

OVER ALDERLEY PARISH COUNCIL

Minutes of the Annual Parish Council meeting held

Tuesday 3rd May, 2022 at 8:10p.m.

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

Present - Councillors D. Burns (Chairman), S. Pett, F. Douglas.

Members of the public (0).

Cheshire East Ward Member: Cllr. P. Findlow.

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

1. **Election of Chairman** - The retiring Chairman invited nominations for the position of Chairman for the 2022/23 civic year. One nomination was received in respect of Councillor D. Burns.

004/22 RESOLVED (a) That Councillor D. Burns be elected as Chairman to Over Alderley Parish Council for the 2022/23 civic year.
(b) That the Chairman's Declaration of Acceptance of Office be received.

Proposed: Councillor S. Pett Seconded: Councillor F. Douglas All in favour

2. **Election of Vice Chairman** - The Chairman invited nominations for the position of Vice Chairman for the 2022/23 civic year. One nomination was received in respect of Councillor J. Wilson.

005/22 RESOLVED (a) That Councillor J. Wilson be elected as Vice Chairman to Over Alderley Parish Council for the 2022/23 civic year.

Proposed: Councillor S. Pett Seconded: Councillor F. Douglas All in favour

3. **Apologies for absence** -
Councillor I. Beaumont - Personal commitment.
Councillor S. Clarke - Personal commitment.
Councillor D. Caplin - Work commitment.
Councillor J. Wilson - Personal commitment.

006/22 RESOLVED (a) That the above apologies for absence be received and approved.

Proposed: Councillor S. Pett Seconded: Councillor F. Douglas All in favour

4. **Declarations of interest** - None. Members were reminded to review their Registration of Interests forms to ensure that all details are correct.
5. **Public forum for questions** - No questions had been received from or were presented by members of the public.
6. **Reports from external organisations**
 - (a) **Alderley Edge & Prestbury Wards Policing Team** - No specific report had been received from the local Policing Team, however, it was noted that there had been an increase in thefts of keyless range rovers recently. Residents are urged to be vigilant. Furthermore, there had been suspicious activity noted at Prestbury Road.
 - (b) **Cheshire East Ward Member Cllr. P. Findlow** - Borough Councillor P. Findlow reported that the outcome of the Community Governance Review was good news for Over Alderley Parish Council.

7. Minutes

- (a) Minutes of the Parish Council meeting held 1st March, 2022 had been previously circulated to all Members.

007/22 RESOLVED (a) That the minutes of the Parish Council meeting held 1st

OVER ALDERLEY PARISH COUNCIL

March, 2022 be approved as a correct record and signed by the Chairman.

Proposed Councillor F. Douglas Seconded Councillor S. Pett All in favour

8. Finance

- (a) **Financial Statement 2022/23 as at 3rd May, 2022** - Members considered the financial statement 2022/23 which was unanimously accepted. (Appendix A)
- (b) **Receipts** - The Chairman noted the receipts listed at Appendix B.
- (c) **Payments** - The Chairman outlined the payments listed at Appendix C.

- 008/22 RESOLVED**
- (a) **That the Statement of Account as at 3rd May, 2022 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 schedule of three payments listed at Appendix C be approved.**

Proposed Councillor F. Douglas Seconded Councillor S. Pett All in favour

(d) **Internal Audit 2021/22**

- i. **Internal Audit Action Plan** - Members considered the Internal Audit Action Plan which stated, "No internal control issues identified. The Council has maintained a robust set of books and records for the financial year."
- ii. **Internal Audit Report** - The Internal Audit Report contained within the Annual Governance and Accountability Return 2021/22 had been previously circulated to all Members.

