

# OVER ALDERLEY PARISH COUNCIL

## NOTICE OF ANNUAL PARISH COUNCIL MEETING

**Date:** Tuesday 7<sup>th</sup> May, 2024

**Time:** Immediately following Annual Parish Meeting (7:00p.m.)

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

*E.M.Maddock*

Dr. E. M. Maddock PSLCC,

Clerk & Responsible Financial Officer.

Dated 29<sup>th</sup> April, 2024

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**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, flu or Covid/flu symptoms.**

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

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### AGENDA

To Members of Over Alderley Parish Council,

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

- 1. Election of Chairman**
  - (a) To elect a Chairman for the 2024/25 civic year.
  - (b) To receive the newly elected Chairman's Declaration of Acceptance of Office.
- 2. Apologies for absence**
- 3. Declarations of Interest** – To receive Declarations of Interest in any items on the agenda.
- 4. Election of Vice Chairman**
  - (a) To elect a Vice Chairman for the 2024/25 civic year.
- 5. Minutes**
  - (a) To approve the Minutes of the Parish Council meeting held 5<sup>th</sup> March, 2024 as a correct record and approve signing by the Chairman.
- 6. Public Forum for Questions** – To receive questions from members of the public.
- 7. Cheshire East Ward Member Cllr. T. Jackson**
  - (a) To receive a report on items of interest to the Parish Council.
- 8. Finance**
  - (a) To receive and consider the Financial Statement 2024/25 as at 7<sup>th</sup> May, 2024.  
(Appendix A)
  - (b) To note receipts as listed at Appendix B.
  - (c) To approve the payments listed at Appendix C.
  - (d) Internal Audit 2023/24
    - i. To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix D)
    - ii. To receive and consider the Internal Audit Action Plan.

## OVER ALDERLEY PARISH COUNCIL

Report states, "Issue: Although information was provided regarding the companies from whom quotations were to be sought for the Neighbourhood Plan landscape works, all the quotations received could not be identified. Recommendation: When quotation exercises are undertaken in accordance with the procurement requirements of the Financial Regulations, all quotations received should be retained."

- (e) Final Accounts and Audit Arrangements 2023/24
  - i. To consider and approve the signing of the Annual Governance Statement 2023/24 (Section 1 of the Annual Governance and Accountability Return). (Appendix E)
  - ii. To approve and adopt the 2023/24 Final Accounts and Supporting Notes. (Appendix F)
  - iii. To approve the signing of the Accounting Statements 2023/24 (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 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 consider and approve the financial risk assessment 2024/25. (Appendix I)
- (i) To confirm the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £1,151.69.
- (j) To confirm the actions of the Clerk & Responsible Financial Officer in submitting the Community Infrastructure Levy Monitoring Report 2023/24 to Cheshire East Council. [Copy of report available at: <https://overalderley.pc.weebly.com/archive.html>]

### 9. Annual Review of Parish Council administrative matters

- (a) To consider renewing the current scheme of delegated authority for the 2024/25 civic year for implementation during periods when holding meetings would present a risk to those attending. [Copy at: [https://overalderley.pc.weebly.com/uploads/7/1/7/1/71711117/over\\_alderley\\_parish\\_council\\_-\\_minutes\\_-\\_16\\_may\\_2023.pdf](https://overalderley.pc.weebly.com/uploads/7/1/7/1/71711117/over_alderley_parish_council_-_minutes_-_16_may_2023.pdf) (page 477)]
- (b) To consider renewing the appointment of the Neighbourhood Plan Steering Group for the 2024/25 civic year.
- (c) To review and approve standing orders and financial regulations. [Copies at: <https://overalderley.pc.weebly.com/policies.html>]
- (d) To record that the Parish Council is eligible to exercise the general power of competence.
- (e) To review the inventory of Parish Council assets and confirm insurance requirements in respect of all insurable risks.
- (f) To review and confirm scope of insurance cover held by Parish Council.
- (g) To review subscriptions to other bodies. [Current: Cheshire Association of Local Councils]
- (h) To review and approve the Parish Council complaints procedure. [Copy at: [https://overalderley.pc.weebly.com/uploads/7/1/7/1/71711117/over\\_alderley\\_parish\\_council\\_-\\_minutes\\_-\\_16\\_may\\_2023.pdf](https://overalderley.pc.weebly.com/uploads/7/1/7/1/71711117/over_alderley_parish_council_-_minutes_-_16_may_2023.pdf) (page 479)]

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- (i) To review and approve the Parish Council policies relating to information handling.  
[Copies at: <https://overalderleypc.weebly.com/policies.html>]
- (j) To record that no payments were made in 2023/24 under s.137 provisions or the general power of competence.
- (k) To confirm the dates of Parish Council meetings for the 2024/25 civic year.  
[Proposed: 2<sup>nd</sup> July, 2024; 3<sup>rd</sup> September, 2024; 5<sup>th</sup> November, 2024;  
7<sup>th</sup> January, 2025; 4<sup>th</sup> March, 2025; 6<sup>th</sup> May, 2025]
- (l) To approve charges to be applied for allotment rental for 2024/25.

