

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 Thursday 25th July 2024 to be held in Duddon, Clotton and District Memorial Hall, at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk
20/07/2024

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. | APOLOGIES | And reason for absence. | Chair |
| 2. | PARISH COUNCIL VACANCIES | To review and approve any applications for co-option onto the Parish Council following the election on May 4th 2023. | Clerk |
| 3. | DECLARATIONS OF INTEREST | Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate. | Chair |
| 4. | 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> <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> | Chair |
| 5. | CORRESPONDENCE | <ul style="list-style-type: none"> - CWaC – Request for Extra Time to comment on Planning Applications – new arrangements – to note - CWaC – Help us shape a new Household Waste Recycling Service – to note the consultation. - PCSO Update – to note. - Any other correspondence received following Agenda being circulated. | All |
| 6. | MINUTES | To approve the minutes of the Parish Council meeting held on 15 th April 2024 | Chair |
| 7. | ACTIONS | To note actions list and receive additional updates | Chair |
| 8. | PLANNING | <ul style="list-style-type: none"> - To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To receive a verbal report on the recent visit to the Iddenshall Solar Farm site. | GB JN/RR |
| 9. | ACCOUNTS | <ol style="list-style-type: none"> 1) To accept the Cashbook and review the Outturn against Budget to date. 2) To approve the Bank Reconciliation against Cashbook YTD. 3) To approve the purchase of a Poppy Wreath for Remembrance Sunday. 4) To note letter from Lloyds Bank and agree any action required. 5) To approve Income and Payments since last meeting. | Clerk Clerk Clerk Clerk Clerk |
| 10. | PARISH COUNCIL MATTERS | <ol style="list-style-type: none"> 1. Parish Council Planter for Clotton – to receive an update in regards to identifying a suitable new location. 2. To agree the adopt of the new Financial Regulations. | Clerk Clerk |
| 11. | CWaC | <ul style="list-style-type: none"> - To review the REPORT IT items and work undertaken since the last meeting. - To receive a verbal report following the meeting with CWaC Principal Flood Risk Management Engineer Cheshire West and Chester Council in relation to Cinders Lane & Corkscrew Lane. | Clerk GB/RR |
| | DATE OF NEXT MEETING | Monday 21 st October at 7.00pm in the Duddon, Clotton and District Memorial Hall. | |

From: PLANNING <Planning@cheshirewest.gov.uk>
Sent: 07 June 2024 09:53
Subject: Requests for extra time to comment on Planning Applications - new arrangements

Dear Clerk,

As you know Cheshire West and Chester Council notifies Town and Parish Councils about relevant planning applications we receive, and by law we are required:

- a) to take into account any comments we receive within 21 days of notifying you; and
- b) not to determine the application before the end of that 21-day period.

Sometimes we receive requests from Parish and Town Councils for more time to reply, often because the notification has arrived at an inconvenient time between meetings.

You probably know that for several years the planning department here at Cheshire West has carried a backlog of planning applications, meaning that it has generally taken several months for any application to be determined. One consequence of this is that we have been able to grant most requests from interested parties, such as Parish and Town Councils, for extra time to comment without it impacting on the overall time taken to determine the application.

However, due to the hard work of Council officers, we are now reaching the end of the backlog of applications and someone submitting a householder application today may expect to receive a decision within 8 weeks. The Government has also signalled an intention to impose more rigorous targets for determining applications within specific time periods.

Regrettably, this means that in a majority of cases we will no longer be able to grant extended time periods for your council to comment on planning applications. We cannot control the timing of when the notification arrives – it depends on when the application is submitted. No doubt this will create some timing issues for you and your councils, and perhaps necessitate some delegation to committees or individual councillors. Hopefully you will find it helpful to have some advance notice of this change so that you can make arrangements to ensure that any comments you might want to make are sent within 21 days of us sending you the email notification. I am sorry for any inconvenience caused.

In summary, if you submit comments within the 21-day period you can be sure that a decision will not have been made and the comments will be taken into account in the decision-making process. If you submit comments after the 21-day period, we will still take them into account if we have not already determined the application; but after the 21-day period ends, we cannot promise that a decision will not already have been made. In case it is helpful, please note that you are not required to comment on all applications and we do not expect you to do so.

Kind regards,

Nick

Nick Smith
Planning Team Manager
Cheshire West and Chester Council

Email: [REDACTED]

Location: The Portal, Wellington Road, Ellesmere Port, Cheshire, CH65 0BA

Visit: cheshirewestandchester.gov.uk

Share your views on potential changes to Household Waste Recycling Centres

 8 July 2024

 Average read time: 3 minutes

Household Waste Recycling Centre Consultation



The Council is asking for people's views on proposals to better manage the recycling and disposal of waste at Household Waste Recycling Centres (HWRCs, also known as "tips") across the borough.

HWRCs are places where residents can dispose of extra household waste or recycling, as well as items that are not collected through the kerbside waste and recycling collection service.

The Council operates seven HWRCs across the borough, in Chester, Ellesmere Port, Frodsham, Neston, Northwich, Tattenhall and Winsford. Each year, they are visited around 740,000 times and process approximately 40,000 tonnes of household waste and recycling.

Currently, 60% of HWRC waste is recycled or re-used, and last year it cost £2.4 million to operate the sites and manage the recyclable waste, and a further £1.3 million to dispose of non-recyclable waste.



The Council's three ambitions for the HWRC service are to:

1. Prevent waste by re-using and recycling products and materials at every opportunity.
2. Provide fair and reasonable access for residents, while preventing unauthorised access.
3. Continue to improve the service and make it as efficient as possible.

To meet these ambitions, the Council proposes to:

1. Provide more opportunities for the repair and reuse of unwanted items.
2. Automate proof of address checks by pre-registering vehicles.
3. Update the HWRC reasonable use procedures.

