

MEETING OF DUDDON AND BURTON PARISH COUNCIL

To the Members of Duddon and Burton Parish Council: You are hereby summoned to attend the next Parish Council Meeting on Monday 22nd January 2024 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.

Signed *Trudy Ryall-Harvey*, Clerk
15/01/2024
duddonandburtonparishcouncil@gmail.com
07784 486 767

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

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 mins 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 20 th November 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. To approve the submission of the Churchyard Grant Application to CWaC for 2023. 5. To approve Payments made and Income received since last meeting.
7.	PARISH COUNCIL MATTERS	1. To approve the draft Investment Policy circulated with the agenda papers. 2. To seek approval of the budget for 2024-25. 3. To agree the Precept for 2024-25. 4. To agree the training schedule for the Clerk for January – July. 5. Civility and Respect – to agree if the Parish Council wishes to take the pledge. 6. Parish Meeting – to discuss and schedule a Parish Meeting.
8.	THE COMMUNITY	- Playground Equipment – to receive an update on the maintenance to be undertaken to the Playground Equipment
9.	CORRESPONDENCE	- D-Day 80 – 6th June 2024 – to receive information about the upcoming D-Day Celebrations and agree any action required. - PCSO Update – to note. - Police and Crime Commissioner – Budget Review 2024 - to note. - West Cheshire Town and Parish Conference – Wed 6th March – to agree if anyone wishes to attend. - Email from Duddon Primary School – to agree any action. - To receive a verbal report following a resident requesting double yellow lines on Willington Road near junction of A51 and consider any action required. - Any other correspondence received since the last PC Meeting.
	DATE OF NEXT MEETING	Proposed date for next meeting is Monday 4 th March 2024 at 7.00pm at Duddon, Clotton and District War Memorial Hall.

**Minutes of the Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall
on Monday 20th November 2023 at 7.00pm**

PRESENT:

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

Cllr K Warburton
Members of the Public: 2
CLERK: Mrs T Ryall-Harvey (Clerk)

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr T Lush (Ward Councillor).

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

An update on the management of the Duddon, Clotton and District Memorial Hall was received. Explaining that David Leadbetter had now transferred responsibilities to two residents who were looking to manage it jointly. There now needed to be a Committee Meeting organised to officially nominate a Chairman, Treasurer and Secretary, then this information can be passed to the Charity Commission etc.

The Village Hall Management Team have installed new lock-boxes at the gate and front door to allow access to hirers, and David Leadbetter reported that the Hall appears to be getting busier which was welcomed.

MINUTES OF THE MEETING

RESOLVED 23/025: That the minutes of the meeting held on 18th September 2023 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 11th November 2023 and noted the following application that had been received in since the last meeting:-

23/03155/DIS – Well House Farm, Duddon, Common Lane, Duddon CW6 0HG – Application to discharge conditions 4 (highways visibility splays) and 8 (Construction Environmental Management Plan) of planning permission 22/03072/FUL – it was noted that the Parish Council was not consulted on this planning consultation.

It was noted that the following planning applications had been determined since the last meeting:-

23/01869/FUL – Chestnut Grove, Tarporley Road, Duddon CW6 0HA – Modification of rear windows and side windows to existing garage, to facilitate the use as a home office/ancillary room – **Approved**.

ACCOUNTS

Cashbook

RESOLVED 23/026: that the YTD Cashbook dated 11th November 2023 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 23/027: that Cllr Cummins signs the Bank Reconciliation and Bank Statements.

Pay Scale Award

RESOLVED 23/028 that the proposed National Salary Award Scheme for 1st April 2023 be approved and the clerk be awarded backpay within the next available pay run.

Budget requirements for 2024-25

Items for consideration for inclusion in the budget for 2024-25 were sought from the Parish Council. Suggested items were:-

- Community Event for 2024 (Summer Fayre) - £500.
- Footpaths Orderly – budget £1,500 (to cover 10 hours per month, for 12 months at minimum wage)

The Parish Council discussed the reduction in services provided by CWaC and to this end, agreed to explore the option of including in the budget costs to cover tidying up of the village on a monthly basis.

PCSO joined the meeting.

The PCSO joined the meeting and highlighted that he intended to visit the Duddon, Clotton and District Village Hall on 2nd December 2023 between 10am and 11am and bring the Safety Bus. He asked that we advertise this Meet and greet via the Primary School and any social media opportunities the Parish Council had access to, so that all residents were aware and could drop in. The PCSO hope that the Safety Bus would be equipped with kit that children could play with and intended to supply goodie bags for anyone who came along.

PCSO left the meeting.

Authorisation of Payments

RESOLVED 23/028: that the following income and expenses be approved:-

Income

Bank Interest	£17.80 & £21.37
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Expenses

Clerk's Salary for Tax Point 7	£250.27
HMRC payment	£62.60
Clerk's Salary for Tax Point 8	£250.47
HMRC Payment	£62.40
CWaC – Council Fund (Fees and Charge for PC Election	£181.00
Twigtwister – Willow Workshop with Primary School	£500.00
PQR Limited (Payroll Services for second ½ of year)	£97.20
Claire M Fletcher (Festive Wreathmaking Workshop)	£576.00
Clerk's Expenses	£140.39
The Royal British Legion (Lamppost Poppies and Wreath)	£55.00

PARISH COUNCIL MATTERS

Draft Annual Plan 2024-25 – it was **RESOLVED 23/029** to adopt the draft Annual Plan for 2024-25.