## 10. Planning

- (a) To receive and consider recent planning decisions issued by Cheshire East Council in respect of development within the Parish and any updates relating to outstanding applications. (Appendix J)
- (b) To consider the following planning applications:
  - i. 24/0784M: Finlows Villa, Mottram Road, Alderley Edge. SK9 7JF  
New build stable block for equestrian use at Finlows Villa.
  - ii. 24/1247M: Hare Hill, Prestbury Road, Over Alderley. SK10 4PY  
Conversion of stables to ancillary accommodation.  
[24/1248M: Listed Building Consent application for above development]
  - iii. 24/1498M: 6 Varden Town Cottages, Birtles Lane, Over Alderley. SK10 4RZ  
Two storey rear extension and single storey rear extension.
  - iv. Any applications received following issue of Agenda may be included for discussion if required.
- (c) To determine any response required to the following planning appeal:
  - i. 22/4903M: Land off Hocker Lane, Over Alderley.  
Demolition of existing buildings and erection of 1 no. dwelling, landscaping and associated works.
- (d) To receive and consider updates relating to local planning enforcement matters.
- (e) To receive further matters from Members for reporting to planning enforcement.
- (f) To receive an update from the Environment Agency regarding activities within the Parish.

## 11. Neighbourhood Plan

- (a) To note that the Neighbourhood Plan is currently subject to Regulation 16 consultation. Consultation period: 26<sup>th</sup> March 2024 to 10<sup>th</sup> May 2024.
- (b) To confirm the appointment of the Neighbourhood Plan Examiner.

## 12. Highway Maintenance and Enhancements

- (a) To consider updates relating to the following highway matters:
  - i. Holes on Birtles Lane (near to access point to Highlees Farm).
  - ii. Removal of surplus signs (change of priority) at School Lane.
  - iii. Deterioration of highway surface on Slade Lane.
  - iv. Verge obstruction at Slade Lane.
  - v. Grit bin position at Slade Lane.
  - vi. Potholes on Macclesfield Road near to Smithy Cottage.
  - vii. Broken bridleway sign at Cross Lane.
  - viii. Damaged sign on Macclesfield Road near to junction with Greyhound Lane.
  - ix. Muddy section along Nether Alderley FP55.
  - x. Blocked drains at Slade Lane causing flooding at Hocker Lane.

# OVER ALDERLEY PARISH COUNCIL

- xi. Potholes at Birtles Lane (near Varden Town Cottages).
- xii. Missing street sign at School Lane.
- xiii. Flooding at Birtles Lane.
- xiv. Potholes on Slade Lane.
- xv. Potholes at Hocker Lane.

(b) To receive highway matters for attention from Members.

## 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. ChALC: Invitation to submit motion for consideration at the Annual Meeting.
  - ii. Cheshire East Council: Notification that the Developer Contributions Supplementary Planning Document (DC SPD) and Environmental Protection Supplementary Planning Document (EP SPD) have now been adopted.
  - iii. Cheshire East Council: Revised statement of licensing policy consultation.  
[Link to information: <https://surveys.cheshireeast.gov.uk/s/E253CG/?m=79256097p03mk>]
  - iv. Cheshire East Council: Local Plan consultation.  
[Link to information: [www.cheshireeast.gov.uk/newlocalplan](http://www.cheshireeast.gov.uk/newlocalplan)]
  - v. Cheshire East Council: Invitation to Town and Parish Council Network Meeting on 14<sup>th</sup> May, 2024. (6pm, online, topic: Cheshire East Local Plan)

## 14. Community Issues

- (a) To receive a report on matters of interest / concern within the Parish from the Prestbury Ward Policing Team.
- (b) To receive and consider any updates relating to Alderley Park.
- (c) To receive updates relating to the Over Alderley Primary School Charity.
- (d) To receive and consider information relating to a proposal from Mottram St. Andrew and Prestbury Parish Councils to lobby for improved mobile phone coverage within the area.

## 15. Matters for inclusion on next/future meeting agenda

- (a) Provision and installation of new bench at junction of Macclesfield Road and School Lane.