4. Support residents to sort the waste and recycling they bring to HWRCs.
5. Limit the amount of DIY waste brought without charge.

Cllr Karen Shore, Cabinet Member for Environment, Transport and Highways, said:

“ HWRCs are important to the Borough; they allow residents to dispose of and recycle items that can't be collected through the regular kerbside service. We need to make sure that we can provide a modernised service that is easy to use, affordable to operate, and helps the Council reach our climate change goals.

A ten-year Waste Management Strategy was adopted by the Council in 2021, aiming to reduce overall waste, increase recycling and provide a cost-effective service. Reviewing the way HWRCs work is the next step towards this. We want to hear people's views on these proposals, and I encourage residents to take part to make sure that the needs of the community are reflected. ”

Cllr Shore

There are a variety of ways you can get involved and share your views:

- Visit our webpage where you can find out more and complete a survey.
- Email: HWRC-Consultation@cheshirewestandchester.gov.uk
- Write to: Household Waste Recycling Centre Consultation, Insight and Intelligence, Cheshire West and Chester Council, The Portal, Wellington Road, Ellesmere Port, CH65 0BA.
- Telephone: 0300 123 7026 quoting 'Household Waste Recycling Centre Consultation'.
- Pick up a paper copy of the consultation information and survey from any [library](#) or [HWRC](#) from Tuesday 9 July.
- Paper copies and alternative formats are also available on request using the contact details above.

You can also attend a drop-in session where you can come and talk to the Council's waste team:

- Tuesday 16 July, 6-8pm - Chester HWRC
- Wednesday 17 July, 6-8pm - Ellesmere Port HWRC
- Thursday 18 July, 6-8pm - Winsford HWRC
- Monday 22 July, 10am - 12 noon - Tattenhall Library

- Monday 22 July, 6-8pm - Frodsham Brio Leisure Centre
- Thursday 25 July, 10am - 12 noon - Neston Library
- Saturday 27 July, 10am - 12 noon - Ellesmere Port Sports Village
- Monday 29 July, 6-8pm - Chester HWRC
- Saturday 3 August, 10am - 12 noon - Northwich Brio Memorial Court
- Tuesday 6 August, 6-8pm - Winsford HWRC

All feedback received will be used to help shape the proposals for the future HWRC service.
The closing date for responses is Sunday 1 September 2024.

From: James Hannath <James.Hannath@cheshire.police.uk>
Sent: 13 July 2024 08:59
To: James Hannath
Cc: 
Subject: Beat Management

Dear Parish Council,

As I'm temporarily covering additional beat areas, I'd like to thank you for your patience and understanding with the workload it's incurred.

To understand demands of each community, I'd request all Parish Council members to set their monthly priorities through our Residents Voice Survey and refer residents to also take part.

The Residents Voice is a useful tool to measure and understand demand, gain intelligence, action concerns raised, and plan patrols or Trucam deployment.

I'll put an update on social media from the survey on what priorities were set and what action was taken. July in August, August in September and so on.

Please use the link below...

<https://www.cheshire.police.uk/police-forces/cheshire-constabulary/areas/cheshire/campaigns/chester/residents-voice/>

Relaunch of social media for community updates...Facebook.

I post on both accounts, this will act as a newsletter.

Chester Rural North Police
Chester Rual South Police

You can also find updates on the website about local crime stats and other information.

I can't action incidents or concerns from residents who complain to the Parish Council or Local Councillor.

They need to directly report to the Police or relevant agency, we can record, review, and respond to the reporting person directly.

This is the same for intelligence, it dilutes the information if not from the source and we can't verify or develop it.

They can however use the Residents Voice to raise a complaint, concern or idea which doesn't involve deployment or investigation.

SPEEDING

I'm aware that speeding is a concern in every village.

The process of Trucam can take 2 to 3 hours to complete for one location and we have one camera to share for Chester.

I'm trying to support road safety by community speed watch, working with schools, using SID, speed box and monthly Op Dangerously. The van is not part of our deployment, but I can try to request it.

I'd request any speeding location to be evidenced prior to Trucam deployment by sending data from community speed watch. This gives an understanding of days and times to target.

I focus on three locations quarterly then change to ensure each location has focused time and really raises awareness to drivers using the area.

COMMUNITY SPEED WATCH

A polite reminder that three people need to run a session of CSW to meet the safety criteria. We can't process results if a group doesn't follow the safety guidelines.

There will be three Community Speed Watch Training session per year with ten places for volunteers. If you have a room to hold training for free, please let me know.

HOW TO REPORT

My email can be shared for the purpose of communication, meetings, events, and intelligence (if you are the source).

It should not be used to report incidents or a way of deployment.

I would be grateful if you would report and advise others to use our Cheshire Police website or call 101.

Incidents need officially recording to allow us the opportunity to deploy a patrol. It also helps ask for additional support within the force.

PARISH COUNCIL MEETINGS

Wherever possible I'll attend Parish Council meetings. If you deem it urgent, I'll look to work my rest day, stay on shift, or find cover. Please send me an invite for the next upcoming date.

POLICE SURGERIES AND DROP IN

The plan is to hold one each month per Beat area at different locations.

1. Chester Villages (Christleton, Guilden Sutton, Mickle Trafford and Waverton).
2. Tarvin, Delamere and Kelsall
3. Gowy (until late a September when PCSO for area should return).

Please let me know if you have a room to hold these.

PARTNERSHIP

I'd like to work in partnership with Parish Councils with a meet and greet/local community project.

I'll look at funding opportunities and welcome ideas, but could be a community bike ride, litter pick, youth engagement.

