

# BROXTON & DISTRICT PARISH COUNCIL

## Minutes

Monday 30<sup>th</sup> May 2022 at 7.30pm.

Held at Brown Knowl Methodist Church.

### PRESENT

Chairman David Williams

Derek Bell

Simon Poole

Helen Rogers

Tim Vaughan

Steve Wild

CW&C Cllr Mike Jones

### PUBLIC – 3

#### 1. Chairman 2022-2023

**135. Resolved** – That David Williams be elected Chairman for the 2022-2023 year.

#### 2. Vice Chairman 2022-2023

It was agreed to defer this item until the July meeting.

#### 3. APOLOGIES

None received.

#### 4. DECLARATION OF INTERESTS

Tim Vaughan declared a pecuniary interest in Item 15 Section 215 Update and confirmed he would leave the meeting and take no part in that item.

#### 5. COUNCIL VACANCY

**136. Resolved** that the Council co-opt Edward Gretton to fill the vacancy.

#### 6. PRESENTATION & DISCUSSION – DIGITAL CONNECTIVITY (BROADBAND)

Speaker not present.

#### 7. PUBLIC PARTICIPATION

##### Planning Application 22/01165/FUL – Ivy Cottage

A resident objected to the application on the grounds that the large rear extension was not in-keeping with the character of the area and particularly the row of terrace cottages Ivy Cottage is part of. Concern was voiced regarding the change of use of agricultural land to residential in case this led to the land being developed in the future and the lack of parking with 2 parking spaces for a 4 bedroom property.

CW&C Cllr Jones commented that the application should be judged in the context of the Neighbourhood Plan.

The resident highlighted the proposed extension was not in-keeping and was therefore contrary to policy RC4 of the neighbourhood Plan and would impact a key view.

##### Football Pitch – Larkton Hill

Steve Wild reported that he had spoken to the National Trust officer regarding the football pitch who had confirmed as it was a SSSI the National Trust would not give written permission for works

# BROXTON & DISTRICT PARISH COUNCIL

to take place on the pitch. He confirmed he had removed the tree which had fallen on the pitch from his land and that hopefully some community members would now tidy up the pitch. The Council noted its thanks to Cllr Wild for the hard work done to remove the tree. CW&C Cllr Jones suggested the pitch could be registered as an Asset of the Community Value; this will be considered at the next Council meeting.

## 8. MINUTES

**137. Resolved** that the Council approve the minutes of the Parish Council meeting held on the 28<sup>th</sup> March 2022.

## 9. PLANNING

Councillors noted the May Planning Register as circulated from page 164 of the Minutes.

**22/01165/FUL – Demolition of rear single lean-to with proposed new one & two-storey linked rear & side extension & change of use of adjoining land to formalise as residential – Ivy Cottage, Hill Lane, Brown Knowl, Broxton, CH3 9HT.**

**138. Resolved** that the Council submit the following observations:

Broxton and District Parish Council object to the application as the proposed extension is not in keeping with the character of the surrounding properties in terms of materials or size and scale, noting the property forms part of a row of traditional terrace cottages.

As such the application is contrary to Policies RC1 and RC2 of the Broxton and District Neighbourhood Plan in that it does not 'complement, respect and protect significant views' identified in the Plan or 'positively contribute to the established landscape character' of the area. The application is also contrary to Policy RC4 as it does not 'reflect the prevalent local styles and distinctive architecture' and is therefore not in keeping with the character of the area.

## 10. ACCOUNTS

### 1) Year End 2021-2022 Accounts & Payments

**129. Resolved** that the Council approve the year end accounts 2021-2022 and bank reconciliation as on page 166 of the minutes.

### 2) Accounts & Payments

**130. Resolved** that the Council approve the accounts to date and bank reconciliation as on page 167 of the minutes.

Including following payments:

Alison's Country Kitchen £60 refreshments for last meeting.

Shires Accountants £46.80 Pay roll services.

**131. Resolved** that the Council agreed a 1-year insurance policy through BHIB at a cost of £491.27 and the Clerk clarifies the cover for the Fire Engine House.

