

OVER ALDERLEY PARISH COUNCIL

Minutes of the Parish Council meeting held

Tuesday 16th May, 2023 at 7:10p.m.

at Over Alderley & Birtles Reading Room, Birtles Lane, Over Alderley

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

Members of the public (0).

Cheshire East Council Ward Member: Councillor T. Jackson.

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

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

036/23 RESOLVED (a) That Councillor D. Burns be elected as Chairman to Over Alderley Parish Council for the 2023/24 civic year.
(b) That the Chairman's Declaration of Acceptance of Office be received. (All in favour)

2. **Apologies for absence** – None.

037/23 RESOLVED (a) To note that no apologies for absence had been received. (All in favour)

3. **Declarations of Acceptance of Office**

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

038/23 RESOLVED (a) To receive the Declarations of Acceptance of Office from all Members elected at the May 2023 election. (All in favour)

(b) Declaration of acceptance of office for Member not present at the meeting – None.

4. **Declarations of interest**

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

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

039/23 RESOLVED (a) To note that no declarations of interest were made.
(b) To note that three registration of interests forms had been submitted.
(c) That remaining forms be submitted as soon as possible. (All in favour)

5. **Election of Vice Chairman** – The Chairman invited nominations for the position of Vice Chairman for the 2023/24 civic year. One nomination was received in respect of Councillor J. Wilson.

040/23 RESOLVED (a) That Councillor J. Wilson be elected as Vice Chairman to Over Alderley Parish Council for the 2023/24 civic year. (All in favour)

6. **Appointment of Representatives**

(a) **Over Alderley Primary School Charity**

041/23 RESOLVED (a) That Councillor D. Burns be nominated to act as a Trustee on the Over Alderley Primary School Charity. (All in favour)

(b) **Alderley Park Liaison Group**

042/23 RESOLVED (a) That Councillor I. Beaumont be nominated to attend meetings of the Alderley Park Liaison Group. (All in favour)

7. **Minutes**

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(a) Minutes of the Parish Council meeting held 7th March 2023 had been previously circulated to all Members.

043/23 RESOLVED (a) That the minutes of the Parish Council meeting held 7th March, 2023 be approved as a correct record and signed by the Chairman. (All in favour)

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

044/23 RESOLVED (a) To note that no questions were raised by members of the public. (All in favour)

9. Reports from external organisations

(a) **Cheshire East Ward Member Cllr. T. Jackson** – The Chairman welcomed Councillor T. Jackson to the meeting.

045/23 RESOLVED (a) To note the election of Borough Councillor T. Jackson. (All in favour)

(b) **Alderley Edge & Prestbury Wards Policing Team** – It was reported that the local PCSO had advised that no incidents had been reported in respect of Over Alderley Parish, however, residents are urged to be vigilant for suspicious activity and to report it to the Police.

046/23 RESOLVED (a) To receive and note the report from the Police. (All in favour)

(c) **Cheshire East Town & Parish Council Network Meeting (28/03/23)** – Slides from the meeting had been previously circulated to all Members. It was noted that, at present, no routes through Over Alderley had been identified as preferred routes for HS2 traffic.

047/23 RESOLVED (a) To receive and note the report. (All in favour)

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

048/23 RESOLVED (a) To receive and note the report. (All in favour)

10. Finance

(a) **Financial Statement 2023/24 as at 16th May, 2023** – Members considered the financial statement 2023/24 which was unanimously accepted. (Appendix A)

(b) **Receipts** – The Chairman outlined the receipts listed at Appendix B.

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

049/23 RESOLVED (a) That the Statement of Account as at 16th May, 2023 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 at Appendix C be approved.

(All in favour)

(d) Internal Audit 2022/23

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

050/23 RESOLVED (a) That the Internal Audit Report contained within the Annual

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Governance and Accountability Return be received and duly noted. (All in favour)

- ii. **Internal Audit Action Plan** – Members considered the Internal Audit Action Plan: Report states, “No issues arising – a robust set of books and records has been maintained throughout the financial year and all internal control objectives were met.”

