

CLOTTON HOOFIELD PARISH COUNCIL

To the Members of Clotton Hoofield Parish Council: You are hereby summoned to attend the meeting of the Parish Council on Monday 15th April 2024 to be held in Duddon, Clotton and District Memorial Hall, which will directly follow on from the Parish Meeting scheduled to start at 6.30pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

8/04/2024

Clerk.clottonhoofieldpc@gmail.com or 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.	ELECTION OF CHAIR AND VICE-CHAIR FOR 2024-25		
2.	APOLOGIES	And reason for absence.	Chair
3.	PARISH COUNCIL VACANCIES	To review and approve any applications for co-option onto the Parish Council following the election on May 4th 2023.	Clerk
4.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.	Chair
5.	EXCLUSION OF PRESS AND PUBLIC	The Council is asked to discuss and agree if any items on the agenda require the exclusion of the Press and public. <small>The Parish Council may exercise their right to exclude the public and press by resolution from a closed meeting due to the confidential nature to be discussed pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.</small>	Chair
6.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. <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 Clotton Hoofield. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> <small>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</small>	Chair
7.	CORRESPONDENCE	- Any other correspondence received following Agenda being circulated.	All
8.	MINUTES	To approve the minutes of the Parish Council meeting held on 15 th January 2024	Chair
9.	ACTIONS	To note actions list and receive additional updates	Chair
10.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - Planning application Responses – to agree a way forward.	GB
11.	AUDIT	1) To accept a summary for the year 2023-24 2) To accept and sign the Certificate of Exemption 3) To accept the Annual Internal Audit Report 4) To review and complete the Annual Governance Statement 5) To review and sign the Accounting Statement 6) To Sign the Exercise of Public Rights	Clerk Clerk Clerk Clerk Clerk Clerk
12.	ACCOUNTS	1) To review and note Internal Auditor Report and Recommendations. 2) To approve the payments that can be made between meeting. 3) To approve the payment of Parish Council Insurance. 4) To approve the payment of items by Direct Debit. 5) To approve the renewal of CHALC membership for 2024-25. 6) To approve Income and Payments since last meeting.	Clerk Clerk Clerk Clerk Clerk Clerk
13.	PARISH COUNCIL MATTERS	1. Roles and Responsibilities – to review and agree roles and responsibilities for 2024-25.	Chair

		<p>2. Policies – to review the schedule of policies and agree if they can be carried forward or if any require amendment.’</p> <p>3. Training and Development Policy – to review and adopt the draft policy.</p> <p>4. Complaints Procedure – to review and adopt the amended procedure.</p> <p>5. Annual Report – to review and adopt the draft report.</p> <p>6. Dates of Meeting for 2024-25 – to agree the schedule of meetings for 2024-25.</p> <p>7. Parish Council Planter for Clotton – to identify a suitable new location.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Chair</p> <p>Clerk</p> <p>Chair</p>
14.	CWaC	<ul style="list-style-type: none"> - To review the REPORT IT items and work undertaken since the last meeting. - Traffic Assessment of Corkscrew Lane – to review the report and agree any actions required. - Withdrawal of Community Bus Services – to receive a verbal report. - Road Repair Priorities – to discuss and agree any actions required. - Cinders Lane Flooding meeting – to request a meeting with Ward Councillors. 	<p>Clerk</p> <p>Chair</p> <p>RR</p> <p>RR</p> <p>GB</p>
	DATE OF NEXT MEETING	To agree the date of the Parish Meeting following directly on by the Parish Council Meeting as Monday 15 th April 2024 at 7.00pm.	

MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Monday 15th January 2024 at 19:00

at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

Cllr Geoffrey Bibby, Cllr Charles Kinsey (Chair), Cllr D Roberts, Cllr R Roberts, Cllr T Lush (Ward Councillor)

Clerk: Mrs T Ryall-Harvey

Public – 0

APOLOGIES – Apologies were received and accepted from Cllr Jane Nicholas and Cllr T Cooper (Ward Councillor).

PARISH COUNCIL VACANCIES

Following the uncontested election on 4th May and there currently being 3 vacancies. It was reported that nominations for co-option were being sought but none had been received since the last meeting.

DECLARATION OF INTERESTS – None raised.

EXCLUSION OF PRESS AND PUBLIC

The council agreed that there was nothing that required the exclusion of the press and public to be raised at this meeting.

PUBLIC PARTICIPATION –

- Fibre to Homes Update – it was reported that BT Openreach had installed the fibre lines down Willington Lane but residents are not able to sign up yet. **ACTION** – Clerk undertook to email Stephen Harrison.
- It was reported that there had recently been two road traffic accidents at the junction of Wood Lane and Willington Lane. It was requested if any further information on these accidents could be sought. **ACTION** – Clerk to contact PCSO to see if further information is available.

CORRESPONDENCE

Resident Email – it was noted that a complaint had been received from a resident, however it was noted that the property in question was not in the Parish and therefore it was agreed to forward to the appropriate Parish Council.

PCSO Newsletter – was received, circulated around the Parish Council and noted.

D-Day 80 – information had been received regarding the upcoming D-Day Celebration on 6th June 2024, this was noted.

National Planning Policy Framework – a briefing note following the National Planning Policy Framework was received, circulated and noted.

ACTION: Cllr Lush to ask CWaC to add an item to the CWaC Parish and Town Council Conference on 6th March.

ACTION: find out who the agent who assisted with the Neighbourhood Plan development.

Police and Crime Commissioner – Budget for 2024-25 – information relating to the Police and Crime Commissioner set his budget for 2024-25 was received, circulated around the Parish Council and noted.

Cheshire West and Chester's Town and Parish Council Conference – 6th March - Cllr Kinsey and Cllr Nichols to attend.

MINUTES

35. **RESOLVED**: that the Minutes of the Parish Council Meeting held on 16th October 2023 were accepted as a true and accurate record and signed by the Chairman.

ACTIONS SINCE LAST MEETING

ACTIONS still outstanding:-

- Defibrillator - Cllr D Roberts to speak to owner of The Bulls Head to see if we could house a Defib Machine on site.
ACTION: Clerk to write to 50p shop to see if they would allow an externally access Defib Machine.
ACTION: Wait until new owners of Bulls Head and then check with them about installing a defib machine
- Chase the Corkscrew Sign that needs to be replaced reported 4th September 2022 - HW449173893 – it was reported that CWaC had reported that this had now been ordered.
- Advertise that hedges can be cut for safety reasons.
- Request Police presence at the Parish Council Meeting – the Clerk had submitted an email invited the PCSO to attend the January Meeting but they sent their apologies.
ACTION: Invite to April Meeting.

The following actions were completed since the last meeting:

- Costs of Defib Machine and casing circulated for PC's consideration.
- **Finance** - payments had been processed that were approved.
- **Website** – the Clerk had put the minutes of the previous meetings on the website.
- Clerk Emailed CWaC to ask for a road traffic survey to be completed on Corkscrew Road.

