

OVER ALDERLEY PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

DATE: TUESDAY 7TH JULY 2020
TIME: 7:45 P.M.
VENUE: Remote meeting via Skype

E.M.Maddock

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

Dated 1st July, 2020

AGENDA

To Members of Over Alderley Parish Council,

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

1. **APOLOGIES FOR ABSENCE -**
2. **DECLARATIONS OF INTEREST -** To receive Declarations of Interest in any items on the agenda.
3. **PUBLIC FORUM FOR QUESTIONS -**
4. **REPORTS FROM EXTERNAL ORGANISATIONS -**
 - i) Cheshire East Ward Member Cllr. P. Findlow - Report on items of interest to the Parish Council.
 - ii) Alderley Edge and Prestbury Wards Policing Team - Report on matters of interest / concern within the Parish.
5. **AUDIT OF ACCOUNTS 2019/20 -**
 - i) Internal Audit 2019/20 -
 - a) To receive and consider the Internal Audit Report and determine any actions required in relation thereto. (Appendix A)
 - b) To receive the Internal Audit Report contained within the Annual Governance and Accountability Return. (Appendix B)
 - ii) To consider and approve the signing of the Annual Governance Statement 2019/20 (Section 1 of the Annual Governance and Accountability Return). (Appendix C)
 - iii) To approve and adopt the 2019/20 Final Accounts and Supporting Notes. (Appendix D)
 - iv) To approve the signing of the Accounting Statements 2019/20 (Section 2 of the Annual Governance and Accountability Return). (Appendix E)
 - v) 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.
6. **PLANNING DECISIONS -**
 - i) To receive and note recent planning decisions issued by Cheshire East Council. (Appendix F)
7. **TO CONSIDER THE FOLLOWING PLANNING APPLICATIONS -**
 - i) 18/4728M & 18/4729M - Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB (Amended application) 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 as enabling works (resubmission of application reference 18/0831M).
 - ii) 20/2308M - Broad Heath Farm, Slade Lane, Over Alderley. SK10 4SF
Change of use for conversion of an existing outbuilding to provide accommodation (ancillary to the house) for a dependent relative.

- iii) 20/2375M - Trugs Farm House, Macclesfield Road, Over Alderley. SK10 4SW
Removal of existing porch and erection of replacement gabled porch; erection of two-storey rear extension; modifications to windows and insertion of 3 rooflights; internal modifications.
- iv) 20/2490M - Lothlorien, Macclesfield Road, Over Alderley. SK10 4SW
Replacement conservatory structure.
- v) 20/2522M - The Old Vicarage, Birtles Lane, Over Alderley, Cheshire. SK10 4RX
Change of use of land to domestic garden and erection of detached oak framed incidental annexe outbuilding.
- vi) 20/2548M - Birtles Farm, Farmhouse, Hocker Lane, Over Alderley. SK10 4SB
Detached car port / garage and home office.

8. NEIGHBOURHOOD PLAN -

- i) To consider the merits of preparing a Neighbourhood Plan for the parish of Over Alderley.

9. HIGHWAY MATTERS -

- i) To receive a proposal to install signage along Hocker Lane to address perceived speeding along the bridleway.
- ii) To receive highway matters for attention from Members.

10. CONSULTATIONS FOR CONSIDERATION -

- i) Cheshire East Council - Vulnerable and Older Persons' Housing Strategy consultation. (Closes 13/07/20)
Link to consultation information: <https://surveys.cheshireeast.gov.uk/s/NU7O83/>
- ii) Cheshire East Council - Dog Fouling and Dog Control borough wide Public Space Protection Order (PSPO) - proposed extension. (Closes 10/08/20)
Link to consultation information: <https://surveys.cheshireeast.gov.uk/s/dogPSPOextension/>
- iii) Local Government Association Consultation - Draft Model Code of Conduct for Members. (Closes 17/08/20)
Link to consultation information: <https://www.local.gov.uk/code-conduct-consultation-2020>

11. COMMUNITY GOVERNANCE REVIEW -

- i) To consider possible points which may require further consideration during the Community Governance Review process.