Investment Policy – it was **RESOLVED 23/030** to bring a draft Investment Policy to the next Parish Council meeting for approve and following that start the process of opening an investment account with Skipton's Building Society

THE COMMUNITY

Playground Equipment - Cllr Green confirmed he would undertake the painting of the playground equipment when the weather warmed up and improved.

Duddon, Clotton and District War Memorial Hall – updated under Public Participation

CORRESPONDENCE

Police and Crime Commissioner / CWaC Parish Council Meeting on 29th November 2023 – the clerk sought clarification as to if any Councillors wished to attend the Police and Crime Commissioner joint meeting with the Town and Parish Councils.

CWaC Road Closures – details of up-coming road closures were circulated around the Parish Council and noted.

Email from resident with concerns over parking on Back Lane - the email was circulated and the Parish Council noted this concern.

CWaC Funding our Future - the details of this consultation were received, circulated around the Parish Council and noted.

Community Speed Watch – information from the local PCSO was received and shared with the Parish Council.

Police Crime Commissioner – Quarterly Review – July – September 2023 – a copy of the quarterly review was circulated around the Parish Council and noted.

Cheshire Fire Authority 2024-2028 Draft Community Risk Management Plan – this consultation was received, circulated around the Parish Council and noted.

Email from Resident with regards to Birch Tree on the Green Space off New Road – the email was circulated and it was noted that the Clerk had contacted CWaC. The response received from CWaC was:

CWaC have reviewed the email from the resident and given the size of these trees, their location, health and the fact that pollen production and dispersal is limited to a relatively short period of time during the year it was felt that the council would not support the removal of these trees.

As a Local Authority, CWaC are under pressure to not only increase canopy cover throughout the borough but to safeguard and promote those trees already established as these provide multiple benefits more so than newly planted saplings.

DATE OF NEXT MEETING

The dates for the future meetings were **RESOLVED 23/031** as follows:-

Monday 22nd January 2024

Monday 4th March 2024 – Parish Meeting

Monday 20th May 2024

Therefore, the next meeting of Duddon and Burton Parish Council would be held on Monday 22th January 2024 at 7.00pm at Duddon Clotton and District Memorial Hall.

Meeting finished: 19.52

Signed:..... Dated:

Duddon and Burton Parish Council Planning Register 2022

Received	Number	Location	Description	PC Response	Result
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		Approved
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 28 Mar 2023	23/01021/FUL	Land Adjacent To Duddon Hall Tarporley Road Tarvin Chester	Proposed change of use of machinery and produce store to incorporate loose housing of livestock.	No objections	Approved

Duddon and Burton Parish Council Planning Register 2023

Received	Number	Location	Description	PC Response	Result
Thu 18 May 2023	23/01619/OUT	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	No objections	Awaiting decision
Wed 17 May 2023	23/01609/AGR	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	Not consulted	Decided
Wed 07 Jun 2023	23/01869/FUL	Chestnut Grove Tarporley Road Duddon Chester CW6 0HA	Modification of rear windows and side windows to existing garage, to facilitate the use as a home office/ancillary room	No objections	Approved
Mon 17 Jul 2023	23/02269/FUL	Sycamore Cottage Back Lane Duddon Chester CW6 0EY	Demolition of existing conservatory and erection of two storey rear extension with first floor balcony, single storey rear extension and demolition of flat roof store to outbuilding and rebuilt to enlarge outbuilding for home office	No objections	Approved
Fri 06 Oct 2023	23/03155/DIS	Well House Farm Duddon Common Lane Duddon Chester CW6 0HG	Application to discharge conditions 4 (highways visibility splays) and 8 (Construction Environmental Management Plan) of planning permission 22/03072/FUL.	Not consulted	Approved
Fri 17 Nov 2023	23/03635/DIS	Holly Bank Duddon Common Lane Duddon Chester CW6 0HG	Discharge of conditions 3 (materials), 4 (car and cycle parking), 5 (EV charging), 9 (RAMS) and 11 (trees and hedgerows) of planning permission 22/03186/FUL	Not consulted	

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses
 REF - Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
 13/01/2024

Duddon and Burton Parish Council

OUT-TURN 2023-24

Updated 13/01/2024

Budget Element													2023-24 Actual	2023-24 Budget	Variance	Commentary
EXPENDITURE																
People & Expenses																Costs include VAT
Clerk's Salary	250	250	250	250	501	250	250	250	375	264	264	264	3,169	3,025	-144	
HMRC	62	62	63	63	63	63	63	63	62	94	66	66	789	780	-9	
Expenses	133	133	117	42	42	141	100	100	62	100	100	100	633	600	-33	Clerk expenses
Training			29				50	50					129	350	221	
Professional service																
Insurance	1,043	1,043											1,043	1,109	66	3 year fixed cost deal (yr 2)
Internal Audit	50	50											50	50	0	
External Audit						97							158	136	-22	No external Audit Required
Payroll		61														
General Services																
Website					86								86	125	39	
Bank Charges													0	0	0	
Election for 2023-24						181							181	548		If election contested
Village Hall Room Hire							150						150	150	0	
Admin																
Membership/Subscriptions	159				8		40						207	208	1	CHAIC & SLCC & Mid Cheshire Footpath Society
Data Protection fee	40												40	35	-5	Move to Direct Debit
Grants																
Village Hall													0	0	0	
Church Yard Grant (from CWaC)	1,530												1,530	1,600	70	Money received in from CWaC in March 2022
Projects																
Village Enhancements						1,076							500	500	0	
Community Workshops													1,076	1,400		
Wildflower Projects													0	600		Funded by donations held in earmarked reserves
Playground Annual Inspection & Maintenance																£500 towards Playground maintenance, £200 towards inspections
Coronation Celebrations	994		12										212	700	488	
Ad Hoc Beneficial Items (S137)													994	1,000	6	
						55							55	87	32	Lampost Popples and Wreath
Inflation %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Contingency % of above	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL CASH OUT	2,042	2,533	374	459	75	699	1,667	509	437	698	330	1,180	11,003	13,003	2,000	