PLANNING

The Planning Register dated 05/01/2024 was circulated for Parish Councillors information.

It was noted that since the last meeting the following planning applications been received from CWaC and responses submitted: -

23/03423/LDC – The Riddings, Willington Road, Duddon, Chester CW6 0UG – Proposed erection of 2 single story outbuildings to comprise a double garage/home office and a pool/gym/garden room, new rear patio and additional driveway and turning area to the front to join existing driveway – the Parish Council had not been consulted on this matter.

ACTION: Clerk to ask why the Parish Council were not consulted on this matter.

23/03883/DSM – Wood Lane, Clotton, Hoofield, CW6 0HH – Installation of telecommunication Pole/s – Ref WF9L510N – the Parish Council had not been consulted on this matter – **decided**.

23/036354/FUL – Wynnstay House, High Street, Clotton CW6 0EH – Conversion and extension of existing garage, studio/office to form self-contained residential annexe within curtilage of existing dwelling. Existing external staircase to be removed and replace with extension – The Parish Council **supported** this application.

23/03281/LDC – 4 Yew Tree Farm Barn, Duddon Road, Clotton CW6 0EH – Lawful Development Certificate for existing land used as domestic garden by occupiers from 2016 to present – The Parish Council provided a **neutral** response to this application.

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

23/02869/FUL – Orchard House, Corkscrew Lane, Clotton CW6 0EG – Single storey rear extensions – **approved**.

ACCOUNTS

Cashbook

36. **RESOLVED** to accept the cash book and YTD summary dated 05/01/2024.

Bank Reconciliation against Cashbook YTD

37. **RESOLVED** to approve the Bank Reconciliation as presented to the meeting dated 05/01/2024.

Implementation and backdate of the new Pay Scale Award for 1st April 2023 onwards.

It was reported that following the agreement on the new pay scales for 2023-24 to be implemented from 1 April 2023. Employers are encouraged to implement this pay award as swiftly as possible.

38. **RESOLVED** to the agreed new pay scales for 2023-24 and this be backdated to 1st April 2023.

SLCC Membership for 2024

39. **RESOLVED** that the payment for the Clerk's membership to SLCC be approved – costing £188.00, to be split between five parish council.

Income and Payments since the last meeting

40. **RESOLVED** - To note the income received of:
£9.57 in November, £9.89 in December and £8.97 in January for Bank Interest
41. **RESOLVED** - To note the payments since the last meeting of: -

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
24/11/2023	Mrs T Ryall-Harvey	£255.13	£0.00	£255.13	Salary Tax Month 8
27/11/2023	HMRC PAYE	£63.80	£0.00	£63.80	HMRC Tax Month 8
22/12/2023	Mrs T Ryall-Harvey	£380.11	£0.00	£380.11	Salary Tax Month 9
28/12/2023	HMRC PAYE	£95.00	£0.00	£95.00	HMRC Tax Month 9

Payments not yet made - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£269.24	£0.00	£269.24	Salary Tax Month 10
	Mrs T Ryall-Harvey	£67.20		£67.20	HMRC Tax Month 10
	Mrs T Ryall-Harvey	£179.33	£5.09	£184.42	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

PARISH COUNCIL MATTERS

Storm Babet, Ciaran and Henk – it was reported that during Storm Babet - Corkscrew Lane (Waterless Brook) was seen to significantly flood which resulted in the lane being unpassable for 24 hours. This was reported to CWaC however they did not attend the incident, nor did they put road closed sign in place as they have done previously. Several vehicles got into difficulty and had to be pull out.

It was reported that it was believed that Brook Cottage may have flooded during Storm Babet and again during Storm Henk.

It was reported that the Clerk had requested the gullies/drains be reviewed and checked to see if they need jetting again - HW555947250.

ACTION: Clerk to email Maria Roberts LLFA to raise her awareness to the issues on Corkscrew Lane.

Action Plan 2024-25 – The action plan that had been drafted in between meetings, was circulated and it was

42. **RESOLVED** that it be adopted.

Budget

43. **RESOLVED** to approve the budget for 2024-25 of £9,230 as set out below:-

Budget Element	2024-25 Budget
EXPENDITURE	
People	
Clerk & HMRC	4,120
Professional service	
Insurance	750
Internal Audit	50
Payroll Services	182
General Services	
Website	175
Room Hire	60
Planter Maintenance	100
Admin & Expenses	
CHALC Membership	136
Other memberships (NALC/SLCC/Loc)	132
Data Protection fee	35
Admin	90
Post	0
Stationery	80
Office Allowance	224
Mileage	70
Training	150
Elections	0
Projects	
Ad Hoc Beneficial items (S137)	150
Community Events	0
Planting of Wildflowers	940
CIL Projects	
Speed Initiatives	0
General Grants & Projects	500
Inflation %	233
Contingency % of above	133
TOTAL CASH OUT	9,230

RECEIPTS	
Precept	7,006
Bank Interest	108
VAT recovery	730
Money taken from reserves	1,390
Ward contribution	0
TOTAL CASH IN	9,234

ACTION: Clerk to check with Wildflower Team as to costs for wildflowers planting either opposite Iddenshall or in Hoofield.

Precept for 2024-25

42. **RESOLVED** request a Precept for 2024-25 of £7,006 which is 4% increase on 2023-24 and equates to £1.68 increase on a Band D house.

Training Schedule for 2024-25

The Clerk sought clarification as to if there were any training requirements that Parish Councillors sought for 2024.

43. **RESOLVED** to approve the Clerk's Training plan for January – July 2024 at a cost of £102.00 to the Parish Council.

Local Council Award Scheme

The Clerk proposed the Parish Council move forward and apply for the Foundation Level of the Local Council Award Scheme at a cost of £50 to the Parish Council, this was unanimously **44. RESOLVED**.

Civility and Respect Pledge

45. **RESOLVED** The Parish Council agreed to sign up to the Civility and Respect pledge stating that they agreed to the following:-

- Clotton Hoofield Parish 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.
- Clotton Hoofield Parish Council has put in place a training programme for councillors and staff
- Clotton Hoofield Parish Council has signed up to Code of Conduct for councillors

- Clotton Hoofield Parish Council has good governance arrangements in place including, staff contracts.
- Clotton Hoofield Parish Council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Clotton Hoofield Parish Council will commit to calling out bullying and harassment when if and when it happens.
- Clotton Hoofield Parish 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
- Clotton Hoofield Parish Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

Parish Meeting

The Clerk outlined the requirement to undertake a Parish Meeting and it was therefore agreed that this should take place on Monday 15th April at 6.30pm and the Parish Council should follow immediately after the finish of the Parish Meeting.

Tarvin Educational Foundation - Grant Applications invited for 2024. It was agreed that this should be advertise on Facebook and on the Noticeboards.