**051/23 RESOLVED (a) That the Internal Audit Action Plan be received.
(b) To note that no actions are required in response to the Internal Audit Action Plan. (All in favour)**

(e) Final Accounts and Audit Arrangements 2022/23

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

**052/23 RESOLVED (a) That the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) record a ‘yes’ in respect of items 1-8 and ‘n/a’ in respect of item 9.
(b) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 1 of the Annual Governance and Accountability Return 2022/23. (All in favour)**

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

053/23 RESOLVED (a) That the Final Accounts and Supporting Notes for the financial year ended 31st March 2023 be duly approved and adopted. (Appendix D) (All in favour)

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

054/23 RESOLVED (a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 2 of the Annual Governance and Accountability Return 2022/23. (All in favour)

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

055/23 RESOLVED (a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the Certificate of Exemption from Limited Assurance Review. (All in favour)

- (f) **Earmarked reserves** – Members considered the current earmarked reserves.

056/23 RESOLVED (a) That the current earmarked reserves be re-confirmed. (All in favour)

(g) Banking arrangements

- i. **Authorised signatories**

057/23 RESOLVED (a) That former Cllr. S. Clarke be removed from the bank mandate.

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(b) That Councillor S. Pett be added to the bank mandate as an authorised signatory. (All in favour)

ii. Direct Debit payments

058/23 RESOLVED (a) That approval be re-confirmed for current direct debit payments to United Utilities and the Information Commissioner's Office to continue. (All in favour)

iii. Standing Order payments

059/23 RESOLVED (a) That no standing order payments are currently made by the Council. (All in favour)

(h) VAT reclaim 2022/23 – Members noted the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £1,170.50.

060/23 RESOLVED (a) That the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £1,170.50 be confirmed. (All in favour)

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

061/23 RESOLVED (a) That the risk assessment 2023/24 be approved and adopted as presented (Appendix E). (All in favour)

11. Annual Review of Parish Council administrative matters

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

062/23 RESOLVED (a) That the scheme of delegated authority be approved as presented. (Appendix F) (All in favour)

(b) Appointment of Neighbourhood Plan Steering Group – Members considered the re-appointment of the Neighbourhood Plan Steering Group.

063/23 RESOLVED (a) That the Neighbourhood Plan Steering Group be re-appointed as existing. (All in favour)

(c) Review of Standing Orders and Financial Regulations

064/23 RESOLVED (a) That Standing Orders and Financial Regulations be re-approved. (All in favour)

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

065/23 RESOLVED (a) To record that Over Alderley Parish Council is currently eligible to exercise the General Power of Competence. (All in favour)

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

066/23 RESOLVED (a) That the insurance cover relating to the asset inventory be confirmed.

(b) That the asset risk assessment be received and duly noted. (Appendix G)

(c) That the recommendations within the asset risk assessment be approved. (All in favour)

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

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- 067/23 RESOLVED (a) To confirm that existing insurance covers meet the needs of the Parish Council. (All in favour)
- (g) Subscriptions to other bodies – Members reviewed current subscriptions.
- 068/23 RESOLVED (a) That subscription be continued with the Cheshire Association of Local Councils. (All in favour)
- (h) Complaints Procedure
- 069/23 RESOLVED (a) That the existing complaints procedure be re-approved. (Appendix H) (All in favour)
- (i) Information Handling Policies
- 070/23 RESOLVED (a) That the existing information handling policies be re-approved. (All in favour)
- (j) Payments made under s.137 and General Power of Competence 2022/23
- 071/23 RESOLVED (a) That no payments were made under s.137 provisions during 2022/23.
(b) That no payments were made under General Power of Competence provisions during 2022/23. (All in favour)
- (k) Calendar of meetings 2023/24 – Members reviewed the scheduled meeting dates for 2023/24.
- 072/23 RESOLVED (a) That meetings for the 2023/24 civic year be held on:
Tuesday 4th July, 2023
Tuesday 5th September, 2023
Tuesday 7th November, 2023
Tuesday 2nd January, 2024
Tuesday 5th March, 2024
Tuesday 7th May, 2024 (All in favour)
- (l) Allotment rental charges 2023/24
- 073/23 RESOLVED (a) That the allotment rental charges remain unchanged for 2023/24 at £0.1535 per square metre per annum.
(b) That a pensioner discount of 50% be applied to applicable allotment rental charges. (All in favour)