RECEIPTS																
Precept	7926	1.00%	8,405										8,405	8,405	0	
Bank Interest	4.93		10.85	12.28	13.11	14.28	18.05	17.80	21.37	22.08	20.04		155	0	-155	
Churchyard Grant supplied by CWaC											1,600		1,600	1,600		
VAT recovery											426		426	0	-426	
CWAC contribution			425.63								320		320	0	-320	
Moneys used from Reserves			320			700	700	600			1,000		3,000	3,000	0	
Other			389.39										389	0	-389	
TOTAL CASH IN	8,730	826	12	13	14	718	718	718	621	22	20	2,600	14,295	13,005	-1,290	
Transaction Cash flow	6,688	-1,707	-362	-445	-60	19	-949	112	-415	-678	-330	1,420	3,292	-6		

Cash in Bank	20856		27,545	25,838	25,476	25,031	24,970	24,989	24,040	24,152	23,737	23,059	22,729	24,148		3,292
			Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2023-24

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						
03/04/2023	St Peter's Church, Duddon	000013	7	16					-1,530.19				-1,530.19	Churchyard Grant refund to Church	22/05/23	1
04/04/2023	HMRC PAYE	000011	1	16	-62.60								-62.60	PAYE Contribution for Tax Month 12	22/05/23	2
11/04/2023	Bank Interest			19								4.93	4.93	Bank Interest	23/01/15	3
12/04/2023	CWaC			19								8,405.00	8,405.00	CWaC Precept Payment	23/01/15	4
19/04/2023	CWaC			19								320.00	320.00	CWaC Ward Members Grant towards Coronation	23/01/15	5
28/04/2023	Mrs T Ryall-Harvey	000016		19	-250.47								-250.47	Clerk's Salary Tax Point 1	23/01/15	6
05/05/2023	ICO	000014		19				-40.00					-40.00	Data Protection Subscription	23/01/15	7
05/05/2023	HMRC PAYE	000017		19	-62.40								-62.40	PAYE Contribution for Tax Month 1	23/01/15	8
09/05/2023	Bank Interest			22								10.85	10.85	Bank Interest	23/01/15	3
16/05/2023	Clerk's Expenses	000019		19				-127.86			-5.25			Clerk's Expenses	23/01/15	9
16/05/2023	Sue Irlam	000018		19		-50.00								Internal Auditor	23/01/15	10
19/05/2023	Gallaghers Insurance	000020		19		-1,043.42							-1,043.42	Annual Insurance payment	23/01/15	11
19/05/2023	Clotton Hoofield Parish Council			22								389.39	389.39	Contribution towards Kings Coronation Event	23/01/19	12
22/05/2023	HMRC VTR			22								425.63	425.63	VAT Rebate	23/01/19	13
23/05/2023	Duddon, Clotton & Dittford	000024		22						-993.78			-993.78	Kings Coronation Event	23/01/19	12
24/05/2023	CHALC Subscription	000015		19				-158.73					-158.73	CHALC Annual Subscription	23/01/15	14
26/05/2023	Mrs T Ryall-Harvey	000021		19	-250.27								-250.27	Clerk's Salary Tax Point 2	23/01/15	15
30/05/2023	Mid Cheshire Footpath	000023		19		-8.00							-8.00	Annual Subscription	23/01/15	16
09/06/2023	Bank Interest			22								12.28	12.28	Bank Interest	23/01/19	17
15/06/2023	HMRC PAYE	000022		19	-62.60								-62.60	PAYE Contribution for Tax Month 2	23/01/15	18
23/06/2023	Shire Accountancy Ltd	000025		22		-61.20							-61.20	1/2 yearly Payroll Services	23/01/19	19
29/06/2023	Mrs T Ryall-Harvey	000027		22	-250.27								-250.27	Clerk's Salary Tax Point 3	23/01/19	20
04/07/2023	HMRC PAYE	000026		22	-62.60							13.11	-62.60	PAYE Contribution for Tax Month 3	23/01/19	21
10/07/2023	Bank Interest			22									13.11	Bank Interest	23/01/19	22
27/07/2023	Mrs T Ryall-Harvey	000028		22	-250.27								-250.27	Clerk's Salary Tax Point 4	23/01/19	23
27/07/2023	Mrs T Ryall-Harvey	000030		22				-140.26			-5.88		-146.14	Clerk's Expenses	23/01/19	24
02/08/2023	HMRC PAYE	000029		22	-62.60								-62.60	PAYE Contribution for Tax Month 4	23/01/19	25
09/08/2023	Bank Interest			24								14.28	14.28	Bank Interest	23/02/24	26
15/08/2023	Ringwood Fencing	000031		25						-9.96	-1.99		-11.95	Replacement Rails for Playground Fence	23/02/24	27
05/09/2023	Mrs T Ryall-Harvey	000032		25	-250.27								-250.27	Clerk's Salary Tax Point 5	23/02/24	28
11/09/2023	HMRC PAYE	000033		25	-62.60								-62.60	PAYE Contribution for Tax Month 5	23/02/24	29
11/09/2023	Bank Interest			24								18.05	18.05	Bank Interest	23/02/24	26
20/09/2023	Mrs T Ryall-Harvey	000034		25				-41.80					-41.80	Clerk's Expenses	23/02/24	30
21/09/2023	Linux internet Ltd	000037		25		-71.86					-14.38		-86.24	Cloud Hosing for 12 Months	23/02/24	31
25/09/2023	Mid-Cheshire Footpath	000038		25			-8.00						-8.00	Mid-Cheshire Footpath Society Subscription	23/02/24	32
26/09/2023	Mrs T Ryall-Harvey	000035		25	-250.27								-250.27	Clerk's Salary Tax Point 6	23/02/24	33
02/10/2023	HMRC PAYE	000036		25	-62.60								-62.60	PAYE Contribution for Tax Month 6	23/02/24	34
04/10/2023	CWaC - Council Fund	000040		27		-181.00							-181.00	Fees and Charges for PC Election	23/02/28	35
06/10/2023	Twigtwister	000039		27						-500.00			-500.00	Willow Workshop with Primary School	23/02/28	36
09/10/2023	Bank Interest			27								17.80	17.80	Bank Interest	23/02/28	37
18/10/2023	PQR Limited	000042		27		-81.00					-16.20		-97.20	Payroll Services	23/02/28	38
31/10/2023	Claire M Fletcher	000045		27						-576.00			-576.00	Festive Wreathmaking Workshop	23/02/28	39
31/10/2023	Mrs T Ryall-Harvey	000043		27	-250.27								-250.27	Clerk's Salary Tax Point 7	23/02/28	40
06/11/2023	HMRC PAYE	000044		27	-62.60								-62.60	PAYE Contribution for Tax Month 7	23/02/28	41
09/11/2023	Bank Interest			27								21.37	21.37	Bank Interest	23/02/28	42
10/11/2023	The Royal British Legion	000041		27						-50.83	-4.17		-55.00	Poppy Wreath and Lamp-post Poppies	23/02/28	43
22/11/2023	Mrs T Ryall-Harvey	000047		27				-140.47			-0.92		-141.39	Clerk's Expenses	23/02/28	44
27/11/2023	Mrs T Ryall-Harvey	000048		27	-250.47								-250.47	Clerk's Salary Tax Point 8	23/02/28	45
06/12/2023	HMRC PAYE	000046		27	-62.40							22.08	-62.40	PAYE Contribution for Tax Month 8	23/02/28	46
11/12/2023	Bank Interest												22.08	Bank Interest		