Kind regards,

James Hannath
PCSO 20647 Rural Beat Team

MEETING OF CLOTTON HOOFIELD PARISH COUNCIL
Monday 15th April 2024 followed directly after the Parish
Meeting which started at 6.30pm
at Duddon, Clotton and District Memorial Hall

MINUTES

PRESENT

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

Clerk: Mrs T Ryall-Harvey

Public – 3

ELECTION OF CHAIR AND VICE-CHAIR

01. **RESOLVED:** that Cllr Kinsey be elected as Chair for 2024-25 – nominated by RR seconded by JN
02. **RESOLVED:** that Cllr Nicholas be elected as Vice-Chair for 2024-25 - – nominated by CK seconded by RR
03. **RESOLVED:** that the Acceptances of Office were signed.

APOLOGIES – Apologies were received and accepted from Cllr D Roberts due to work commitments.

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 –

A resident representing The Riddings attended the meeting following submitting a planning application as they were aware that the Parish Council had not been consulted in relation to this application. They were happy to answer any questions in relation to their application that the Parish Council had.

The residents representing the property Roselea and associated land that has recently been affected by flooding on Cinder Lane attended the meeting and reported that the road flooding had caused drains to collapse on their property, they felt that the problem was a bigger problem than just water off Cinder Lane onto their land, the residents were concerned that the water was initially coming across fields from Willington Lane. The resident also raised concerns about the fact that locally ditches were being allowed to be filled in.

Cllr Lush reported that there is no Highways Infrastructure on Cinders Lane, therefore he has written to LLFA who is suggesting a meeting, the resident suggested the date of 25th April.

ACTION: Cllr Lush to propose to LLFA a meeting on 25th April.

Paul & Julie Griffiths @ Roselea, Cinder Lane, Clotton Common, Tarporley.

ACTION: Cllr Lush to ask Highways to attend the meeting.

The resident also raised concerns about overgrown hedges at the junction of Wood Lane and the grid being blocked on Cinder Lane.

Cllr Cooper (Ward Councillor) joined the meeting.

Cllr Roberts raised concerns about Corkscrew Lane being flooded at Brook Cottage on Wednesday 10th April when the area experienced heavy rainfall and flooding by the Waterless Brook. It was suggested that this issue also be raised at the meeting with LLFA and Highways proposed for 25th April.

Cllr Lush reported that he had a meeting with Mr S Roberts who farms on A51 due to concerns with regards to flooding on A51 and following this he had write to Highways, but not yet received a response.

Cllr Bibby joined the meeting.

CORRESPONDENCE

The clerk reported that the Parish Council had been contacted by Tarvin Athletic FC and requested if the Parish Council would be considering sourcing/funding the supply and installation of a defibrillator at the War Memorial Hall. It was suggested that this be brought up at the next War Memorial Hall Meeting.

ACTION: Cllr Nicholas to take forward with the War Memorial Hall Committee.

The Parish Council discussed an email received from a resident in relation to A51 concerns & issues they had. It was reported that a response to the resident had been sent and an invitation extended to them to attend this Parish Council meeting.

The Parish Council discussed an email received from a resident in relation to the A51 Road Report that was published in the Neighbourhood Plan. It was reported that a response to the resident had been sent inviting them to attend this Parish Council meeting.

MINUTES

04. **RESOLVED:** that the Minutes of the Parish Council Meeting held on 15th January 2024 were accepted as a true and accurate record and signed by the Chairman.

ACTIONS SINCE LAST MEETING

ACTIONS still outstanding:-

- Clerk had emailed Maria Robert to raise her awareness of the issues on Corkscrew Lane and highlighted her lack of response to Gareth Owen, Team Leader Highways - Climate Adaptation Cheshire West and Chester Council and Ward Councillor Ted Lush.
- Emailed and chased twice the CWaC Wildflower Team in relation to the possibility of planting opposite Iddenshall or in Hoofield – still awaiting a response.
- Defibrillator - Cllr D Roberts to speak to owner of The Bulls Head to see if we could house a Defib Machine on site – wait until the site is re-opened and then review.

The following actions were completed since the last meeting:

- Clerk emailed Stephen Harrison and asked for an updated I relation to the fibre installation in the area and emailed all Parish Councillors with the update that was received.
- Clerk contacted the PCSO in relation to the recent road traffic accidents at the Junction of Wood Lane and Willington Lane and the PCSO was not aware of these.
- The Clerk circulated the agent contact details that assisted in the production of the Neighbourhood Plan around the Parish Councillors following the last meeting.
- Clerk wrote to 50p Shop to see if they would be interested in having an accessible defibrillator installed on their site.

Clerk has sought three quotes from local electricians in relation to the installation of the defibrillator:-

Badrock Electricals – declined to quote.

Max Woodcock Ltd – quoted £350 excluding VAT

Barlows UK Ltd – quoted £189.20 excluding VAT

ACTION: Request Barlows UK Ltd to undertake the work.

- Clerk invited the PCSO to the April Parish Council meeting – unfortunately he sent his apologies as he was on annual leave.
- Clerk contacted the Planning Department to ask why they were not consulted upon in relation to a recent LDC application – CWaC confirmed back that the “proposed” LDC application - they are not required to carry out any consultations. They only have to notify the Ward Councillors in relation to them. We do consult Parish Councils on “existing” LDC apps but not “proposed” ones.
- **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 had been received from CWaC and responses submitted: -

24/00032/FUL – Aviva Cottage, Willington Road, Duddon CW6 0UG – Extension to garage/playroom – the Parish Council **supported** this application.

24/00151/FUL – 1 Hoofield Cottages, Hoofield Lane, Huxley CW3 9BL – Erection of building for storage or agricultural equipment the Parish Council submitted a response **objecting** to this application due to it not meeting the D1 of the neighbourhood plan and the application details submitted with very basic.

24/00116/LBC – The Shay, 2 Yew Tree Farm Barn, Duddon Road, Clotton CW6 0EH – Installation of retractable awning fitting under the eaves to the rear elevation – the Parish Council agreed to not submit a response as this would not have needed planning consent except for the fact the building was listed.