CHESHIRE WEST AND CHESTER COUNCIL

Highways

It was reported that since the last meeting the flooding on Corkscrew Lane had been reported to CWaC – HW555947250.

Cllr Lush reported that CWaC have received a further £1,286,000 towards potholes due to the cancellation of the HS2 project.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Monday 15th April 2024 at 6.30pm in Duddon, Clotton and District Memorial Hall.

Signed Dated

Meeting finished 20.26

Clotton Hoofield Parish Council Planning Register 2023

Received	Number	Location	Description	PC Response	Result
Mon 17 Jul 2023	23/02280/FUL	2 Hoofield Hall Cottages Corkscrew Lane Clotton Chester CH3 9BU	Removal of single storey garden room, store and wc to be replaced with two storey extension	Neutral	Approved
Wed 13 Sep 2023	23/02869/FUL	Orchard House Corkscrew Lane Clotton Chester CW6 0EG	Single storey rear extension	Support	Approved
Mon 30 Oct 2023	23/03423/LDC	The Riddings Willington Road Duddon Chester CW6 0UG	Proposed erection of 2 single story outbuildings to comprise a double garage/home office and a pool/gym/garden room, new rear patio and additional driveway and turning area to the front to join existing driveway.	Not consulted on	Approved
Tue 5 Dec 2023	23/03634/FUL	Wynnstay House High Street Clotton Tarporley CW6 0EH	Conversion and extension of existing garage, studio/office to form self-contained residential annexe within curtilage of existing dwelling. Existing external staircase to be removed and replaced with extension.	Support	Approved
Tue 17 Oct 2023	23/03281/LDC	4 Yew Tree Farm Barn Duddon Road Clotton Tarporley CW6 0EH	Lawful Development Certificate for existing land used as domestic garden by occupiers from 2016 to present.	Neutral	Decided

Clotton Hoofield Parish Council Planning Register 2024

Fri 05 Jan 2024	24/00032/FUL	Aviva Cottage Willington Road Duddon Chester CW6 0UG	Extension to garage/playroom	Support	Approved
28 Feb 2024	24/00151/FUL	1 Hoofield Cottages Hoofield Lane Huxley Chester Cheshire CH3 9BJ	Erection of building for storage of agricultural equipment.	Not Supported – due to the application does not meet D1 of the neighbourhood development plan and the details submitted are very basic.	
25 March 2024	24/00116/LBC	The Shay 2 Yew Tree Farm Barn Duddon Road Clotton Tarporley CW6 0EH	Installation of retractable awning fitting under the eaves to the rear elevation.	No response submitted - This would not need planning consent except for the listed building status. There is nothing untoward about the awning.	

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
 06/04/2023



Clotton Hoofield Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2023 - 31st March 2024

Email: clerk.clottonhoofieldpc@gmail.com

Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Explanation of High Reserves

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2023-24

Charles Kinsey

Email: charles@kinseyfarming.co.uk

CASH BOOK

Balance brought forward	£11,756
PLUS: Receipts	£8,166
LESS: Payments	£11,510
	<hr/>
	£8,412

BANK

Lloyds Current Account	£699
Lloyds Deposit Account	£7,713
LESS: unpaid cheques	£0
	<hr/>
	£8,412

S137 Limit for 2022-23

£3,197

Total Spend for year

£25

Parish Council Minutes are available at

<https://www.clottonhoofieldparishcouncil.co.uk/agendas-and-minutes/>

Explanation of variances – pro forma

Name of smaller authority: **Clotton Hoofield Parish Council**
County area (local councils and parish meetings only):

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

Next, please provide full explanations, including numerical values, for the following that will be flagged in the

	2022-23 £	2023-24 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority <u>must include narrative and supporting figures</u>
1 Balances Brought Forward	10,843	11,756					
2 Precept or Rates and Levies	6,538	6,735	197	3.01%	NO		
3 Total Other Receipts	219	1,431	1,212	553%	YES		Increase of £1,212 due to the following:- Increases in payments received: + £86 - Bank Interest + £656 - VAT Rebate + £470 - CWaC Ward Members Grant TOTAL + £1,212
4 Staff Costs	3,805	4,036	231	6.07%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,039	7,474	5,435	266.55%	YES		Increase of £5,435 due to the following:- Increases in payments made: + £16 - General Services + £39 - Professional Services + £126 - Administration + £5,254 - Projects TOTAL + £5,435
7 Balances Carried Forward	11,756	8,412					VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	11,756	8,412	0				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments and	4,329	5,079	750	17.33%	YES		Increase of £750 due to the following:- + £750 towards the Purchase of Defibrillator and Case
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	
Earmarked reserves:			
Reserve 1	170		Earmarked for CIL Projects
Reserve 2	3772		Ring Fenced - Portion of Precept
Reserve 3	470		Ring Fenced for Wildflower Planting
Reserve 4	2500		Ring Fenced for Mid-term Election Costs
Reserve 5			
Reserve 6			
		<u>6912</u>	
General reserve	<u>1500</u>		General Reserves
		1500	
Total reserves (must agree to Box 7)		<u><u>8412</u></u>	

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2023-24 Actual	2023-24 Budget	Variance	Commentary
EXPENDITURE																	
People & Expenses																	
Clerk														3,228	2,820	-408	
HMRC tax		255	255	255	255	255	255	255	255	380	269	269	269	807	720	-87	
Mileage		127.4	64	64	64	64	64	64	64	95	67	67	67	149	60	-89	
Training		79			30						40		77	122	300	178	
Chairmans allowance					29		16							0	0	0	
Professional service																	
Insurance		676												676	700	24	
Internal Audit		45												45	50	5	
The Accounts Center - Payroll			67					103						169	135	-34	
General Services																	
Website								173					57	230	170	-60	
Room Hire													60	60	120	60	
Planter Maintenance													60	0	40	40	
Admin																	
CHALC Membership		134												134	130	-4	
Other memberships							35				38			38	50	12	
Data Protection fee														35	35	0	
Admin			13		46			32			17			108	50	-58	
Post														0	120	120	
Stationery		18			36			6			6		35	65	150	85	
Office Allowance		32						56			60			184	216	32	
Elections							181							181	200	19	
Projects																	
Ad Hoc Beneficial items (S137)											25			25	150	125	
Community Events		215	389											604	1,000	396	
Speed Initiative PCC							3,900							3,900	0	0	
Community Litter Picking													750	0	100	-650	
General														0	0	0	
Inflation %	2.00%													0	0	0	Provision
Contingency % of above														0	0	0	
TOTAL CASH OUT		604	1,635	386	459	319	4,435	705	319	475	521	336	1,316	11,509	7,316	-4,193	

RECEIPTS	6379 2.50%	Monthly	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2023-24 Actual	2023-24 Budget	Variance	Commentary
Precept	6,735														6,735	6,735	0	
Bank interest	6.27														16	121	104	
VAT recovery	102													856	100	956		
Ward contribution	470													470	0	470		
CWAC contribution														0	0	0		
TOTAL CASH IN	7,313	7	8	8	9	11	9	10	9	10	10	9	10	763	8,166	0		
Transaction Cash flow	6,710	-1,629	-378	-451	-310	-4,424	-695	-309	-465	-512	-327	-553			6,437			