**DUDDON AND BURTON
PARISH COUNCIL**

Bank Reconciliation to Cashbook 2023-24
Presented at Council Meeting 22nd January 2024
Prepared by Trudy Ryall-Harvey

Balance shown on Cashbook	£21,654.17
Lloyds Bank Accounts as at 13th January 2024	
Current Account	£2,235.23
Deposit Account	£19,418.94
TOTAL	£21,654.17
Less: Unpresented Payments	£0.00
TOTAL	£21,654.17
Reconciliation	YES

BUSINESS ACCOUNT [REDACTED]
DUDDON AND BURTON PARISH COUNCIL

£ 2,235.23 Current balance

BB INST ONLINE [REDACTED]

£ 19,418.94 Balance

<u>Income received since the last meeting for noting:</u>					Gross Amount	Comment
11/12/2023	Bank Interest				22.08	Bank Interest
09/01/2024	Bank Interest				20.04	Bank Interest
<u>Payments made since the last meeting - for approval</u>						
Date	Payable to	CHQ No.	Net Amount	VAT	Gross Amount	Comment
22/12/2023	Mrs T Ryall-Harvey	000049	£375.07		£375.07	Clerk's Salary Tax Point 9
09/01/2024	HMRC PAYE	000050	£93.80		£93.80	PAYE Contribution for Tax Month 9
<u>Payments not yet made for approval</u>						
Date	Payable to		Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey		£126.99	£5.33	£132.32	Clerk's Expenses
	Mrs T Ryall-Harvey		£264.00		£264.00	Salary Tax Month 10
	HMRC PAYE		£66.20	£0.00	£66.20	HMRC Tax Month 10

Duddon and Burton Parish Council

Investment Policy

1. Introduction

1.1 As part of its fiduciary duty, Duddon and Burton Parish Council (the PC) acknowledges the importance of prudently saving and investing any temporarily surplus funds held on behalf of the community.

1.2 This policy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1) (a) of the Local Government Act 2003 and guidance within the Governance and Accountability for Local Councils *Practitioners' Guide* 2019.

1.3 Parish Councils have the power to invest surplus funds and the Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For prudent management of its financial affairs.

The Council defines its treasury management activities as 'the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks'.

