

MINUTES OF A MEETING OF THE GRAPPENHALL AND THELWALL PARISH COUNCIL AT THE COUNCIL OFFICES, BELLHOUSE LANE, ON THURSDAY 15th JUNE 2023

Present Councillors J McQuillian (Chair), B Davies, Ms M Dolan, Mrs L Fernyhough (arrived 7.48 pm), R Fisher, B Hignett, D Hockenhull, Ms W Johnson, Ms J Marsh, Mrs H Speed, C Taylor, P Warner and C Worsley.

In Attendance Colette Fellows, Clerk and Responsible Financial Officer

Action

25. It was **resolved that** apologies for absence from Councillor M Browne, Ms S Chisholm and Ms L Williams be accepted.

26. **Dispensation Requests**
No dispensation requests were made.

27. **Disclosures of Pecuniary and Personal Interests**
No disclosures were made.

28. **Minutes**
Resolved that the minutes of the Annual Parish Meeting on 11th May 2023 were approved as a true record and received the minutes of the Climate Committee on the 16th May and the Planning Committee on the 1st June 2023.

29. **Information for Noting**
- a) The Parish Vehicle insurance renewal for 2023/2024 is £984.68 up 5.3% on the previous year.
 - b) The General Insurance renewal costs for 2023/2024 are £7,766.01, but if a 3 yr. LTA is accepted then this will be reduced by £1,164.87 for the duration. The asset register has been amended and provided to the insurance brokers. A 3 yr LTA to be accepted.
 - c) The replacement noticeboards have all been installed.
 - d) The commemorative bench and new noticeboard have been installed on Weaste Lane, with special thanks to WBC for their cooperation and completion of the works.
 - e) Repairs to the War Memorial have been completed at a cost of £1180.00+vat, less than the original quote of £1380+vat due to foundations being sound.
 - f) A thank-you has been received from the Memory Café Sanctuary hub for the donation of £100 for the Coronation event.
 - g) Telephone box sponsorship in Thelwall has been paid at a cost of £360.

30. Update on Actions from Previous Meetings

Agenda Item	Action Point	Lead	Update
2022 - 46	Livewire Investment repayment	Clerk	The AGM is planned for Thursday 29 th June 2023 at 5 pm at the Great Sankey Neighbourhood Hub. Formal invitations to follow. Cllr McQuillian will attend if available.
2022 – 177	Neighbourhood Plan Working Party	SC/Clerk	Ongoing.

2022- 220	Marlfield WI	Assistant Clerk	The WI has been contacted with suggestions for a small border of land for wildflowers for the commemoration of the King's Coronation. The WI have decided on Morris Brook Park and will liaise with the Assistant Clerk and WBC when best to plant.
2023-16	Parish Council Website	CW/Clerk	Cllr Worsley and the Clerk have had an initial meeting with the Parish Council website company.
2023-17	Broomfields Leisure Centre Levelling Up Support	MB/MD/Clerk	The letter of support for the Levelling up bid is to be drafted by Cllr Browne. Cllr Dolan to provide samples of other Parish Council's supporting letters.

31. Update on Local Policing Issues by PCSO Sharon Perrie

Members had been emailed the PCSO report prior to the meeting with the most recent crime statistics:

Anti-Social Behaviour Incidents	= 1
Suspicious Activity	= 4
Burglary	= 3
Criminal Damage	= 1
Road Traffic Collisions	= 0
Shoplifting	= 0
Theft	= 0

Any Other Business

ASB – due to warmer weather, hot spots are checked more regularly. The Former Rectory, Thelwall Grange.

School Parking – On going with all schools – Hopeful the nice weather will encourage parents to walk their children to school.

Tru Cam – Knutsford Rd =12 activations (52mph highest) – Thelwall New Rd = 7 (41mph highest) activations. Chester Rd = 0 activations.

BE AWARE – Cold callers are on the rise.

GOOD NEWS/PRO ACTIVE POLICING – Stop searches around G&T -1x Ashley Close, 3 x Chester Road, these have been done due to males/females seen either walking/cycling around the area in the early hours. Nothing suspicious to report.