RESERVES	11756	Projected	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2023-24 Actual	2023-24 Budget	Variance	Commentary
Grants & Projects - to be taken from reserves	11,756																	
- A51 Speed Limit (40)															0	0	0	
Election Reserves															0	3,250	0	
Wildflower Planting															2,500	2,500	0	
Portion of Precept in Reserves															3,773	2,673	1,100	
General Reserves															1,500	1,500	0	
CIL Projects															920	920	0	
TOTAL IN RESERVES	9,163	0	0	0	0	0	0	0	0	0	0	0	0	8,693	11,421	-2,728		

Clotton & Hoofield Parish Council Cashbook 2023-24

STATEMENT DATE	Description	Res	M/P	Power	People	Professional Services	General Services	Admin	Projects	Projects & Grants from Reserves	VAT Reclaim	Receipts	Totals	Comments
							EXPENDITURE including VAT					RECEIPTS		
11/04/2023	Bank Interest	19	132									£6.27	6.27	Bank Interest
13/04/2023	Cheshire West and Chester	19	132									£6,735.00	6,735.00	Annual Precept
14/04/2023	HMRC VTR	19	132									£101.82	101.82	VAT Rebate
14/04/2023	Cheshire West and Chester	19	132									£470.00	470.00	Kings Coronation Grant Funding
17/04/2023	CHALC	20	133	8				-£133.57					-133.57	CHALC Subscription
18/04/2023	The Events Company	20	133	7					-£215.00				-215.00	Contribution towards the Kings C
25/04/2023	Mrs T Ryall-Harvey	20	133	1		-£255.33							-255.33	Clerk's Salary
02/05/2022	HMRC PAYE	20	133	1		-£63.60							-63.60	HMRC Payment Tax Point 1
09/05/2023	Bank Interest	19	132									£6.56	6.56	Bank Interest
19/05/2023	Came & Company / Gallaghers	20	133	4		-£675.88							-675.88	Annual Insurance Premium
19/05/2023	Duddon and Burton Parish Cou	20	133	7					-£389.39				-389.39	Contribution towards the Kings C
19/05/2023	Mrs T Ryall-Harvey	20	133	1				-£139.47					-142.47	Clerk's Expenses
19/05/2023	Mr P Sanders	20	133	1		-£45.00							-45.00	Internal Auditor
25/05/2023	Mrs T Ryall-Harvey	20	133	1		-£255.13							-255.13	Clerk's Salary Tax Point 2
28/05/2023	HMRC PAYE	20	133	1		-£63.80							-63.80	HMRC Payment Tax Point 2
09/06/2023	Bank Interest	29	135									£7.56	7.56	Bank Interest
15/06/2023	PQR Limited	30	135	1		-£55.50							-66.60	1/2 Yearly Payroll
25/06/2023	Mrs T Ryall-Harvey	30	135	1		-£255.13							-255.13	Clerk's Salary Tax Point 3
29/06/2023	HMRC PAYE	30	135	1		-£63.80							-63.80	HMRC Payment Tax Point 3
10/07/2023	Bank Interest	29	135									£8.07	8.07	Bank Interest
18/07/2023	Mrs T Ryall-Harvey	30	135	1				-£135.30					-140.10	Clerk's Expenses
25/07/2023	Mrs T Ryall-Harvey	30	135	1		-£255.13							-255.13	Clerk's Salary Tax Point 4
29/07/2023	HMRC PAYE	30	135	1		-£63.80							-63.80	HMRC Payment Tax Point 4
09/08/2023	Bank Interest	34	139									£8.79	8.79	Bank Interest
25/28/2023	Mrs T Ryall-Harvey	35	139	1		-£255.13							-255.13	Clerk's Salary Tax Point 5
29/08/2023	HMRC PAYE	35	139	1		-£63.80							-63.80	HMRC Payment Tax Point 5
11/09/2023	Bank Interest	34	139									£11.11	11.11	Bank Interest
15/09/2023	ICO ZA 190296	35	139	8				-£35.00					-35.00	Data Protection Subscription
25/09/2023	CWac - Council Fund	35	139	10					-£3,250.00				-3,900.00	A51 Speed Limit Reduction
25/09/2023	HMRC PAYE	35	139	1		-£63.80							-63.80	HMRC Payments Tax Point 6
25/09/2023	Mrs T Ryall-Harvey	35	139	1		-£255.13							-255.13	Clerk's Salary Tax Point 6
27/09/2023	CWac - Council Fund	35	139	1				-£181.00					-181.00	Fees & Charges for PC Election
09/10/2023	Bank Interest	34	139									£9.24	9.24	Bank Interest
09/10/2023	PQR Limited	35	139	1		-£85.50							-102.60	Payroll Services for Oct 23 - Apr 2
09/10/2023	One.com	35	139	5			-£143.87						-172.64	Website Hosting Plan And Domain
25/10/2023	Mrs T Ryall-Harvey	35	139	1		-£255.13							-255.13	Clerk's Salary Tax Point 7
27/10/2023	HMRC PAYE	35	139	1		-£63.80							-63.80	HMRC Payments Tax Point 7
30/10/2023	Mrs T Ryall-Harvey	35	139	1				-£109.10					-110.54	Clerk's Expenses
09/11/2023	Bank Interest	40	143									£9.57	9.57	Bank Interest
24/11/2023	Mrs T Ryall-Harvey	41	143	1		-£255.13							-255.13	Clerk's Salary Tax Point 8
27/11/2023	HMRC	41	143	1		-£63.80							-63.80	HMRC Payments Tax Point 8



CLOTTON HOOFIELD PARISH COUNCIL

Asset Register

FIXED ASSETS	Purchase date	Cost	Location	Register Previously	Register 2019-20	Register 2020-21	Register 2021-22	Register 2022-23	Register 2023-24
1 HP Scanner	15/01/2017	£29.17	Clerk	£29.17					
1 Acer Laptop	19/01/2017	£215.83	Clerk	£215.83					
2 Display Boards	13/09/2017	£153.00	Clerk	£153.00					
2 x Noticeboards	Nov-20	£2,745	Hoofield & Clotton			£2,745			
1x Planter	Jan-20	£608.04	Hoofield		£608.04				
1 x Planter	Jul-21	£578.04	Clotton (Bull's Head)				£578.04		
1 x Defibrillator & Case	Mar-24	£750.00							£750
TOTAL		£5,079.08		£398.00	£608.04	£2,745	£578.04	£0.00	£750