Policy

This policy establishes formal objectives, strategies, practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks. It should be read in conjunction with the Council's Financial Regulations.

2. Investment Objectives

The Council's investment priorities are:

- The security of its reserves
- The adequate liquidity of its investments
- To support effective treasury management
- To obtain a return on funds in excess of those required for the following 3-6 months.

3. Investment Strategy

- 3.1 The PC's current account(s) shall be maintained with a UK clearing bank.
- 3.2 All deposit accounts shall be maintained with the bank holding the current account(s) for ease of transfers unless the rate of interest offered is deemed to be uncompetitive, in which case the services of other UK banks and building societies should be considered.
- 3.3 The current account balances shall not exceed 1.25 times the precept at any one time i.e. 15 months cash flow.

- 3.4 The remainder of funds held will be invested to maximise the interest received whilst retaining flexibility of cash flow and minimizing the risk to the sums invested.
- 3.5 All investments will be made in sterling under Financial Services Compensation Scheme (currently £85,000) and within the United Kingdom only.
- 3.6 Any funds above the maximum covered by the Financial Services Compensation Scheme will be placed with other UK banks or building societies.
- 3.7 Excess Access Call deposits, which maximise income whilst retaining flexibility, will be the preferred investment product but others will not be ruled out.
- 3.8 The term of any deposit will not exceed three months unless the funds will not be required for a specific, longer period.
- 3.9 The process for agreeing investments with new institutions will be that a recommendation will be brought by the Clerk/RFO to a Full Council meeting for approval.

4. Reporting and Review

- 4.1 The Investment Policy will be reviewed annually by the full PC.
- 4.2 The Clerk/RFO will produce an annual report on investment performance which will be considered by the PC.

Adopted:

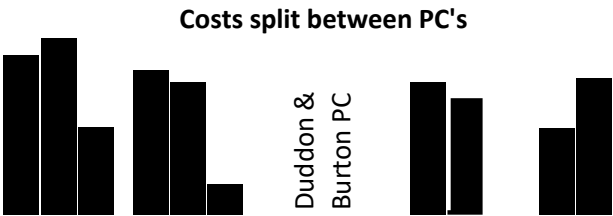
Duddon and Burton Parish Council

DRAFT BUDGET 2024-25

Budget Element		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024-25 Budget	2023-24 Forecast YE	2023-24 Budget	Variance	Commentary
EXPENDITURE																		
People																		
Staff Costs		330	330	330	330	330	330	330	330	347	347	347	347	4,028	3,851	3,805	223	Costs include VAT
Professional service																		
Insurance			1,109											1,109	1,043	1,109	0	3 year fixed cost deal until May 2025
Internal Audit			50											50	50	50	0	
External Audit			0											0	0	0	0	No external Audit required for 2023-24
Payroll				67				103						170	158	136	34	
General Services																		
Website							90							90	86	125	-35	
Election for 2023-24														0	181	548	-548	No election in 2024
Village Hall Room Hire													120	120	120	150	-30	
Admin																		
Membership/Subscriptions		162	60			8		22			40			292	229	208	84	E162 - CHALC E40 - SLCC E60 - NALC LCAS Subscription E8 - M4C Cheshire Footpath Society E22 - Local Clerk's Direct
Expenses			100				100				100		100	600	592	600	0	Clerk expenses
Training		50			50			50			50			200	179	350	-150	
Data Protection fee				40										40	40	35	5	Move to Direct Direct for 2024
Grants																		
Village Hall														0	0	0	0	
Churchyard Grant (Supplied by CWaC)		1,600												1,600	1,530	1,600	0	
Other Grants		500												500	0	0	500	
Projects																		
Village Enhancements																		
Village Maintenance		125	125	125	125	125	125	60	125	125	125	125	250	310	0	1,100	790	E30 for Poppy Wreath E30 for Lamp-post Poppies E250 for Wildflowers
Community Events													125	1,500	0	0	0	
Playground Annual Inspection & Maintenance								500						500	1,894	2,400	1,900	
Ad Hoc Beneficial Items (S137)									60				250	310	60	700	390	E60 - Playground Inspection E200 - Replacement Parts
Inflation %	2%	55	35	11	12	9	13	24	11	11	13	9	24	228	0	87	87	
Contingency % of above	1%	28	18	6	6	5	6	12	6	5	7	5	12	114	0	0	-114	
TOTAL CASH OUT		2,850	1,827	579	623	477	664	1,226	572	548	682	486	1,228	11,762	10,068	13,003	-1,241	

RECEIPTS																		
Precept	8405	5%	8,825											8,825	8,405	8,405	-420	
Bank Interest			22	22	22	22	22	22	22	22	22	22	22	264	110	0	-264	
VAT recovery														70	426	0	-70	
Churchyard Grant (Supplied by CWaC)			1,600											1,600	1,600	1,600	0	
CWAC contribution														0	320	0	0	
Use of Reserves Monies for Projects			500					500						1,000	0	3,000	2,000	
Other														0	389	0	0	
TOTAL CASH IN			10,947	92	22	22	22	522	22	22	22	22	22	11,759	11,250	13,005	1,246	

Training for Clerk 2024



Webinar

Subject Access Request Training	6th Feb	£ 60.00
Charitable Trust Training	15th & 22nd F	£ 60.00
VAT: The Basic & Making VAT Digital	20th Feb	£ 30.00
Climate Action for Smaller Councils	11th April	£ 30.00
Common Land	6th March	£ 45.00
Rights of Way	23rd April	£ 45.00

