

OVER ALDERLEY PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Date: Tuesday 3rd May, 2022

Time: Immediately following Annual Parish Meeting (7:30p.m.)

Venue: Over Alderley & Birtles Reading Room, Birtles Lane, Over Alderley.

E.M.Maddock

Dr. E. M. Maddock PSLCC,
Clerk & Responsible Financial Officer. Dated 26th April, 2022

In order to keep councillors and other members of the public safe, please do not attend the meeting if you are feeling unwell for any reason or if you have been in contact with anyone who has Covid or Covid symptoms.

All attendees will be expected to respect social distancing preferences of other attendees.

Government guidance available at: <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19>

AGENDA

To Members of Over Alderley Parish Council,

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

- 1. Election of Chairman**
 - (a) To elect a Chairman for the 2022/23 civic year.
 - (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.
- 2. Election of Vice Chairman**
 - (a) To elect a Vice Chairman for the 2022/23 civic year.
- 3. Apologies for absence**
- 4. Declarations of Interest**
 - (a) To receive Declarations of Interest in any items on the agenda.
 - (b) To review existing Registration of Interests forms and determine arrangements for updates where required.
- 5. Public Forum for Questions**
- 6. Reports from External Organisations**
 - (a) Alderley Edge and Prestbury Wards Policing Teams - Report on matters of interest / concern within the Parish.
 - (b) Cheshire East Ward Member Cllr. P. Findlow - Report on items of interest to the Parish Council.
- 7. Minutes** - To approve the Minutes of the Parish Council meeting held on 1st March, 2022 as a correct record.

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8. Finance

- (a) To receive and consider the Financial Statement 2022/23 as at 3rd May, 2022. (Appendix A)
- (b) To note receipts as listed at Appendix B.
- (c) To approve the payments listed at Appendix C.
- (d) Internal Audit 2021/22
 - i. To receive and consider the Internal Audit Action Plan and determine any actions required in relation thereto. (Appendix D)
 - ii. To receive the Internal Audit Report contained within the Annual Governance and Accountability Return.
- (e) Final Accounts and Audit Arrangements 2021/22
 - i. To consider and approve the signing of the Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return). (Appendix E)
 - ii. To approve and adopt the 2021/22 Final Accounts and Supporting Notes. (Appendix F)
 - iii. To approve the signing of the Accounting Statements 2021/22 (Section 2 of the Annual Governance and Accountability Return). (Appendix G)
 - iv. To approve the signing of the Certificate of Exemption from Limited Assurance Review contained within the Part 2 Annual Governance and Accountability Return for submission to the External Auditors. (Appendix H)
- (f) To review and approve the earmarked reserves currently held by the Parish Council.
- (g) Banking Arrangements
 - i. To review any changes required to the authorised signatories.
 - ii. To review and approve existing direct debit payment arrangements.
 - iii. To note that no standing order arrangements are currently in place.
- (h) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £738.83.
- (i) To consider and approve the financial risk assessment 2022/23. (Appendix I)

9. Annual Review of Parish Council administrative matters

- (a) To consider and determine dates of Parish Council meetings for the 2022/23 civic year.
- (b) To consider renewing the current scheme of delegated authority for the 2022/23 civic year for implementation during periods when holding meetings would present a risk to those attending. (Appendix J)
- (c) To renew the appointment of the Neighbourhood Plan Steering Group for the 2022/23 civic year.
- (d) To renew appointment of representatives for matters relating to external bodies.
- (e) To review standing orders and financial regulations and approve any amendments considered appropriate. (Appendix K)
- (f) To review the inventory of Parish Council assets and confirm insurance requirements in respect of all insurable risks.
- (g) To review subscriptions to other bodies.
- (h) To approve to undertake a review of Parish Council policies at the next meeting.
- (i) To approve charges to be applied for allotment rental for 2022/23.