Mrs T Ryall-Harvey
Clerk,

Clotton Hoofield Parish Council

Reviewed: 01/04/2024

Next Review date: April 2025

CLOTTON HOOFIELD PARISH COUNCIL

Risk Assessment reviewed April 2024

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action
Precept	Not submitted	L	Minute – RFO check & action	Diary
	Not paid by CWaCC	L	Minute - RFO check & action	Diary
Other income	Adequacy of precept	H	Ongoing review	Diary
	Cash handling	L	Avoid cash	Annual review of controls
	Cash banking	L	Bank recon. at every ordinary meeting	Member to verify
Grants	Claims procedure	M	RFO check & action	Diary
	Receipt of grant	M	RFO check & action	Diary
Investment Income	Receipt	L	RFO check & action	Diary
	Surplus funds	L	Review annually	Diary
Salaries	Wrong payment	M	RFO check & action	Member to verify
Direct costs	Invoice & cheque accurate	M	RFO check & action	Member to verify
Grants	Power & conditions	M	RFO check & action	Member to verify
Annual Audit and AGAR	Non submission of External Audit Paperwork	L	RFO to monitor and action	Member to verify
Election costs	Invoiced at correct rate	L	RFO check & action	RFO verify
VAT	Analysis	M	RFO check & action	RFO verify
	Claimed within time limits	M	RFO check & action	RFO verify
Reserves - General	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Reserves - Earmarked	Adequacy	L	Review - Minute - RFO check & action	RFO opinion
Assets	Loss, Damage etc	M	Annually review insurance cover	Diary
	Third party risk or damage	M	Annually review Public Liability insurance	Diary
Staff	Loss of Clerk	L	Manage risk as appropriate.	RFO / member view
	Fraud by staff	L	Fidelity Guarantee value appropriate	Council review
Sustainability	Due to current low number of Parish Councillors, there is a risk of the meetings not being quorate	M	Clerk to check prior to meeting on attendance to ensure meeting is quorate	Clerk
	Risk to reputation and need to cancel meetings at short notice	M	Clerk to action	Clerk
Loss	Due to damage or third party	L	Annually review insurance cover	Diary
Maintenance	Reduced value of assets	M	Inspect annually	Diary
Legal Powers	Illegal activity or payment	M	Educate Council	Diary
Financial Records	Inadequate records	L	RFO check & action	Diary
Minutes	Accurate & legal	L	Review at following meeting.	Diary
Members Interests	Conflict of interest	M	DoI to be minuted, conflicts, addressed	Diary

Last Reviewed April 2024
Next reviewed March 2025

In all cases above the RFO / Clerk should regularly review and draw any unusual activity to the council's attention. Likewise councillors should check the minutes and financial records for accuracy before agreeing them.

Certificate of Exemption – AGAR 2023/24 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2024, and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2024 and a completed Certificate of Exemption is submitted no later than **30 June 2024** notifying the external auditor.

Clotton Hoofield Parish Council

certifies that during the financial year 2023/24, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2023/24: £8,166 **ENTER AMOUNT £00,000**

Total annual gross expenditure for the authority 2023/24: £11,510 **ENTER AMOUNT £00,000**

There are certain circumstances in which an authority will be **unable to certify itself as exempt**, so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

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

- The authority was in existence on 1st April 2020
- In relation to the preceding financial year (2022/23), the external auditor **has not**:
 - issued a public interest report in respect of the authority or any entity connected with it
 - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
 - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
 - commenced judicial review proceedings under section 31(1) of the Act
 - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

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

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2024.

Signing this certificate confirms the authority will comply with the publication requirements.

Signed by the Responsible Financial Officer

Date

SIGNATURE REQUIRED

DD/MM/YYYY

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

DD/MM/YYYY

Signed by Chair

Date

SIGNATURE REQUIRED

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Generic email address of Authority

ENTER AUTHORITY OWNED GENERIC EMAIL ADDRESS

Telephone number

TELEPHONE NUMBER

*Published web address

<https://www.clottonhoofieldparishcouncil.co.uk/> **ENTER WEBSITE/WEBPAGE ADDRESS**

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2024. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2023/24

Clotton Hoofield Parish Council

<https://www.clottonhoofieldparishcouncil.co.uk/> WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

03/04/2024

PHILIP SANDERSON INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

31/12

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Clotton Hoofield Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

*For any statement to which the response is 'no', an explanation must be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Information required by the Transparency Code (not part of the Annual Governance Statement)

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

Yes

No

<https://www.clottonhoofieldparishcouncil.co.uk/>

WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

Clotton Hoofield Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	10,843	11,756	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	6,538	6,735	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	219	1,431	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	3,805	4,036	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	2,039	7,474	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	11,756	8,412	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	11,756	8,412	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	4,329	5,079	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Smaller authority name: **Clotton Hoofield Parish Council**

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION
OF ANNUAL GOVERNANCE & ACCOUNTABILITY
RETURN (EXEMPT AUTHORITY)**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement 31st May 2024(a)</p> <p>2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2024, these documents will be available on reasonable notice by application to:</p> <p>(b) Mrs T Ryall-Harvey – Clerk/RFO 76 Oaklea Avenue, Hoole, Chester CH2 3RE 07784 486 767 Clerk.clottonhoofieldpc@gmail.com</p> <p>commencing on (c) Monday 3 June 2024</p> <p>and ending on (d) Friday 12 July 2024</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 15 Westferry Circus Canary Wharf London E14 4HD sba@pkf-l.com</p> <p>5. This announcement is made by (e) Mrs T Ryall-Harvey - RFO</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-12 July 2024 for 2023/24 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The

advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return</i> .
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INTERNAL AUDIT 23/24

From: Phil Sanders (philatpsbas@aol.com)

To: clerk.clottonhoofieldpc@gmail.com

Date: Wednesday, 3 April 2024, 14:27 BST

Hello Trudi.

Audit is now complete. As before the records and storage of papers are to a high standard.

No major issues identified, just a few housekeeping matters to note:-

1. Please endeavour to have some form of paperwork, even if just a handwritten note, in respect of all items claimed as expenses. SLCC Subs, for example, had no supporting paperwork.
2. VAT should only be reclaimed when there is a VAT Registration Number on the Invoice/Receipt. The RBL Note re Poppy Appeal does not show a Registration Number, although I note that the number has been entered on the VAT reclaim form.
3. The Cash Book Spreadsheet shows total VAT paid as £749.57, whereas the amount reclaimed was £753.88. I would normally expect the totals to be the same. Given the small amount involved do not spend time looking for the difference.
4. AGAR Page 6 shows Assets having remained at £4329. I think this should show as £5079, to include the Defibrillator purchased (for £750) during the year.
5. The Asset Register shows the Defibrillator as having cost £1500. The Cash Book, supported by the Invoice, shows outlay of £750.
6. I would recommend that the date the Council confirmed the accuracy of the Asset Register is included on the Document (as you do with the Risk Assessment).
7. I note that your Insurance Cover is due for renewal later this month. As part of your review of Cover Levels please ensure that the Defibrillator is included under Assets covered (at reinstatement value).

