

OVER ALDERLEY PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING HELD

MONDAY 20TH MARCH, 2017 at 8:00 p.m.

at OVER ALDERLEY & BIRTLES READING ROOM, BIRTLES LANE, OVER ALDERLEY.

PRESENT - Councillors: S. Clarke (Chairman), D. Burns, J. Venables, I. Beaumont, J. Potts.
Members of Public (0).
Cheshire East Borough Councillor P. Findlow.
Dr. E. M. Maddock - Clerk & Responsible Financial Officer.

1. **APOLOGIES FOR ABSENCE** - Councillor S. Wren - Currently out of country.
PCSO John Lee & PC Gary Thurgoland - Macclesfield Local Policing Team.

05/17 **Resolved a) To receive and approve the apologies for absence as listed above.**

Proposed Councillor S. Clarke

Seconded Councillor D. Burns

All in favour

No apologies were received from Councillor D. Caplin who was absent from the meeting.

2. **DECLARATIONS OF INTEREST** -

i) Councillor S. Clarke - Item 8(i) Application 17/0210M - Potential client of applicant.

3. **MINUTES** -

i) The Minutes of the Parish Council Meeting held 16th January, 2017 had been previously circulated to all Members.

06/17 **Resolved a) That the Minutes of the Parish Council Meeting held 16th January, 2017 be confirmed as a correct record and signed by the Chairman.**

Proposed Councillor D. Burns

Seconded Councillor J. Venables

All in favour

4. **PUBLIC FORUM FOR QUESTIONS** -

i) No questions had been received from or were presented by members of the public.

5. **REPORTS FROM EXTERNAL ORGANISATIONS** -

i) **Macclesfield Local Policing Team** - PCSO John Lee had forwarded a written report stating that no reports of burglary, criminal damage, theft, drugs, vehicle crime or road traffic collisions had been received between 11th January, 2017 and 20th March, 2017. One report of suspicious activity had been received relating to two males in a van seen in a remote location within the parish. There had been two reports of highway disruptions caused by temporary, minor issues.

Decision a) To receive and note the report of PCSO John Lee.

ii) **Cheshire East Ward Member** - Councillor P. Findlow had nothing to report, however, concern was noted regarding the safety of horse riders using Birtles Lane.

iii) **Manchester Airport Meeting with Town & Parish Councillors - 7th March, 2017** - The Clerk reported that she had attended the meeting at which it was reported that the Civil Aviation Authority Airspace Review had been delayed due to the need for a further consultation by the Department for Transport. Further details will be available in due course, however, Members were provided with copies of Departure Route Information Packs which may be used to inform responses to this consultation. A consultation is also expected during 2017 regarding the Manchester Airport Night Noise Policy.

Development at Manchester Airport is continuing to progress with the Terminal 2 extension expected to be open by 2019 with the closure of Terminal 1 expected in 2023. The new layout of the airfield will allow increased efficiency of airport space and operations. Airport City continues to expand and work is continuing with the ongoing infrastructure reconfiguration in the area. There is also potential for links with the metrolink and HS2 to be developed at the site.

Manchester Airport continues to operate a busy outreach programme including educational resources and visits for schools, jobs fairs, contributions to community newsletters and outreach events.

6. **FINANCE** -

i) **Financial Statement 2016/17 as at 20th March, 2017 - Appendix A.**

The Clerk presented the financial statement 2016/17 which was unanimously accepted.

ii) **To authorise the following payments** - the Clerk outlined the basis of the following payments:

- | | | | |
|----------------------|-----------------------------------|---------|-------------------------------------|
| a) Direct Debit | United Utilities | £9.22 | Water charges: 28/10/16 - 23/01/17. |
| b) Direct Debit | Information Commissioner's Office | £35.00 | Registration Fee 2017/18. |
| c) Cheque No. 000276 | E. M. Maddock | £592.19 | Salary & Expenses 2016/17. |
| d) Cheque No. 000277 | H. M. Revenue & Customs | £113.80 | Employee Income Tax. |