12. Planning

- (a) **Recent Planning Decisions** – Members noted the recent planning decisions that had been issued by Cheshire East Council in respect of development within the Parish. (Appendix I)
- (b) **Planning applications for consideration**
- i. **23/1045M** – 3 Ashbrook Drive, Over Alderley. SK10 4SH
Rear single storey extension with associated raised terrace, steps and garden access ramp (or lift access).
- 074/23 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 23/1045M. (All in favour)
- ii. **23/1397M** – Windmill Farm, Wrigley Lane, Over Alderley. SK10 4SA
Certificate of proposed lawful development for the construction of a two-storey rear extension.
- 075/23 RESOLVED (a) That no comments be submitted to Cheshire East Council in respect of application 23/1397M. (All in favour)
- iii. **23/1403M** – Daniel Hill, Oak Road, Mottram St. Andrew. SK10 4RA

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Proposed re-development of existing barn structure to form 3 new dwellings, alterations to the site to form parking areas and garden areas.

- 076/23 RESOLVED** (a) That the following comments be submitted to Cheshire East Council in respect of application 23/1403M:
The proposed development is not in a sustainable location. The conversion will have a negative impact on the greenbelt. The external alterations are unsympathetic to the simple character of the brick barn. The internal space standards provide a poor living environment. The application should be accompanied by a landscape and visual impact assessment and fully detailed landscape proposals. (All in favour)
- iv. **23/1507M** – Valais Farm, Birtles Lane, Over Alderley. SK10 4RY
Prior approval for a proposed agricultural building to store hay, straw and agricultural machinery.
- 077/23 RESOLVED** (a) That no comments be submitted to Cheshire East Council in respect of application 23/1507M. (All in favour)
- v. **23/1602D** – Birtles Old Hall, Chelford Road, Henbury. SK10 4RS
Discharge of condition 3 on approval 21/2158M.
- 078/23 RESOLVED** (a) That no comments be submitted to Cheshire East Council in respect of application 23/1602D. (All in favour)
- vi. **Applications received following receipt of the agenda:**
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.
[Amended plans]
- 079/23 RESOLVED** (a) That the following comments be submitted to Cheshire East Council in respect of the amended plans for application 23/0692M: Over Alderley Parish Council makes the following comments in respect of the amended plans submitted 3rd April, 2023. These are supplementary to comments already submitted.
Over Alderley Parish Council considers that the proposed revised gateway design does not meet the requirements of the Over Alderley Neighbourhood Plan regarding design principles. The Neighbourhood Plan sets out that high walls, gates and building materials should not be used to create separation from the landscape. Boundary treatments should reflect the naturalness and openness of the landscape and not attempt to introduce alien features which do not integrate with the local landscape and character. (All in favour)
- 23/1731M** – Wrigley Barn, Wrigley Lane, Over Alderley. SK10 4SA
Proposed change of use of Agricultural Building to a Dwellinghouse (Class C3) and for associated operational development.
- 080/23 RESOLVED** (a) That the following comments be submitted to Cheshire East Council in respect of application 23/1731M:
Over Alderley Parish Council considers that the existing agricultural building, in structural terms, is not currently capable of functioning as a dwelling, thereby cannot be

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'converted' into a dwelling without substantial building operations.

The existing building is open fronted, therefore, it is not considered to meet the requirements for a conversion of an agricultural building as it is lacking vital structural components.

The extensive building operations required to enable the building to function as a dwelling would likely result in a building which, when considered in the context of the surrounding area, would be out of keeping and detrimental to the character of this rural setting particularly given the highly visible location of the building. (All in favour)

(c) Planning Appeal

- i. 21/1815M – Birtles Farm, Hocker Lane.
Construction of garage.