- 009/22 RESOLVED**
- (a) **That the Internal Audit Action Plan be received and duly noted.**
 - (b) **That the Internal Audit Report contained within the Annual Governance and Accountability Return be received and duly noted.**

Proposed: Councillor S. Pett Seconded: Councillor F. Douglas All in favour

(e) **Final Accounts and Audit Arrangements 2021/22**

- i. **Annual Governance Statement 2021/22 (Section 1 of the Annual Governance and Accountability Return)** - Members considered the Annual Governance Statement 2021/22 and unanimously agreed that 'yes' be recorded by items 1-8 and 'n/a' be recorded in respect of item 9 (Trust Funds).

- 010/22 RESOLVED**
- (a) **That the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return) record a 'yes' in respect of items 1-8 and a 'n/a' in respect of item 9.**
 - (b) **That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the certificate in respect of Section 1 of the Annual Governance and Accountability Return 2021/22.**

Proposed Councillor F. Douglas Seconded Councillor S. Pett All in favour

- ii. **Final Accounts and Supporting Notes 2021/22** - The Chairman presented the Final Accounts and Supporting Notes 2021/22 to the Council.

- 011/22 RESOLVED**
- (a) **That the Final Accounts and Supporting Notes for the financial year ended 31st March, 2022 be duly approved and**

OVER ALDERLEY PARISH COUNCIL

adopted. (Appendix D).

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

- iii. **Accounting Statements 2021/22 (Section 2 of the Annual Governance and Accountability Return)** - The Chairman presented the Accounting Statements 2021/22 to the Council.

012/22 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 2021/22.

Proposed Councillor F. Douglas Seconded Councillor S. Pett All in favour

- iv. **Certificate of Exemption from Limited Assurance Review contained within the Part 2 Annual Governance and Accountability Return for submission to the External Auditors** - Members confirmed that the Parish Council met the conditions for exemption from Limited Assurance Review.

013/22 RESOLVED (a) That the Chairman and Clerk & Responsible Financial Officer be authorised to sign the Certificate of Exemption from Limited Assurance Review as contained within Part 2 of the Annual Governance and Accountability Return 2021/22.

Proposed Councillor F. Douglas Seconded Councillor S. Pett All in favour

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

014/22 RESOLVED (a) That the current earmarked reserves be re-confirmed.

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

- (g) **Banking arrangements**

i. **Authorised signatories**

015/22 RESOLVED (a) That no changes to be made to the bank authorised signatories.

Proposed Councillor F. Douglas Seconded Councillor S. Pett All in favour

ii. **Direct debit payments**

016/22 RESOLVED (a) That approval be re-confirmed for current direct debit payments to United Utilities and the Information Commissioner's Office to continue.

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

iii. **Standing Order payments**

017/22 RESOLVED (a) To confirm that no standing order payments are currently being made.

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

- (h) **VAT Reclaim 2021/22** - Members noted the actions of the Clerk & Responsible Financial Officer in submitting a VAT reclaim to HMRC in the sum of £738.83.

018/22 RESOLVED (a) That the actions of the Clerk & Responsible Financial Officer be confirmed.

Proposed Councillor F. Douglas Seconded Councillor S. Pett All in favour

- (i) **Financial Risk Assessment** - The financial risk assessment 2022/23 had previously been circulated to all Members.

019/22 RESOLVED (a) That the risk assessment 2022/23 be approved and adopted as presented (Appendix E).

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

OVER ALDERLEY PARISH COUNCIL

9. Annual Review of Parish Council administrative matters

(a) Calendar of meetings 2022/23

DECISION (a) That the Clerk request availability for the Reading Room for the 2022/23 meetings.

(b) **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.

020/22 RESOLVED (a) That the scheme of delegated authority be approved as presented. (Appendix F)

Proposed Councillor D. Burns Seconded Councillor S. Pett All in favour

(c) Appointment of the Neighbourhood Plan Steering Group

021/22 RESOLVED (a) That the Neighbourhood Plan Steering Group be re-appointed for the 2022/23 civic year.