✓	✓	✓	✓	✓
✓				
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓

Qualifications

Carbon Literacy Qualification	22nd & 29th F	£ 120.00
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✓	✓	✓	✓	✓
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Conference

SLCC Staff Conference	Sep-24	£ 40.00
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	✓			
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Themed Summit

- How to engage the Community	21st Feb	£ 60.00
- Are you prepared for Net Zero	22nd May	£ 60.00
- Planning	10th July	£ 60.00

✓	✓	✓	✓	✓
✓	✓	✓	✓	✓
✓	✓	✓	✓	✓

TOTAL Training Costs	£ 610.00	£ 162.00	£ 142.00	£ 102.00	£ 102.00	£ 102.00
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£ -

CIVILITY AND RESPECT PROJECT



WELCOME TO THE CIVILITY AND RESPECT PROJECT NEWSLETTER



JO COX CIVILITY COMMISSION

The Jo Cox Civility Commission was set up following the murder of British MP Jo Cox. Their aim is to find practical recommendations to address the problem of violence, abuse and intimidation of elected representatives. They recently put out a call for evidence and included local councils. The aim is to develop support, guidance, resources, best practice etc. The Commission has already engaged with over one hundred stakeholders and is very aware that local councils are also affected. A Local Government Association (LGA) survey of local councillors in 2022 found that 88% of them had experienced abuse and intimidation in fulfilling their roles. Their aim is to draft a set of recommendations which they plan to publish in January 2024. We advised them about the work done by the Civility and Respect Project and the aims for further improvement work that we would like to see included in their report.



Civility & Respect

IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

ISSUE 8 | DECEMBER 2023



1414 LOCAL COUNCILS HAVE NOW SIGNED THE CIVILITY AND RESPECT PLEDGE

Towns and villages are demonstrably and immeasurably improved by what local council councillors, clerks and other employees do in their communities day in and day out.

The pledge is a public declaration that in what they do, town, parish and community councils are committed to civility and respect. It outlines what they do/will do as part of that commitment. Research has found that taking a voluntary pledge of this nature can impact (for the better) on behaviour and co-operation.

If your council has not yet signed-up to the pledge they can find out more about it at www.nalc.gov.uk/our-work/civility-and-respect-project.



Toxic behaviour, personal safety and stalking awareness

The Civility and Respect Project has led on setting up the following:

Worknest is running a webinar on 'Tackling Toxic Behaviour in local councils' on 15 January 2024, starting at 2.15pm. This webinar is open and free to anyone involved in a town or parish council as a councillor or as an employee. You can register for the webinar by going to <https://worknest.com/training/tackling-toxic-behaviours-in-town-and-parish-councils/?v=NALC>

If you can't make the above time/date please register anyway and you will receive a copy of the recording and accompanying resources.

The Suzy Lamplugh Trust are hosting two webinars. Both are open and free to anyone involved in a town or parish council as a councillor or an employee. They are limited to 50 attendees each.

Personal Safety - 25 January 2024, 2pm to 3:30pm

Register here: <https://events.teams.microsoft.com/event/878eeb84-824b-41ae-b6f5-b1da290a8e36@c4c81213-ca91-4529-8733-6d9b3e273f81>

Stalking Awareness - 15 February 2024, 2pm to 3:30pm

Register here:

<https://events.teams.microsoft.com/event/230ce801-b1ae-465c-b369-60857d771d77@c4c81213-ca91-4529-8733-6d9b3e273f81>

Survey of monitoring officers

Monitoring officers are responsible for dealing with Code of Conduct complaints about local councillors. The survey included a question about what they felt would make a difference.

The headline result from the survey was that 50% said that better trained councillors would make a difference. This was based on their experience of dealing with Code of Conduct complaints. NALC produces several guides for councillors as well as other resources, and training is normally available from county associations. The councils who have signed up to the the Civility and Respect Pledge have said that they will have a training programme in place for councillors. Ensuring councillors undertake training for their role should be relatively easy to implement and based on this survey has the potential to reduce Code of Conduct complaints and improve civility and respect.

However, the other 50% of the monitoring officers who responded felt sanctions were needed. NALC continues to promote the need for sanctions (which would require new legislation) as far as possible. All the local councils who have signed up to the pledge state as part of that process that they "support the continued lobbying for change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate". However,

lobbying for sanctions is very challenging and not a quick fix. Has your council taken any action around lobbying for sanctions? If it has, the Civility and Respect Project Manager would be interested to hear about it. Has it, for example, decided to lobby its local MP?

Internal Audit Forum (IAF) proposals for change

Proposals for change were discussed at the Civility and Respect Intervention Workshop. Evidence from the Civility and Respect Project was that there was a close link between good governance and good civility and respect. Since the workshop, this has been discussed further at the Joint Panel on Accountability and Governance (JPAG). The proposals for change are now being explored in more detail with reports going back to JPAG.

Review of The Good Councillor's Guide

Deborah White, Avon Local Councils Association (recently retired), has been appointed to lead the review and rewrite of The Good Councillor's Guide. The target is to have the revised version ready for local elections in May 2024. Deborah is consulting with a range of stakeholders on an ongoing basis. If you have any suggestions for improving the guide please email Hazel.Broatch@nalc.gov.uk and she will forward them to Deborah.

