

MEETING OF DUDDON AND BURTON PARISH COUNCIL

To the Members of Duddon and Burton Parish Council: You are hereby summoned to attend the Parish Council Meeting on Monday 27th March 2023 to be held at Duddon, Clotton and District War Memorial Hall, which will begin at 7.00pm, for the transaction of the business set out below.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

Signed *Trudy Ryall-Harvey*

Clerk

22/03/2023

duddonandburtonparishcouncil@gmail.com

07784 486 767

AGENDA

1.	APOLOGIES	And reason for absence.
2.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
3.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. (max of 3 mins per person without prior agreement with Chair and for a maximum of 20 minutes in total.) <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Duddon and Burton. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> <i>N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>
4.	ACCEPTANCE OF MINUTES	To approve and sign the minutes of the Parish Council meeting held on Monday 23 rd January 2023.
5.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To note any planning applications received since the agenda has been distributed
6.	ACCOUNTS	1) To accept the Cash Book. 2) To note the Budget v Outturn Sheet 3) To approve the Bank Reconciliation against Cashbook YTD. 4) Internal Auditor for 2022-23 – to agree and appoint an Internal Auditor. 5) To approve the submission of VAT rebate for 2022-23. 6) To approve Payments made and Income received since last meeting.
7.	PARISH COUNCIL MATTERS	- Elections – to receive an update on the election process for May 2023 - Asset Register – to approve the Asset Register for 2023 - Risk Assessment – to approve the Risk Assessment Schedule for 2023
8.	CORRESPONDENCE	- CWaC Electric Vehicle Charging Infrastructure Strategy. - Tarporley War Memorial Hospital Trust – Spring Newsletter - Any other correspondence received since the last PC Meeting.
	DATE OF NEXT MEETING	To agree the date for the Annual Meeting of Monday 29 th May 2023 at 7.00pm at Duddon, Clotton and District War Memorial Hall

**Minutes of Duddon and Burton Parish Council
at Duddon, Clotton & District Memorial Hall
on Monday 23rd January 2023 at 7.00pm**

PRESENT:

Cllr G Goulbourne - Chairman
Cllr M Lightfoot
Cllr C Cummins
Cllr A Green

Cllr J Warburton
Cllr J Leather, CWaC Ward Councillor
Members of the Public: 0
CLERK: Mrs T Ryall-Harvey (Clerk)

APOLOGIES FOR ABSENCE – No apologies were received.

DECLARATION OF PECUNIARY INTERESTS

No declarations were received.

PUBLIC PARTICIPATION

Cllr Leather reported that CWaC were currently undertaking reviewing their playing pitch strategy and had a consultation running if anyone was interested in providing any comments they could do this until 12th March when the consultation closes.

MINUTES OF THE MEETING

RESOLVED 22/039: That the minutes of the meeting of 23rd November 2022 be confirmed as a correct record and signed by the Chairman.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 12th January 2023 and noted the following application that had been received in since the last meeting:-

22/04216/LDC – 31 Laurel Park, Duddon, Chester CW6 0HL – Loft Conversion – It was confirmed that the Parish Council was not consulted on this application.

22/04416/S73 – Land adjacent to 12 New Road, Duddon, Chester CW6 0HE – Part single, part two storey rear extension to existing dwelling and the construction of a two storey dwelling to the side with new access. It was noted that this application is to vary conditions 3,4 and 8 of planning permission ref: 21/01153/FUL.

ACTION: Submit an appropriate planning response in support of the resident comments.

22/04541/HED – Various Locations Along the Route of a Proposed Sewer Pipeline from Utkinton to Tarvin via Duddon – Removal of various sections of mid and end hedgerows (16 locations) to lay a new wastewater pipeline – It was confirmed that the Parish Council had no objections to this planning application. No objection to this planning application.

ACCOUNTS

Cashbook

RESOLVED 22/040: that the YTD Cashbook dated 12th January 2023 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 22/041 – that Cllr Green signs the Bank Reconciliation and Bank Statements.

Closure of HSBC Bank Account

RESOLVED 22/042 – that HSBC be written to, to request the closure of the Parish Council's account and the transfer of all money over to Lloyds.

Budget for 2023-24

RESOLVED 22/043: that the budget for 2023-24 be set £13,003 as set out below:-

EXPENDITURE	
People & Expenses	
Clerk's Salary	3,025
HMRC	780
Expenses	600
Training	350
Professional service	
Insurance	1,109
Internal Audit	50
External Audit	0
Payroll	136
General Services	
Website	125
Election for 2023-24	548
Village Hall Room Hire	150
Admin	
Membership/Subscriptions	208
Data Protection fee	35
Grants	
Village Hall	0
Churchyard Grant (Supplied by CWAC)	1,600
Projects	
Village Enhancements	500
Community Workshops	1,400
Wildflower Projects	600
Playground Annual Inspection	200
Ad Hoc Beneficial items (S137)	1,587
TOTAL CASH OUT	13,003
RECEIPTS	
Precept	8,405
Bank Interest	0
VAT recovery	0
Churchyard Grant (Supplied by CWAC)	1,600
CWAC contribution	0
Use of Reserves Monies for Project	3,000
Other	0
TOTAL CASH IN	13,005

Precept for 2023-24

RESOLVED 22/044: to request a precept for 2023-24 of £8,405 which is a 5% increase on last years and a £1.87 increase on a Band D house.

Churchyard Grant Application

RESOLVED 22/045: to apply to Cheshire West and Chester for a Churchyard Grant on behalf of St Peter's Church, Duddon for the sum of £2,320.00

Authorisation of Payments

RESOLVED 22/046: that the following income and expenses be approved:-

Income

United Utilities	£2,000.00
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Expenses

Bank charges for December (Lloyds)	£7.00
Bank charges for December (HSBC)	£7.40
Bank charges for January (Lloyds)	£8.70
Clerk's Salary for Tax Point 9	£385.51
HMRC payment	£96.20
Clerk's Salary for Tax Point 10	£250.27
HMRC Payment	£62.60
Clerk's Expenses	£136.73
Shires Accountants – Payroll Services for Q2	£28.80

PARISH COUNCIL MATTERS

CWaC Report It Items

A list of all items that had been reported to CWaC since the last meeting was circulated.

Policies

The following document was presented to the meeting for adoption:-

- Complaints Procedures
- Accessibility Policy

RESOLVED 22/047 to adopt the above document and review again annually.

CORRESPONDENCE

Tarporley War Memorial Hospital Trust Update – an update from the Tarporley War Memorial Hospital Trust had been received, was circulate and noted by the meeting.