It was noted replacement and spare pads have been ordered for the defibrillator and that the invoice will be confirmed by email by cheque signatories.

### 3) Payroll 2022-2023

**132. Resolved** that the Council appoint Shires to provide payroll services for 2022-2023.

### 4) Risk Assessment

**133. Resolved** that the Council approve the risk assessment as circulated page 168 of the minutes.

# BROXTON & DISTRICT PARISH COUNCIL

## 11. AUDIT

### 11.1 Audit Summary

**134. Resolved** that Council approved the audit summary from page 174 of the Minutes including the asset register.

### 11.2 Internal Audit Report and Comments

**135. Resolved** that Council accept the Internal Auditor Internal Audit report, page 177 of the minutes.

### 11.3 Annual Governance Statement

**136. Resolved** that Council answer Yes to questions 1 to 8, question 9 N/A and approved the Annual Governance Statement, page 178 of the minutes.

### 11.4 Accounting Statement

**137. Resolved** that Council agree the account statement as on page 179 of the minutes book.

### 11.5 Exemption Certification

**138. Resolved** that Council confirm it has met the requirements of the exemption statement, page 180 of the minutes and approve its being signed.

## 12. POLICIES & REGULATIONS

**139. Resolved** that Council approved the policies and regulations including the Grants and Donations Policy and Health and Safety policy. These will be made available on the council website as soon as possible.

## 13. MEETING DATES 2022-2023

**140. Resolved** that Council agree the following meeting dates for 2022-2023:

25<sup>th</sup> July, 26<sup>th</sup> September, 28<sup>th</sup> November, 30<sup>th</sup> January, 27<sup>th</sup> March, 29<sup>th</sup> May (TBC due to Election).

## 14. JUBILEE WALK UPDATE

It was reported that there was no obvious linked route for the Jubilee Walk and it was asked if the route/s should go out of the Council area. It was also noted that the issue of parking for those visiting the area should be considered.

It was noted that there are 2 or 3 possible routes which could be developed and that there might be a need to establish some permissive paths to link them up. Further work will be done to identify the route/s of the walk. It was suggested the working group may want to meet with the CW&C footpaths officer to obtain advice.

It was agreed to include a article in the annual report about the project and seek additional volunteers.

## 16. BROOMHILL WASTE TREATMENT UPDATE

The Clerk reported she had been contacted by a resident regarding this matter and had tried to obtain an updated from Qwest Services particularly in relation to where the wastewater drains to. It was understood that the blockage had been caused by brick in the pipe and since recent works had taken place there had been no flooding issues. The Clerk will continue to investigate the matter and feed back to the councillors and resident.

# BROXTON & DISTRICT PARISH COUNCIL

## **17. LOCAL LIST FIRE ENGINE HOUSE**

The Clerk confirmed the Fire Engine House had been accepted on to the Cheshire Local List.

It was agreed to investigate if the Property would qualify as a Listed Building.

It was highlighted the milestone on Old Coach Road is now lying on the grass verge following a failed attempt by CW&C to straighten it in April, it was agreed the Clerk should raise this with CW&C.

## **18. ANNUAL REPORT**

**141. Resolved** that the Annual Report including the Chairman's Report be agreed and the Report be printed and distributed to every house on the Council area.

*Cllr Tim Vaughan left the meeting and took no part in the following discussion.*

## **15. Section 215 Update**

It was noted there had been an error on the agenda which referred to 25 rather than S215.

The Clerk confirmed that CW&C enforcement had report in December 2021 that as the landowner had a planning permission for an agricultural building the buildings materials being stored on the roadside could relate to that and that although the property may be unsightly it did not constitute a breach under Section 215 of the Town and Country Planning Act however the case would remain open. It was also highlighted that the Highways Department had been made aware of items on the adopted Highway.

The Clerk had received a further update that the enforcement officer was undertaking a site visit during May 2022 and would provide a further update which had not been received.

The Clerk confirmed she would circulate an update once received including to the resident who had raised the matter.