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10. Planning

- (a) To receive and note recent planning decisions issued by Cheshire East Council in respect of development within the Parish. (Appendix L)
- (b) To consider the following planning application -
 - i. 22/0692M - Adders Moss, Macclesfield Road, Over Alderley. SK10 4UD Replacement of existing dwelling and outbuildings with a new dwelling and outbuilding of exceptional design quality. Including landscaping scheme and new vehicle access from Prestbury Road, and associated development.
[Link to information: <http://planning.cheshireeast.gov.uk/applicationdetails.aspx?pr=22/0692M&row=2&query=bc0c3154ffd742b2a0e7c3be90cb2b06&from=i>]
 - ii. Any applications received following issue of Agenda may be included for discussion if required.
- (c) To receive updates relating to local planning enforcement matters.
- (d) To receive an update from the Environment Agency regarding activities within the Parish.
- (e) To receive a report from the Introduction to Rural Affordable Housing briefing and follow up meeting with the Senior Policy Officer.

11. Neighbourhood Plan - To receive an update on activities.

12. Community Governance Review

- (a) To receive and note the updates provided by Cheshire East Council relating to the Community Governance Review.
- (b) To receive a report on the final outcome of the Community Governance Review.

13. 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. Manchester Airport - Notice of re-opening of Runway 2 from 5th April, 2022.
 - ii. ChALC - Annual Meeting Motions 2022: Action Plan.
 - iii. ChALC - NALC Smaller Councils Committee: Call for issues.
 - iv. ChALC - Delay to Cheshire East Council adopting revised Code of Conduct due to the Council wishing to take the time to consider the Government's response to the Standards in Public Life Report.
 - v. Manchester Airport - Manchester Airport Future Airspace project - Stage 2 'Develop & Assess' - Phase 2 engagement events.
 - vi. Police & Crime Commissioner - Meeting with representatives of Town & Parish Councils (18/05/22).
 - vii. ChALC - Service of Thanksgiving for Her Majesty's Platinum Jubilee.
 - viii. Cheshire East Council - Site Allocations and Development Policies Document: Main Modifications consultation. (Closes: 31/05/22)
[Link to information: <https://cheshireeast-consult.objective.co.uk/portal/planning/cs/sadpd/mmschedule?tab=files>]

14. Highway Maintenance and Enhancements

- (a) To receive updates relating to the following highway matters:
 - i. Holes on Birtles Lane (near to access point to Highlees Farm)
 - ii. Pothole on Prestbury Road (on bends between Hare Hill and Dunge Cottages)
 - iii. Removal of surplus signs (change of priority) at School Lane.

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- iv. Pothole on Prestbury Road (opposite entrance to Over Alderley FP7)
 - v. Detached chevron sign at junction of Prestbury Road with Macclesfield Road.
 - vi. Deterioration of highway surface on Slade Lane.
 - vii. Concern about pedestrian safety when walking along Macclesfield Road between access points to Over Alderley FP21 and Over Alderley BR22.
 - viii. Verge obstruction at Slade Lane.
 - ix. Grit bin position at Slade Lane.
 - x. Potholes at junction of Greyhound Road and Chelford Road.
 - xi. Pothole outside Smithy Cottage, Macclesfield Road.
 - xii. Potholes near to Yew Tree Cottage, Hocker Lane.
- (b) To receive highway matters for attention from Members.
 - (c) To receive any updates available relating to an application to reduce the speed limit along Macclesfield Road.
 - (d) Communications from Cheshire East Highways
 - i. Road closure: Hocker Lane, Over Alderley: 27th - 29th June, 2022 to allow works by BT.
 - ii. A new highways service newsletter is to be issued from April 2022.
 - iii. The 2022/23 highway work programmes has been published.
 - iv. Speed Limit Consolidation Order 2022 consultation.
 - v. Moving Traffic Consolidation Order 2022 consultation.
 - vi. Highways winter maintenance top up scheme.
 - vii. Town & Parish Council Satisfaction Survey relating to Highways Service.

15. Community Issues

- (a) Alderley Park
 - i. To receive any updates from the Alderley Park Liaison Committee.
 - ii. To consider outcome of recent meeting relating to development at Alderley Park.
- (b) To receive updates relating to the Over Alderley Primary School Charity.
- (c) The Queen's Platinum Jubilee
 - i. To receive an update relating to events to mark The Queen's Platinum Jubilee.
 - ii. To receive a request for a grant towards the Platinum Jubilee event.