(d) Appointment of representatives to external bodies

022/22 RESOLVED (a) To re-confirm the appointment of Councillor D. Burns to represent the Parish Council on the Over Alderley Primary School Charity.

(b) To re-confirm the appointment of Councillor I. Beaumont to attend meetings of the Alderley Park Liaison Group.

(c) That appointment of attendees to other external meetings be determined as required.

Proposed Councillor F. Douglas Seconded Councillor S. Pett All in favour

(e) **Review of Standing Orders and Financial Regulations** - Members considered the proposed amendments to Standing Orders and Financial Regulations.

023/22 RESOLVED (a) That the proposed amendments to Standing Orders and Financial Regulations be approved and adopted. (Appendix G)

(b) That the remainder of Standing Orders and Financial Regulations remain unchanged.

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

(f) **Inventory of Parish Council Assets** - It was reported that a review of Parish Council assets had been undertaken. The noticeboard at St. Catherine's Church had now collapsed. The bench at Macclesfield Road had deteriorated.

024/22 RESOLVED (a) That the update on Parish Council assets be received.
(b) That the Clerk seek quotations for the replacement of the notice board at St. Catherine's Church together with the replacement of the bench at Macclesfield Road and refurbishment of the benches at Festival Drive and Findlow Hill Lane.

(c) That the Clerk be authorised to submit a grant application to fund the above works.

Proposed Councillor D. Burns Seconded Councillor S. Pett All in favour

(g) Review of subscriptions to other bodies

025/22 RESOLVED (a) That the Parish Council continue to be affiliated to Cheshire Association of Local Councils.

(b) That no other subscriptions be held at this time.

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

OVER ALDERLEY PARISH COUNCIL

(h) Parish Council Policies

026/22 RESOLVED (a) That Parish Council Policies be reviewed at the next meeting.

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

(i) Allotment rental charges 2022/23

027/22 RESOLVED (a) That the allotment rental charges remain unchanged for 2022/23 at £0.1535 per square metre per annum.
(b) That a pensioner discount of 50% be applied to applicable allotment rental charges.

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

10. 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 H)

(b) Planning applications for consideration

- 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.

028/22 RESOLVED (a) That the following submitted comments be approved:
Over Alderley Parish Council makes the following observations in respect of the above proposed development:
We note the quality of the information comprising the application and the applicants intention to create a design of the highest standards.
The comprehensive redevelopment of the site to create a replacement dwelling in the greenbelt presents an opportunity to discover a compelling and relevant design solution of its place and time.
Emerging themes in the neighbourhood plan are the nature of built form within the different plot types in the parish, the primacy of the landscape and the character and continuity of field boundaries.
Large Georgian estates in the parish are set in many acres. The role that they play in the hierarchy of built form and landscape across the parish is clearly understood.
The scale and nature of this site does not fit this category, it cannot even “borrow” landscape from adjacent fields to create an appropriate setting. It will therefore be in conflict with the local character and distinctiveness of Over Alderley.
The Georgian reproduction style will stand in stark contrast to the family of buildings that it seeks to be a part of and in stark contrast to the gentle agricultural context of the parish.
Substantial thinning of the tree belt forming the perimeter of the site has recently taken place. Any new development should replace this to provide a dense screen (as the example at Dickens Farm).

OVER ALDERLEY PARISH COUNCIL

The gate entrance seeks to create an imposing impression which is again at odds with the characteristics of older plot and estate entrances in the parish. A far less visible and arresting solution, taking cues from older plot examples and providing continuity of the stone wall and native hedge boundaries, will settle the site more harmoniously into its context.

A critical issue will be controlling artificial lighting levels, keeping all external lighting to a minimum, to avoid light pollution and eliminate harmful impacts in the greenbelt.

Proposed Councillor S. Pett Seconded Councillor F. Douglas All in favour

ii. **Applications received following receipt of the agenda:** None.

