

**MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL
HELD AT THE COMMUNITY GLASSHOUSE, GRAPPENHALL HEYS WALLED GARDEN ON
THE 17th JUNE 2021**

Present: Councillors D Hockenhull (Chair), R Bate, M Biggin, S Brookes, M Browne, Ms S Chisholm, B Davies, R Fisher, R Hignett, Ms W Johnson, J McQuillan, Mrs H Speed, P Warner, C Worsley

In attendance: Colette Fellows Clerk & Responsible Financial Officer

Action

28. Apologies for Absence

It was **resolved that** apologies and reasons for absence from Councillors C Taylor and Mrs L Fernyhough would be accepted.

29. Disclosure of Pecuniary & Personal Interests

No disclosures were made.

30. Minutes

Resolved that the minutes of the Parish Council meeting on 20th May 2021 and Planning Committee meeting on 3rd June be approved as a true record.

31. Dispensation Requests

No dispensation requests were received.

32. Information for Noting

- a) The Annual Insurance has been renewed at a cost of £6208 + VAT.
- b) The Vehicle Insurance has been renewed at a cost of £827 + VAT.
- c) The bench on the TPT has now been installed at a cost of £620 + VAT.
- d) The new Councillors and Assistant Clerk are attending an 'Induction to Clerks & Cllrs' during June with ChALC.
- e) The Outreach Officer is returning to work on 22nd June after a successful knee operation.
- f) The Friends have agreed to reimburse the PC for the Resin Bound pathway at the Walled Gardens at a cost of £13,950 once work is completed. Work is currently ongoing.
- g) The Assistant Clerk has emailed WBC for an update on the 'Traffic Calming Consultation with regards to Broad Lane and will update Councillors at the meeting if any more information is received.

33. PCSO Report

PCSO Sharon Perrie was in attendance to present the most recent crime statistics:

Anti Social Behaviour Incidents	= 3
Suspicious Activity	= 2
Burglary	= 0
Criminal Damage	= 0
Road Traffic Collisions	= 0
Shoplifting	= 0
Theft	= 4

Discussion also took place over the current speeding in the area, Portable Sid to be used in hotspot areas on a rotational basis. It was **resolved that** Cllr Ryan Bate will provide the list of 'hotspots'.

RB

34. Constitutional Documents

It was **resolved that** The Constitutional Documents of the Parish Council be reviewed with a ‘Task and Finish Group’.

The Standing Orders, Social Media Policy and Safeguarding Policy will be discussed as to whether to adopt/amend or combine with other policies. Cllr Sally Chisholm to head up the group with Cllr R Bate, H Speed and C Worsley. **SC**

Cllr M Biggin to provide the ‘Working Group’ with Warrington Borough Council Policies for comparing/adopting. **MB**

35. Councillor Email Addresses

The Clerk has contacted Webclara Mail who hosts the Parish Council’s emails and to shorten the email address from Joebloggs@grappenhallandthelwallpc.org.uk to a more user-friendly email would cost £120.

Currently, the following addresses are available joebloggs@GTPC.org.uk or joebloggs@GTParishCouncil.org.uk. It was **resolved that** joebloggs@GTPC.org.uk would be the preferred option and all Councillors will be issued with a Parish Council email address. **CF**

36. South Warrington Parish Council Local Plan Working Group (SWP)

Councillor Bate and Taylor briefed members that the ‘Local Plan’ is now looking to be available in late September.

All existing South Warrington Parishes in the SWP were written to for confirmation to continue. Stockton Heath who are currently not members of the SWP, but were invited to join have requested the door remain open pending The Local Draft Plan being released.

37. Annual Parish Council Accounts

The Internal Audit for 2020/21 had been completed by JDH Business Services and they had concluded that ‘Based on the internal audit work carried out, 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’ (see attached).

The Clerk would implement the recommendations. The External Audit work was also underway with auditors PKF Littlejohn.

Members resolved that the ‘Accounting Statements for 2020/21’ part 3, section 2 be approved.