12. MATTERS FOR INCLUSION ON NEXT/FUTURE MEETING AGENDA -

13. DATE OF NEXT MEETING - To be determined.

E.M.Maddock

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

Dated 1st July, 2020

For further information and copy agenda please contact:

Tel: 01477 571444 Email: clerk.overalderleypc@gmail.com

**INTERNAL AUDIT REPORT
OVER ALDERLEY PARISH COUNCIL
2019/20**

The internal audit of Over Alderley Parish Council was carried out by undertaking the following tests as specified in the Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

JDH Business Services Limited

2019/20 Action Plan

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The risk assessment was reviewed and updated during the financial year. However, it was not approved by full council in the programmed March 2020 meeting as it had to be cancelled due to the global pandemic.	<i>The council should approve the annual risk assessment at the next available meeting.</i>	
2	The Financial Regulations are dated 2006 and the Standing Orders are also outdated. NALC have issued updated model Financial Regulations and Standing Orders that take account of the latest developments in governance and internal controls.	<i>The council should consider adopting the latest NALC model Standing Orders and Financial Regulations aligned to the council scope and activity.</i>	

Annual Internal Audit Report 2019/20

OVER ALDERLEY PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 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.

Although the risk assessment was reviewed and updated in 2019/20, the Council meeting to approve the document had to be cancelled due to the global pandemic. Therefore, the risk assessment will be approved at the next available meeting.

Internal control objective	Agreed? Please choose one of the following		
	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.	✓		subject to ① above
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 and year-end bank account reconciliations were properly carried out.	✓		
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 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")	✓		
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	✓		
M. (For local councils only) 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: DD/MM/YYYY 30/5/2020 Name of person who carried out the internal audit: DD/MM/YYYY JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit: [Signature] Date: 13/6/2020

*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).

Section 1 – Annual Governance Statement 2019/20

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 2020, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

OVER ALDERLEY PARISH COUNCIL

Summary Receipts & Payments Account for the year ended 31st March, 2020

2018/19 £.	<u>Receipts</u>	2019/20 £.
3,150.00	Precept	3,295.00
3.08	Investment Interest	5.02
0.00	Sale of assets	0.00
0.00	Grants & Donations	0.00
166.46	Allotment Rental	184.05
33.71	V.A.T. Refund	50.65
<u>3,353.25</u>	Total Receipts	<u>3,534.72</u>
	<u>Payments</u>	
908.16	Salary (Clerk)	928.98
0.00	National Insurance (Employer)	0.00
128.70	Allowances (Clerk)	138.60
0.00	Member Allowances	0.00
25.94	Administration	20.99
99.00	Audit Fees (internal & external)	102.00
257.60	Insurance	257.60
1,000.00	Grant - Over Alderley & Birtles Reading Room	1,000.00
0.00	S.137 Donations	0.00
118.42	Allotments - Water Charges	53.15
126.08	Subscriptions / Affiliation Fees	130.40
90.00	Room Hire	90.00
0.00	Notice Board Maintenance	46.08
34.20	Contingency	1,044.00
50.65	V.A.T.	128.24
<u>2,838.75</u>	Total Payments	<u>3,940.04</u>

3,986.01	Balance B/Fwd. 01/04/19	4,500.51
3,353.25	Add Total Receipts	3,534.72
-2,838.75	Less Total Payments	-3,940.04
<u>4,500.51</u>	Balance C/Fwd. 31/03/20	<u>4,095.19</u>
	<u>Analysis of Cumulative Funds</u>	
2,485.14	NatWest Business Reserve Account	2,490.16
2,015.37	NatWest Bank Current Account	1,605.03
<u>4,500.51</u>	Total	<u>4,095.19</u>
	<u>Above Funds held for the following purposes:-</u>	
3,500.51	General Funds	2,595.19
1,000.00	Earmarked Reserves	1,500.00
0.00	Capital Reserves	0.00
<u>4,500.51</u>		<u>4,095.19</u>

The above Statement represents fairly the financial position of the Over Alderley Parish Council as at 31st March, 2020 and reflects its receipts and payments during the year.

OVER ALDERLEY PARISH COUNCIL

SUPPORTING NOTES 2019/20

Assets

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

Notice Board	£46.08
	<u>£46.08</u>

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

Notice Board	£0.00
	<u>£0.00</u>

At the 31st March, 2020 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
Red Telephone Kiosk	£1.00
Notice Board (1)	£46.08
	<u>£1,666.24</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, 2020 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	£128.24
	<u>£128.24</u>

Capital Reserves

None

Earmarked Reserves

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

Tenancies

During the year the following tenancies were held:- None

Section 137 Payments

The limit for spending under Sect. 137 of the Local Government Act 1972 for this Council in the year of account was £2,094.96 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.