## 16. Date of next meeting: TBC (See agenda item 9(k))

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.

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

*E.M.Maddock*

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

Dated 29<sup>th</sup> April, 2024

# OVER ALDERLEY PARISH COUNCIL

## APPENDIX A

Financial Statement – 2024/25 as at 7 <sup>th</sup> May, 2024					
Actual 2023/24 £	Details	2024/25 Budget £	Actual to Apr. 24 £	Agenda May 24 £	Budget Balance £
	<b>Receipts</b>				
5,309.00	Precept	5,574.00	0.00	2,787.00	2,787.00
0.00	Balances	1,400.00	0.00		0.00
157.86	Investment interest		0.00		0.00
0.00	Sale of assets		0.00		0.00
5,565.00	Grants, donations & refunds		0.00		0.00
3,645.95	Community Infrastructure Levy		0.00		0.00
236.65	Allotment Rent		0.00		0.00
1,170.50	VAT refund		0.00		39.60
<b>16,084.96</b>	<b>Total receipts</b>	<b>6,974.00</b>	<b>0.00</b>	<b>2,787.00</b>	<b>2,826.60</b>
	<b>Payments</b>				
2,768.22	Salary (Clerk)	3,444.00	0.00		3,444.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
164.66	Allowances (Clerk)	200.00	0.00		200.00
69.68	Administration	150.00	0.00		150.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
172.50	Audit fees (internal & external)	190.00	0.00	198.00	-8.00
257.60	Insurance	300.00	0.00		300.00
1,000.00	Grants/Donations (inc. s.137)	1,800.00	0.00		1,800.00
109.06	Allotments – Water charges	145.00	0.00	19.93	125.07
147.48	Subscriptions/affiliation fees	185.00	0.00	137.18	47.82
90.00	Room hire	160.00	0.00		160.00
0.00	Asset maintenance	300.00	0.00		300.00
7,304.00	Neighbourhood Plan	0.00	0.00		0.00
0.00	Royal Events	0.00	0.00		0.00
0.00	Contingency	100.00	0.00		100.00
1,151.69	VAT		0.00	39.60	
<b>13,234.89</b>	<b>Total payments</b>	<b>6,974.00</b>	<b>0.00</b>	<b>394.71</b>	<b>6,618.89</b>

Cash/Bank reconciliation	01/04/24	01/04/24	07/05/24	31/03/25
Balance B/Fwd	11,472.63	11,472.63	11,472.63	13,864.92
Add total receipts	6,974.00	0.00	2,787.00	2,826.60
Less total payments	6,974.00	0.00	394.71	6,618.89
Balance C/Fwd	11,472.63	11,472.63	13,864.92	23,310.41
<b>Cumulative balances</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>
	<b>01/04/24</b>	<b>01/04/24</b>	<b>07/05/24</b>	<b>31/03/25</b>
General funds	4,326.68	4,326.68	6,718.97	16,164.46
Earmarked reserves	7,145.95	7,145.95	7,145.95	7,145.95
	11,472.63	11,472.63	13,864.92	23,310.41

# OVER ALDERLEY PARISH COUNCIL

## Cash/Bank Reconciliation as at 7<sup>th</sup> May, 2024

### Cash

Balance brought forward 01/04/24		
Current Account	292.63	
Business Reserve Account	1,053.99	
Liquidity Manager Account	10,126.01	
	11,472.63	
Plus receipts	2,787.00	
Less payments	394.71	
Balance carried forward 07/05/24:	13,864.92	

### Bank (NatWest)

<b>Current Account</b>	3,079.63		05/04/24
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
For approval	-394.71		
	-394.71	2,684.92	07/05/24
<b>Business Reserve Account</b>	1,053.99		05/04/24
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	1,053.99	07/05/24
<b>Liquidity Manager Account</b>	10,126.01		28/03/24
Add receipts/transfer since above statement			
	0.00		
	0.00		
Less unrepresented cheques			
	0.00		
	0.00	10,126.01	07/05/24
<b>Total bank balances 07/05/24</b>		<b>13,864.92</b>	

# OVER ALDERLEY PARISH COUNCIL

## APPENDIX B

### Receipts (2023/24)

NatWest Bank plc	£3.31	Gross interest – January 2024 (BR)
Allotment Holder	£28.05	Allotment rent 2023/24
Allotment Holder	£14.58	Allotment rent 2023/24
NatWest Bank plc	£2.80	Gross interest – February 2024 (BR)
NatWest Bank plc	£25.62	Gross interest – February 2024 (LM)
NatWest Bank plc	£1.17	Gross interest – March 2024 (BR)
NatWest Bank plc	£24.80	Gross interest – March 2024 (LM)