Meeting closed at 20.20hrs

**The next meeting of the Parish Council is scheduled for  
Monday 25<sup>th</sup> July 2022, 7.30pm  
at  
Brown Knowl Methodist Chapel.**

Ann Wright  
31 05 22

# BROXTON & DISTRICT PARISH COUNCIL

## Broxton & District Parish Council Planning Register 2022-2023

Date Received	Comments Deadline	Application Reference	Description	Location	Comments Submitted	Status
14 12 20		20/04677/FUL	Ivy Cottage Hill Lane Broxton Chester Cheshire CH3 9HT	Demolition of rear single storey lean-to, roof light to front, part single and two storey side and rear extensions, alterations to windows/doors,		
09 07 21		21/02290/FUL	1-3 Mount View Cottages Hall Lane Broxton Chester Cheshire CH3 9JF	Demolition of 3no dwellings and associated outbuildings and erection of new detached dwelling with access and ancillary works		
03 11 21		21/04125/FUL	Bolesworth Hill Farm Bolesworth Hill Road Broxton Chester Cheshire CH3 9HN	Two storey extensions to main dwelling, Conversion of redundant barn to B8 use, Demolition of farm buildings, erection of garage and stable building, outdoor menage and associated landscaping works		
23 12 21		21/04631/S73	Green Bank Farm Withy Lane Broxton Chester CH3 9JP	Agricultural worker's dwelling (Amendment to permission 11/00363/OUT) -	No observation.	Refused
21 12 21		21/04884/FUL	Withy Bank Old Coach Road Broxton Chester Cheshire CH3 9JL	Operational development works - installation of windows and doors associated with application Class R Notice served July 2021	No observation.	Approved
16 03 22	04 04 22	22/00183/FUL	Cobweb Cottage, Nantwich Road, Broxton, CH3 9JH	2 storey side & single storey rear extension & division of existing house into 2 dwellings, erection of detached garages & conversion of existing Smithy with replacement lean-to.	The Council supports the conversion of the dwelling into two dwellings and asks that strict conditions are put in place to retain the unique appearance and character of the Smithy. The Council asks that careful consideration is given to the site access due to the speed and nature of the road in that location.	
AGR – Agricultural application		CAT – Conservation area tree		FUL – Full application	COU – Change of use	
LBC – Listed building consent		LDC – Lawful development certificate		OHL – Overhead lines	OUT - Outline	
S106 – Planning obligation / condition		S73 – Amendment of planning condition				

# BROXTON & DISTRICT PARISH COUNCIL

08 04 22	01 05 22	22/00967/FUL	Rock Cottage Old Coach Road Duckington SY14 8LH	Single storey rear extension with internal modifications	No Objection.	
13 04 22	07 05 22	22/00977/FUL 22/01400/LBC	Mickerdale Cottage Harthill Road Burwardsley CH3 9NU	Reinstatement works to include internal & external refurbishment following fire damage	No Objection.	
30 04 22	19 05 22	22/01328/FUL	The Pines, Allmans Lane, Duckington, SY14 8LH	Demolition of existing garage, erection of single storey garage, single storey rear extension , alterations to windows and doors, external cladding.	No Objection.	
04 05 22	25 05 22	22/01165/FUL	Ivy Cottage, Hil Lane, Brown Knowl, CH3 9HT.	Demolition of rear single storey lean- to with proposed new one and two- storey linked rear and side extension and change of use of adjoining land to formalise as residential		

Ann Wright  
BPC Planning Register  
22 05 2022

AGR – Agricultural application	CAT – Conservation area tree	FUL – Full application	COU – Change of use
LBC – Listed building consent	LDC – Lawful development certificate	OHL – Overhead lines	OUT - Outline
S106 – Planning obligation / condition	S73 – Amendment of planning condition		

# BROXTON & DISTRICT PARISH COUNCIL

Broxton & District Parish Council Receipts & Payments - Year End 2021 - 2022

STATEMENT OF ACCOUNTS 2021 - 2022

## RECEIPTS

Date		From whom	Particulars	Precept	Grants	Interest	VAT	Misc	Total
08 04 21		CW&C	Precept	5520.00					5520.00
08 07 21		HMRC	VAT Refund				129.20		129.20
22 03 22		JDM Construction	Fire Engine House Rental					240.00	240.00
				5,520.00	0.00	0.00	129.20	£0.00	£5,889.20