081/23 RESOLVED (a) That the above appeal be receive and noted. (All in favour)

(d) **Planning enforcement updates** – No updates had been received.

(e) **Environment Agency Update** – It was reported that there had been no updates relating to applications for activities within the Parish.

13. Neighbourhood Plan – It was reported that a consultation event was due to take place in the near future to support the formal Regulation 14 consultation. Following the consultation period the Steering Group will consider the comments received and make any necessary amendments to the Plan.

082/23 RESOLVED (a) To receive and note the update. (All in favour)

14. Highway Maintenance and Enhancements

(a) Updates relating to the following highway matters – No updates had been received in respect of the following highway defects.

- 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. Concern about pedestrian safety when walking along Macclesfield Road between access points to Over Alderley FP21 and Over Alderley BR22.
- v. Verge obstruction at Slade Lane.
- vi. Grit bin position at Slade Lane.
- vii. Deterioration of carriageway and verges along Birtles Lane due to increased volume and size of traffic.
- viii. Missing road name plate at School Lane.
- ix. Flooding at Hocker Lane.
- x. Potholes on Macclesfield Road near to Smithy Cottage.
- xi. Broken bridleway sign at Cross Lane.

083/23 RESOLVED (a) That the Clerk continue to pursue updates relating outstanding matters. (All in favour)

(b) **Highway matters for attention from Members** – It was reported that sign had been damaged on Macclesfield Road near the junction with Greyhound Lane.

084/23 RESOLVED (a) That the Clerk report the above highway matter to

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Cheshire East Council.

(All in favour)

- (c) **Highway priorities** – It was noted that no feedback had yet been received regarding the highway priorities which had been submitted to Cheshire East Council. ChALC was also pursuing, without success, responses from Cheshire East Highways.

15. Correspondence

- (a) To consider specific correspondence received by the Parish Council since the date of the last ordinary meeting and determine such actions as Members consider appropriate thereto -
- i. Nether Alderley Parish Council – Neighbourhood Plan Regulation 14 consultation.

085/23 RESOLVED (a) That no comments be submitted to the consultation. (All in favour)

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

086/23 RESOLVED (a) To receive and note the information. (All in favour)

- iii. Manchester Airport – Community Flyer.

087/23 RESOLVED (a) To receive and note the information. (All in favour)

16. Community Issues

(a) Alderley Park -

- i. **Alderley Park Liaison Committee** – It was reported that no meeting was currently scheduled.
- ii. **Other matters relating to Alderley Park** – No issues were raised.
- (b) **Over Alderley Primary School Charity** – It was reported that progress was awaited regarding the legal processes which would enable the sale of the site.
- (c) **Allotment Agreement** – It was reported that a new tenant had been identified for the vacant allotment.

088/23 RESOLVED (a) To approve the signing of the allotment agreement for the new tenant. (All in favour)

17. Election 2023

- (a) **Outcome of 2023 election** – It was reported that five residents had been elected to be Parish Councillors for Over Alderley.
- (b) **Vacancies for Parish Councillors** – It was reported that there are currently two vacancies for councillors.

089/23 RESOLVED (a) To receive and note the update. (b) That further Members be co-opted at future meetings. (All in favour)

18. Matters for inclusion on next/future meeting agenda

- (a) Several carried forward from previous meetings.

19. Dates of next meeting - Tuesday 4th July, 2023 at 7:00p.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.

090/22 RESOLVED (a) That it was not necessary to exclude the Public and Press

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from the remainder of the Meeting as no items were to be considered at Item 20.

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

The meeting was declared closed by the Chairman at 7:50p.m.