## APPENDIX C

### Payment for approval

Cheque No 000343	JDH Business Services Ltd.	£237.60	Internal audit fee 2023/24
Cheque No 000344	Cheshire Association of Local Councils	£137.18	Affiliation fee 2024/25
Direct Debit	United Utilities	£19.93	Allotment water charges: Feb.24 – Mar.24

# OVER ALDERLEY PARISH COUNCIL

## APPENDIX D

### Annual Internal Audit Report 2023/24

Over Alderley Parish Council  
 overalderley.pci.weebly.com

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A no petty cash held
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken: 20/04/2024  
 Name of person who carried out the internal audit: JDH BUSINESS INSERVICES LTD

Signature of person who carried out the internal audit: [Signature] Date: 20/04/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).  
 \*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



# OVER ALDERLEY PARISH COUNCIL

## APPENDIX E

### Section 1 – Annual Governance Statement 2023/24

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 2024, 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 Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

#### 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://overalderleypc.weebly.com/> AVAILABLE WEBSITE/WEBPAGE ADDRESS

# OVER ALDERLEY PARISH COUNCIL

## APPENDIX F

### Summary Receipts & Payments Account for the year ended 31st March, 2024

2022/23 £.	<u>Receipts</u>	2023/24 £.
5,266.00	Precept	5,309.00
10.95	Investment Interest	157.86
0.00	Sale of assets	0.00
7,117.00	Grants & Donations	5,565.00
0.00	Community Infrastructure Levy	3,645.95
166.46	Allotment Rental	236.65
738.83	V.A.T. Refund	1,170.50
257.60	Unpresented cheque 2021/22	0.00
<u>13,556.84</u>	Total Receipts	<u>16,084.96</u>
	<u>Payments</u>	
2,199.08	Salary (Clerk)	2,768.22
0.00	National Insurance (Employer)	0.00
168.80	Allowances (Clerk)	164.66
0.00	Member Allowances	0.00
50.83	Administration	69.68
157.50	Audit Fees (internal & external)	172.50
515.20	Insurance	257.60
1,500.00	Grants	1,000.00
0.00	S.137 Donations	0.00
51.50	Allotments - Water Charges	109.06
144.44	Subscriptions / Affiliation Fees	147.48
135.00	Room Hire	90.00
0.00	Notice Board Maintenance	0.00
8,195.19	Neighbourhood Plan	7,304.00
669.72	HM The Queen: Platinum Jubilee	0.00
0.00	Contingency	0.00
1,170.50	V.A.T.	1,151.69
<u>14,957.76</u>	Total Payments	<u>13,234.89</u>
	-----	
10,023.48	Balance B/Fwd. 01/04/23	8,622.56
13,556.84	Add Total Receipts	16,084.96
-14,957.76	Less Total Payments	-13,234.89
<u>8,622.56</u>	Balance C/Fwd. 31/03/24	<u>11,472.63</u>
	<u>Analysis of Cumulative Funds</u>	
2,502.36	NatWest Business Reserve Account	1,053.99
6,120.20	NatWest Bank Current Account	292.63
	NatWest Bank Liquidity Manager	10,126.01
<u>8,622.56</u>	Total	<u>11,472.63</u>
	<u>Above Funds held for the following purposes:-</u>	
3,675.56	General Funds	4,326.68
4,947.00	Earmarked Reserves	7,145.95
0.00	Capital Reserves	0.00
<u>8,622.56</u>		<u>11,472.63</u>

The above Statement represents fairly the financial position of the Over Alderley Parish Council as at 31st March, 2024 and reflects its receipts and payments during the year.

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## Over Alderley Parish Council – Supporting Notes 2023/24

### 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, 2024 the following assets were held:-

Parish Boundary Signs (2)	£324.00
Notice Board (1)	£272.00
Wooden Seat	£382.00
Laptop Computer	£299.17
Printer / Scanner	£69.99
Notice Board (1)	£46.08
	<u>£1,393.24</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, 2024 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	£1,151.69
	<u>£1,151.69</u>

### Capital Reserves

None

### Earmarked Reserves

Asset Maintenance Fund	£1,500.00
Replacement notice board fund	£1,000.00
Replacement bench fund	£1,000.00
Community Infrastructure Levy	£3,645.95
	<u>£7,145.95</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 £3,594.66 and payments made were:- None.