## PAYMENTS

Date	CHEQ	Page	To whom paid	Particulars	Staff Costs	Admin	Training	Grants	Projects	S137	VAT	Total
06 04 21	BACs	116	G Nicol	Salary - Jan Feb March	494.00							494.00
06 04 21	BACs	116	HMRC	PAYE/NI	52.00							52.00
09 04 21	BACs	109	G. Nicol	REIM: Office, Phone , SLCC		135.00						135.00
04 08 21	CHEQ	116	Brown Knowl Methodist Church	Room Hire 2019-2020		125.00						125.00
27 05 21	BACs	116	Andrew Scarett	Internal Auditor Fee		20.00						20.00
27 05 21	BACs	116	G Nicol	Clerk office, mobile & reimbursements		51.79						51.79
27 05 21	BACs	116	Norris & Fisher Insurance	Annual Insurance Premium		268.96						268.96
14 06 21	BACs	142	Shire Payroll Services	Payroll Services 1st Quarter		10.50					2.10	12.60
30 06 21	BACs	130	G Nicol	Salary - April May June	546.20							546.20
30 06 21	BACs	116	G Nicol	Reimbursement White Wysteria		36.66					7.33	43.99
02 07 21	BACs	130	HMRC	PAYE/NI	25.80							25.80
03 07 21	DD	130	ICO	GDPR/Data Protection Fee		35.00						35.00
30 07 21	BACs	130	G Nicol	Clerk office, mobile & reimbursements		52.83						52.83
29 09 21	BACs	142	G Nicol	REIM: office, mobile & Office 365		98.98					10.00	108.98
29 09 21	BACs	142	G Nicol	Salary- July August September	601.60							601.60
29 09 21	BACs	142	HMRC	PAYE/NI	22.40							22.40
29 09 21	BACs	142	Nicola Robinson	Reimbursement Annual Google Workspace		55.20					11.04	66.24
29 09 21	BACs	142	Shire Payroll Services	Payroll Services 2nd Quarter		10.50					2.10	12.60
21 10 21	BACs	142	RBL Poppy Appeal	To cover cost of wreath						20.00		20.00
25 10 21	BACs	142	RBL Poppy Appeal	Donation						30.00		30.00
27 10 21	BACs	143	T.Vaughan	BPC3 Repairs to phonebox					150.00		30.00	180.00
01 11 21	BACs	143	T.Vaughan	Repairs to Bus Shelter					250.00		50.00	300.00
01 12 21	BACs	147	Community Heartbeat Trust	Emergency Landline Annual Rental		60.00					12.00	72.00
23 12 21	BACs	147	HMRC	PAYE/NI	29.40							29.40
23 12 21	BACs	147	G Nicol	Salary- Oct,Nov,Dec	594.60							594.60
23 12 21	BACs	147	G Nicol	Reimbursement Squarespace website subscription		188.44					24.00	212.44
20 01 22	BACs	147	Community Heartbeat Trust	Defub Battery					186.00		37.20	223.20
08 02 22	BACs	147	G Nicol	Reimbursements: Office & Mobile Phone		50.00					3.20	53.20
08 02 22	BACs	147	G Nicol	Salary - Final	70.20							70.20
08 02 22	BACs	147	Shires Payrol Services	Payroll services 3rd Quarter		10.50					2.10	12.60
29 03 22	BACs	126	A. Wright	Salary	212.80							212.80
29 03 22	BACs	126	HMRC	PAYE/NI	31.00							31.00
29 03 22	BACs	126	A. Wright	REIM: Office, Printing		52.00						52.00
29 03 22	BACs	126	Brown Knowl Methodist Church	Room Hire 2021-2022		125.00						125.00
					2,680.00	1,386.36	0.00	0.00	586.00	50.00	191.07	4,893.43

4,893.43

TREASURERS ACCOUNT 30-91-92 00674201  
BROXTON & DISTRICT PARISH COUNCIL

£ 10,715.60 Current balance

£10,715.60 Available funds

Current Account  
TOTAL  
Less unmade payments .