16. Matters for inclusion on next/future meeting agenda

17. Date of next meeting - TBC.

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.

18. Matters for consideration including those transferred from above items (as required)

E.M.Maddock

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

Dated 26th April, 2022

OVER ALDERLEY PARISH COUNCIL

APPENDIX A

Financial Statement - 2022/23					
as at 3rd May, 2022					
Actual 2021/22 £.	Details	2022/23 Budget £.	Actual to Apr. 22 £.	Agenda May. 22 £.	Budget Balance £.
Receipts					
4,445.00	Precept	5,266.00	0.00	2,633.00	2,633.00
0.00	Balances	1,000.00	0.00		0.00
0.24	Investment Interest	0.00	0.00		0.00
0.00	Sale of Assets	0.00	0.00		0.00
5,408.00	Grants, Donations & Refunds	13,000.00	0.00		13,000.00
198.70	Allotment Fees	0.00	0.00		0.00
0.00	Unpresented cheques	0.00	0.00	257.60	0.00
51.31	V.A.T. Refund	0.00	0.00		31.50
10,103.25	Total Receipts	19,266.00	0.00	2,890.60	15,664.50
Payments					
1,297.92	Salary (Clerk)	2,111.00	0.00		2,111.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
128.30	Allowances (Clerk)	150.00	0.00		150.00
0.00	Chairman/Member Allowances	0.00	0.00		0.00
42.23	Administration	95.00	0.00		95.00
132.30	Audit Fees (internal & external)	140.00	0.00	157.50	-17.50
257.60	Insurance	300.00	0.00	257.60	42.40
1,000.00	Grants	1,600.00	0.00		1,600.00
0.00	s.137 Donations	200.00	0.00		200.00
836.63	Allotments - Water Charges	145.00	0.00		145.00
130.40	Subscriptions/Affiliation Fees	165.00	0.00	109.44	55.56
0.00	Room Hire	160.00	0.00		160.00
0.00	Notice Board Maintenance	100.00	0.00		100.00
2,882.81	Neighbourhood Plan	13,000.00	0.00		13,000.00
0.00	The Queen's Platinum Jubilee	1,000.00	0.00		1,000.00
61.50	Contingency	100.00	0.00		100.00
738.83	V.A.T.		0.00	31.50	
7,508.52	Total Payments	19,266.00	0.00	556.04	18,741.46

Cash/Bank Reconciliation	01/04/22	01/04/22	03/05/22	31/03/23
Balance B/Fwd.	10,023.48	10,023.48	10,023.48	12,358.04
Add Total Receipts	19,266.00	0.00	2,890.60	15,664.50
Less Total Payments	-19,266.00	0.00	-556.04	-18,741.46
Balance C/Fwd.	10,023.48	10,023.48	12,358.04	9,281.08
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/22	01/04/22	03/05/22	31/03/23
General Funds	3,498.29	3,498.29	5,832.85	2,755.89
Earmarked Reserves	6,525.19	6,525.19	6,525.19	6,525.19
	10,023.48	10,023.48	12,358.04	9,281.08

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CASH/BANK RECONCILIATION AS AT - 3rd May, 2022

CASH

Balance Brought Forward 01/04/22	
Current Account	7,532.07
Business Reserve Account	2,491.41
Plus Receipts	2,890.60
	<hr/>
	12,914.08
Less Payments	556.04
Balance Carried Forward 03/05/22	<hr/> <hr/>
	12,358.04

BANK (Natwest)

Business Reserve Account -	2,491.41	05/04/22
Add income/transfer received since above Statement		
	<hr/>	
	0.00	
Less unrepresented cheques		
	<hr/>	
	0.00	
	<hr/>	2,491.41 03/05/22
Current Account -	7,789.67	05/04/22
Add income received since above Statement		
	<hr/>	
	2,633.00	
	<hr/>	2,633.00
Less unrepresented cheques/ Transfer		
For approval	<hr/>	
	-556.04	
	<hr/>	-556.04
		9,866.63 03/05/22
Total Bank Balances 03/05/22	<hr/> <hr/>	12,358.04

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APPENDIX B

Receipts

- | | | |
|----------------------------------|-----------|--------------------------------|
| a. NatWest Bank plc | £0.02 | Gross interest - January 2022 |
| b. NatWest Bank plc | £0.02 | Gross interest - February 2022 |
| c. NatWest Bank plc | £0.02 | Gross interest - March 2022 |
| d. Cheshire East Borough Council | £2,633.00 | Precept 2022/23 (50%) |

[Note: Interest received January / February / March 2022 included in 2021/22 accounts.]