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

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 – **approved**.

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

23/03423/LDC – The Riddings, Willington Road, Duddon 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 – **approved**.

23/03634/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 replaced with extension - **approved**.

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 – **decided**.

24/00032/FUL – Aviva Cottage, Willington Road, Duddon CW6 0UG – Extension to garage/playroom – **approved**.

Cllr Roberts highlighted the need for the Parish Councillors to respond to all applications that are circulated.

One resident left the meeting.

AUDIT

Summary of Accounts for 2023-24

05. **RESOLVED** to accept the summary of accounts for the year 2023-24.

Certificate of Exemption

06. **RESOLVED** that the Council wish to certify themselves as exempt from a limited assurance review.

Annual Internal Audit Report

The council noted the report dated 3rd April 2024 from the Internal Auditor.

Annual Governance Statement

07. **RESOLVED** that the Council agree to all points on the Governance Statement, Section 1 of the Annual Governance and Accountability Return (AGAR) 2023-24.

Accounting Statement

08. **RESOLVED** that the Council agree the accounting statement of the AGAR 2023-24.

Notice of Public Rights

09. **RESOLVED** that the Council accept the signing of the Notice of Public Rights.

ACCOUNTS

Note Internal Auditor Report and Recommendations

10. **RESOLVED**: The comments from the Internal Auditor were received and the actions/comments from Clerk noted as listed below:-

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 – *sorry I do have an invoice for the SLCC subs not sure why it was not attached to the expenses form.*

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 – *I will ensure the VAT is added to the invoice in future.*

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 – *I will look into this.*

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. – *the Clerk has amended accordingly.*

5. The Asset Register shows the Defibrillator as having cost £1500. The Cash Book, supported by the Invoice, shows outlay of £750. – *the cost of the defibrillator was match funded by the organisation we purchased it from therefore that is why the asset register says the cost of it was £1500 but the cash book only support an outlay of £750. The Clerk confirmed she had amended the Asset Register to show £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). – *noted and amended.*

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) – *noted.*

Payments approved for payment in between meetings

11. **RESOLVED** to approve the payments of the following items in between meetings for 2024-25 in line with budget: -

Clerk’s Salary, HMRC Tax Payments, Mileage, Training, Internal Audit fees, Payroll Services, Website Fees, Room Hire Costs, Planter Maintenance, CHALC Subscription fees, Other Subscription Fees, Data Protection Fees, Admin costs, Post and Stationery costs and Office Allowance.

Insurance

ACTION: It was agreed to seek three insurance quotes to cover insurance for 2024-25.

Direct Debits

12. **RESOLVED** to continue to make payments to the ICO by Direct Debit.

CHALC Membership

13. **RESOLVED** to approve the payment of the CHALC membership for 2024-25 at a cost of £133.57

Income and Payments since the last meeting

14. **RESOLVED** - To note the income received of:

| 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 |
| 09/04/2024 | Bank | £7.97 | £0.00 | £7.97 | Bank Interest |
| 08/03/2024 | HMRC VAT | £753.88 | £0.00 | £753.88 | VAT Rebate |

15. **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 |
|------------|--|------------|--------|--------------|-----------------------------------|
| 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 & District Memorial Hall | £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 | £135.66 | Annual Subscription |
| | Shires Accountancy | £58.50 | £11.70 | £70.20 | Payroll Processing for Month(s) 01 to 06 of tax year 2024/25 |
| | Mrs T Ryall-Harvey | 143.34 | 8.51 | £151.85 | Clerk's Expenses |
| | HMRC PAYE | £67.20 | £0.00 | £67.20 | HMRC Tax Month 1 |

PARISH COUNCIL MATTERS

Roles and Responsibilities

16. **RESOLVED** to approve the roles that the following Parish Councillors had responsibility for 2024-25:-

- Cheque signatories – Cllr J Nicholas, Cllr G Bibby
- Communications & Events – Cllr D Roberts
- Duddon CWM Hall – Cllr J Nicholas & Cllr D Roberts
- Footpaths, Footways, Pavements & Bridleways – Cllr C Kinsey
- Highways Matters & A51 – All Councillors
- Environment & Litter Picking –Cllr G Bibby
- Planning – Cllr G Bibby
- Public Transport – Cllr R Roberts
- Tarvin Educational Foundation – Cllr J Nicholas

Policies

17. **RESOLVED** to adopt the amended Training and Development Policy and review again in May 2025.

18. **RESOLVED** to adopt the amended Complaints Procedures and review again in May 2025.

19. **RESOLVED** to adopted all other policies for 2024 as is and review again in May 2025.

Annual Report for 2023-24

20. **RESOLVED** to adopt the Annual Report as circulated at the meeting for 2023-24.

ACTION: put on website.

Dates of Meeting for 2023-24

21. **RESOLVED** to accept the meetings schedule as listed below: -

Thursday 25th 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 (First) Meeting

Parish Council Planter for Clotton

It was reported that following The Bull Head in Clotton recently being taken over by a new landlord the Planter that had been situated on site had been removed. Parish Councillors sought a suitable location for the planter to be put. It was suggested that it could be located on the CWAC green space opposite Iddenshall.

ACTION: Clerk to investigate and submit a Street Furniture Licence.

CHESHIRE WEST AND CHESTER COUNCIL

Highways

It was reported that since the last meeting new items had been reported to CWaC, one had since been resolved and the other was awaiting investigation.

It was reported that a new pothole on Corkscrew Lane had been report – reference HW605639698.

It was also reported that the ‘Corkscrew Lane’ street name plate had now been re-installed at the end of Huxley end of Corkscrew Lane.

Traffic Assessment on Corkscrew Lane

Noted and it was agreed that the Parish Council should continue to report the potholes and the poor condition of the road.