Signed:..... Approval date: 4th July, 2023

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APPENDIX A

Financial Statement – 2023/24 as at 16 th May, 2023					
Actual 2022/23 £	Details	2023/24 Budget £	Actual to Apr. 23 £	Agenda May 23 £	Budget Balance £
	Receipts				
5,266.00	Precept	5,309.00	0.00		5,309.00
1,658.52	Balances	1,693.00	0.00		0.00
10.95	Investment interest		0.00		0.00
0.00	Sale of assets		0.00		0.00
7,117.00	Grants, donations & refunds		0.00		0.00
166.46	Allotment Rent		0.00		0.00
738.83	VAT refund		0.00		34.50
257.60	Unpresented cheque 2021/22		0.00		
14,957.76	Total receipts	7,002.00	0.00	0.00	5,343.50
	Payments				
2,199.08	Salary (Clerk)	2,742.00	0.00		2,742.00
0.00	National Insurance (Employer)	0.00	0.00		0.00
168.80	Allowances (Clerk)	175.00	0.00		175.00
50.83	Administration	110.00	0.00		110.00
0.00	Chairman/Member allowances	0.00	0.00		0.00
157.50	Audit fees (internal & external)	175.00	0.00	172.50	2.50
515.20	Insurance	300.00	0.00		300.00
1,500.00	Grants/Donations (inc. s.137)	1,800.00	0.00		1,800.00
51.50	Allotments – Water charges	145.00	0.00	15.96	129.04
144.44	Subscriptions/affiliation fees	195.00	0.00	112.48	82.52
135.00	Room hire	160.00	0.00		160.00
0.00	Notice board maintenance	100.00	0.00		100.00
8,195.19	Neighbourhood Plan	0.00	0.00	1,447.00	-1,447.00
669.72	Royal Events	1,000.00	0.00		1,000.00
0.00	Contingency	100.00	0.00		100.00
1,170.50	VAT		0.00	34.50	
14,957.76	Total payments	7,002.00	0.00	1,782.44	5,254.06

Cash/Bank reconciliation	01/04/23	01/04/23	16/05/23	31/03/24
Balance B/Fwd	8,622.56	8,622.56	8,622.56	6,840.12
Add total receipts	7,002.00	0.00	0.00	5,343.50
Less total payments	7,002.00	0.00	1,782.44	5,254.06
Balance C/Fwd	8,622.56	8,622.56	6,840.12	6,929.56
Cumulative balances	Balance	Balance	Balance	Balance
	01/04/23	01/04/23	16/05/23	31/03/24
General funds	3,675.56	3,675.56	3,340.12	3,429.56
Earmarked reserves	4,947.00	4,947.00	3,500.00	3,500.00
	8,622.56	8,622.56	6,840.12	6,929.56

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Cash/Bank Reconciliation as at 16th May 2023

Cash

Balance brought forward 01/04/23		
Current Account	6,120.20	
Business Reserve Account	<u>2,502.36</u>	
	8,622.56	
Plus receipts	0.00	
Less payments	<u>1,782.44</u>	
Balance carried forward 16/05/23:	<u><u>6,840.12</u></u>	

Bank (NatWest)

Business Reserve Account	2,502.36		01/04/23
Add receipts/transfer since above statement			
	<u>0.00</u>		
	0.00		
Less unrepresented cheques			
	<u>0.00</u>		
	0.00		
		2,502.36	16/05/23
Current Account	6,120.20		01/04/23
Add receipts/transfer since above statement			
	<u>0.00</u>		
	0.00		
Less unrepresented cheques			
For approval <u>-1,782.44</u>	<u>-1,782.44</u>		
	-1,782.44		
		4,337.76	16/05/23
Total bank balances 16/05/23		<u><u>6,840.12</u></u>	

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APPENDIX B

Receipts

NatWest Bank plc	£1.75	Gross interest – January, 2023
NatWest Bank plc	£1.73	Gross interest – February, 2023
NatWest Bank plc	£2.12	Gross interest – March 2023

[Above receipts received in 2022/23]

APPENDIX C

Payment for approval

Cheque No. 000330	JDH Business Services Ltd.	£207.00	Internal audit fee 2022/23
Cheque No. 000331	Groundwork UK	£1,447.00	Repayment of unused grant (Neighbourhood Plan)
Cheque No. 000332	Cheshire Association of Local Councils	£112.48	Affiliation fee 2023/24
Direct Debit	United Utilities	£15.96	Allotment water charges