As discussed, I will put all relevant papers in the post to you in the next day or so. Amendments where required are indicated in pencil.

Many thanks.

PHIL SANDERS

Items approved for payment in between meetings 2024-25:-

	Budget
Clerk & HMRC Tax	£4,120.00
Mileage	£70.00
Training	£150.00
Internal Audit	£50.00
Payroll	£182.00
Website	£175.00
Room Hire	£60.00
Planter Maintenance	£100.00
CHALC Membership	£136.00
Other memberships	£132.00
Data Protection fee	£35.00
Admin	£90.00
Stationery	£80.00
Office Allowance	£224.00

Approved payments can only be accepted in-line with the budget - if payment is to go over budget it should be brought to the meeting for approval.

Income received since the last meeting

Date	Received From	Net Amount	VAT	Gross Amount	Comment
09/02/2024	Bank	£9.60	£0.00	£9.60	Bank Interest
11/03/2024	Bank	£9.36	£0.00	£9.36	Bank Interest
08/03/2024	HMRC VAT	£753.88	£0.00	£753.88	VAT Rebate

Payments made since the last meeting for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
03/02/2024	Mrs T Ryall-Harvey	£269.04	£0.00	£269.04	Salary Tax Month 11
07/02/2023	HMRC PAYE	£67.40	£0.00	£67.40	HMRC Tax Month 11
06/03/2024	Duddon, Clotton &	£60.00	£0.00	£60.00	Room Hire
06/03/2024	Linux Internet Ltd	£47.88	£9.58	£57.46	Cloud Hosting Annual Fees
11/03/2024	London Hearts	£750.00	£0.00	£750.00	Defibrillator Match-funding costs
11/02/2024	Mrs T Ryall-Harvey	£93.42	£18.69	£112.11	Clerk's Expenses
25/03/2024	Mrs T Ryall-Harvey	£269.27	£0.00	£269.27	Salary Tax Month 12
28/03/2024	HMRC PAYE	£67.20	£0.00	£67.20	HMRC Tax Month 12

Payments not yet made for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£269.24	£0.00	£269.24	Salary Tax Month 1
	Mrs T Ryall-Harvey	£67.20	£0.00	£67.20	HMRC Tax Month 6
	Mr P Sanders	£47.50	£0.00	£47.50	Annual Internal Audit
	CHALC	£135.66	£0.00	£47.50	Annual Subscription
	Mrs T Ryall-Harvey	143.34	8.51	£151.85	Clerk's Expenses

CLOTTON HOOFIELD PARISH COUNCIL



COUNCILLOR – LEAD/DUTIES/ROLES/RESPONSIBILITIES

Lead members for the year 2024-25:-

Cheque signatories – Cllr J Nicholas, Cllr G Bibby

Communications & Events –

Duddon CWM Hall – Cllr J Nicholas

Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey

Highways Matters & A51 – All Councillors

Environment & Litter Picking – Cllr G Bibby

Neighbourhood Plan –

Public Transport –

Local Public Transport Provision –

* Planning – All Councillors

** Tarvin Educational Foundation – Cllr J Nicholas

Training - Clerk

Facebook & Twitter – Clerk

Noticeboards – Cllr Nicholas

* **Planning.** The clerk will advise every Parish Councillor when he/she received notification of a planning application, any one Councillor can request that the application is considered at the next meeting or an extraordinary meeting be called when details of the application would be available for councillors. Note – only full Council and the Clerk (under delegated power) can make planning observations on behalf of the council.

CLOTTON HOOFIELD PARISH COUNCIL



POLICIES

Policies	Date Adopted	Date Last Reviewed	Date Next Reviewed
Disciplinary Procedure	23-01-20	18-05-2023	April 2024
Financial Regulations	23-01-20	18-05-2023	April 2024
Grievance Procedure	23-01-20	18-05-2023	April 2024
Standing Orders	23-01-20	18-05-2023	April 2024
Councillor Lead – Duty Protocols	09-07-18	18-05-2023	April 2024
Information & Data Protection Policy	16-05-2022	18-05-2023	April 2024
Complaints Procedure	14-05-18	18-05-2023	April 2024
Reserves Policy	21-05-2020	18-05-2023	April 2024
Privacy Policy	21-05-2020	18-05-2023	April 2024
Code of Conduct	21-05-2020	18-05-2023	April 2024
Accessibility Policy	21-09-2020	18-05-2023	April 2024
Noticeboard Policy	21-09-2020	18-05-2023	April 2024
Publications Scheme	15-11-2021	18-05-2023	April 2024
Communications Protocols	17-01-2022	18-05-2023	April 2024
Subject Access Request Policy	16-07-2020	18-05-2023	April 2024

Clotton Hoofield Parish Council

TRAINING AND DEVELOPMENT POLICY

Purpose and scope

The purpose of this document is to set out the Council's policy on the provision of training and development opportunities for all people that carry out activities on its behalf, whether they be staff, Parish Councillors or volunteers. It is a non-contractual procedure which will be reviewed from time to time. It applies to all employees whether full or part time, temporary or fixed term.

Within this policy the use of the term 'employee' means a member of staff or a parish councillor or a volunteer whilst carrying out agreed activities on behalf of the Parish Council.

Policy

The Clotton Hoofield Parish Council Training and Development policy is to ensure that all employees, have the appropriate levels of skills and knowledge to carry out their roles effectively and safely.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce and activity planning
- Team meetings
- Annual plan
- Change processes
- Needs identified by the employee as appropriate for their role

In addition, the council will encourage employees to identify their own learning requirements and will seek to provide a variety of approaches to meet these needs, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching and in house training
- Shared in-house learning resources (books, journals, DVDs etc.)
- Work shadowing
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a training requirement. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's engagement record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:-

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the role description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement.

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Data Protection
- Freedom of Information

2. Desirable

Desirable training is not legally required for the role, but still is directly relevant to the individual's role. Any desirable training or qualifications are to be stated on the role or job description, or in appraisals.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training. They may however be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Role specific

- Certificate in Local Council Administration (CiLCA)

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current role. Optional training or development is generally more beneficial to the individual's than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Role specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release

and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Chairman of the Council, setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Chairman of the Council will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

Records

Records of training and Development will be kept for each regularly engaged employee as appropriate.

Approved:
Date for next review:

Complaints Procedure – Clotton Hoofield Parish Council

Adopted 14/05/2018

Clotton Hoofield Parish Council strives to provide the best possible public service for its electors and community.

However, if you feel that the council has not fulfilled this promise in anyway including:-

- **Failed to fulfil a duty**
- **Failed to carry out an action in an appropriate way**
- **Acted in an unfair or unreasonable manner**
- **Discriminated against a section of the community**
- **Mismanaged something**

Please get in touch.

The council will take any complaint seriously and work hard to resolve the problem.