Withdrawal of Community Bus Services

Cllr Roberts reported that CWaC had cancelled the Community Bus Service last October without consultation.

ACTION: Cllr Lush undertook to raise with CWaC.

Road Repair Priorities

Cllr Roberts sought clarification as to what the CWaC Highways priorities were and how they decide their resurfacing and reworks schedule. Cllr Roberts is struggling to understand the logic of resurfacing 1.5 miles of Leadgate Lane that is a dead-end.

It was reported that a resident had been issued a letter from CWaC seeking the removal of 5 mature Oak Trees along the A51.

ACTION: Cllr Nicholas undertook to get a copy of the letter.

ACTION: Clerk to write to CWaC to seek clarification about their thinking.

Cllr Ted Lush left the meeting.

Cinders Lane Flooding meeting – discussed under Public Participation.

Dates that the resident was available for a meeting with CWaC included:-22nd, 24th, 25th, 29th, 30th April.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Thursday 25th July 2024 at 7.00pm in Duddon, Clotton and District Memorial Hall.

Signed Dated

Meeting finished 20.06

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 Tarpoley 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. | Approved |
| Wed 03 Apr 2024 | 24/00969/FUL | Galloway Cottage High Street Clotton Tarpoley CW6 0EG | Creation of a new drive and road access of the A51 at Galloway Cottage to reinstate a former driveway that previously served Galloway Cottage and permanently close off the existing driveway. | Neutral - however they would support it if suitable planting is carried out on the existing driveway when blocked | |
| Wed 15 May 2024 | 24/01395/FUL | Rose Cottage Hoofield Road Huxley Chester CH3 9BL | Erection of a semi-detached shed (retrospective) | | |

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
 15/07/2023

Clotton and Hoofield Parish Council

OUT-TURN 2024-25

15/07/2024

| Budget Element | Calc. % | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | 2024-25 Actual | 2024-25 Budget | Variance |
|--|---------|--------------|------------|------------|------------|------------|--------------|------------|------------|------------|------------|--------------|------------|----------------|----------------|-------------|
| EXPENDITURE | | | | | | | | | | | | | | | | |
| People | | | | | | | | | | | | | | 4,122 | 4,120 | 2 |
| Clerk & HMRC | | 336 | 336 | 269 | 404 | 336 | 336 | 336 | 354 | 354 | 354 | 354 | 354 | | | |
| Professional service | | | | | | | | | | | | | | | | |
| Insurance | | | 241 | | | | | | | | | | | 241 | 750 | -509 |
| Internal Audit | | 48 | | | | | | | | | | | | 48 | 50 | -3 |
| Payroll Services | | 70 | | | | | 109 | | | | | | | 179 | 182 | -3 |
| General Services | | | | | | | | | | | | | | | | |
| Website | | | | | | | 175 | | | | | | | 175 | 175 | 0 |
| Room Hire | | | | | | | | | | | | | 60 | 60 | 0 | |
| Planter Maintenance | | | | | | | | | | | | | 100 | 100 | 0 | |
| Admin & Expenses | | | | | | | | | | | | | | | | |
| CHALC Membership | | 136 | | | | | | | | | | | | 136 | 136 | 0 |
| Other memberships (NALC/SLCC/Local Council's Direct) | | | | | | 60 | | | | 50 | | | | 110 | 132 | -22 |
| Data Protection fee | | | | | | | 35 | | | | | | | 35 | 35 | 0 |
| Admin Post | | | | 21 | | | | | 0 | 30 | | | | 51 | 90 | -39 |
| Stationery | | 45 | | 8 | | | | | | | 10 | | | 83 | 80 | 3 |
| Office Allowance | | 52 | | 60 | | | | | | 56 | | | | 224 | 224 | 0 |
| Mileage | | 30 | | 50 | | | | | | 10 | | | | 119 | 70 | 49 |
| Training | | 25 | | 60 | | | | 50 | | | | | | 135 | 150 | -15 |
| Elections | | | | | | | | | | | | | | 0 | 0 | 0 |
| Projects | | | | | | | | | | | | | | | | |
| Ad Hoc Beneficial items (\$137) | | | | | | | | | | | | | 150 | 150 | 0 | |
| Community Events | | | | | | | | | | | | | | 0 | 0 | 0 |
| Planting of Wildflowers | | | | | | | | | | | | 940 | | 940 | 0 | |
| CL Projects | | | | | | | 920 | | | | | | | | | |
| General Grants & Projects | | | | | | 500 | | | | | | | | 500 | 500 | 0 |
| Inflation % | 3.00% | 0 | 0 | 0 | 0 | 13 | 20 | 21 | 12 | 11 | 16 | 39 | 17 | 149 | 233 | -84 |
| Contingency % of above | 1.50% | 0 | 0 | 0 | 0 | 13 | 20 | 10 | 6 | 5 | 8 | 19 | 9 | 91 | 133 | -42 |
| TOTAL CASH OUT | | 742 | 577 | 269 | 602 | 923 | 1,331 | 757 | 422 | 370 | 533 | 1,352 | 689 | 8,567 | 9,230 | -663 |
| RECEIPTS | | | | | | | | | | | | | | | | |
| Precept | 6735 | 7,006 | | | | | | | | | | | | 7,006 | 7,006 | 0 |
| Bank Interest | Monthly | 7.97 | 8.25 | 8.81 | 7.99 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 | 105 | 108 | 3 |
| VAT recovery | | | | | | | | | | | | | | 0 | 730 | -730 |
| Money taken from reserves | | | | | | | 920 | | | | | 470 | | 1,390 | 1,390 | 0 |
| Ward contribution | | | | | | | | | | | | | | 0 | 0 | 0 |
| TOTAL CASH IN | | 7,014 | 8 | 9 | 8 | 9 | 929 | 9 | 9 | 9 | 9 | 479 | 9 | 8,501 | 9,234 | -733 |
| Transaction Cash flow | | 6,273 | -569 | -260 | -594 | -914 | -402 | -748 | -413 | -361 | -524 | -873 | -680 | | | |
| RESERVES | | | | | | | | | | | | | | | | |
| Projected | 8706.9 | | | | | | | | | | | | | 8,707 | 8,707 | 0 |
| Grants & Projects - to be taken from reserves | | | | | | | | | | | | | | | | |
| Speed Limit Reduction | | | | | | | | | | | | | | 0 | 0 | 0 |
| Election Reserves | | 2,500 | | | | | | | | | | | | 2,500 | 2,500 | 0 |
| Portion of Precept in Reserves | | 4,817 | | | | | | | | | | | | 4,817 | 4,817 | 0 |
| Planting of Wildflowers | | 470 | | | | | | | | | | | | 470 | 470 | 0 |
| TOTAL IN RESERVES | | 8,707 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8,707 | 8,707 | 0 |