Police Budget 2023-24 – it was noted at the meeting that the Police Crime Commissioner was undertaking a survey in preparation for setting it's budget requirements for 2023-24.

Notification of External Auditor Appointment until 2026-27 – It was noted following the recent consultation, that PKF Little John has been appointed as the auditor for the period 2022-23 – 2026-27.

Liverpool John Lennon Airport Airspace Change Proposal – it was noted that an update from Liverpool John Lennon Airport had been received, was circulated and noted at the meeting.

West Cheshire Town and Parish Council Conference – it was noted that Cheshire West and Chester Council were planning a Supporting Our Communities event on Thursday 3rd March from 5.15pm to 9pm. The Clerk asked if anyone wished to attend to represent that Parish Council.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 27th March 2023 at 7.00pm at Duddon Village Hall.

Meeting finished: 19.26

Duddon and Burton Parish Council Planning Register 2022

Received	Number	Location	Description	PC Response	Result
21 April 2022	Planning Enforcement Ref: PL416911606	12 New Road Duddon, Chester, Cheshire, CW6 0HE (21/01153/FUL)	Removal of Large Establish Oak Tree		CLOSED
Tue 03 May 2022	22/01640/FUL	Burton Grange Burton Road Burton Chester Cheshire CW6 0ES	Demolition of existing conservatory, alteration to roof over porch, single storey side and rear extension to include terrace above, alterations to windows and doors, application of rendering and cladding	No objections	Approved
Thu 26 May 2022	22/02019/FUL	16 Back Lane Duddon Chester Cheshire CW6 0EZ	Single storey rear flat roof kitchen extension and rear side extension to garage (utility and WC)	No Objections	Approved
Mon 26 Sep 2022	22/03613/FUL	Burton House Burton Road Burton Chester Cheshire CW6 0ER	Single storey rear extension	No Objections	Awaiting Decision
28 Sept 2022	22/03186/FUL	Holly Bank Duddon Common Lane Duddon Chester Cheshire CW6 0HG	Replacement Dwelling	No objections	Awaiting Decision
Fri 12 Aug 2022	22/03072/FUL	Well House Farm Duddon Common Lane Duddon Chester Cheshire CW6 0HG	Demolition of existing house, garage and outbuilding, erection of detached dwelling, garage and ancillary outbuilding, creation of new access and gates	Concern about the size of the property and where it was being located was reported to CWaC	Awaiting Decision
Tues 22 Nov 2022	PL467095651	Land Opposite Burton Grange	It was reported that a tip had been created in the adjacent field for the burial of hazardous building waste, rubble, wood, etc. This has been reported to CWaC against planning application 22/01640/FUL Burton Grange.		
Mon 14 Nov 2022	22/04216/LDC	31 Laurel Park Duddon Chester CW6 0HL	Loft conversion	Not consulted	Approved
Mon 28 Nov 2022	22/04416/S73	Land Adjacent To 12 New Road Duddon Chester Cheshire CW6 0HE	Part single, part two storey rear extension to existing dwelling and the construction of a two storey dwelling to the side with new access. This application to vary conditions 3, 4 and 8 of planning permission ref: 21/01153/FUL		Awaiting Decision
Wed 11 January 2023	22/04541/HE D	Various Locations Along The Route of A Proposed Sewer Pipeline From Utkinton To Tarvin Via Duddon	Removal of various sections of mid and end hedgerows (16 locations) to lay a new wastewater pipeline	No objections	Awaiting Decision
Tue 14 Feb 2023	23/00451/FUL	12 New Road Duddon Chester CW6 0HE	Two storey and part single storey rear extension and front porch	No objections	

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application

Duddon and Burton Parish Council

OUT-TURN 2022-23

Budget Element		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2022-23 Actual	2022-23 Budget	Variance	Commentary
EXPENDITURE																	Costs include VAT
People & Expenses																	
Clerk's Salary			226	226	226	226	452	226	237	236	386	250	501	2,965	2,708	-257	
HMRC					169	56	56	57	59	59	96	63	125	797	680	-117	
Expenses			111			128		221		127		99	100	786	600	-186	Clerk expenses
Training								5						5	350	345	
Professional service																	
Insurance			1,009											1,009	835	-174	
Internal Audit			50											50	50	0	
External Audit								240						240	240	0	
Payroll						29		29		56	56			169	144	-25	
General Services																	
Website								225	7	7				225	378	152	
Bank Charges			6	7	6	14	7	7	6	7	13	16	17	107	0		
Village Hall Room Hire													105	105	150	45	
Admin																	
Membership/Subscriptions					154		8	7					37	207	205	-2	CHALC & SLCC & Mid Cheshire Footpath Society
Data Protection fee			40											40	40	0	
Grants																	
Village Hall														0	0	0	
Church Yard Grant (from CWAC)						1,648								1,648	0	-1,648	Money received in from CWAC in March 2022
Projects																	
Lengthsman																	
Village Enhancements										37				37	500	463	
Playground Annual Inspection & Maintenance			28	279										379	700	321	£500 towards Playground maintenance, £200 towards inspections
Jubilee Event			4,039	602	308									4,949	6,350	1,401	
Ad Hoc Beneficial Items (\$137)			40											40	0	-40	Periwinkles
Inflation %														0	0	0	
Contingency % of above														0	81	81	
TOTAL CASH OUT		47	5,510	1,436	760	2,172	749	568	522	72	554	467	903	13,759	8,161	-5,598	
RECEIPTS																	
Precept			8,005											8,005	8,005	0	
Bank Interest				7926	1.00%									0	150	150	
VAT recovery			305											705	0	-705	Churchyard Grant
CWAC contribution														1,530	0	-1,530	
Other			4,850								2,000			6,850	0	-6,850	Jubilee Lottery Grant
TOTAL CASH IN		13,160	0	0	0	0	0	0	0	0	2,000	0	1,930	17,090	8,155	-8,935	
Transaction Cash flow		13,113	-5,510	-1,436	-760	-2,172	-749	-568	-522	-72	1,446	-467	1,027	3,331	-6		
Cash in Bank	0	13,113	7,603	6,167	5,407	3,235	2,487	1,918	1,396	1,324	2,770	2,303	3,331				3,331
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2022-23