£10,715.60 Year to date Balance  
£10,715.60 Balance Brought forward  
0.00 Balance  
£10,715.60

£995.77  
£9,719.83  
£10,715.60

# BROXTON & DISTRICT PARISH COUNCIL

## Broxton & District Parish Council Receipts & Payments

## STATEMENT OF ACCOUNTS 2022 - 2023

### RECEIPTS

Date		From whom	Particulars	Precept	Grants	Interest	VAT	Misc	Total
08 04 22		CW&C	Precept	5921.00					5921.00
				5,921.00	0.00	0.00	0.00	£0.00	£5,921.00

### PAYMENTS

Date	CHEQ	Page	To whom paid	Particulars	Staff Costs	Admin	Training	Grants	Projects	Misc	VAT	Total
08 04 22	BACs		Alison's Country Kitchen	Meeting Refreshments						60.00		60.00
18 05 22	BACs		Shires Accountants (PQR)	Payroll Services 4th Quarter		39.00					7.80	46.80
												0.00
												0.00
												0.00
												0.00
												0.00
					0.00	39.00	0.00	0.00	0.00	60.00	7.80	106.80

106.80

TREASURERS ACCOUNT 30-91-92 00674201

BROXTON & DISTRICT PARISH COUNCIL

£ 16,529.80 Current balance

Current Account

TOTAL

Less unmade payments .

£16,529.80

£16,529.80

0.00

£16,529.80

Year to date Balance

Balance Brought forward

Balance

£5,814.20

£10,715.60

£16,529.80



# BROXTON & DISTRICT PARISH COUNCIL

## RISK

Broxton & District Parish Council – Annual Risk Assessment 2022

SEVERITY X LIKELIHOOD = SAFETY FACTOR

Assessments:

15-25

High (H)

7-14

Medium (M)

1-6

Low (L)

Severity

Likelihood

1 No injury

1 Rare

2 Minor injury (no time lost)

2 Unlikely

3 Time lost up to 7 days

3 Probable

4 Time lost above 7 days

4 Very likely

5 Severe injury/death

5 Certainty

Location: N/A

<u>What is the Hazard?</u>	<u>Who is at risk?</u>				Total	<u>Existing Control Measures</u>	<u>What additional controls are required</u>				
<b>Insurance</b>											
Protection of physical assets owned by the authority - loss or damage to property.	PC <sup>1</sup>	3	2	6	L	B&DPC holds insurance inc. public liability (£10m), Employers' liability (£10m), money, fidelity, property loss or damage, officials' indemnity, libel and slander personal accident and legal expenses	Property subject to inspection & kept in good condition. Risk Assessments obtained from contractors and prepared for events	2	2	4	L
Protection of physical assets owned by a third party - loss or damage to property.	Public	3	2	6	L						
The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (consequential loss).	PC	3	2	6	L	Insurance policy is renewed annually and approved by the Council. New services and assets are reported to the insurance company and their guidance for best practice is followed.	Precept received Annually – 6 months working funds held.	2	1	2	L

<sup>1</sup> PC = Parish Council

# BROXTON & DISTRICT PARISH COUNCIL

Loss of cash through theft or dishonesty (fidelity guarantee).	PC	3	2	6	L		Access to cash/Banking limited – 3 Cheque signatories	3	1	3	L
Legal liability as a consequence of asset ownership (public liability).	PC	4	2	8	M		Risk Assessments obtained from contractors and prepared for events	3	2	6	L
<b>Finance</b>											
Adequacy of precept	PC Public	4	2	8	M	Risks mitigated by sound budgeting, half yearly budget reviews, and sufficient revenue reserves.		2	2	4	L
Banking – inadequate checks or loss through theft or dishonesty	PC	4	2	8	M	<p>The Council has Financial Regulations which set out the requirements for banking, cheques and the internal audit. No petty cash is held.</p> <p>A council approves accounts at each scheduled meeting and spot check bank statement/reconciliation.</p> <p>Full accounts and the Cashbook updated for each meeting and are available for all councillors and the public to review. Payments are approved at each meeting. Bank statements, the accounts file containing invoices are brought to Council meetings for cross-checking.</p>	<p>Online payments are to be approved by 2 cheque signatories between meetings, prove of payment to be printed and filled with invoice.</p> <p>Max of £1k bank transfer to new recipients, payments above £1k require check payment</p>	2	2	4	L