Resilient governance in the Netherlands

A team from the Ministry of the Interior and Kingdom Relations (who are looking into civility and respect in the Netherlands) visited NALC and attended the Society of Local Council Clerks (SLCC) National Conference in October 2023. They advised that aggression and intimidation against local politicians are increasing, and so is online hate and intimidation. The team from the Netherlands were very interested to learn more about the Civility and Respect Pledge and the resources that had been produced by the Civility and Respect Project. They explained that they too were actively increasing awareness, preparedness and signaling, and they had put out a call for civility and respect. They had identified that unacceptable behaviour was impacting on the attractiveness of political office and that their clerks were needing to feel that they could speak out and know that they would get support.



Please visit our dedicated civility and respect pages for lots more information and support

[SLCC | Civility and Respect Project](#) and [NALC | Civility and Respect Project](#)



IN COLLABORATION WITH SLCC, NALC, QVW, COUNTY ASSOCIATIONS

To pass a resolution to sign up to the civility and respect pledge

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	



TOWN, PARISH & COMMUNITY COUNCILS - D-DAY 80 - 6TH JUNE 2024

As you are aware, we are organising D-Day 80 - 6th June 2024, throughout the UK, Channel Islands, Isle of Man and UK Overseas Territories in Commemoration/Celebration of the 80th Anniversary of the D-Day landings on the five Beaches in Normandy, France, which took place on 6th June 1944, enabling your Council and local community to use this occasion to pay 'tribute' to the many, many thousands that sacrificed so much in helping to secure the freedom we all enjoy today. With this in mind, we have developed several ways in which your Council and community can take part in this special occasion.

(1) BEACON: Light a Beacon at 9.15pm on 6th June, as encouraged by Prime Minister Rishi Sunak (See page **3**) of the Guide To Taking Part which can be viewed and downloaded from the D-Day 80 website - www.d-day80beacons.co.uk

From the Guide (see pages **41** to **45**), you will see there are several styles of Beacons that can be used for this occasion, many of which you may have used for previous occasions, and those of you with the permanent Beacon Braziers and gas fuelled Beacons produced for our late Queen Elizabeth's Platinum Jubilee, are urged to re-use these to save money. With regard to the Bonfire Beacons (see pages **41** and **42**), these are ideal for country parks, village greens and our farms throughout the UK etc.

(2) LAMP LIGHT OF PEACE: We understand that there are areas of our local communities unable to light Beacons for various reasons, so we have developed the Lamp Light of Peace (see page **39**) providing a simple and cost effective way of becoming and being part of this event by lighting it at 9.15pm on 6th June next year, coinciding with the lighting of the Beacons that night, and once used for this occasion, they can be re-lit at 11am on 11th November in 'Remembrance' for many years to come. (The flame in the Lamp, along with the Beacons, will represent the 'light of peace' that emerged from the dreadful darkness of War). We believe these are suitable for Care Homes, Hospitals, and Pubs etc, and have already had several taking part. (See examples on the D-Day 80 website).

(3) RINGING OUT FOR PEACE: With the valuable assistance of the Central Council of Church Bell Ringers (see website), we are encouraging every Cathedral and Church throughout the UK, Channel Islands and the Isle of Man to ring their Bells at 6.30pm on 6th June, so we ask you to contact your local Churches etc, inviting them to take part.

(4) All those taking part in the above will be sent the Certificate of Grateful Recognition, enabling them to download, print and frame it as a permanent reminder of their involvement (see website). From the website and Guide To Taking Part, you will see there are other elements taking place, making up this Commemoration/Celebration event, with many taking part already as their personal tributes. Those taking part in this event are being asked to go to page **52** in the Guide, outlining their involvement as requested, to enable us to register their participation, and send them their Certificate.

We do hope that your Council will participate in one or more of the above, and look forward to hearing from you in due course.

My warmest regards to you all,

Bruno Peek

Bruno Peek CVO OBE OPR
Pageantmaster, D-Day 80, 6th June 2024
Telephone: + 44 (0) 7737 262 913
Email: brunopeek@mac.com
www.d-day80beacons.co.uk





Chester Local Policing Unit Parish Council Update

Local Officers -

Sergeant – James Dingsdale

Beat Manager – Owain Hughes

Police Community Support Officer – James Hannath

Reporting Procedure

Please telephone 101 to report non-emergencies, 999 only in an emergency or the website...

[Home | Cheshire Constabulary](#)

Residents Voice - It is important to us that we know about the issues that cause you concern. We have set up a survey where you can tell us about the things you would like us to focus on in your area.

Over December...

Please complete the survey by following this link - [Resident's voice | Cheshire Constabulary](#)



Kelsall Well-Being Hub organised a Christmas Event for the community, where a couple of special guests were invited, PC Panda made an appearance which proved popular with the children...and adults!

This was a brilliant way for us to engage with over 66 safety packs handed out as part of the Let's Get Visible Project!

We also attended Tarvin and Delamere Christmas events, thanks to the organisers for inviting us along.



We attended Tarvin Primary School and presented internet safety to year 6, the children were able to learn about online safety but also consequences of misusing technology.



We are keen to attend Parish Council meetings and look at goals in partnership.