STATEMENT DATE	Description	Cheque No	Power	PN	EXPENDITURE excluding VAT						VAT	Receipts	Totals	Comments	Resolved	No.
					People & Expenses	Professional Services	General Services	Admin	Grants	Projects						
01/04/2022	HMRC VTR											304.58	304.58	VAT Rebate	-	
01/04/2022	Bank Charges		1				-6.20						-6.20	Bank Charges for March	22/014	2
06/04/2022	Walkers Nursery	100789	10										-40.32	Periwinkles for Back Lane	22/014	3
08/04/2022	CWAc											8,005.00	8,005.00	Precept	-	4
19/04/2022	Community Fund											4,850.00	4,850.00	Lottery Grant for Jubilee Event	-	5
02/05/2022	Bank Charges		1				-6.60						-6.60	Bank Charges for April	22/014	6
10/05/2022	Mrs S Irlam	100793	1				-50.00						-50.00	Internal Auditor	22/014	7
12/05/2022	Ringwood Fencing	100799	7										-28.08	Fence Stats for PlayArea Repairs	22/014	8
13/05/2022	Mrs T Ryall-Harvey	100796	1					-110.09			-4.68		-111.02	Clerk's Expenses	22/014	9
13/05/2022	The Cheshire Events Co	100798	10								-0.93		-205.00	Jubilee Event - Bouncy Castle	22/014	10
16/05/2022	Mrs T Ryall-Harvey	200003	10	2							-14.00		-83.92	Jubilee Event - Bunting	22/023	11
16/05/2022	Mrs T Ryall-Harvey	100802	1		-225.96								-225.96	Salary for Tax Month 1	22/014	12
17/05/2022	Banner World	100804	10	2							-14.24		-85.44	Jubilee Event - Banner	22/023	13
17/05/2022	Exceed Events & Conce	100805	10	2							-83.17		-499.00	Jubilee Event - Magic Mirrors	22/023	14
17/05/2022	The Big Chocolate Four	200001	10	2							-350.00		-350.00	Jubilee Event - Chocolate Fountain	22/023	15
18/05/2022	Baker Ross	200004	10	2							-76.08		-91.30	Jubilee Event - Arts and Crafts	22/023	16
18/05/2022	Jane Nicholas	200002	10	2							-66.67		-80.02	Jubilee Event - Decorations for V Hall	22/023	17
19/05/2022	Jane Nicholas	200008	10	2							-49.06		-58.88	Jubilee Event - Plates, Cups & Survettes	22/023	18
20/05/2022	The Splitting Pig Compa	100803	10								-1,695.00		-1,695.00	Jubilee Event - Hog Roast	22/014	19
24/05/2022	Vista Print	200009	10	2							-47.22		-56.67	Jubilee Event - Flyer Printing	22/023	20
24/05/2022	Circus Sensible	200005	10	2							-380.00		-456.00	Jubilee Event - Circus Act	22/023	21
24/05/2022	Mrs T Ryall-Harvey	200011	10	2							-370.07		-378.06	Jubilee Event - Reptile on Roading, Amazon	22/023	22
25/05/2022	Gallaghers Insurance	200006	3	2		-1,009.12							-1,009.12	Parish Council Insurance	22/023	23
27/05/2022	ICO	100801	8					-40.00					-40.00	Data Protection Fee	22/014	24
01/06/2022	The Splitting Pig Compa	200012	10	2							-180.00		-180.00	Jubilee Event - Hog Roast	22/023	25
01/06/2022	Bank Charges		1	2			-5.80						-5.80	Bank Charges for May	22/023	26
06/06/2022	Rustic Charmes	200010	10	2							-212.50		-212.50	Jubilee Event - Keyrings	22/023	27
07/06/2022	Mrs T Ryall-Harvey	100795	1		-225.96								-225.96	Clerk's Salary Tax Point 2	22/014	28
07/06/2022	CHALC	100792	8					-154.44					-154.44	CHALC Membership	22/014	29
14/06/2022	Stephen Harrison	200016	10	2							-168.11		-173.94	Jubilee Event - Clotten Cut-out Refreshment	22/023	30
17/06/2022	Clotton Hall Dairy	200013	10	2							-35.32		-35.32	Jubilee Event - Clotted Cream	22/023	31
21/06/2022	HAGS SMP Ltd	200015	7	2							-187.30		-224.76	G/Wing Seats & Fixings for Playground	22/023	32
22/06/2022	HMRC	100794	1		-169.40								-169.40	PAYE - Tax Point 1-3	22/014	33
27/06/2022	Morral Play Services	100791	7								-45.00		-54.00	Playground Inspection	22/014	34
01/07/2022	Mrs T Ryall-Harvey	200018	10	2				-81.27			-13.80		-95.07	Jubilee Event Extra's	22/023	35
01/07/2022	Mrs T Ryall-Harvey	200019	10	2	-225.76								-225.76	Clerk's Salary Tax Point 3	22/023	36
02/07/2022	Bank Charges		1	6			-13.80						-13.80	Bank Charges for June	22/030	37
19/07/2022	Duddon, Clotton & Dis	200017	10	2							-212.72		-212.72	Jubilee Event - Insurance	22/023	38
20/07/2022	Mrs T Ryall-Harvey	200022	1	2							-1.22		-127.67	Clerk's Expenses	22/023	39
21/07/2022	Shire Accountants	200020	1	2		-24.00					-4.80		-28.80	Payroll Services Q1	22/023	40
25/07/2022	HMRC	200021	1	2	-56.40								-56.40	PAYE - Tax Point 4	22/023	41
01/08/2022	Bank Charges		1	6			-7.80						-7.80	Bank Charges for July	22/030	42
04/08/2022	Mrs T Ryall-Harvey	200023	1	2	-225.96								-225.96	Clerk's Salary Tax Point 4	22/023	43
08/08/2022	Mid Cheshire Footpath	200024	8	2			-8.00						-8.00	Parish Council Subscription	22/023	44
19/08/2022	St Peter's Church, Dudd	200025	11						-1,648.38				-1,648.38	Churchyard Grant	22/014	45
31/08/2022	Mrs T Ryall-Harvey	200027	1	6	-225.96								-225.96	Clerk's Salary Tax Point 5	22/030	46
01/09/2022	Bank Charges		1	6			-7.40						-7.40	Bank Charges for August	22/030	47
07/09/2022	HMRC	200026	1	6	-56.40								-56.40	PAYE Tax Point 5	22/030	48
26/09/2022	Mrs T Ryall-Harvey	200028	1	7							-2.64		-226.49	Clerk's Expenses	22/030	49
27/09/2022	Linux - Visual (Sales & S	200030	4	7		-187.88					-37.58		-225.46	Website redesign and Cloud Hosting	22/030	50
27/09/2022	Mrs T Ryall-Harvey	200031	1	7	-225.76								-225.76	Clerk's Salary Tax Point 6	22/030	51

DUDDON AND BURTON PARISH COUNCIL

Bank Reconciliation to Cashbook 2022-23

Presented at Council Meeting 27th March 2023

Prepared on 17th March 2023

Balance shown on Cashbook	£21,258.71
Current Account	£0.00
Lloyds Business Account	£21,258.71
Less: Unpresented Payments	£0.00
TOTAL	£21,258.71
Reconciliation	YES

BUSINESS ACCOUNT [REDACTED]
DUDDON AND BURTON PARISH COUNCIL

£ 21,258.71 Current balance

£21,258.71 Available funds ?