APPENDIX C

Payments for approval

- | | | | |
|---------------------|--|---------|----------------------------|
| a. Cheque No 000317 | Zurich Municipal | £257.60 | Insurance premium 2022/23 |
| b. Cheque No 000318 | JDH Business Services Ltd. | £189.00 | Internal audit fee 2021/22 |
| c. Cheque No 000319 | Cheshire Association of Local Councils | £109.44 | Affiliation fee 2022/23 |
| d. Cheque No 000320 | St. Catherine's Church | £TBC | Venue fee - 28/04/22 |

[Note: Cheque No 000317 is a replacement for Cheque No 000315 which has been lost in the post. A stop has been put on Cheque No 000315]

APPENDIX D

INTERNAL AUDIT REPORT OVER ALDERLEY PARISH COUNCIL 2021/22

ISSUE	RECOMMENDATION	FOLLOW UP
2021/22 internal audit		
No internal control issues identified. The council has maintained a robust set of books and records for the financial year.		

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APPENDIX E

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

OVER ALDERLEY 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 2022, 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>

*For any statement to which the response is ‘no’, an explanation must be published

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

DD/MM/YYYY

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 Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes	No

<https://overalderleyipc.weebly.com/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

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APPENDIX F

Over Alderley Parish Council Summary Receipts & Payments Account for the year ended 31st March, 2022

2020/21 £.	<u>Receipts</u>	2021/22 £.
4,015.00	Precept	4,445.00
1.01	Investment Interest	0.24
850.00	Sale of assets	0.00
0.00	Grants & Donations	5,408.00
166.46	Allotment Rental	198.70
128.24	V.A.T. Refund	51.31
<u>5,160.71</u>	Total Receipts	<u>10,103.25</u>
	<u>Payments</u>	
954.72	Salary (Clerk)	1,297.92
0.00	National Insurance (Employer)	0.00
125.00	Allowances (Clerk)	128.30
0.00	Member Allowances	0.00
51.59	Administration	42.23
119.00	Audit Fees (internal & external)	132.30
257.60	Insurance	257.60
0.00	Grant - Over Alderley & Birtles Reading Room	1,000.00
0.00	S.137 Donations	0.00
137.53	Allotments - Water Charges	836.63
130.40	Subscriptions / Affiliation Fees	130.40
0.00	Room Hire	0.00
0.00	Notice Board Maintenance	0.00
0.00	Neighbourhood Plan	2,882.81
0.00	Contingency	61.50
51.31	V.A.T.	738.83
<u>1,827.15</u>	Total Payments	<u>7,508.52</u>

4,095.19	Balance B/Fwd. 01/04/21	7,428.75
5,160.71	Add Total Receipts	10,103.25
-1,827.15	Less Total Payments	-7,508.52
<u>7,428.75</u>	Balance C/Fwd. 31/03/22	<u>10,023.48</u>
	<u>Analysis of Cumulative Funds</u>	
2,491.17	NatWest Business Reserve Account	2,491.41
4,937.58	NatWest Bank Current Account	7,532.07
<u>7,428.75</u>	Total	<u>10,023.48</u>
	<u>Above Funds held for the following purposes:-</u>	
5,928.75	General Funds	3,498.29
1,500.00	Earmarked Reserves	6,525.19
0.00	Capital Reserves	0.00
<u>7,428.75</u>		<u>10,023.48</u>

The above Statement represents fairly the financial position of the Over Alderley Parish Council as at 31st March, 2022 and reflects its receipts and payments during the year.