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APPENDIX D

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

2021/22		2022/23
£.	<u>Receipts</u>	£.
4,445.00	Precept	5,266.00
0.24	Investment Interest	10.95
0.00	Sale of assets	0.00
5,408.00	Grants & Donations	7,117.00
198.70	Allotment Rental	166.46
51.31	V.A.T. Refund	738.83
0.00	Unpresented cheque 2021/22	257.60
<u>10,103.25</u>	Total Receipts	<u>13,556.84</u>
	<u>Payments</u>	
1,297.92	Salary (Clerk)	2,199.08
0.00	National Insurance (Employer)	0.00
128.30	Allowances (Clerk)	168.80
0.00	Member Allowances	0.00
42.23	Administration	50.83
132.30	Audit Fees (internal & external)	157.50
257.60	Insurance	515.20
1,000.00	Grants	1,500.00
0.00	S.137 Donations	0.00
836.63	Allotments - Water Charges	51.50
130.40	Subscriptions / Affiliation Fees	144.44
0.00	Room Hire	135.00
0.00	Notice Board Maintenance	0.00
2,882.81	Neighbourhood Plan	8,195.19
0.00	HM The Queen: Platinum Jubilee	669.72
61.50	Contingency	0.00
738.83	V.A.T.	1,170.50
<u>7,508.52</u>	Total Payments	<u>14,957.76</u>

7,428.75	Balance B/Fwd. 01/04/22	10,023.48
10,103.25	Add Total Receipts	13,556.84
-7,508.52	Less Total Payments	-14,957.76
<u>10,023.48</u>	Balance C/Fwd. 31/03/23	<u>8,622.56</u>
	<u>Analysis of Cumulative Funds</u>	
2,491.41	NatWest Business Reserve Account	2,502.36
7,532.07	NatWest Bank Current Account	6,120.20
<u>10,023.48</u>	Total	<u>8,622.56</u>
	<u>Above Funds held for the following purposes:-</u>	
3,498.29	General Funds	3,675.56
6,525.19	Earmarked Reserves	4,947.00
0.00	Capital Reserves	0.00
<u>10,023.48</u>		<u>8,622.56</u>

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

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OVER ALDERLEY PARISH COUNCIL SUPPORTING NOTES 2022/23

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:-

Notice Board (1)	£0.00
	<u>£0.00</u>

At the 31st March, 2023 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, 2023 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	£1,170.50
	<u>£1,170.50</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
Neighbourhood Plan (grant funds)	£1,447.00
	<u>£4,947.00</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 £2,681.28 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.

OVER ALDERLEY PARISH COUNCIL

APPENDIX E

OVER ALDERLEY PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2023/24

Subject	Risk(s) Identified	H/M/L	Management/Control of Risk	Review/Assess/Revise
Business continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance.	L	In the event of the Clerk being indisposed the Chairman (or other nominated Member) may perform the necessary duties.	Existing procedure adequate. Review when necessary.
	Loss of paper/electronic records.	M	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 Councillors/circumstances.
	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2024.
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	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 2023/24.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Existing procedure adequate.</p> <p>Review 2023/24.</p>

OVER ALDERLEY PARISH COUNCIL

APPENDIX F

SCHEME OF DELEGATED AUTHORITY

A scheme of delegated authority is adopted to minimise potential threats to business continuity. The scheme of delegated authority would be implemented in response to a risk assessment and consultation with Members.

Terms of the scheme of delegated authority:

- (a) That the Clerk & Responsible Financial Officer shall have delegated authority to exercise any function that would normally be exercised by the Parish Council excepting any function which statute prescribes may only be exercised by Full Council.
- (b) That authority under (a) may only be exercised having received counsel from Members by either email or, where appropriate (including upon request by Members), a duly convened All Member Working Group.
- (c) That an All Member Working Group be established comprising all members with a remit to advise the Clerk on issues requiring attention.
- (d) That except when discussing matters where publicity would be prejudicial to the public interest (as defined in the Public Bodies (Admission to Meetings) Act 1960) working group meetings shall be open to the public to view and, at an appropriate time, participate.
- (e) The authority granted under (a) shall have effect until the next Annual Meeting.
- (f) All decisions taken under (a) shall be submitted to and ratified by Full Council at the first meeting following exercise of the delegated authority.
- (g) The authority under (a) shall not affect any authority which is already delegated through Standing Orders, Financial Regulations, existing policy or previous resolution and any conditions attached thereto shall continue to have effect.