DUDDON AND BURTON PARISH COUNCIL - ASSET REGISTER to 31st MARCH 2023

ITEM	BOOK VALUE	INS VALUE
Noticeboard	£ 501.41	£ 501.41
Safety Surfacing	£ 18,731.55	£ 18,731.55
Play Equipment	£ 19,197.90	£ 19,197.90
New Play Equipment/Benches (2109)	£ 14,130.00	£ 14,130.00
Litter Bins	£ 627.03	£ 627.03
Fencing	£ 3,137.32	£ 3,137.32
New Goal Posts	£ 285.00	£ 285.00
Office Equipment	£ 674.70	£ 674.70
Total	£ 57,284.91	£ 57,284.91

DUDDON AND BURTON PARISH COUNCIL

GENERAL RISK ASSESSMENT

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES/COMMENTS	RESULTS
PARISH COUNCIL ASSETS								
1.	Recreational Area Play Equipment– Duddon Close	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	10	2	20	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
2.	Recreational Area – Safety Surfacing – Duddon Close	Vandalism Cost of Replacement	Injury of people using area	8	2	16	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
3.	Recreational Area – Goal Posts – Duddon Close	Vandalism Cost of Replacement	Injury of people using equipment	8	2	16	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
4.	Gates and Fencing around Recreational Area – Duddon Close	Vandalism Repair Costs Cost of Replacement	Pedestrians	4	2	6	Repair Costs – include in Annual Budget Insurance including Public Liability.	T
5.	Noticeboard on Willington Road	Vandalism Cost of Replacement	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
6.	Laptop	Cost of Replacement Repair Cost Accidental Damage	Clerk	2	2	4	Insurance including Public Liability Make contingency provision in Parish Councils reserves for replacement.	T

PARISH COUNCIL GENERAL								
7.	Failure to attract sufficient candidates for Member Vacancies or elections	Reduce representation of neighbourhoods. Lack of resource. Possible meeting inquorate	Members	1	1	2	Actively publicise Council. Seek candidates amongst friends and colleagues. Publicise elections & vacancies on noticeboards and PC Website.	A
8.	Failure to achieve quorum at meetings	Business not transacted. Decisions not made.	Members Clerk	1	1	2	Issue members agenda promptly and seek confirmation or quorum before meeting date.	T
9.	Lack of public consultation by Parish Council	Decisions not based on evidence People disenfranchised	Members	1	1	1	Ensure meetings are published on noticeboards and website. Include Public Participation on all Agendas Ensure seating available at meeting for public Publish Agenda and minutes on website.	T
10.	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	1	1	Clerk to advertise exercise of rights for inspection on website and noticeboard and respond to requests.	A
11.	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal Risk	Members	2	1	2	Obtain and read 'Good Councillors Guide' for any new Parish Councillors. Avoid making commitments on behalf of the parish council. Attend relevant training course.	A
12.	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	2	4	Clerk to publish minutes once approved by Parish Council on the Parish Council website.	A
13.	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions	Clerk	1	2	2	Clerk to check minutes with Councillors not more than 14 days after meeting. Minutes published <i>Unapproved</i> .	A
14.	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	1	1	Clerk to establish filing system.	A
15.	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	Members to review Standard and Code of Conduct.	A
16.	Incomplete/inaccurate register of Members' Interests	Lack of Transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standard and Code of Conduct	A

17.	Failure to complete/submit Annual AGAR return on time.	Poor Auditors Report Public Confidence suffers	Clerk	1	5	5	Clerk to maintain diary and report to Parish Council meeting in May – September process	A
18.	Loss of data on PC due to system failure	Interruption to effective administration Possible financial loss	Clerk	1	3	3	External hard-drive backup quarterly.	A
19.	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	3	3	6	Option 1: - Internal Councillors trained to undertake wide range of financial and administration tasks. Option 2: Seek a temporary clerk to cover role from surrounding Parish Councils	A
20.	Lack of professional advice	Poor decisions	Clerk	2	2	4	Maintain membership of CHALC & SLCC	A
21.	Failure to correctly identify local needs or wishes	Council does not represent the people. Resources not applied.	Members	1	3	3	Maintain close contact with local residents. Advertise Parish Meetings to obtain residents feedback.	A
22.	Financial	Misappropriation of Council Funds Financial Loss	Public Service	1	2	2	All banking arrangements and changes to banking services approved by the council and recorded in the minutes. Pay invoices by cheque/bank transfer. Two councillors to sign each cheque and cheque bank stub. Internet banking Clerk to set payment up and one councillor to authorise payment. Quarterly reconciliation of Parish Council Accounts to be brought to Parish Council meeting for Councillors review. Annual scrutiny of all Financial Records by Internal Auditor. If an External Audit it required then Auditor to be provided with Clerk and Chairman's contact details.	A
23.	Income	Unable to fulfil responsibilities	Public Service	1	1	1	Ensure Parish Council understands and complies with current VAT legislation.	A
24.	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	1	2	Maintain insurance Playground inspection regime established.	A
25.	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	1	3	Maintain inspection regime. Maintain insurance. Liaise with PCSO/Police.	A

26.	Loss to third party	Possible litigation Costs/damages	Clerk	1	2	2	Review Health & Safety Ensure adequate insurance Check contractors' insurance	A
27.	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change.	A
28.	Failure to calculate/submit precept on time	Inadequate resources to meet commitments. Costs of re-billing	Clerk	1	3	3	Clerk to respond to Cheshire West and Chester Council notices. Agenda item for member to consider and approve for January's meeting.	A
29.	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	Clerk and members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy.	A
30.	Failure to account for and recover VAT	Wasted Resources	Clerk	1	3	3	Clerk to review. Internal Auditor to check	A
31.	Failure to stay within agreed budgets	Inadequate control. Potential wasted resources	Members Clerk	1	2	2	Clerk to review Internal Auditor to Check Reserves Policy to mitigate short-term impact of loss.	A
32.	Holding excessive or inadequate reserves	Auditors report. Poor use of resources. Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting. Reserves Policy to set percentage of precept. Council to review size of Reserves.	A
33.	Fraud by Clerk	Reputation Cost & Litigation	Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
34.	Fraud by Members	Reputation Cost & Litigation	Members Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
35.	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to attend appropriate training throughout the year.	A