### Agency Work

During the year the Council undertook the following agency work on behalf of other local authorities:- None

### Advertising and Publicity

The following costs for advertising and publicity were incurred during the year:- None

### Pensions

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

### Contingent Liabilities

None

# OVER ALDERLEY PARISH COUNCIL

## APPENDIX G

### Section 2 – Accounting Statements 2023/24 for

#### OVER ALDERLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	10,023	8,622	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	5,266	5,309	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	8,291	10,776	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	2,199	2,768	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	12,759	10,467	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	8,622	11,472	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	8,622	11,472	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,393	1,393	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).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

# OVER ALDERLEY PARISH COUNCIL

## APPENDIX H

### Certificate of Exemption – AGAR 2023/24 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 2024, 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 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

#### OVER ALDERLEY PARISH COUNCIL

certifies that during the financial year 2023/24, 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 2023/24: **£16,085 R AMOUNT £00,000**

Total annual gross expenditure for the authority 2023/24: **£13,235 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 **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), 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 the above statements apply and 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 2024.

**Signing this certificate confirms the authority will comply with the publication requirements.**

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
<b>SIGNATURE REQUIRED</b>	DD/MM/YYYY		
Signed by Chair	Date	as recorded in minute reference:	<b>MINUTE REFERENCE</b>
<b>SIGNATURE REQUIRED</b>	DD/MM/YYYY		

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

\*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 2024. Reminder letters for late submission will incur a charge of £40 + VAT.**

# OVER ALDERLEY PARISH COUNCIL

## APPENDIX I

### OVER ALDERLEY PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2024/25

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. Electronic minutes 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 2024.
	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 Councilors/circumstances.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2024.
	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 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 2024.
	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 2024.

# 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 2024/25.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2024/25.</p>



# OVER ALDERLEY PARISH COUNCIL

## APPENDIX J

### Outstanding planning applications & recent planning decisions

- 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
- 21/0630M 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
- 21/1945M Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB  
Retrospective application for conservatory and boundary wall.  
DECISION STATUS – Undecided
- 21/2960M Land west of Springhill, Chelford Road, Prestbury. SK10 4PT  
Retrospective application for hardstanding, chicken coop and shed.  
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 – Refused (27/03/24)
- 22/4903M Land off Hocker Lane, Over Alderley.  
Demolition of existing buildings and erection of 1 no. dwelling, landscaping and associated works.  
DECISION STATUS – Not decided – Currently under appeal
- 23/0668M Broadheath Farm, Macclesfield Road, Over Alderley. SK10 4SN  
Variation of Condition 2 on approval 21/1848M for extensions to farmhouse, conversion of existing brickbuilt 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.  
DECISION STATUS – Undecided
- 23/1403M Daniel Hill, Oak Road, Mottram St. Andrew. SK10 4RA  
Proposed re-development of existing barn structure to form 3 new dwellings, alterations to the site to form parking areas and garden areas.  
DECISION STATUS – Approved with conditions (21/03/24)
- 23/2287M The Old House, Hocker Lane, Over Alderley, Cheshire.  
Restoration and refurbishment of listed building, demolition of brick lean-to and steel portal frame building, with extension and conversion of listed building to residential dwelling (resubmission of application reference 22/3450M & 22/3451M. (Application 23/2288M – Listed Building Consent)  
DECISION STATUS – Undecided
- 23/2978M Broadheath Farm, Macclesfield Road, Over Alderley. SK10 4SN  
Rebuilding works to provide 2 no. dwellings with associated works (resubmission of 21/1848M).  
DECISION STATUS – Undecided

## OVER ALDERLEY PARISH COUNCIL

- 23/3770D Finlows Villa, Mottram Road, Alderley Edge. SK9 7JF  
Discharge of conditions 2, 5, 6, 9, 10, 11, 13, 15, 17, 18, 19 and 20 on approval 21/2052M.  
DECISION STATUS – Undecided
- 23/3868M Everybody at Alderley Park, Congleton Road, Nether Alderley.  
Retrospective application for full planning permission to convert 2 x tennis courts into 3 x padel tennis courts, erection of customer kiosk, creation of new pedestrian access and associated boundary treatments.  
DECISION STATUS – Undecided
- 24/0004M Land off Birtles Lane, Over Alderley.  
Erection of a single dwelling and private architectural studio including landscape enhancements and associated works.  
DECISION STATUS – Undecided
- 24/0157M Normans Hall, Chelford Road, Prestbury. SK10 4PT  
Retrospective application for erection of a timber palisade fence adjoining the eastern boundary of the site. [24/0158M: Listed Building Consent application]  
DECISION STATUS – Undecided