OVER ALDERLEY PARISH COUNCIL

APPENDIX G

ASSET REVIEW

No.	Item type	Location	Condition			Observations
			Good	OK	Poor	
1	Notice board	Over Alderley & Birtles Reading Room	*			Notice board in good condition, however, some paint beginning to flake off. Recommendation: Consider re-painting/treating notice board.
2	Notice board	Festival Drive	*			Notice board in good condition. Recommendation: Review 2024
3	Bench	Festival Drive	*			Seat in good condition, however, paint is flaking off. Recommendation: Continue to pursue the re-painting of the bench.
4	Bench	Finlow Hill Lane	*			Seat in good condition, however, signs of wear exposing bare wood. Recommendation: Continue to pursue the re-treating of the bench.
5	Boundary sign	Macclesfield Road (Near Trugs Farm)	*			Sign in good condition. Minor bend to top corner. Recommendation: Review 2024
6	Boundary sign	Macclesfield Road				Not observed during visit Recommendation: Revisit to review sign.

ASSET IMAGES



OVER ALDERLEY PARISH COUNCIL

APPENDIX H

COMPLAINTS PROCEDURE

1. Handling of Complaints

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

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

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

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

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

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

1.7 The order of the meeting shall be:

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

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

OVER ALDERLEY PARISH COUNCIL

APPENDIX I

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
- 21/0630M 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
- 21/1945M 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 – Undecided
- 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.
DECISION STATUS – Undecided
- 22/1810D Finlows Villa, Mottram Road, Alderley Edge. SK9 7JF
Discharge of conditions 18 & 20 on approval 21/2052M for demolition of existing dwelling and construction of a replacement dwelling with basement and associated landscaping works.
DECISION STATUS – Undecided
- 22/3327M Caravan at Herb Garden, Birtles Lane, Over Alderley.
Certificate of lawful proposed development of replacement of lodge style caravan.
DECISION STATUS – Undecided

OVER ALDERLEY PARISH COUNCIL

- 22/4414D Broadheath Farm, Macclesfield Road, Over Alderley. SK10 4SN
Discharge of condition 5 on application 21/1848M: Extensions to existing 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 (c. 1000m²)
DECISION STATUS – Undecided
- 22/4869M 30 Morris Drive, Nether Alderley. SK10 4YX
Single storey extension.
DECISION STATUS – Approved with conditions (16/03/23)
- 22/4903M Land off Hocker Lane, Over Alderley.
Demolition of existing buildings and erection of 1 no. dwelling, landscaping and associated works.
DECISION STATUS – Undecided
- 22/4577D Broad Heath House, Slade Lane, Over Alderley. SK10 4SF
Discharge of condition 3 on application 20/1765M: Demolition of existing dwelling and construction of replacement dwelling.
DECISION STATUS – Approved (22/03/23)
- 23/0270M Barn at Nearly Nine Acres Wood, Birtles Lane, Over Alderley.
Agricultural determination for traditional wooden pole type barn. It will be constructed of tanalised softwood timber using 100x100 posts (in the corners and along the sides/ends of the building) which are placed on steel post-support spikes sunk into the ground. There will be no use of concrete or any other 'permanent' building material. Vertical planks with air gaps will make up the walls - clearly this negates any suggestion that it is a dwelling. There will be no running water nor mains electricity linked to the building as these facilities are not available on site.
DECISION STATUS – Determination – refusal (stage 2) (16/03/23)
- 23/0579M 12 Ashbrook Road, Over Alderley. SK10 4SH
Existing dwelling house built in the mid 1960's and shown to Ordnance Survey mapping by 1969. The proposal is for two single storey extensions at the rear of the existing dwelling that will not exceed 3 metres in depth and therefore qualify as permitted development and are lawful.
DECISION STATUS – Undecided
- 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