36.	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to maintain training. Liaise with internal and external auditors as appropriate.	A
37.	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review annually. Internal auditor to review annually.	A
38.	Improper financial records	Potential for wasted resources. Councillors unable to make sound financial decisions at meetings.	Clerk	1	2	2	Parish Councillors to be provided with updated financial records at each parish council meeting. Internal auditor to review	A
39.	HRMC requirements not met	Costs Litigation	Clerk	1	2	2	Clerk to liaise as necessary. Parish Council to employ payroll company.	A
40.	Failure to comply with deadlines for accounts and returns.	Poor auditor's report Cost Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external auditor or in the absence of the Clerk the Chairman to make contact.	A
41	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results Key – T = Trivial Risk, A = Adequately Controlled Risk, N = Not Adequately Controlled, U – Unable to decide

RISK ASSESSMENT CARRIED OUT BY: Mrs T Ryall-Harvey, Clerk & RFO

DATE:

SIGNATURE

RISK ASSESSMENT VALIDATED BY: Members of the Duddon and Burton Parish Council

DATE:

From: PLANNING <Planning@cheshirewestandchester.gov.uk>
Sent: 01 March 2023 15:48
Subject: FW: Cheshire West and Chester Council: Draft Local Validation Checklist

Dear Agents/Applicants/Consultees/Parish Councils,

Cheshire West and Chester Council: Draft Local Validation Checklist

To help assess, determine and comment on planning applications, it is important that they are submitted with all the information needed. At the same time, it is important that the information requirements are proportionate. With the aim of striking this balance, Cheshire West and Chester Council has produced a draft Local List and we are seeking your comments on it.

A Local List is a list of documents that must be submitted with certain types of planning applications (in addition to the National Validation Requirements). To provide certainty, we have tried to set clear thresholds, mostly reflecting situations where we believe the information would always have been required during the application process. Where the information required depends on the site specifics, we have tried to provide details of how to find constraints (and the relevant links) in the 'details' column.

In accordance with guidance issued by the Department for Levelling Up, Housing and Communities and Ministry of Housing, Communities and Local Government, we are consulting the local community, including regular applicants, agents, consultees and Parish Councils. In preparing the List we have had regard to article 11(3)(c) of the Town and Country Planning (Development Management Procedure) Order 2015, and to paragraph 44 of the National Planning Policy Framework.

The draft Local List can be viewed on the Council website at: [Cheshire West and Chester Local List - Details - Keystone](#) If you require an alternative format, please let us know.

You can view the draft List and **make comments online** by following the link above. The consultation will run until 5pm on 22 March 2023. You will need to login to submit comments – for help logging in, please email planningpolicy@cheshirewestandchester.gov.uk. If you have previously commented on a Local Plan consultation via our website you will have a login already. If you have a comment on a specific part of the document, please ensure you include the Table and Row number.

If you would like any further information or to discuss this further, please do not hesitate to contact us using the details below.

Kind regards,

Bethan Armstrong
Principal Planning Officer – Team Leader
Cheshire West and Chester Council
(Working days – Monday – Thursday)

Email: planning@cheshirewestandchester.gov.uk
Address: The Portal, Wellington Road, Ellesmere Port, CH65 0BA
Visit: www.cheshirewestandchester.gov.uk



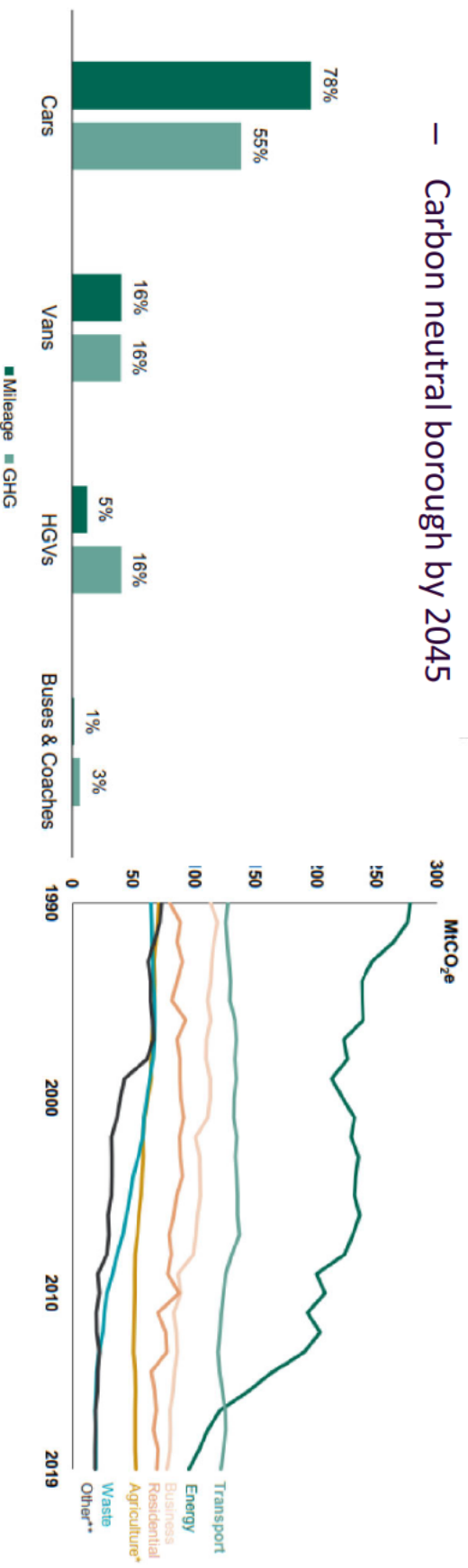
Cheshire West and Chester Electric Vehicle Charging Infrastructure Strategy

Consultation Draft Overview

www.cheshirewestandchester.gov.uk/EVconsultation

What is the Electric Vehicle Charging Infrastructure Strategy?