## BROXTON & DISTRICT PARISH COUNCIL

Payroll – breach of employment laws or regulations (NI, tax, pensions)	PC	3	2	6	L	The calculation of payroll and NEST pensions is outsourced to a specialist company to minimise risk.		2	1	2	L
Annual Governance & Accountability Return – not submitted correctly or within time limits	PC	3	2	6	L	Council employs an internal auditor to report at least annually. Clerk follows guidance and timetable of external auditor. AGAR signed by the Council and internal auditor. Existing procedures adequate.	Councillors to be made aware of Procedure & Dates for Return – i) Year End 31 <sup>st</sup> March ii) Publication of Rights – 30 days inc first 10 days July, iii) Council must approve return before the above. iv) Submission date varies annually.	3	1	3	L
VAT – errors in claiming or recharging	PC	3	2	6	L	Existing procedures adequate for current services. Clerk has access to advisory services.	VAT recorded in accounts to be checked by Internal Auditor	2	2	4	L
Contracts – inappropriate contracts entered into	PC	3	2	6	L	Three quotes are obtained. Standing Orders and Financial Regulations govern procedures for quotes, contracts and tenders. Contractors are required to submit risk assessments and public liability insurance certificates. Professional contractors are used for specialist services.		3	1	3	L

# BROXTON & DISTRICT PARISH COUNCIL

Management & Internal Controls												
Loss to Council records - hardcopy	PC	3	2	6	L	Records kept in cabinet at Clerk’s address. Electronic copies of Agendas & Minutes retained. Completed Minutes Books placed in Cheshire Archives.		3	1	3	L	
Loss to Council records - electronic	PC	3	2	6	L	Records regularly backed up to Cloud storage. B&DPC website acts as a backup for certain material. Paper copies of minutes retained (above)		2	1	3	L	
Loss of service of employee	PC	3	2	6	L	Councillor to prioritise the most urgent work. Immediately advertise.	Annual appraisals of staff untaken plus staffing WG available for staff to raise concerns	2	2	4	L	
Legal powers – illegal activity and/or working parties taking decisions	PC	3	1	3	L	All activity and payments made within the powers of the Parish Council and to be resolved and minuted. Any working groups to have clear terms of reference. Financial Regulations and other recommended policies are in place. Councillors to receive Training on roles and responsibilities.	Advice provided by Clerk/RFO regrading illegal activity to be minuted.	2	1	2	L	

## BROXTON & DISTRICT PARISH COUNCIL

Councillors' interests – conflicts of interests and failure to disclosure disclosable pecuniary interests	PC	3	2	6	L	Meetings include agenda item to disclose interests. Register of Members Interests form – councillors take responsibility to update their register. Councillors to receive training on Code of Conduct	Councillors who fail to follow procedures can be reported to CW&C Monitoring Officer	2	1	2	L
Councillors and staff – bringing Council into disrepute	PC	3	2	6	L	Councillors receive and understand Code of Conduct. Staff take professional approach to all Council matters. Councillors and staff responsible for identifying training needs and undertaking training. Complaints procedures in place.	Councillors who fail to follow procedures can be reported to CW&C Monitoring Officer	2	1	2	L
Legal changes – lack of awareness of legislation or regulation (or changes), leading to Council acting “ultra vires”	PC	3	2	6	L	Clerk attends industry forums as demonstrated by CPD points (12 required annually) and is a member of the Society of Local Council Clerks. Policies and regulations are reviewed regularly.	Clerk & Councillors to challenge actions when necessary – to be minuted	2	2	4	L
Reputational Damage	PC	3	3	9	M	Council to follow policies and procedures in place and ensure that it is acting legally.	Council & Councillors to act in transparent manner.  Councillors attending meetings as Council	3	2	6	L