Overleaf are a simple set of guidelines to help you make sure your complaint is handled both fairly and effectively.

For more information, please contact the clerk.

Trudy Ryall-Harvey

Clerk to Clotton Hoofield Parish Council

Mobile: 07784 486 767

Email: clerk.clottonhoofieldpc@gmail.com

Amended: 15th April 2024
Next Review Date April 2025

Procedures

1. Tell us about your concern

Write, phone, email, or fax The Clerk Richard Salmon. Full contact details can be found at the bottom of this sheet

Please be as precise as possible about your concern and we shall try to deal with it straight away.

The Clerk may need to look into the matter further before giving you a response and in the majority of cases we shall be able to resolve your concern within 10 working days. If for any reason we are unable to give you an explanation in that time, we shall contact you to let you know the reason why and when you can expect to hear from us.

2. Still not satisfied?

If you are not happy about how the Clerk has dealt with your concern, please address your complaint to the Chairman of the Council.

Wherever possible you should receive a written response to your complaint within 15 working days.

A complaint is taken very seriously. Every effort will be made to ensure that you are satisfied with the result you achieve through this process.

3. Full Council

If the Chairman has been involved but has not been able to provide a satisfactory solution, the full Council can be asked to look at your concern.

A letter to the Chairman is all that is needed. You then have an opportunity to discuss your concern with the full council membership, which will review all the steps taken to date and recommend any further action thought to be necessary.

Clerk – Trudy Ryall-Harvey
76 Oaklea Avenue
Hoole 07784 486 767
Chester CH2 3RE Clerk.clottonhoofieldpc@gmail.com

Chairman – Charles Kinsey charles@kinseyfarming.co.uk

Ombudsman - Tel: 024 7669 5999 Website www.lgo.gov.uk

CLOTTON HOOFIELD PARISH COUNCIL

Annual Report April 2023 – March 2024

Contact detailsC/O Clerk to the Parish Council ... Trudy Ryall-Harvey

Parish Councillors as at March 2024

Charles Kinsey (Chair)
Jane Nicholas (Vice-Chair)
Richard Roberts
David Roberts
Geoffrey Bibby

Structure, Governance and Management

As per Parish Council (PC) Standing Orders

Governance

1. The Parish Council employs a Clerk who is also the Responsible Finance Officer.
2. All Parish Councillors identify in advance any pecuniary interests, outside body's involvement and family or personal interests they or their partners might have and sign a declaration of interest form when elected to the Council. In addition, each parish councillor is expected to abide by the Cheshire West and Chester's Code of conduct and declare any other potential conflicts of interest with their PC duties at the start of each PC meeting.

Objectives

As per Standing Orders but in summary to represent and act to address the interests of the community and its local residents

Main Points of Note in 2023/24

1. The Parish Council has eight Parish Councillor seats, and currently five Parish Councillors with three vacancies at the end of the year.
2. The parish of Clotton Hoofield has approximately 135 households and 358 elector's.
3. Seven Planning applications were considered and commented on by the council. The PC responses were heavily influenced by the Neighbourhood Plan policies and principles. Of the applications received:
 - Three were Supported (i.e. positively contributed to the parish as per the Neighbourhood Plan),
 - Three were given a Neutral response (i.e. no material impact as per the NP or general planning considerations)
 - One application was not supported due to the impact on the Neighbourhood Plan,
 - No planning breaches were referred to CWaC Planning Enforcement for their investigation.

4. The PC continues to utilise its website and Facebook groups to provide access to PC papers, distribute information of potential public interest. These digital communication services have allowed us to reach a wider audience more quickly, whilst allowing residents to communicate more easily.
5. Highways issues have been a constant challenge throughout the year. The key actions have been /are
 - Reporting potholes where they are more than 4cms deep. This is the minimum size at which CWaC will repair them. The public are also encouraged to report problems they see, via the CWaC online reporting tool.
 - Reporting missing signs when speed limit signs or road nameplate signs have come into disrepair.
 - Working with Cheshire West and Chester Council to clean the footpath along the A51 from Duddon Primary School to the Bulls Head, following Neighbourhood Pride grant monies received in 2023.
 - The general poor road conditions of several country roads within the Parish.
 - Working with the local police officer PCSO to have more speed monitoring take place in the parish.
 - Traffic Monitoring Surveys of A51 and Corkscrew Lane to review the amount and type of vehicles passing along these roads.

Financial Performance

The Precept for the year 2023-24 was set at £6,735 which was an increase of 2%, increasing the funding from CWaC and thus indirectly from residents.

The Parish Council aims to match annual revenue with annual committed expenditure in each financial year. This was achieved in the 2023/24 financial year. The cash balance decreased as the PC paid out of earmarked reserves for the speed reduction measures on the A51 that took place in 2020.

The Precept for 2024-25 has been set at £7.006 which is a 4% increase on the previous year.

Council Attendance 2023-24

Clotton Hoofield Parish Council held 4 Parish Council meetings between May 2023 and April 2024.

All councillors attended each council meeting.

CW&C Councillor Edward Lush attended 1 of the Council meetings having sent his apologies for the May, July meetings.

CW&C Councillor Tom Cooper sent his apologies for all meetings.

Over the year 1 member of the public attended council meetings.

This report is signed and dated following a meeting of the Parish Council where the report was approved by all present.

Signed on behalf of the Parish Council

Charles Kinsey (Chair)

CLOTTON HOOFIELD PARISH COUNCIL



MEETING DATES 2024-25

Monday 15th July, 2024 at 7.00pm

Monday 21st October, 2024 at 7.00pm

Monday 20th January, 2025 at 7.00pm

Monday 21st April, 2025 at 7.00pm (Annual Meeting)

Extraordinary meetings are called as required and will be advertised on the Notice Board.

Meeting are held in Duddon Village Hall, CW6 0HD unless otherwise advertised on Agenda

<http://www.clottonhoofieldparishcouncil.co.uk/>

Issues raised with CWaC

Last Updated 06-04-2024

Date	Log No	Location	Fault type:	Description	Action Taken by CWaC
23/08/2023	HW541534134	Hoofield Road	Highway maintenance - Pothole	Pot holes in road	We can now confirm that works have been completed on site. We appreciate you bringing this matter to our attention.
27/09/2023	HW550111412	Corkscrew Lane	Highway maintenance	Faded give way at the junction	Our investigation has been completed and work has been scheduled. Work is prioritised according to risk
20/10/2023	HW555947250	Corkscrew Lane	Highway maintenance - Flooding	Flooding on Corkscrew Lane	No further update
22/01/2024	HW579573084	Corkscrew Lane	Highway maintenance - Pothole	Pot holes in road - Opposite the Spinney	Your enquiry has been allocated to one of the team to be assessed. Once completed, we will provide you with an update. We aim to assess your enquiry within 10 working days
13/03/2024	HW595168353	Rode Street	Highway maintenance - Pothole	Road Damage on A51	Our investigation has been completed and work has been scheduled. Work is prioritised according to risk.