- 2019 Cheshire West and Chester Climate Emergency Declaration
 - Carbon neutral council by 2030
 - Carbon neutral borough by 2045

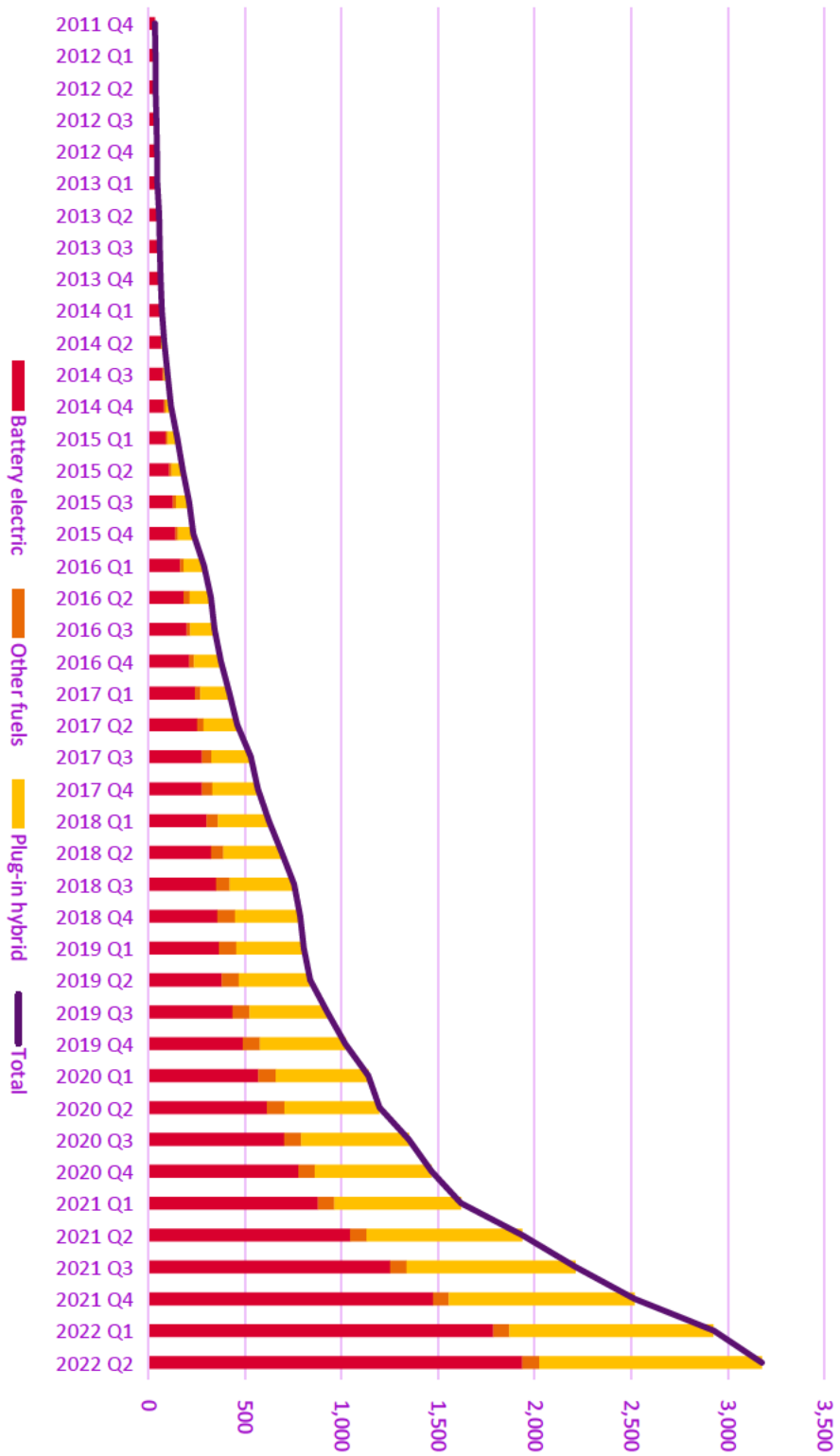


Use all forms of motorised travel less, by increased use of digital connectivity and active modes of travel;

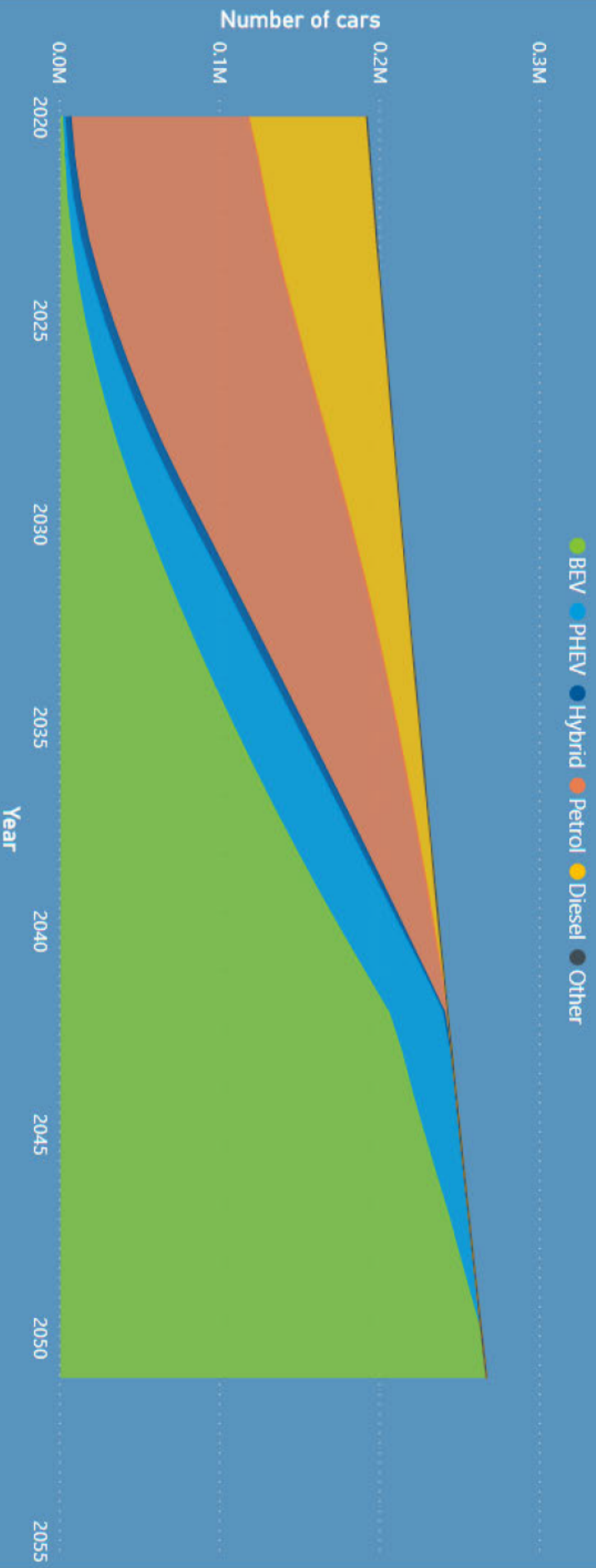
Substantially increase how much we each use public transport, and reduce our reliance on private cars;