Clotton & Hoofield Parish Council Cashbook 2024-25

| 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 | | | |
| 09/04/2024 | Bank Interest | 14 | 150 | | | | | | | | | £7.97 | 7.97 | Bank Interest | |
| 16/04/2024 | CHALC | 15 | 150 | 8 | | | | -£135.66 | | | | | -135.66 | Affiliation Fees | |
| 16/04/2024 | Phil Sanders | 15 | 150 | 1 | | -£47.50 | | | | | | | -47.50 | Internal Audit | |
| 16/04/2024 | PQR Limited | 15 | 150 | 1 | | -£58.50 | | | | | -£11.70 | | -70.20 | Payroll Services for Months 01-06 | |
| 16/04/2024 | Mrs T Ryall-Harvey | 15 | 150 | 1 | | | | -£143.34 | | | -£8.51 | | -151.85 | Clerk's Expenses | |
| 18/04/2024 | CWAC | | | | | | | | | | | £7,006.00 | 7,006.00 | Precept for 2024-25 | |
| 25/04/2024 | Mrs T Ryall-Harvey | 15 | 150 | 1 | | -£269.24 | | | | | | | -269.24 | Clerk's Salary Tax Month 1 | |
| 29/04/2024 | HMRC PAYE | 15 | 150 | 1 | | -£67.20 | | | | | | | -67.20 | PAYE Payment Tax Month 1 | |
| 30/04/2024 | Barlows UK Ltd | | | | | | | | -£189.20 | | -£37.84 | | -227.04 | Installation of Defibrillator | |
| 07/05/2024 | Zurich Town & Parish Insurance | | | | | -£241.00 | | | | | | | -241.00 | Annual Insurance | |
| 09/05/2024 | Bank Interest | | | | | | | | | | | £8.25 | 8.25 | Bank Interest | |
| 25/05/2024 | Mrs T Ryall-Harvey | | | | | -£269.24 | | | | | | | -269.24 | Clerk's Salary Tax Month 2 | |
| 29/05/2024 | HMRC PAYE | | | | | -£67.20 | | | | | | | -67.20 | PAYE Payment Tax Month 2 | |
| 10/06/2024 | Bank Interest | | | | | | | | | | | £8.81 | 8.81 | Bank Interest | |
| 25/06/2024 | Mrs T Ryall-Harvey | | | | | -£269.04 | | | | | | | -269.04 | Clerk's Salary Tax Month 3 | |
| 01/07/2024 | HMRC PAYE | | | | | -£67.40 | | | | | | | -67.40 | PAYE Payment Tax Month 3 | |
| 09/07/2024 | Bank Interest | | | | | | | | | | | £7.99 | 7.99 | Bank Interest | |
| | TOTALS | | | | | -1,009.32 | -347.00 | -279.00 | -189.20 | 0.00 | -£58.05 | £7,039.02 | 5,156.45 | | |

RECONCILIATION

| | | | |
|---|-------------------|-------------------------|-------------------|
| Current Account | £5,822.66 | Year to date balance | £5,156.45 |
| Deposit Account | £7,745.97 | Balance Brought Forward | £8,412.18 |
| TOTAL | £13,568.63 | Balance | £13,568.63 |
| Less Uncleared Payments | £0.00 | | |
| Earmarked for CIL Projects | £919.72 | | |
| Earmarked for A51 Speed Limit Reduction ur | £0.00 | | |
| Ring fenced portion of precept held in reserv | £3,586.00 | | |
| Ring fenced for Wildflower Planting | £470.00 | | |
| Ring fenced for Election Costs | £2,500.00 | | |
| Earmarked for General Reserves | £1,500.00 | | |
| TOTAL | £5,062.91 | | |
| S137 limit for 2023-24 = | £3,197.46 | | |

Cashbook Prepared by: Mrs T Ryall-Harvey
Clerk
15/07/2024

Clotton Hoofield Parish Council

Bank Reconciliation to Cashbook 15th July 2024

Presented at Council Meeting - Thursday 25th July 2024

Prepared

| | |
|---------------------------|-------------------|
| Balance shown on Cashbook | £13,568.63 |
| Current Account | £5,822.66 |
| Reserves Account | £7,745.97 |
| Less: Uncleared payments | |
| TOTAL | £13,568.63 |
| Reconciliation | Yes |

TREASURERS ACCOUNT [REDACTED]
CLOTTON HOOFIELD PARISH COUNCIL

£ 5,822.66 Current balance

£5,822.66 Available funds ?