32. Expenditure to Date

The 'on target' expenditure for May (month 3) was 25%.

- Parish Council expenditure was running at 20%
- Walled Garden expenditure was running at 19%
- The overall figure was 20%

33. Accounts for Payment

It was **resolved that** the accounts for payment totalling £ 42,298.24 be approved.

34. Annual Parish Council Accounts

It was **resolved that** the Annual Parish Council Accounts presented by the Clerk/RFO would be accepted and **resolving that** the Accounting Statements for 2022/23 be approved.

The Clerk will complete the Annual Return as per agreed accounts for the external auditor PKF Littlejohn. **CF**

35. Internal Audit

The Internal Audit has been completed for 2022/23 by JDH Business Services Ltd and the conclusion is.

‘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.

The action plan is attached. The Clerk would implement the recommendations. **CF**

36. Requests for Funding

36.1 A request for financial support was received from the Outreach Officer at the Walled Garden for a contribution towards a man-shed.

It **was resolved** that the Parish Council would pledge £5,000 towards the project if WBC Community Investment Fund match-funded. Members have requested a full project plan with costings, and projected running costs for the Man-Shed initiative.

Cllr Speed would link up with the Outreach Officer to share information about the new Man-Shed at Chaigeley School, which opened in recent weeks. **CF/KF/HS**

36.2 Crockery for the Civic Celebration event was loaned to the Parish Council by Violets Vintage Teas. Violets requested a donation to St Roccas Hospice instead of a rental charge. It was **resolved that** a donation of £100 be given. **CF**

37. South Warrington Parish Council Local Plan Working Group

Cllr Taylor updated members on recent events in connection with the local plan (there will be an additional day of Examination in Public (EIP) in July) and the six/56 application (adjourned until October).

SWP has met recently and concluded that it is essential for it to be represented at the extra day of the EIP by both Groves Town Planning and Piers Riley-Smith (barrister), as Langtree will attempt to have the employment land near M6 J20 reinstated in the Local Plan, that land having been removed by WBC following the interim report of the Inspectors last December.

Costs of the representation will be £3600 inclusive of VAT to P Riley-Smith and £1000 to Groves Town Planning. Therefore, a total of £4000 net of VAT. These costs remain within the financial support agreed by the member councils of SWP for the current financial year. The recharge calculation for Grappenhall and Thelwall Parish Council is based on this year’s precept (30.89%) ie £1235.60. Cllr Taylor requested that G&TPC formally approve this expenditure. It was **resolved that** the total expenditure of £4,600 inclusive of VAT be approved. **CT**

38. Grappenhall Village

Ward Councillors Helen Speed and Mark Browne have been in contact with WBC Officers in relation to proposals for the development of the Grappenhall Hall school site. They are requesting to be involved in the proposed development of this site and are engaged in ongoing discussions with the Officers. No definitive proposal has been put to the Councillors, but it appears that WBC wishes to have a residential development on the existing school footprint preserving the parkland for community use.

Former Rectory

A meeting was held with a member of the Sutton family in relation to the ongoing impasse on the former Grappenhall Rectory site, by the Ward Councillors. We are advised that the Probate Executorship has moved from John Sutton to an independent Solicitor Executor who is in the process of having an independent valuation of share assets with a view to bringing the matter to court as soon as possible. A further meeting has been arranged for later this year to monitor the progress.

39. Proposed Fibre Installation at Grappenhall Community Centre, Bellhouse Lane.

The Parish Council has received a Wayleave agreement request from Freedom Fibre to install a bracket in order to span cables off the property to service the Paddock. Members discussed the request and asked for further information. **BD**

40. Support for Walking Days.

The Clerk asked members to confirm their attendance for Thelwall Rose Queen on the 17th of June and Grappenhall Walking Day on the 24th of June. Names and times available have been given to the Assistant Clerk to finalise. **BD**

41. Consideration of Planning Applications

The recent planning applications were considered (see attached report).