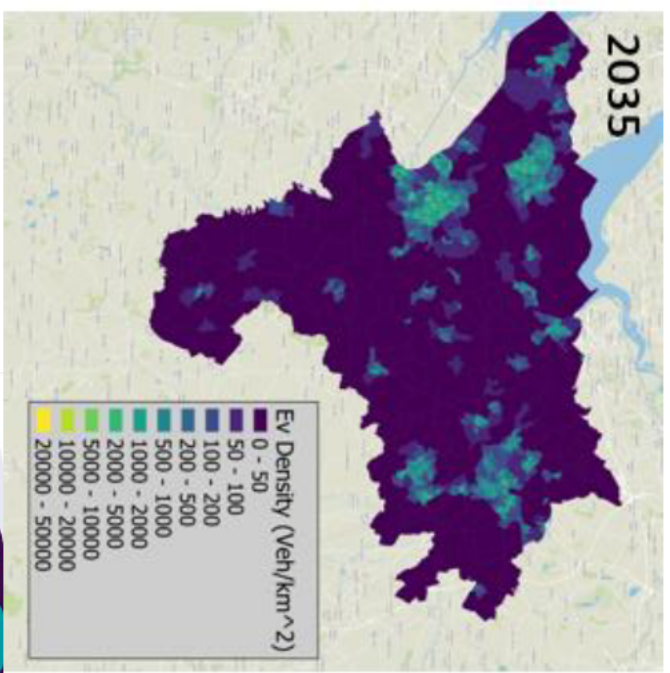
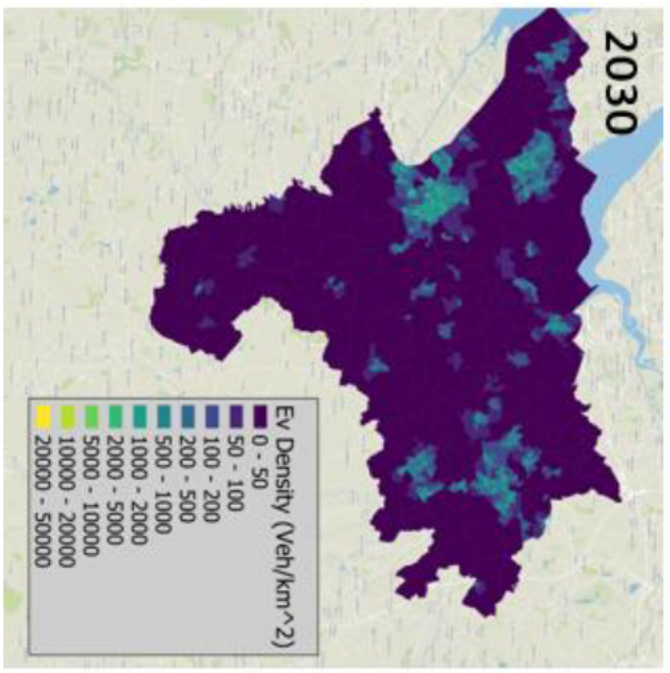
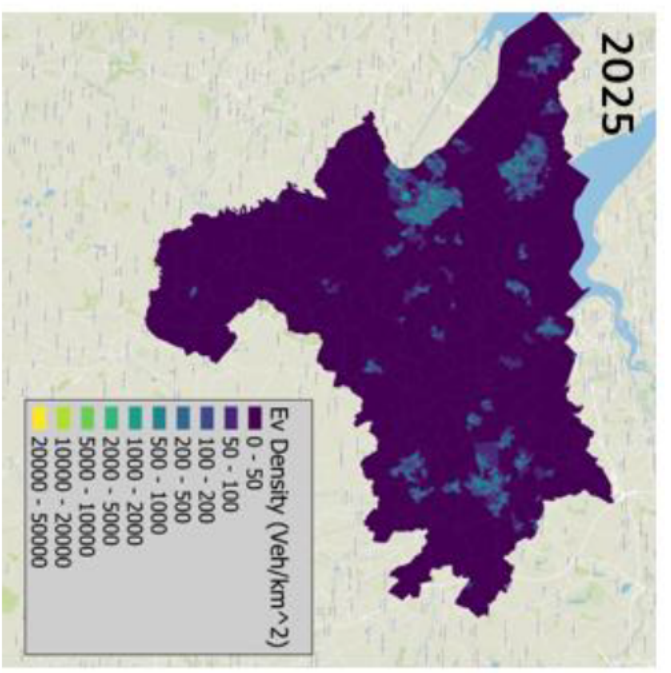
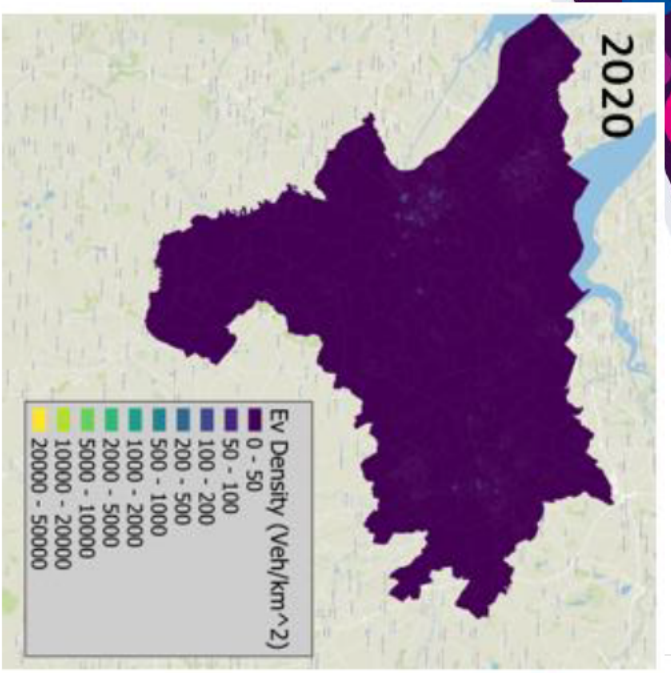
Where car travel is unavoidable, these must all be zero-emission vehicles by 2050 at the latest.