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- e) Cheque No. 000278 Zurich Municipal £253.00 Insurance Premium 2017/18.
f) Cheque No. 000279 Over Alderley & Birtles £60.00 Room Hire 2016/17.
Reading Room

iii) **Receipts** - the Clerk reported that the following receipts had been received since 1st October, 2016:

- a) Allotment Rental £29.63 Plot 4.
b) NatWest Bank plc. (Business Reserve Account) £0.11 Gross Interest - October, 2016.
c) NatWest Bank plc. (Business Reserve Account) £0.04 Gross Interest - November, 2016.
d) NatWest Bank plc. (Business Reserve Account) £0.02 Gross Interest - December, 2016.

- 07/17 **Resolved** a) That the Statement of Account, as at 20th March, 2017 be received and the Clerk's observations duly noted.
b) That the schedule of 6 payment be approved and duly authorised.
c) That the report on receipts since 1st October, 2016 be received and duly noted.

Proposed Councillor D. Burns

Seconded Councillor I. Beaumont

All in favour

7. CORRESPONDENCE -

i) To consider the following item of correspondence received since the last ordinary meeting:

a) **Cheshire East Local Plan Strategy Consultations** - Members considered the remit of the following consultations:

- Site Allocations & Development Policies Document (SADPD): Issues Paper. [Closing date: 10th April, 2017]
- Community Infrastructure Levy (CIL) - Preliminary Draft Charging Schedule. [Closing date: 10th April, 2017]
- Draft Sustainability Appraisal Scoping Report. [Closing date: 10th April, 2017]

Decision a) That no representations be submitted to the above consultations.

ii) To note other items of correspondence received since the date of the last ordinary meeting:

(Appendix B)

Decision a) To receive and note the correspondence received.

8. PLANNING APPLICATIONS -

i) To receive the latest planning schedule and discuss new applications - Appendix C.

Members noted recent planning decisions and considered the new planning applications received.

17/0210M - No observations.

17/0530M - No observations.

Decision a) That no observations be submitted in respect of planning applications 17/0210M and 17/0530M.

17/1058M - Members discussed the application and considered that the following observations should be submitted to Cheshire East Council.

08/17 **Resolved** a) To raise an objection on the following grounds:

"From the submitted plans it appears that the existing house has a character, scale and appearance that is both coherent and representative of a domestic style. There is a window to wall ratio, roof line, facade rhythm and detailing that supports this recognisable character.

On the contrary, the proposals appear quite incongruous and initially caused some confusion at the Parish Council meeting. There is a scale variation across the proposed elevations, particularly in the fenestration that creates a quite inappropriate character and appearance that feels unsuited to the use and location, notwithstanding the very questionable scale and massing.

In summary and in consideration that this is a Full application, the proposed replacement dwelling, as drawn, appears naïve both in plan and elevation.

The Parish Council does not support the proposal."

Proposed Councillor I. Beaumont

Seconded Councillor S. Clarke

All in favour

17/1351M - Members discussed the application and considered that the following observations should be submitted to Cheshire East Council.

09/17 **Resolved** a) That Over Alderley Parish Council consider that the professional opinion of Cheshire East Council Highways, relating to application 16/6055M and based on information available, should be supported on the grounds of highway safety.

Proposed Councillor J. Venables

Seconded Councillor J. Potts

All in favour

ii) **Ashbrook Road Development Update** - The Clerk reported that no further information had been received in respect of this matter, however, an update would be requested prior to the next meeting.

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9. PARISH COUNCIL POLICIES & PROCEDURES -

i) Review of Standing Orders -

10/17 Resolved a) That the existing Standing Orders be re-approved.

Proposed Councillor J. Venables

Seconded Councillor J. Potts

All in favour

ii) Review of Financial Regulations - An additional clause, relating to Contracts, had been previously circulated to all Members.

11/17 Resolved a) That the existing Financial Regulations, subject to the addition of the draft clause relating to Contracts (Appendix D), be re-approved.