# BROXTON & DISTRICT PARISH COUNCIL

						<p>Policies and procedures to be regularly reviewed to ensure they are up to date and fit for purpose.</p> <p>Councillors to be fully aware of Code of Conduct &amp; guided Nolan Principles including when on social media.</p> <p>Council to operate in open and transparent manner and to encouraged public participation and communication and to monitor public opinion.</p>	Representatives require Council permission, reports to be provided to Council of such meetings.				
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## Assets

Loss or damage to assets	PC Public	5	2	10	M	Up to date asset register maintained and reported to insurance company. Items are made safe and repaired as soon as possible and claims are dealt with promptly.	Equipment subject to inspection & kept in good condition	3	2	6	L
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## Additional measures action plan:

Addition controls required	Action required	Person responsible	Target date	Date completed
RA to be checked by independent person	RA to be checked and documented as part of Internal Audit	Clerk/Internal Auditor	April/May 2022	May 2022 – Report to Meeting
Inspection Schedule	Need an inspection schedule for all assets, telephone box, bus shelter, notice boards	Clerk/Deputy Clerk	July 2022	
Review date:		May 2023		

# BROXTON & DISTRICT PARISH COUNCIL

## BROXTON & DISTRICT PARISH COUNCIL

Acting Clerk: Ann Wright, 62 Well Street, Malpas, SY14 8QH.

☎: 01948 864 035 e mail: [clerk@broxtonanddistrict-pc.co.uk](mailto:clerk@broxtonanddistrict-pc.co.uk)

### Information Included

- Bank Reconciliation (below)
- Significant Variances Explanation
  - Register of Assets

### Chairmen for Year 2021-2022

April 2021 – December 2021

Steve Wild

[stevewild65@outlook.com](mailto:stevewild65@outlook.com)

December 2021 – Present

David Williams

[davidwilliamsuk@hotmail.co.uk](mailto:davidwilliamsuk@hotmail.co.uk)

### Clerks for Year 2020-2021

April 2021 – December 2021 Clerk Gill Nicol

December 2021 - Present Acting Clerk Ann Wright

### Bank Reconciliation 31<sup>st</sup> March 2022

CASH BOOK	Balance b/fwd	£9719.83
	PLUS: Receipts	£5889.20
	LESS: Payments	<u>£4893.43</u>
		£10,715.60

BANK	Treasurers Account (Current Account)	£10,715.60
	LESS: unpaid cheques	£ 0.00
		£10,715.60

Council minutes can be found at <http://www.broxtonanddistrict-pc.co.uk/minutes>

Council Audit information can be found at <https://www.broxtonanddistrict-pc.co.uk/finance-audit>

# BROXTON & DISTRICT PARISH COUNCIL

## Explanation of variances – pro forma

Name of smaller authority: Broxton & District Parish Council

County area (local councils and parish meetings only): Cheshire West & Chester

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020/21 £	2021/22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	7,999	9,720				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	5,500	5,520	20	0.36%	NO		
3 Total Other Receipts	329	369	40	12.16%	NO		
4 Staff Costs	2,677	2,680	3	0.11%	NO		
5 Loan Interest/Capital Repayment			0	0.00%	NO		
6 All Other Payments	1,431	2,213	782	54.65%	YES		Increase of £782 Due to the following: Repairs to bus shelter & phone kiosk +£400 Purchase of Defib. Battery +£186 General admin costs +£111 VAT paid +£85 <b>Total +£782</b>
7 Balances Carried Forward	9,720	10,716			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	9,720	10,716				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	13,352	13,352	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable



# BROXTON & DISTRICT PARISH COUNCIL

## BROXTON & DISTRICT PARISH COUNCIL

### Register of Assets 2021/2022

Asset	Purchase Date	Cost	Insured	Register value 2020
(1) Fire Engine House Old Coach Road CH3 9HY			9445.00	7388.12
(1) Bus Shelter Sherrington Lane CH3 9JU			*	1540.80
(3) Noticeboards Sherrington Lane CH3 9JU Duckington SY14 8LQ Harthill Green CH3 9LF	29/06/2016	1141.17	*	1141.17
(2) Benches Sherrington Lane CH3 9JU Duckington SY14 8LQ	18/08/2016 01/01/2018	675.50 1.00	* *	675.50 1.00
(1) Defibrillator Sherrington Lane CH3 9JU	16/12/2017	2285.00	2285.00 (TBC)	2285.00
(1) Acer Laptop	14/01/2017	199.17	0	199.17
Samsung A20 Mobile phone	01/12/2020	121.67	TBC	121.67
			<b>TOTAL</b>	<b>£13352.43</b>

\* Street Furniture incurred £3973.00

# BROXTON & DISTRICT PARISH COUNCIL

## Annual Internal Audit Report 2021/22

Broxton & District Parish Council

<https://www.broxtonanddistrict-pc.co.uk> (ILABLE WEBSITE/WEBPAGE ADDRESS)

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			✓
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

26/04/2022 05/05/2022

Name of person who carried out the internal audit

STEPHEN ROBERTS

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date 05/05/2022

\*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).



# BROXTON & DISTRICT PARISH COUNCIL

## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Broxton & District 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 2022, that:

	Agreed		Yes	No	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.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
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.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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	✓	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.

\*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:

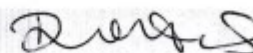
02/03/2022

and recorded as minute reference:

136

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

Chairman



Clerk



### Other information required by the Transparency Code (not part of the Annual Governance Statement)

The authority website/webpage is up to date and the information required by the Transparency Code has been published.

Yes | No  
✓ |

<https://www.broxtonanddistrict-pc.co.uk>

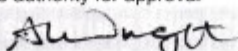
# BROXTON & DISTRICT PARISH COUNCIL

## Section 2 – Accounting Statements 2021/22 for

Broxton & District Parish Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	7,999	9,720	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. Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	5,500	5,520	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	329	369	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	2,142	2,680	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	1,966	2,213	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	9,720	10,716	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	9,720	10,716	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	13,352	13,352	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	N/A
			✓
			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 2022 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



Date 22/05/2022

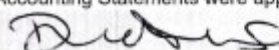
I confirm that these Accounting Statements were approved by this authority on this date:

30/05/2022

as recorded in minute reference:

137

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





# BROXTON & DISTRICT PARISH COUNCIL

## Certificate of Exemption – AGAR 2021/22 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2022, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2022 and a completed Certificate of Exemption is submitted no later than **30 June 2022** notifying the external auditor.

### Broxton & District Parish Council

certifies that during the financial year 2021/22, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2021/22: £5,889

Total annual gross expenditure for the authority 2021/22: £4,893

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£200 +VAT** will be payable.

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

- The authority was in existence on 1st April 2018
- In relation to the preceding financial year (2020/21), the external auditor **has not**:
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

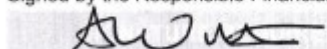
If you are able to confirm that the above statements apply and that the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage\* before 1 July 2022.

**By signing this certificate you are also confirming that you are aware of this requirement.**

Signed by the Responsible Financial Officer

Date



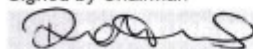
30/05/2022

I confirm that this Certificate of Exemption was approved by this authority on this date:

30/05/2022

Signed by Chairman

Date



30/05/2022

as recorded in minute reference:

138

Generic email address of Authority

clerk@broxtonanddistrict-pc.co.uk

Telephone number

019488 61035

\*Published web address

<https://www.broxtonanddistrict-pc.co.uk>

**ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2022. Reminder letters incur a charge of £40 +VAT**

Annual Governance and Accountability Return 2021/22 Form 2  
Local Councils, Internal Drainage Boards and other Smaller Authorities

Page 3 of 6