary Receipts & Payments Account for the year ended 31st March, 2021

2019/20 £.	<u>Receipts</u>	2020/21 £.
3,295.00	Precept	4,015.00
5.02	Investment Interest	1.01
0.00	Sale of assets	850.00
0.00	Grants & Donations	0.00
184.05	Allotment Rental	166.46
50.65	V.A.T. Refund	128.24
<u>3,534.72</u>	Total Receipts	<u>5,160.71</u>
	<u>Payments</u>	
928.98	Salary (Clerk)	954.72
0.00	National Insurance (Employer)	0.00
138.60	Allowances (Clerk)	125.00
0.00	Member Allowances	0.00
20.99	Administration	51.59
102.00	Audit Fees (internal & external)	119.00
257.60	Insurance	257.60
1,000.00	Grant - Over Alderley & Birtles Reading Room	0.00
0.00	S.137 Donations	0.00
53.15	Allotments - Water Charges	137.53
130.40	Subscriptions / Affiliation Fees	130.40
90.00	Room Hire	0.00
46.08	Notice Board Maintenance	0.00
1,044.00	Contingency	0.00
128.24	V.A.T.	51.31
<u>3,940.04</u>	Total Payments	<u>1,827.15</u>

4,500.51	Balance B/Fwd. 01/04/20	4,095.19
3,534.72	Add Total Receipts	5,160.71
-3,940.04	Less Total Payments	-1,827.15
<u>4,095.19</u>	Balance C/Fwd. 31/03/21	<u>7,428.75</u>
	<u>Analysis of Cumulative Funds</u>	
2,490.16	NatWest Business Reserve Account	2,491.17
1,605.03	NatWest Bank Current Account	4,937.58
<u>4,095.19</u>	Total	<u>7,428.75</u>
	<u>Above Funds held for the following purposes:-</u>	
2,595.19	General Funds	5,928.75
1,500.00	Earmarked Reserves	1,500.00
0.00	Capital Reserves	0.00
<u>4,095.19</u>		<u>7,428.75</u>

The above Statement represents fairly the financial position of the Over Alderley Parish Council as at 31st March, 2021 and reflects its receipts and payments during the year.

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Supporting Notes 2020/21

Assets

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

None	£0.00
	<u>£0.00</u>

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

Red Telephone Kiosk	£850.00
	<u>£850.00</u>

At the 31st March, 2021 the following assets were held:-

Parish Boundary Signs (2)	£324.00
Notice Boards (2)	£544.00
Wooden Seat	£382.00
Laptop Computer	£299.17
Printer / Scanner	£69.99
Notice Board (1)	£46.08
	<u>£1,665.24</u>

Leases

At the year end the following leases were in operation:-

125 year lease of Ashbrook Road Allotments, Over Alderley

Borrowings

As at close of business on 31st March, 2021 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	£51.31
Allotment Holder 000003	£16.12
	<u>£67.43</u>

Capital Reserves

None

Earmarked Reserves

Asset Maintenance Fund	£1,500.00
	<u>£1,500.00</u>

Tenancies

During the year the following tenancies were held:- None

Section 137 Payments

The limit for spending under Sect. 137 of the Local Government Act 1972 for this Council in the year of account was £2,204.80 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

Contingent Liabilities

None

Pensions

For the year of account the Council made no contribution to staff pensions.

OVER ALDERLEY PARISH COUNCIL

APPENDIX E

OVER ALDERLEY PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2021/22

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.
Financial records	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2021/22.
	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 2021/22.
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.
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 Reserves - Earmarked	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.

OVER ALDERLEY PARISH COUNCIL

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 2021/22.
	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.
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.
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.
	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 2021/22.

OVER ALDERLEY PARISH COUNCIL

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Supplier (procurement) fraud	Loss through supplier fraud	L	<p>Training for staff to alert them to potential risks of providing sensitive company information, by telephone or other means, especially contract and account information.</p> <p>All supplier detail changes to be verified using contact details held by Parish Council.</p> <p>Periodic review of supplier accounts to remove any dormant accounts.</p> <p>Periodic review of supplier address and financial health details with Companies House.</p> <p>Review insurance provision.</p>	<p>Review training needs 2021/22.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2021/22.</p>

OVER ALDERLEY PARISH COUNCIL

APPENDIX F

Outstanding planning applications & recent planning decisions

- 16/1420M - Garage site at eastern end of Ashbrook Road, Over Alderley
Demolition of existing garages and construction of 5 no. 2 bed 4 person houses within curtilage parking and additional parking for use by visitors.
DECISION STATUS - 06/10/17 Recommended for approval subject to legal agreement and conditions
- 18/2585M - Land south of Dunge Farm, Macclesfield Road, Over Alderley. SK10 4SN
Proposed erection of agricultural building and track, alteration of site levels (part retrospective) and associated landscaping works.
DECISION STATUS - Currently scheduled for Strategic Planning Board
- 20/4241M - Beech Cottage, Birtles Hall, Birtles Lane, Over Alderley. SK10 4RU
Orangery and patio.
[Also application 20/4242M - Listed Building Consent]
DECISION STATUS - Appeal decision awaited.
- 20/3112M - Yew Tree, Hocker Lane, Over Alderley. SK10 4SB
Two storey rear extension and internal remodelling.
DECISION STATUS - Undecided
- 21/0111M - Higher Park Farm, Birtles Lane, Over Alderley. SK10 4ZB
Conversion of existing barn to form new dwelling further to approval 19/2428M.
DECISION STATUS - Undecided
- 21/0624M - Oak Barn, Hocker Lane, Over Alderley. SK10 4SD
Erection of oak framed pergola.
DECISION STATUS - Undecided
- 21/0630M - Land north-west of Mereside, Alderley Park, Congleton Road, Nether Alderley. SK10 4TF
Full planning application for the formation of a senior football pitch, associated ancillary building, access road, landscaping and other associated infrastructure.
DECISION STATUS - Undecided