Proposed Councillor I. Beaumont

Seconded Councillor J. Venables

All in favour

iii) Review of Financial Risk Assessment - A draft Financial Risk Assessment had been previously circulated to all Members.

12/17 Resolved a) That the draft Financial Risk Assessment be adopted and approved. (Appendix E)

Proposed Councillor I. Beaumont

Seconded Councillor J. Venables

All in favour

10. MEMBER REPORTS -

i) Over Alderley Primary School Charity - Borough Councillor P. Findlow reported that he had been advised that the Over Alderley County Primary School was likely to be included within the 2017/18 asset disposal programme by Cheshire East Council.

ii) Mottram superfast broadband - The Clerk reported that Over Alderley parish had been included within the survey area for the Phase 3 of the rollout of superfast broadband which is due to be completed by 2018.

iii) Adoption of Telephone Kiosk at School Lane - The Clerk reported that no response had yet been received from BT regarding the adoption.

iv) Waste Burning within Parish - The Chairman reported that several residents had made complaints regarding foul smells caused by the burning of waste at a site within the Parish. Details of the Air Quality team at Cheshire East Council had been forwarded to the residents.

11. ASHBROOK ROAD ALLOTMENTS UPDATE -

i) The Clerk reported that there was still one allotment rent payment outstanding. No applicants had come forward in respect of the vacant allotment plot. It was also noted that consideration would need to be given to the management of the vacant plot should no tenant be secured in the near future.

Decision a) That action in respect of the outstanding allotment rent be deferred to the next meeting.

b) That the available allotment plot be advertised on the notice boards and through the Alderley Edge Allotment Society.

c) That consideration be given, at the next meeting, to possible maintenance requirements on the vacant plot.

12. HIGHWAY MAINTENANCE & ENHANCEMENTS -

i) B5087 Route Review - The Clerk reported that notification had been received that sign cleaning was to take place 22-24th March, 2017 and replacement signs were to be installed 27-29th March, 2017.

ii) Access onto Macclesfield Road near to Dunge Farm - The Clerk reported that Cheshire East Council Planning Enforcement were currently investigating this issue, however, no update had yet been provided.

iii) To receive highway matters for attention from Members -

- Two potholes on Wrigley Lane near to Whirley Fold Farm.
- Pothole on Macclesfield Road between School Lane and Dunge Farm (near to flooding).
- Water main leak outside Over Alderley & Birtles Reading Room.

Decision a) That the Clerk report the above highway issues to Cheshire East Council.

13. MATTERS FOR INCLUSION ON NEXT MEETING AGENDA - None.

14. DATE OF NEXT MEETING - 15th May, 2017 at 7:45p.m. at Over Alderley & Birtles Reading Room.

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 the above resolution was not required as no items were to be discussed at Item 15.

15. MATTERS FOR CONSIDERATION INCLUDING THOSE TRANSFERRED FROM ABOVE ITEMS - None.

The meeting was declared closed by the Chairman at 8:45p.m.

Signed:

Approval Date - 15th May, 2017

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APPENDIX A

Financial Statement - 2016/17 as at 20 March 2017

Actual 2015/16 £.	Details	2016/17 Budget £.	Actual to Jan. 17 £.	Agenda Mar. 17 £.	Budget Balance £.
Receipts					
2,000.00	Precept	2,500.00	2,500.00		0.00
0.00	Balances	0.00	0.00		0.00
1.27	Investment Interest	0.00	0.62	0.17	0.00
0.00	Sale of Assets	0.00	0.00		0.00
61.00	Grants, Donations & Refunds	0.00	31.00		0.00
879.46	Transparency Code Compliance Grant	0.00	0.00		0.00
128.01	Allotment Fees	0.00	94.05	29.63	0.00
0.00	V.A.T. Refund	0.00	136.73		35.86
3,069.74	Total Receipts	2,500.00	2,762.40	29.80	35.86
Payments					
377.09	Salary (Clerk)	570.00	0.00	569.09	0.91
0.00	National Insurance (Employer)	0.00	0.00		0.00
72.00	Allowances (Clerk)	105.00	0.00	110.70	-5.70
0.00	Chairman/Member Allowances	0.00	0.00		0.00
12.96	Administration	30.00	0.00	24.04	5.96
119.00	Audit Fees (internal & external)	90.00	95.00		-5.00
251.85	Insurance	275.00	0.00	253.00	22.00
1,000.00	Grant - Over Alderley & Birtles Reading Room	1,000.00	1,000.00		0.00
0.00	s.137 Donations	0.00	192.55		-192.55
50.56	Allotments - Water Charges	100.00	76.53	7.68	15.79
35.00	Data Protection Registration	35.00	0.00	35.00	0.00
80.96	Subscriptions/Affiliation Fees	90.00	88.55		1.45
0.00	Room Hire	100.00	0.00	60.00	40.00
0.00	Notice Board Maintenance	50.00	0.00		50.00
873.23	Transparency Code Compliance	0.00	0.00		0.00
0.00	Contingency	55.00	0.00		55.00
107.74	V.A.T.		34.32	3.70	
2,980.39	Total Payments	2,500.00	1,486.95	1,063.21	-12.14

Cash/Bank Reconciliation	01/04/16	16/01/17	20/03/17	31/03/17
Balance B/Fwd.	2,945.72	2,945.72	4,221.17	3,187.76
Add Total Receipts	0.00	2,762.40	29.80	0.00
Less Total Payments	0.00	-1,486.95	-1,063.21	0.00
Balance C/Fwd.	2,945.72	4,221.17	3,187.76	3,187.76
Cumulative Balances				
	Balance	Balance	Balance	Balance
	01/04/16	16/01/17	20/03/17	31/03/17
General Funds	2,945.72	4,221.17	3,187.76	3,187.76
Earmarked Reserves	0.00	0.00	0.00	0.00
	2,945.72	4,221.17	3,187.76	3,187.76

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CASH/BANK RECONCILIATION AS AT - 20 March, 2017

CASH

Balance Brought Forward 01/04/16	
Current Account	465.15
Business Reserve Account	2,480.57
Plus Receipts	2,792.20
	<hr/>
	5,737.92
Less Payments	2,550.16
Balance Carried Forward 20/03/17	<hr/> <hr/>
	3,187.76

BANK (Natwest)

Business Reserve Account -	2,481.36	05/01/17
Add income/transfer received since above Statement	<hr/>	
	0.00	
Less unrepresented cheques	<hr/>	
	0.00	
	<hr/>	2,481.36 20/03/17
Current Account -	1,760.39	03/03/17
Add income received since above Statement	<hr/>	
	0.00	
	<hr/>	
	0.00	
Less unrepresented cheques/ Transfer		
For Approval	-1,063.21	
Less payments already issued & presented	<hr/>	
	9.22	
	<hr/>	
	-1,053.99	
		706.40 20/03/17
Total Bank Balances 20/03/17		<hr/> <hr/>
		3,187.76

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APPENDIX B

CORRESPONDENCE

Cheshire Association of Local Councils (ChALC)

- ChALC Weekly Bulletin - 12, 19, 26 January 2017, 1, 8, 16, 23 February 2017, 2, 8 March 2017.
- Reminder: Parish Conference re: Strategic Economic Plan for Cheshire.
- Reminder: Self Presentation & Media Skills Training.
- Audlem Parish Council - Concerns raised regarding Neighbourhood Planning process and requirements.
- Audit & Transparency Training.
- Cancellation of M6 Smart Motorway meeting 08/02/17.
- Reminder: Audit & Transparency Training.
- Reminder: Roles & Responsibility Training.