BB INST ONLINE [REDACTED]
£ 7,745.97 Balance

May 2024



LLOYDS BANK

Lloyds Bank plc
Business and Commercial Banking
PO Box 1000
BX1 1LT

Mrs T Ryall-Harvey -
Clotton Hoofield Parish Council



01/999 /00493/00158248

Your business wouldn't be covered by the FSCS if financial firms fail

Dear Mrs Ryall-Harvey

As you have business accounts with us, I wanted to let you know that we believe the Financial Services Compensation Scheme (FSCS) wouldn't protect the money you have in them, should we ever go out of business. Based on a recent review of the information we hold, your business falls under one or more of its exclusions.

Take a look at the FSCS's exclusions list

Please read the enclosed information sheet and the 'Exclusions List'. You can also find out more at www.fscs.org.uk and if you have any questions just let us know, we're here to help.

A reminder about how the Scheme works

The Scheme is an independent organisation set up by the government. They can step in and refund up to £85,000 to eligible customers who hold money in a UK-authorized bank, building society or credit union that goes out of business.

Yours sincerely

John Ramage
Managing Director, BCB Accounts and Deposits

To know more:

- Take a look at the information sheet with this letter
- Go to www.fscs.org.uk

Any questions:

- 🔄 Contact us in the usual way.

FINANCIAL SERVICES COMPENSATION SCHEME INFORMATION SHEET



Protected

Basic information about the protection of your eligible deposits

| | |
|---|--|
| Eligible deposits in Lloyds Bank plc are protected by: | The Financial Services Compensation Scheme ("FSCS") ¹ |
| Limit of protection: | £85,000 per depositor per bank ² The following trading names are part of your bank: Lloyds Bank, Mayfair Private Banking, Lloyds Bank Private Banking, Lloyds Bank 360, MBNA and Scottish Widows Bank. Some savings accounts under the Charities Aid Foundation brand name are also deposits with Lloyds Bank plc. |
| If you have more eligible deposits at the same bank: | All your eligible deposits at the same bank are "aggregated" and the total is subject to the limit of £85,000 ² |
| If you have a joint account with other person(s): | The limit of £85,000 applies to each depositor separately ³ |
| Reimbursement period in case of bank's failure: | 20 working days ⁴ |
| Currency of reimbursement: | Pound sterling (GBP, £) |
| To contact Lloyds Bank plc for enquiries relating to your account: | You can visit one of our branches, call us, go online or write to us at the address below: 25 Gresham Street, London, EC2V 7HN |
| To contact the FSCS for further information on compensation: | Financial Services Compensation Scheme, 10th Floor Beaufort House, 15 St Botolph Street, London, EC3A 7QU Tel: 0800 678 1100 or 020 7741 4100 Email: ICT@fscs.org.uk |
| More information: | http://www.fscs.org.uk |

Additional Information

¹ Scheme responsible for the protection of your eligible deposit

Your eligible deposit is covered by a statutory Deposit Guarantee Scheme. If insolvency of your bank should occur, your eligible deposits would be repaid up to £85,000 by the Deposit Guarantee Scheme.

² General limit of protection

If a covered deposit is unavailable because a bank is unable to meet its financial obligations, depositors are repaid by a Deposit Guarantee Scheme. This repayment covers a maximum of £85,000 per bank. This means that all eligible deposits at the same bank are added up in order to determine the coverage level. If, for instance a depositor holds a savings account with £80,000 and a current account with £20,000, he or she will only be repaid £85,000.

This method will also be applied if a bank operates under different trading names. Lloyds Bank plc also trades under those trading names detailed above. This means that all eligible deposits with one or more of these trading names are in total covered up to £85,000.

In some cases eligible deposits which are categorised as "temporary high balances" are protected above £85,000 for six months after the amount has been credited or from the moment when such eligible deposits become legally transferable. These are eligible deposits connected with certain events including:

- Certain transactions relating to the depositor's current or prospective only or main residence or dwelling;
- A death, or the depositor's marriage or civil partnership, divorce, retirement, dismissal, redundancy or invalidity;
- The payment to the depositor of insurance benefits or compensation for criminal injuries or wrongful conviction.

More information can be obtained under <http://www.fscs.org.uk>

continued overleaf...

Income received since the last meeting

| Date | Received From | Net Amount | VAT | Gross Amount | Comment |
|------------|---------------|------------|-------|--------------|-------------------|
| 18/04/2024 | CWaC | £7,006.00 | £0.00 | £7,006.00 | Precept 2024-2025 |
| 09/05/2024 | Bank | £8.25 | £0.00 | £8.25 | Bank Interest |
| 10/06/2024 | Bank | £8.81 | £0.00 | £8.81 | Bank Interest |
| 09/07/2024 | Bank | £7.99 | £0.00 | £7.99 | Bank Interest |

Payments made since the last meeting - for approval

| Date | Payable to | Net Amount | VAT | Gross Amount | Comment |
|------------|--------------------|------------|--------|--------------|---------------------------------|
| 30/04/2024 | Barlows UK Ltd | £189.20 | £37.84 | £227.04 | Installation of Defibrillator |
| 07/05/2024 | Zurich Insurance | £241.00 | £0.00 | £241.00 | Annual Parish Council Insurance |
| 25/05/2024 | Mrs T Ryall-Harvey | £269.24 | £0.00 | £269.24 | Salary Tax Month 2 |
| 29/05/2024 | HMRC PAYE | £67.20 | £0.00 | £67.20 | HMRC Tax Month 2 |
| 25/06/2024 | Mrs T Ryall-Harvey | £269.24 | £0.00 | £269.24 | Salary Tax Month 3 |
| 01/07/2024 | HMRC PAYE | £67.20 | £0.00 | £67.20 | HMRC Tax Month 3 |

Payments not yet made - for approval

| Date | Payable to | Net Amount | VAT | Gross Amount | Comment |
|------|--------------------|------------|--------|--------------|--|
| | Mrs T Ryall-Harvey | £269.04 | £0.00 | £269.04 | Salary Tax Month 4 |
| | HMRC PAYE | £67.40 | £0.00 | £67.40 | HMRC Tax Month 4 |
| | Mrs T Ryall-Harvey | £186.81 | £11.32 | £198.13 | Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc |



Clotton Hoofield Parish Council Financial Regulation 2024

Contents

| | |
|--|----|
| 1. General..... | 2 |
| 2. Risk management and internal control..... | 3 |
| 3. Accounts and audit..... | 3 |
| 4. Budget and precept..... | 5 |
| 5. Procurement..... | 5 |
| 6. Banking and payments | 7 |
| 7. Electronic payments | 9 |
| 8. Cheque payments | 10 |
| 9. Payment cards | 10 |
| 10. Petty Cash | 10 |
| 11. Payment of salaries and allowances | 10 |
| 12. Loans and investments..... | 11 |
| 13. Income..... | 11 |
| 14. Payments under contracts for building or other construction works..... | 13 |
| 15. Stores and equipment..... | 13 |
| 16. Assets, properties and estates | 13 |
| 17. Insurance | 14 |
| 18. Charities | 14 |
| 19. Suspension and revision of Financial Regulations..... | 14 |
| Appendix 1 - Tender process | 15 |

These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**

- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by [the council] and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform the Council of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.
- 4.6. The draft budget and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation (“the Legislation”), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be

delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed annually for security and efficiency.

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council, unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments {only} in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, where the due date for payment is before the next scheduled meeting of the council, where the Clerk certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to an authorised signatory.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. One councillor who is an authorised signatory shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and included within the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to [the council] at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two signatories, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council {or relevant committee}.

- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made at least annually at the end of the financial year.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. Charities

- 18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

19. Suspension and revision of Financial Regulations

- 19.1. The council shall review these Financial Regulations [annually] and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 – Financial Controls & Procurement and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Issues raised with CWaC

Last Updated 15/07/2024

| Date | Log No | Location | Fault type: | Description | Action Taken by CWaC |
|------------|-------------|------------------------------|----------------------------------|---|--|
| 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 |
| 22/01/2024 | HW579573084 | Corkscrew Lane | Highway maintenance - Pothole | Pot holes in road - Opposite the Spinney | We have undertaken an assessment in response to your enquiry. At the time of the assessment, and in line with our safety code of practice, no safety related concerns were identified |
| 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. |
| 14/04/2024 | HW605639698 | Corkscrew Lane/Hoofield Lane | Highway maintenance - Pothole | Pot holes in road | Our investigation has been completed and work has been scheduled. Work is prioritised according to risk. |
| 19/05/2024 | HW607324167 | High Street, Clotton | Sign - Sign Damaged | Speed Limit sign obscured | 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. |
| 19/05/2024 | HW607322021 | High Street, Clotton | Sign - Sign Damaged | Speed Limit sign obscured | 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. |
| 20/05/2024 | HW616026834 | High Street, Clotton | Sign - Sign Damaged | Speed Limit sign obscured | Your enquiry has been allocated to our StreetCare Team for assessment. You will receive an update within 10 working days. Enquiries requiring urgent attention will be prioritised. |
| 21/05/2024 | HW616345641 | Hoofield Lane | Highway maintenance - Tree/Hedge | Over grown hedges - near to junction of Hoofield lane corkscrew lane junction | Assessment Completed - No Action Required |
| 10/06/2024 | HW621542543 | Hoofield Lane | Road Closure Signs | Road Closure signs need collecting from Hoofield Lane | Our investigation has been completed and work has been scheduled. Work is prioritised according to risk. |
| 10/06/2024 | HW621545154 | Corkscrew Lane/Hoofield Lane | Highway Maintenance | Faded give way at the junction - re-reported following the pothole repairs that had been undertaken and only part of the junction re-painted. | A job has already been raised and I have asked that this is progressed in our next batch of lining. It is specified in our contract that any lining be reinstated where defects are repaired by maintenance crews, hence only certain lining being reinstated following recent patching works. |

CLOTTON HOOFIELD PARISH COUNCIL



Meeting: Thursday 25th April 2024

Location: Clotton (Cinders Lane, Willington Lane) Hoofield (Corkscrew Lane)

In attendance: Maria Roberts - LLFA

Lewis - LLFA

Stuart Bateman – CWaC Highways

Ted Lush – Ward Councillor

Geoffrey Bibby – Parish Councillor

Richard Roberts – Parish Councillor

Julie Griffiths - Resident

Paul Griffiths- Resident

Trudy Ryall-Harvey – Clerk to the Parish Council

Clotton - Willington Lane & Cinders Lane

Actions:

- Maria Roberts undertook to review the drainage plans for the fields off Willington Lane and ensure the water run off was being directed appropriately.
- Maria Roberts agreed to undertake land registry searches for fields off Cinders Lane; identify ownership; then make the appropriate contact and request ditches and land drains are cleared and in good working order.
- Stuart Bateman to see if it is possible to extend the kerbstones along Cinders Lane outside of the Griffith's property along past the brick-built sheds.
- Stuart Bateman to ask the resident who has planted a hedge at the other end of Cinders Lane to cut it back by 1 meter.
- Stuart Bateman to report the gully /drain that needs cleaning on Cinders Lane.
- Stuart Bateman to clean the debris and grass/mud from around the gully on Willington Lane opposite the junction of Cinders Lane as currently water is not flowing into the gully and continuing along the road.

Hoofield (Corkscrew Lane)

Actions:-

- Maria Roberts to review land registry searches for ownership details of the fields along the Waterless Brook and request that the ditches and land drains are clear and able to flow.
- Maria Roberts to review the ditches along towards the 50p shop which maybe blocked by debris following a scrapyard being located close by and dumping items into the ditch/brook.
- Stuart Bateman to review all gullies to ensure that they are clear and flowing.