ULEV Registrations in Cheshire West and Chester



Number of BEV, PHEV, hybrid, other, petrol and diesel cars by year





Demand Modelling

Transport for the North

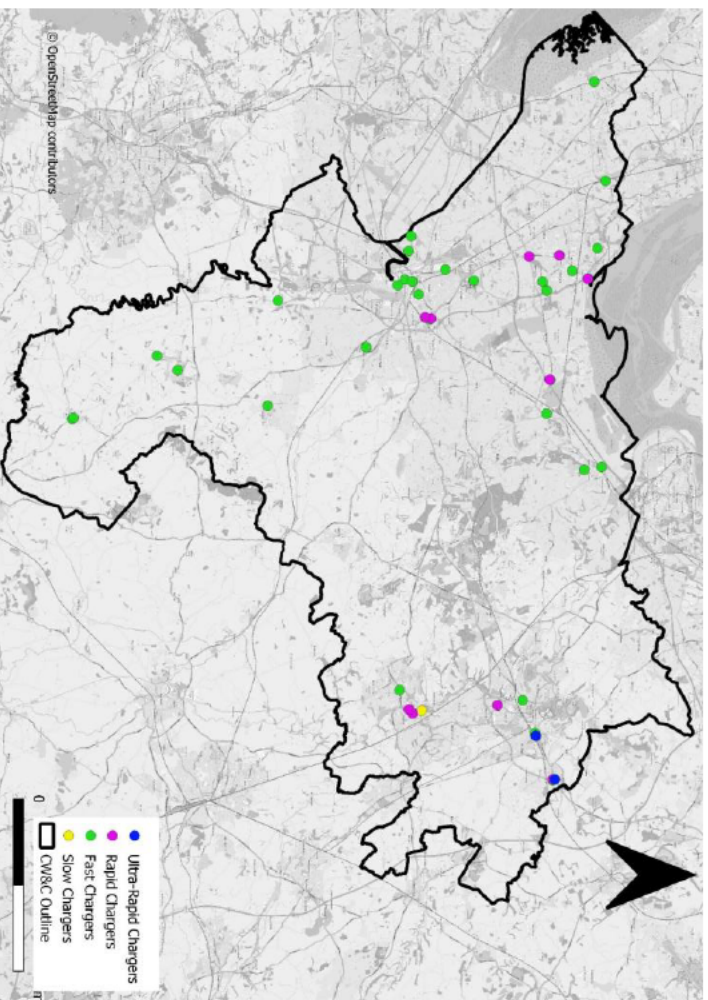
- 570 to 1670 by 2025
- 1860 to 3500 by 2030

National EV Insights and Strategy

- 276 by 2025
- 1014 by 2030

Local Rapid Charger Model

- 113 to 325 by 2025
- 289 to 828 by 2030



Current Public Charge Point Provision

Ultra-Rapid: 4
Rapid: 35
Fast: 136
Slow: 1
Total: 176

Strategy Aims and Objectives

To provide a network that supports journeys across the borough, is easy to use, intuitive and integrated, is inclusive and accessible for all, and offers good value for money.

To contribute to a broader 'net zero' transport network which delivers healthier communities while supporting inclusive economic growth.

Enable and deliver a comprehensive network across the borough

Leverage private investment

EV charging in council car parks

EV charging for residents without off-street parking

EV charging in new developments

Policy Proposals 1-4

1) Decarbonising Transport Hierarchy



- Active travel
- Reduce demand
- Public transport
- Electrify

2) Council-Led Delivery



- Town centres
- Destinations
- Public residential

3) On-Street Residential Charging



- Private
- Charging hubs
- Lamppost
- Gullies
- Charging bollards

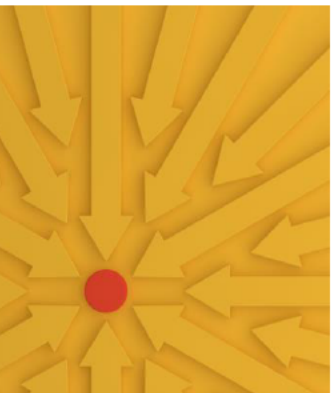
4) Staff, Visitor & Fleet Charging



- Workplace charging
- Fleet charging
- Integration

Policy Proposals 5-8

5) Complementary Strategies



- Integration
- Local Transport Plan 4
- Local Plan Refresh

6) New Developments



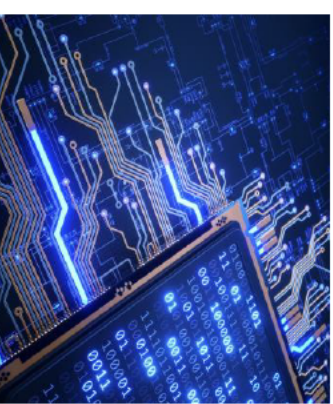
- National building regulation requirements
- 1 charger for every new or refurbished residential building, or for every 10 parking spaces in non-residential
- Implemented from June 2023

7) Working with Partners



- Destinations
- Supermarkets
- Petrol stations
- Leisure Centres
- Myth-busting
- Public use

8) Monitoring Usage



- Tariffs
- Usage
- Identifying demand and informing future installations

Policy Proposals 9-12

9) Procurement



- Market engagement
- Coordinated procurement
- Long-term partnership
- Revenue generation
- Multimodal hubs

10) Energy Generation & Storage



- Onsite renewable energy generation
- Off-peak use
- Battery storage infrastructure
- Site assessments

11) Working with our DNO Supplier



- Electricity supply and constraints
- Partnership arrangement
- ConnectMore interactive tool

12) Installing to the right specification



- Obstructions
- Protecting pavements widths
- Street clutter
- Planning policy
- Accessibility standards (BSI PAS 1889:2022)

Consultation Details

Consultation period: 1 February to 15 March 2023



There are a number of ways you can take part:

- Complete the survey at www.cheshirewestandchester.gov.uk/evconsultation
- Email your views to: TransportStrategy@cheshirewestandchester.gov.uk
- Telephone the Council's Contact Centre on 0300 1238 123 and quote 'Electric Vehicle Charging Infrastructure Strategy'.
- Request a copy of our consultation or survey in alternative formats, including hard copy and easy read, using the contact details above.