Cheshire East Council

- Traffic Management LAP Reports - 25 January 2017, 2, 9, 16, 23 February 2017, 2 March 2017.
- Partnerships Newsletter - January/February 2017; Request for articles March/April 2017.
- Neighbourhood Planning drop-in sessions - 11, 18 January 2017, 1, 8, 15, 22 February 2017, 1 March 2017.
- Winter Service Decisions - 8-31 January 2017, 1-28 February 2017, 1-8 March 2017.
- Spatial Planning Update - January 2017, February 2017.
- Proposed Main Modifications to the Cheshire East Local Plan - Formal Consultation: 06/02/17 - 20/03/17.
- Feedback from Town & Parish Council Conference held November, 2016.
- Area Highways Meeting - 6th April, 2017.
- Notice of Neighbourhood Plan submission by Newbold Astbury and Moreton cum Alcumlow Parish Council.
- Reminder of Local Plan consultations commencing 27/02/17.
- Neighbourhood Planning Update re: Site Allocations & Development Policies Document.
- Notice of Neighbourhood Plan submission by Goostrey Parish Council.
- Speed Management Strategy.

Cheshire East Council - Road Closures

- Andertons Lane, Henbury outside property named 'Nearmount' - 24-26/01/17.
- Hollin Road, Bollington from the junction with Greenfield Road for its full extent - 23-24/01/17.
- Swanscoe Avenue, Bollington from the junction with Greenfield Road for its full extent - 25-26/01/17.
- Grimshaw Avenue, Bollington from the junction with Swanscoe Avenue for its full extent - 24/01/17.
- Fairfield Avenue, Bollington from junction with Grimshaw Lane to junction with Ward Lane - 26-27/01/17.
- Congleton Lane, Siddington - 08-10/02/17.
- Side End Road, Kettleshulme from junction with Macclesfield Road to junction with Clayholes Road - 15/02/17.
- Clayholes Road, Kettleshulme from junction with Side End Lane to junction with Macclesfield Road - 14/02/17.
- Warwick Road, Macclesfield from the junction with Warwick Road for its full extent - 15-20/02/17.
- Manley Road, Macclesfield from the junction with Sussex Avenue for approximately 50 metres - 23/05/17.

Cheshire Emergency Services

- Knutsford Rural Policing Team: Police Report - January, 2017, February, 2017.
- Police & Crime Commissioner - Police & Crime Commissioner and Chief Constable's Roundup.

Other Correspondence

- Healthwatch Cheshire East - 11/01/17 - e-Bulletin; 23/02/17 - e-Bulletin.
- HMRC - 31/01/17 - Payroll Help; 03/02/17 - Payroll webinars; 05/02/17 - Sick Pay Guidance; 07/02/17 - Payrolling employee benefits; 08/02/17 - Workplace Health & Safety; 10/02/17 - 2017 Payroll Changes; 12/02/17 - Support re: Apprentices and Worker status; 14/02/17 - National minimum wage, sick pay and benefits help; 17/02/17 - Payroll and National Minimum Wage updates; 19/02/17 - April 2017 Payroll changes; 20/02/17 - 1st April 2017 changes to National Minimum Wage; 21/02/17 - Maternity & Paternity Pay & Leave Explained; 28/02/17 - Payroll support; 03/03/17 - Webinar support; 05/03/17 - Payroll support.
- Manchester Airport - 26/01/17 - Invitation to Update Meeting 07/03/17; 04/03/17 - Community Outreach Dates 2017.
- Community & Voluntary Services - 11/01/17 - Training News; 20/01/17 - e-Bulletin; 03/02/17 - e-Bulletin; 17/02/17 - e-Bulletin; 23/02/17 - The Voice Newsletter; 03/03/17 - e-Bulletin.
- Information Commissioner's Office - Newsletter - February 2017, March 2017.
- Age UK - Newsletter - January 2017, February 2017.
- United Utilities - Winter Wise Campaign & Bring Warmth Award.
- Alderley Park Newsletter - January 2017, February, 2017.
- Cheshire Rural Touring Arts - Spring 2017 brochure.
- Street Furniture Direct - Stock available.