- (c) **Planning enforcement updates** - It was reported that there had been no updates relating to planning enforcement cases within the Parish.
- (d) **Environment Agency Update** - It was reported that there had been no updates relating to applications for activities within the Parish.
- (e) **Introduction to Rural Affordable Housing briefing** - It was reported that a useful follow up meeting had been held with a Senior Policy Officer from Cheshire East Council regarding options to deliver affordable housing in rural communities.

11. Neighbourhood Plan - It was reported that work was continuing to develop the Neighbourhood Plan document. A new volunteer had also recently come forward to join the team.

12. Community Governance Review - Members noted the updates which had been received over the previous weeks. It was noted that the review had concluded that Over Alderley Parish should be retained with its current boundary and number of councillors.

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.

DECISION (a) To receive and note the information.

ii. ChALC - Annual Meeting Motions 2022: Action Plan.

DECISION (a) To receive and note the information.

iii. ChALC - NALC Smaller Councils Committee: Call for issues.

DECISION (a) To receive and note the information.

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.

DECISION (a) To receive and note the information.

v. Manchester Airport - Manchester Airport Future Airspace project - Stage 2 'Develop & Assess' - Phase 2 engagement events.

DECISION (a) That any Member interested in attending should contact the Clerk.

vi. Police & Crime Commissioner - Meeting with representatives of Town & Parish Councils (18/05/22).

DECISION (a) That no Members were available to attend the meeting.

OVER ALDERLEY PARISH COUNCIL

vii. ChALC - Service of Thanksgiving for Her Majesty's Platinum Jubilee.

DECISION (a) To receive and note the information.

viii. Cheshire East Council - Site Allocations and Development Policies Document: Main Modifications consultation.

DECISION (a) That no representations be submitted to the consultation.

14. Highway Maintenance and Enhancements

- (a) Updates relating to the following highway matters - It was reported that work relating to items (ii), (iv) and (x) had been completed. It was reported that further reports had also recently been reported relating to several potholes within the Parish.
- 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.
 - 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.

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

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

(c) **Macclesfield Road - Speed Limit Review** - There was nothing to report.

(d) **Communications from Cheshire East Council** -

- 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.

DECISION (a) To receive and note the communications from Cheshire East Council relating to highway matters.

15. Community Issues

(a) **Alderley Park** -

- i. **Alderley Park Liaison Committee** - There was nothing to report.
- ii. **Recent meeting relating to development at Alderley Park** - Members reported that the meeting had been a useful opportunity to engage with the

OVER ALDERLEY PARISH COUNCIL

Planning Officer and raise issues of concern.

(b) **Over Alderley Primary School Charity** - Borough Councillor P. Findlow reported that discussions are still ongoing to resolve outstanding issues.

(c) **The Queen's Platinum Jubilee** - Item deferred to next meeting.

16. Matters for inclusion on next/future meeting agenda - None.

17. Dates of next meeting - To be confirmed.

To consider passing a resolution under Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (Section 100(a) of the Local Government Act 1972) to exclude the public and press from the meeting for the following item of business on the grounds that it could involve the likely disclosure of exempt information.

DECISION (a) **That a resolution to exclude the Public and Press from the remainder of the Meeting was not necessary as no items were to be considered at Item 18.**

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

The meeting was declared closed by the Chairman at 8:37p.m.

Signed:..... Approval date: 19th July 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

OVER ALDERLEY PARISH COUNCIL

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
	<u>12,914.08</u>
Less Payments	556.04
Balance Carried Forward 03/05/22	<u><u>12,358.04</u></u>

BANK (Natwest)

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

OVER ALDERLEY PARISH COUNCIL

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

[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]

OVER ALDERLEY PARISH COUNCIL

APPENDIX D

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.

OVER ALDERLEY PARISH COUNCIL

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 E

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.
	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.

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 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

REVIEW OF STANDING ORDERS & FINANCIAL REGULATIONS

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

Copies available at: <https://overalderleyipc.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 H

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