	ISSUE	RECOMMENDATION
2022/23 year end internal audit		
1	<p>Investments</p> <p>The income included in the draft accounts was the net of investment income plus sales of investments minus purchases of investments. Therefore, the accounts errors were as follows:</p> <ul style="list-style-type: none"> - £543,301 of investment purchases had not been recorded in the extended trial balance so expenditure had been understated by this amount - Instead of the net of investment income plus sales of investments 	<p><i>RECURRING RECOMMENDATION</i></p> <p><i>The council must ensure investment sales and purchases are correctly accounted for in the year end accounts</i></p> <p><i>The adjustments required have been provided to the clerk.</i></p>

	ISSUE	RECOMMENDATION
	minus purchases of investments being recorded in income, the amounts of £101,754 actual investment income and £616,627 sales of investments should have been recorded.	
2	The council did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision for the exercise of public rights for the 2021/22 accounts. The public notice announcement date was the same date as the commencement of the public inspection period. The announcement date must be at least one day before the commencement date of public inspection.	<i>The council must comply with the requirements of the Accounts and Audit Regulations 2015 with respect to the notice for the exercise of public rights.</i>
3	Publication Requirements: The Notice of Conclusion of Audit and Audit Certificate were not published by the deadline of September 30th 2022. Therefore, the council did not strictly comply with the publication requirements for the 2021/22 AGAR audit as required by the Accounts and Audit Regulations 2015. However, this was not possible as the external audit had not been completed by that date.	<i>No recommendation as the council could not comply with the 30 September deadline as the external audit had not been completed by that date.</i>
4	Debtors were incorrectly posted as Creditors in the year end extended trial balance.	<i>The extended trial balance should always journal Debtors as a Debit to the Balance Sheet.</i>
5	The fixed assets value recorded in the AGAR accounts of £2,314,855 did not agree to the fixed asset register value of £2,306,305.	The fixed assets value recorded in the AGAR accounts, prior to adding the book value of investments, must agree to the fixed asset register.
6	The VAT debtor prior to adding VAT on creditors recorded in the Balance Sheet and extended trial balance of £4543.44 did not agree to the fourth	<i>The Council should review the VAT debtor and outstanding VAT claims and reconcile the difference. Any extra VAT due or reclaimable should be adjusted in the next VAT reclaim.</i>

	ISSUE	RECOMMENDATION
	quarter VAT claim outstanding of £4357.94.	
7	A number of items had not been posted to the cashbook which totalled a net of £451.89 and were therefore a reconciling item in the year end bank reconciliation.	<i>All transactions should be posted to the cashbook prior to completing the year end bank reconciliation.</i>
8	The Investment Manager income and capital cash movements statement changed from the original provided to the clerk for 2022/23. This resulted in all the accounts having to be changed revised to account for the extra income recorded.	<i>As part of year end procedures the Council need to agree a final deadline with the Investment Manager for receipt of a complete and accurate annual statement showing cash movements on the investment account.</i>
9	<p>The risk assessment does not address the risks of supplier fraud. The supplier fraud risks can be managed via appropriately robust policies and procedures. Examples of prevention actions include:</p> <ul style="list-style-type: none"> - training for staff to alert them to the potential risks of providing sensitive company information, by phone or other means, especially contract and account information. - establish a rigorous change of supplier details procedure - where a supplier has purported to have changed their bank details always call the supplier to check the veracity of a request, using details in your system, rather than those on any associated letter or email. A person should be authorised to approve a supplier bank account change after having reviewed the process undertaken to verify the supplier details change - periodic review of supplier accounts should also be undertaken to remove any dormant accounts. This reduces the likelihood of any old supplier information being used to secure fraudulent payments. 	<i>The risk assessment should be updated to include supplier fraud including the adequacy of supplier onboarding controls.</i>

	ISSUE	RECOMMENDATION
	<ul style="list-style-type: none"> - checking address and financial health details with Companies House - checking samples of online payments to supplier invoices to ensure the payment has been made to the supplier bank account 	