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APPENDIX C

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.	
16/5853M (07/12/16)	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 74 new dwellings in addition to selective demolition and the renovation and extension of the Gardener's Cottage as a dwelling, new internal roads, boundary treatments and associated landscaping and infrastructure. An environmental statement was submitted with the outline application.	
16/5917M (16/12/16)	Finlow Hill, Finlow Hill Lane, Over Alderley. SK10 4UG	The creation of a pond in order to attract wildlife.	07/02/17 - Approved with Conditions.
16/6055M (19/12/16)	Lower Yew Tree Farm, Birtles Lane, Over Alderley. SK10 4RY	New farm entrance and track to farm building.	08/02/17 - Approved with Conditions.
16/6131M (20/12/16)	Oak Lea, Birtles Lane, Over Alderley. SK10 4RY	Raise existing roof to form habitable space in existing loft with proposed roof dormers and single storey rear extension.	
17/0006M (04/01/17)	Lower Yew Tree Farm, Birtles Lane, Over Alderley. SK10 4RY	Demolition of existing dwelling and outbuildings and replacement with new dwelling and outbuildings.	17/02/17 - Withdrawn.
16/5721M (13/01/17)	Dickens Farm, Mottram Road, Alderley Edge. SK9 7JF	Erection of leisure building and conservatory (re-submission of: 16/4137M).	09/02/17 - Withdrawn.

NEW PLANNING APPLICATIONS

Application Reference	Location	Proposed Development	Comments Deadline
17/0210M (20/01/17)	Alderley Park, Congleton Road, Nether Alderley. SK10 4TJ	Listed buildings consent for alterations and refurbishment to upper courtyard building.	21/03/17
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.	21/03/17
17/1058M (27/02/17)	Dickens Farm, Mottram Road, Alderley Edge. SK9 7JF	Replacement dwelling with basement leisure facilities and garaging and retention of part of existing outbuilding and associated works.	29/03/17
17/1351M (17/03/17)	Lower Yew Tree Farm, Birtles Lane, Over Alderley. SK10 4RY	Variation of condition 2 on approval 16/6055M for new farm entrance and track to farm building.	12/04/17

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APPENDIX D

Draft Financial Regulation relating to Contracts

10. CONTRACTS

10.1 Procedures as to contracts are as follows:

Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (1) to (6) below:

1. for the supply of gas, electricity, water, sewerage and telephone services;
2. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
3. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
4. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
5. for additional audit work of the external auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
6. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

10.2 Where it is intended to enter into a contract exceeding £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (i) the Clerk shall invite tenders from at least three suppliers in accordance with the Public Contract Regulations 2015/102 and EU procurement rules.

10.3 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

10.4 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

10.5 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

10.6 If less than three tenders are received for contracts above £25,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

10.7 Any invitation to tender issued under this regulation shall be subject to Standing Order 31 and shall refer to the terms of the Bribery Act 2010.

10.8 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (10.1) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

10.9 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

10.10 Should it occur that the council does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

10.11 The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2015 and the Utilities Contracts Regulations 2006 (as amended) including thresholds shall be followed.

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APPENDIX E

OVER ALDERLEY PARISH COUNCIL FINANCIAL RISK ASSESSMENT - 2016/17

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.
	Amount not received from CEC.	L	RFO to confirm receipt and Minute at next Meeting of Council.	Existing procedure adequate.
Financial records	Inadequate records.	L	Financial Regulations specify requirements of Council.	Existing procedure adequate. Review Financial Regulations 2017.
	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.
Bank and banking	Inadequate checks.	L	Bank reconciliation produced at each meeting.	Existing procedure adequate. Review Financial Regulations 2017.
	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.

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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 2017.
	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.
	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.
Salaries and associated costs.	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.
Reserves - General	Adequacy.	L	Consider at Budget setting.	Existing procedure adequate.
Reserves - Earmarked	Adequacy.	L	Consider at Budget and review of final accounts.	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 2017.