Please remain vigilant and report any crime/suspicious activity via 101 or via Cheshire Police website www.cheshire.police.uk 999 in an emergency

Schools are given a full support agenda for safety education. As part of the ongoing educational input by your local PCSO, school have been presented with an annual package of assembly topics which can be delivered in partnership with the Junior Safety Officers, these include online safety, road safety and more.

POLICE surgery

Kelsall Police Surgery

18th January 2024 11am to 12pm

8th February 2024 11am to 12pm

29th February 2024 11am to 12pm

21st March 2024 11am to 12pm

Kelsall Well-Being Hub (CW60SN)

Tarvin Police Surgery

1st February 2024 4pm to 5pm

22nd February 2024 4pm to 5pm

14th March 2024 4pm to 5pm

Tarvin Community Centre (CH38LY)

From: Police Crime Commissioner <Police.Crime.Commissioner@cheshire.police.uk>
Sent: 02 January 2024 16:42
To: Police Crime Commissioner
Subject: Police Budget 2024/25
Attachments: 2023 Cheshire Police.jpg

Dear Clerk,

I hope you had an enjoyable Christmas and I wish you all the best for 2024.

Ahead of setting the police budget for 2024/25, I have launched a short survey to gather residents' views on issues in their community and the level at which the police precept should be set.

The survey can be taken until midday on Tuesday 23 January at www.smartsurvey.co.uk/s/policebudget202425/

People will rightly ask what difference does taking this survey and the amount we pay towards policing make. The answer: Lots. And this is detailed in the attached image.

Calls are being answered faster, incidents are being responded to quicker, there have been more arrests, more criminals charged and more 'action taken'. Cheshire's streets have more officers and fewer criminals on them. These are the basics of policing that people expect and in 2023 Cheshire Constabulary improved across all of them with the public's support – So please do share this survey with your contacts and networks so that as many people as possible from all communities in Cheshire can have their say.

In addition to the survey, the latest edition of my Commissioner's Review highlighting the work of my office in the final quarter of 2023 is available on my website [here](#).

If you require any hard copies of either the survey or Commissioner's Review, or if you have any accessibility requirements, please don't hesitate to get in touch.

I look forward to working together to make Cheshire even safer in 2024.

Best Wishes

John

Office of the Police & Crime Commissioner
01606 364000



Email: pcc@cheshire.police.uk

Address: Clemonds Hey | Oakmere Road | Winsford | Cheshire | CW7 2UA

Website: www.cheshire-pcc.gov.uk

Register for updates: [Commissioner's Newsletter](#)

Police activity in your area: [Cheshire Police Alert](#)

In 2023, you said...



John Dwyer
Police & Crime
Commissioner
for Cheshire



**Cheshire
Constabulary**

Answer the phones faster

→ 999 calls answered 2 seconds faster
101 calls answered 58 seconds faster

Respond to incidents quicker

→ Emergencies attended 34 seconds faster
Non-emergencies attended 8 minutes and
56 seconds faster

Get more officers on the beat

→ Highest number of officers ever, with more
officers on the beat as part of the community
policing model

Get criminals off our streets

→ Over 2,000 more arrests, with more offenders
charged and 'action taken'



This has only been possible with **your support**

Have **your say** on next year's policing budget

All statistics are the average for 2023 compared to the average for 2022.

SCAN ME



From: Sharon Angus-Crawshaw <sharonangus-crawshaw@chalc.org.uk>
Sent: 11 January 2024 15:40
To: Sharon Angus-Crawshaw
Cc: Nikki Roberts
Subject: West Cheshire Town and Parish Council Conference : Wednesday 6th March 2024 - 5.15pm to 9pm

A DATE FOR YOUR DIARIES!

You are invited to the West Cheshire Town and Parish Council Conference

Date: Wednesday, 6 March 2024
Venue: Double Tree Hilton, Chester
Time: 5.15pm - 9pm

Supporting Our Communities

This is an opportunity to hear from the Leader of the Council, Cllr Louise Gittins and new Chief Executive, Delyth Curtis as well as local Councils about how they have supported their communities.
A question and answer session on the evening's theme *Supporting Our Communities* will be held.
There will also be an opportunity to talk to Council officers in the marketplace.

A finger buffet will be served at the end of the evening.

Please RSVP via email to Nikki Roberts at nikkiroberts@chalc.org.uk or Sharon Angus-Crawshaw sharonangus-crawshaw@chalc.org.uk by Friday, 23 February 2024 and, if applicable, include any dietary requirements you have.

Sharon Angus-Crawshaw
Admin Support Officer (Part-time)
Please note I do not work on Wednesdays



Cheshire Association of Local Councils
Park View Business Centre
Combermere
Whitchurch
SY13 4AL

www.chalc.org.uk

From: [REDACTED]
Sent: 14 December 2023 14:59
To: duddonandburtonparishcouncil@gmail.com
Subject: history project

Good afternoon,

I am just enquiring if you know of anyone that could talk about the area of Duddon to my primary school KS1 class? Our next topic is about how Duddon has changed over the last 100 years. As I am not from the area I am looking for a local person or a historian that can tell the children how it has changed. (or anything that could help)

Many thanks

[REDACTED]
Duddon St Peters Primary School

Sent from [Mail](#) for Windows

Work/life balance – At Duddon St Peter's Primary school we respect our staff's work life balance and family time. Therefore, no member of staff is expected to read, respond or action an email outside of their normal working hours.