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Over Alderley Parish Council Supporting Notes 2021/22

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:-

None	£0.00
	<u>£0.00</u>

At the 31st March, 2022 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, 2022 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	£738.83
	<u>£738.83</u>

Capital Reserves

None

Earmarked Reserves

Asset Maintenance Fund	£1,500.00
Queen's Jubilee Fund	£1,000.00
Replacement notice board fund	£500.00
Replacement bench fund	£1,000.00
Neighbourhood Plan (grant funds)	£2,525.19
	<u>£6,525.19</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 £2,228.65 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 G

Section 2 – Accounting Statements 2021/22 for

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	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	4,095	7,429	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	4,015	4,445	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	1,146	5,658	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	955	1,298	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	872	6,211	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	7,429	10,023	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	7,429	10,023	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	1,665	1,665	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	N/A	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 2022 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

SIG E.A.M. Maddock RED

Date

18/04/2022

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

OVER ALDERLEY PARISH COUNCIL

APPENDIX H

Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

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certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22: **£10,103** R AMOUNT £00,000

Total annual gross expenditure for the authority 2021/22: **£7,509** R AMOUNT £00,000

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2022.

By signing this certificate you are also confirming that you are aware of this requirement.

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	DD/MM/YYYY
SIGNATURE REQUIRED	DD/MM/YYYY		DD/MM/YYYY
Signed by Chairman	Date	as recorded in minute reference:	MINUTE REFERENCE
SIGNATURE REQUIRED	DD/MM/YYYY		

Generic email address of Authority	Telephone number
clerk.overalderleypc@gmail.com GENERIC EMAIL ADDRESS	01477 571444 NUMBER

*Published web address

<https://overalderleypc.weebly.com/> **AVAILABLE WEBSITE/WEBPAGE ADDRESS**

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT

OVER ALDERLEY PARISH COUNCIL

APPENDIX I

OVER ALDERLEY PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2022/23

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 May 2022.
	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 May 2022.
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.
Cash	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.

OVER ALDERLEY PARISH COUNCIL

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	Existing procedure adequate.
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 May 2022.
	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.
	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 May 2022.

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. 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 2022/23.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2022/23.</p>

OVER ALDERLEY PARISH COUNCIL

APPENDIX J

SCHEME OF DELEGATED AUTHORITY

A scheme of delegated authority was approved in July 2021 (see minute extract below) to ensure that Parish Council business was not unnecessarily interrupted due to Covid-19.

Given the continued impact of Covid-19, together with other potential risks, Members should consider renewing the existing scheme of delegation 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.

- RECOMMENDATION:**
- (a) That the scheme of delegated authority (as described in the Minutes of the meeting held 19th July, 2021) be renewed for the 2022/23 civic year.**
 - (b) That for the avoidance of doubt, clause (b) be clarified by the addition of the following: "...by either email or, where appropriate (including upon request by Members), a duly convened All Member Working Group."**

Extract from minutes of meeting held 19th July, 2021:

15(a) Arrangements for business continuity - The Clerk reported that it would be prudent for the Parish Council to make arrangements for the continuation of business should Covid-19 restrictions be re-introduced or that the risk of holding face-to-face meetings be considered high.

- 031/21 RESOLVED**
- (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.**
 - (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.**

(All in favour)

OVER ALDERLEY PARISH COUNCIL

APPENDIX K

REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

The model Standing Orders and Financial Regulations were adopted in March 2021.

Copies available at: <https://overalderley.pc.weebly.com/policies.html>

Standing Order 5(j)(ix) requires the annual review of Standing Orders and Financial Regulations.

Financial Regulation 17.1 requires a periodic review of Financial Regulations.

Recommended updates:

(Text to be removed has been entered into square brackets, highlighted red and struck-through, text to be added has been entered into square brackets and highlighted green.)

Standing Order Clause 18(f) - A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of [~~£189,330~~] [£213,477] for a public service or supply contract or in excess of [~~£4,733,252~~] [£5,336,937] for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

Reason for recommended update: Updated Procurement Policy Note issued by Cabinet Office which applied from 1st January, 2022.

Standing Order Clause 18(g) - A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of [~~£378,660~~] [£426,955] for a supply, services or design contract; or in excess of [~~£4,733,252~~] [£5,336,937] for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

Reason for recommended update: Updated Procurement Policy Note issued by Cabinet Office which applied from 1st January, 2022.