Section 2 – Accounting Statements 2019/20 for

OVER ALDERLEY PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	3,986	4,500	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	3,150	3,295	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	203	240	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	RESTATED 908	929	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	RESTATED 1,931	3,011	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	4,500	4,095	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	4,500	4,095	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,892	1,666	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council as a body corporate acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2020 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

E.M. Maddock **SIGNED**

Date

20/05/2020

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

OUTSTANDING PLANNING APPLICATIONS & RECENT PLANNING DECISIONS

Application Reference	Location	Proposed Development	Cheshire East Council Decision
16/1420M (23/03/16)	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.	06/10/17 - Recommendation of approval subject to legal agreement and conditions.
17/0530M (07/02/17)	Alderley Park, Congleton Road, Nether Alderley. SK10 4TJ	Reserved matters application for demolition of existing waste transfer station and redevelopment for a Full-Sized Sports Pitch (Use Class D2) including ground engineering works, erection of site boundaries and landscaping.	06/04/20 - Withdrawn.
18/0868M (28/02/18)	Land to north and south of Lower Courtyard Buildings, Alderley Park, Congleton Road, Nether Alderley. SK10 4TF	Application for approval of reserved matters (access, appearance, landscaping, layout and scale) (following the grant of planning permission reference 15/5401M) to secure approval for different house types to the south of the lower courtyard buildings without podium car parking and for alternative car parking layout to land north of the lower courtyard buildings.	01/05/20 - Approved with Conditions.
18/2585M (30/05/18)	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.	Currently scheduled for Strategic Planning Board.
18/4728M 18/4729M (25/09/18)	Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB	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 as enabling works (resubmission of application reference 18/0831M).	10/06/20 - Amended plans submitted.
19/2200M (14/05/19)	Alderley House and Car Park Sites, Alderley Park, Congleton Road, Nether Alderley. SK10 4TF	Reserved matters application including details of access, layout, landscaping, appearance and scale for a residential development comprising 12 new dwellings, new internal roads, boundary treatments and associated landscaping and infrastructure.	19/02/20 - Refused.
19/2428M (12/06/19)	Higher Park Farm, Birtles Lane, Over Alderley. SK10 4RX	Conversion of existing barn to form new dwelling.	10/03/20 - Approved with Conditions.
19/3286M (12/08/19)	Heatherley Woods, Alderley Park, Congleton Road, Nether Alderley.	Outline application with all matters reserved except for access for a residential development of up to 25 dwellings with associated landscaping and infrastructure.	
19/4280M (19/09/19)	Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB	Engineering works, change in levels of land and removal of hedgerow.	21/01/20 - Approved with Conditions.
19/4757M (25/10/19)	Cobbles End, Hocker Lane, Over Alderley. SK10 4SD	Demolish a conservatory and two detached double garages, construct a garden room extension and a triple garage with room above.	19/03/20 - Approved with Conditions.
19/4899M 19/4900M (28/10/19)	Hare Hill Hall, Prestbury Road, Over Alderley. SK10 4PY	Proposed stables, menage and gazebo.	17/01/20 - Approved with Conditions.
19/5614M (22/12/19)	Windmill Farm, Wrigley Lane, Over Alderley. SK10 4SA	First floor extension	27/01/20 - Refused.
20/0439M (31/01/20)	Barn 6, Dunge Farm Macclesfield Road, Over Alderley. SK10 4SN	Variation of condition 2 & 3 (approved plans and materials) on approved application 17/1545M - Front and rear ground floor extensions.	
20/0784M (21/02/20)	Birtles Farm, Hocker Lane, Over Alderley. SK10 4SB	Conservatory, porch and boundary treatment.	01/06/20 - Approved with Conditions.
20/0865M (02/03/20)	Hares Chase, Macclesfield Road, Over Alderley. SK10 4SW	Relocate existing driveway entrance, rebuild section of boundary wall, extend boundary wall and create a new driveway entrance with stone pillars and gates.	

Application Reference	Location	Proposed Development	Cheshire East Council Decision
20/1114M (12/03/20)	Broadheath Farm, Macclesfield Road, Over Alderley. SK10 4SN	To extend the existing farmhouse, conversion of the existing barn to provide a second dwelling and erection of a new third dwelling within a courtyard formation following repositioning of the existing northern access and demolition of all other existing buildings and structures.	
20/1256M 20/1257M (18/03/20)	Birtles Farm, Hocker Lane, Over Alderley, Macclesfield. SK10 4SB	Detached garage and home office.	19/06/20 - Approved with Conditions.
20/1574M (15/04/20)	Lower Yew Tree Farm, Birtles Lane, Over Alderley. SK10 4RY	Agricultural determination of extension to existing general purpose building.	12/06/20 - Approval not required (stage 1).
20/1765M	Broad Heath House, Slade Lane, Over Alderley. SK10 4SF	Demolition of existing dwelling and construction of replacement dwelling.	
20/1790M	Cobbles End, Hocker Lane, Over Alderley. SK10 4SD	Certificate of proposed lawful use for detached green oak framed garage with workshop/store behind. Brickwork side extension to the dwelling with flat roof.	24/06/20 - Positive Certificate.