Arnold Stansby had been contacted ref point 2 (Audit report) The base cost of investment had not been disclosed in the investments figure for fixed assets. The Clerk wrote to Arnold Stansby for more information to conclude the AGAR reports. Arnold Stansby had written back with recommendations to re-invest the cash balance. It was **resolved that** the Parish Council would re-invest based on the recommendations made.

38. Thelwall Rose Queen

Members decided at the last Council meeting to support the Thelwall Rose Queen and would like a stand. The current Gazabo has been checked and is broken. To purchase a replacement would cost £160.

It was **resolved that** a replacement is to be purchased for £160+ vat. **CF**

39. Remembrance Day Parade

Grappenhall and Thelwall Royal British Legion (GTRBL) have enlisted the support of the Parish Council for a ‘Temporary Traffic Management Order’ for Remembrance Sunday. It was **resolved that** the Clerk will contact the new Police Commissioner for Cheshire for any further updates on TTMO’s. Cllr M Biggin to provide more information for GTRBL requirements at the next Council Meeting. **CF/MB**

40. Accounts for Payment

It was **resolved** that accounts for payment totalling £40,483.57 be approved.

41. Expenditure to date

- An 'on target' expenditure for May (month 2) was 25%
- Parish Council expenditure was running at 22%
- Walled Garden expenditure was running at 36%
- The overall figure was 27%
- No concerns

42. Consideration of Planning Applications

The recent planning applications were considered.

Cllr R Bate updated members on Urban Splash, the application will be heard at Planning Committee WBC on the 30th June. Urban Splash are pushing for approval and feel they have made enough changes to the original plans to go ahead with the development. United Utilities have requested an extension to further investigate the submitted plans. Cllr R Bate still supporting residents.

A presentation will be made at the meeting by John Groves (Groves Town Planning).

INTERNAL AUDIT REPORT 2020/21 GRAPPENHALL and THELWALL PARISH COUNCIL

The internal audit of Grappenhall and Thelwall Parish Council was carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils:

- 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.

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>Internal control objective (Objective M) in the AGAR internal audit certificate requires internal audit to conclude whether the Public Rights Notice during the previous Summer (2019/20 financial year) was compliant with the Regulations.</p> <p>The public notice announcement date is not recorded on the notice, and the incorrect notice form has been used for publication on the council website.</p>	<p><i>The council should ensure compliance with the legal requirements for the Annual Notice of Public Rights.</i></p>	
2	<p>The change in the base cost of investments had not been disclosed in the investments figure for fixed assets. The income included in the accounts for investments did not disclose that £24000 related to a sale of an investment.</p>	<p><i>The year end fixed asset register should show the base cost of investments as at the end of the financial year.</i></p> <p><i>The council should ensure sale proceeds of investments are disclosed correctly in income.</i></p> <p><i>The adjustments required have been provided to the clerk.</i></p>	
3	<p>The staff costs disclosure in the draft AGAR accounts included staff expenses.</p>	<p><i>The AGAR accounts should be amended to transfer staff expenses that are not benefits in kind to 'Other payments' from 'Staff Costs'</i></p>	
4	<p>Member authorisations:</p> <ul style="list-style-type: none"> - Only one member signed the bank payment header sheet to authorise voucher reference 33/10. - From September 2020 onwards the monthly payroll payments (bank transfer header sheet) were only authorised by one member 	<p><i>Authorisation of BACS/ internet banking and Debit Card payments should show equivalence with the authorisation procedures for cheques, so two members should certify all these payments.</i></p> <p><i>Payroll bank payment sheets should be signed as authorised by two members</i></p>	
5	<p>There is no evidence that members reviewed petty cash expenditure for the year.</p>	<p><i>Petty cash expenditure should be reported to council.</i></p>	

	ISSUE	RECOMMENDATION	FOLLOW UP
6	There is no statement of earmarked reserves approved by the council as at March 31 st 2021	<i>A statement of earmarked reserves should be approved annually by the council</i>	
7	Fixed assets There was no reconciliation between 2019/20 and 2020/21 to show the movement in fixed assets in terms of additions, disposals and write offs.	<i>The movement in fixed asset values between financial years should be clearly disclosed in the asset register</i>	