Financial Regulations Footnote 2 (Clause 11(c)) -

Thresholds currently applicable are:

- a) For public supply and public service contracts [~~209,000 Euros (€181,302)~~] [£213,477]
- b) For public works contracts [~~5,225,000 Euros (€4,551,413)~~] [£5,336,937]

Reason for recommended update: Updated Procurement Policy Note issued by Cabinet Office which applied from 1st January, 2022.

OVER ALDERLEY PARISH COUNCIL

APPENDIX L

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
- 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 - Approved with conditions (21/04/22)
- 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
- 21/1815M - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB
Construction of garage.
DECISION STATUS - Undecided
- 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 STATUS - Approved with conditions (05/04/22)
- 21/1852M - Finlow Hill, Finlow Hill Lane, Over Alderley. SK10 4UG
First floor annex over existing triple garage
DECISION STATUS - Undecided
- 21/1900M - Higher Park Farm, Birtles Lane, Over Alderley. SK10 4ZB
Erection of new garage.
DECISION STATUS - Approved with conditions (21/04/22)
- 21/1945M - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB
Retrospective application for conservatory and boundary wall.
DECISION STATUS - Undecided
- 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 STATUS - Undecided (Revised scheme submitted)
- 21/2960M - Land west of Springhill, Chelford Road, Prestbury. SK10 4PT
Retrospective application for hardstanding, chicken coop and shed.
DECISION STATUS - Undecided
- 21/2998M - New Church House, Birtles Lane, Over Alderley. SK10 4SN
Change of use of land from agricultural to residential garden.
DECISION STATUS - Undecided

OVER ALDERLEY PARISH COUNCIL

- 21/3188M - Land off Hocker Lane, Over Alderley.
Certificate of lawful existing use existing buildings have been operating for stables, domestic vehicular storage, and an associated hobby workshop for more than 10 years.
DECISION STATUS - Undecided
- 21/3986M - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB
Variation of condition 4 to planning application 19/4291M - Variation of condition 2 of 17/4607M - Extension to the farm house.
DECISION STATUS - Refused (20/12/21) - Under appeal
- 21/4098M - Trugs Farm House, Macclesfield Road, Over Alderley. SK10 4SW
Install an air source heat pump to replace the existing oil boiler. Both the existing boiler and the new heat pump are external to the property.
DECISION STATUS - Approved with conditions (16/03/22)
- 21/4180M - The Great Barn, Higher House Farm, Hocker Lane, Over Alderley.
Replacement of French windows on barn, external alterations to roof lantern, French windows and 3 no. windows on C21st side extension.
(21/4181M - Listed Building Consent application)
DECISION STATUS - Undecided
- 21/4291M - Land at The Old Vicarage, Birtles Lane, Over Alderley. SK10 4RX
Retrospective application for construction of a pond and associated rewilding and landscaping, proposed gate and hedgerow planting.
DECISION STATUS - Undecided
- 21/5416M - Birtles Mill, Birtles Lane, Over Alderley. SK10 4RX
Certificate of lawful existing development for site entrance and access track, hardstanding to front and side of dwelling, linked garage and workshop/store, shed and timber store and erection of fountain feature in side/rear garden.
DECISION STATUS - Positive certificate (07/03/22)
- 22/0297M - Baguley Farm, Hocker Lane, Over Alderley. SK10 4SB
Prior notification of a single storey agricultural building with pitched roof and covered external area.
DECISION STATUS - Withdrawn (14/03/22)
- 22/0518S - Symphony Park - Alderley Park, Congleton Road, Nether Alderley
EIA scoping request for proposed retirement care village.
DECISION STATUS - Undecided
- 22/0618M - Barn 4, Dunge Farm, Macclesfield Road, Over Alderley. SK10 4SN
Rear single storey extension to existing lounge.
DECISION STATUS - Undecided
- 22/0682M - 12 Ashbrook Road, Over Alderley. SK10 4SH
Double storey side extension to replace existing single storey annex.
DECISION STATUS - Undecided