Road Safety
 Northern Lights Business Park
 Rossfield Road
 Ellesmere Port
 CH65 3AW
 Telephone 0151 356 6354

This data is for Cheshire West and Chester Council internal use only. If disclosure to a Third Party is required, then a charge may be made. Any such request must be made in writing to the Road Safety, Cheshire West and Chester Council, Northern Lights Business Park, Rossfield Road, Ellesmere Port, CH65 3AW. ©

Site Number 00024001

Site Reference 00024001

Lat/Lng. 53.16462,-2.72277

Corkscrew Lane, Clotton

Vehicle Count Summary

From 10/01/2024 To 18/01/2024

Channel: Total Flow

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	5-Day Ave.	7-Day Ave.
00:00	0	1	0	1	0	2	0	0	1
01:00	0	0	0	0	2	0	2	0	1
02:00	0	0	0	1	1	0	3	0	1
03:00	0	0	0	0	0	0	2	0	0
04:00	2	1	2	0	0	2	1	1	1
05:00	6	4	5	5	4	1	2	5	4
06:00	5	6	7	9	11	3	1	8	6
07:00	26	25	19	25	27	10	2	24	19
08:00	51	36	50	48	35	14	15	44	36
09:00	30	27	34	41	46	26	22	36	32
10:00	31	19	33	40	39	42	35	32	34
11:00	49	14	28	36	43	44	65	34	40
12:00	26	16	35	36	47	43	48	32	36
13:00	28	25		31	49	40	34	33	34
14:00	32	32	32	37	37	66	54	34	41
15:00	30	41	34	43	38	49	37	37	39
16:00	41	39	34	41	39	22	37	39	36
17:00	48	33	36	36	29	22	17	36	32
18:00	19	18	19	20	15	11	11	18	16
19:00	12	10	11	14	14	11	10	12	12
20:00	3	2	11	5	3	6	4	5	5
21:00	3	6	9	10	4	7	8	6	7
22:00	8	4	5	1	6	6	2	5	5
23:00	1	1	4	2	7	1	0	3	2
Totals									
12H(7-19)	411	325		434	444	389	377	400	395
16H(6-22)	434	349		472	476	416	400	431	425
18H(6-24)	443	354		475	489	423	402	439	431
24H(0-24)	451	360		482	496	428	412	446	439
AM Peak	08:00	08:00	08:00	08:00	09:00	11:00	11:00	08:00	11:00
	51	36	50	48	46	44	65	44	40
PM Peak	17:00	15:00		15:00	13:00	14:00	14:00	16:00	14:00
	48	41		43	49	66	54	39	41

Site Number 00024001
 Corkscrew Lane, Clotton
 Vehicle Count Summary

Site Reference 00024001

Lat/Lng. 53.16462,-2.72277

From 10/01/2024 To 18/01/2024

Channel: Northbound

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	5-Day Ave.	7-Day Ave.
00:00	0	0	0	0	0	1	0	0	0
01:00	0	0	0	0	1	0	1	0	0
02:00	0	0	0	1	1	0	0	0	0
03:00	0	0	0	0	0	0	2	0	0
04:00	1	0	1	0	0	1	0	0	0
05:00	5	4	4	4	4	1	1	4	3
06:00	3	3	5	4	4	2	1	4	3
07:00	16	14	13	14	16	5	1	15	11
08:00	25	20	25	23	17	7	9	22	18
09:00	13	12	11	25	21	15	13	16	16
10:00	19	5	14	15	18	20	17	14	15
11:00	19	5	15	19	15	18	26	15	17
12:00	7	8	21	22	22	24	25	16	18
13:00	16	16		15	25	22	16	18	18
14:00	17	20	16	19	19	27	31	18	21
15:00	16	17	19	20	19	29	21	18	20
16:00	22	19	16	18	21	9	23	19	18
17:00	23	19	23	22	21	13	9	22	19
18:00	7	8	8	8	4	7	8	7	7
19:00	7	6	6	11	4	6	5	7	6
20:00	2	1	6	1	1	1	0	2	2
21:00	1	3	2	3	1	2	2	2	2
22:00	1	1	2	0	3	4	1	1	2
23:00	1	0	2	1	4	0	0	2	1
Totals									
12H(7-19)	200	163		220	218	196	199	200	199
16H(6-22)	213	176		239	228	207	207	215	213
18H(6-24)	215	177		240	235	211	208	218	215
24H(0-24)	221	181		245	241	214	212	223	220
AM Peak	08:00	08:00	08:00	09:00	09:00	10:00	11:00	08:00	08:00
	25	20	25	25	21	20	26	22	18
PM Peak	17:00	14:00		17:00	13:00	15:00	14:00	17:00	14:00
	23	20		22	25	29	31	22	21

Site Number 00024001
 Corkscrew Lane, Clotton
 Vehicle Count Summary

Site Reference 00024001

Lat/Lng. 53.16462,-2.72277

From 10/01/2024 To 18/01/2024

Channel: Southbound

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	5-Day Ave.	7-Day Ave.
00:00	0	1	0	1	0	1	0	0	0
01:00	0	0	0	0	1	0	1	0	0
02:00	0	0	0	0	0	0	3	0	0
03:00	0	0	0	0	0	0	0	0	0
04:00	1	1	1	0	0	1	1	1	1
05:00	1	0	1	1	0	0	1	1	1
06:00	2	3	2	5	7	1	0	4	3
07:00	10	11	6	11	11	5	1	10	8
08:00	26	16	25	25	18	7	6	22	18
09:00	17	15	23	16	25	11	9	19	17
10:00	12	14	19	25	21	22	18	18	19
11:00	30	9	13	17	28	26	39	19	23
12:00	19	8	14	14	25	19	23	16	17
13:00	12	9		16	24	18	18	15	16
14:00	15	12	16	18	18	39	23	16	20
15:00	14	24	15	23	19	20	16	19	19
16:00	19	20	18	23	18	13	14	20	18
17:00	25	14	13	14	8	9	8	15	13
18:00	12	10	11	12	11	4	3	11	9
19:00	5	4	5	3	10	5	5	5	5
20:00	1	1	5	4	2	5	4	3	3
21:00	2	3	7	7	3	5	6	4	5
22:00	7	3	3	1	3	2	1	3	3
23:00	0	1	2	1	3	1	0	1	1
Totals									
12H(7-19)	211	162		214	226	193	178	200	196
16H(6-22)	221	173		233	248	209	193	216	212
18H(6-24)	228	177		235	254	212	194	221	216
24H(0-24)	230	179		237	255	214	200	223	218
AM Peak	11:00	08:00	08:00	10:00	11:00	11:00	11:00	08:00	11:00
	30	16	25	25	28	26	39	22	23
PM Peak	17:00	15:00		16:00	12:00	14:00	14:00	16:00	14:00
	25	24		23	25	39	23	20	20

