

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 Tuesday 22nd April 2025 to be held in Duddon, Clotton and District Memorial Hall, which will directly follow on from the Parish Meeting scheduled to start at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk

15/04/2025

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 2025-26		Chair
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.	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. 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
6.	CORRESPONDENCE	Any other correspondence received following Agenda being circulated.	All
7.	MINUTES	To approve the minutes of the Parish Council meeting held on 21 st Jan 25.	Chair
8.	ACTIONS	To note actions list and receive verbal updates on any items not otherwise on the agenda.	Chair
9.	PLANNING	To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters.	GB
10.	AUDIT	<ul style="list-style-type: none"> - To accept a summary for the year 2024-25. - To accept and approve the signing of the Certification of Exemption - To accept the Annual Internal Audit Report - To review and complete the Annual Governance Statement - To review and approve the signing of the Accounting Statement - To approve the signing of the Exercise of Public Rights 	
11.	ACCOUNTS	<ol style="list-style-type: none"> 1. To review and note the Internal Auditor Report and Recommendations. 2. To approve payments that can be made between meetings for the period April 2025 to March 2026. 3. To approve the payment of the Parish Council Insurance 4. To approve the Payroll Provider for 2025-26. 5. To approve the payment of items by Direct Debit 6. To approve Income and Payments since last meeting. 	Clerk Clerk Clerk Clerk Clerk
12.	PARISH COUNCIL MATTERS	<ol style="list-style-type: none"> 1. To review and agree roles and responsibilities for 2025-26. 2. Policies – to review the schedule of policies and agree if they can be carried forward or if any require amendment/review. 3. Annual Report – to review and adopt the draft annual report. 4. To approve the Asset Register was accurate at 31st March 2025 5. To approve the Risk Assessment dated 31st March 2025 6. To review the proposed Siding Project quotes by CWaC and agree if the Parish Council wishes to proceed with this scheme. 7. Dates of Meetings for 2025-26 - to agree the draft schedule of meetings 	Clerk Clerk Chair Clerk Clerk Clerk

	DATE OF NEXT MEETING	To be agreed.
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MEETING OF CLOTTON HOOFIELD PARISH COUNCIL

Tuesday 21st January 2025 at 7.00pm

at Huxley Village Hall

MINUTES

PRESENT

Cllr G Bibby, Cllr C Kinsey (Chair), Cllr R Roberts, Cllr J Nicholas.

Cllr T Cooper (Ward Councillor)

Clerk: Mrs T Ryall-Harvey

Public – 0

APOLOGIES – Apologies were received and accepted from Cllr D Roberts and Cllr E Lush (Ward Councillor) due to previous 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.

PUBLIC PARTICIPATION

Cllr Cooper outlined the current devolution programme and reported that should government agree to the proposal then the first election was being proposed for May 2026.

Cllr Cooper reported that the Council's budget was being set at the next Full Council Meeting and he would report back any items of significance.

Cllr Cooper highlighted that Cheshire West and Chester Council had been issued a very large increase in housing targets and that this could have consequences for neighbouring villages such as Tattenhall, Kelsall and Tarvin.

Cllr Cooper reported that he still had £400 available from his Ward Members money for 2024 that needed to be applied for by the end of January. The Parish Council thought that the cleaning of footpaths outside of the Iddenshall Hall Nursing Home and from the Bulls Head towards Duddon was a significant project that would benefit the whole community if it were to be undertaken, therefore the grant funding should be sought towards this purpose.

ACTION: Clerk to submit ward member grant application.

Clerk to obtain quote for cleaning of footpaths.

Cllr Cooper reported that following his residents survey that had been undertaken for those residents who live on the A51 in Duddon and Clotton, he was pleased to report that approximately 20% of residents contacted responded. Cllr Cooper hoped to share the results of the survey with the Parish Council prior to their next meeting.

Cllr R Roberts joined the meeting.

CORRESPONDENCE

It was reported that a new Police Beat Manager had taken office, Steve Harrison. The Parish Council looked forward to meeting him in the future.

The information received regarding the Cheshire East, Cheshire West and Warrington Councils proposal to Government for the consideration of a devolution priority programme was noted.

The update on the 5 communities fibre to the premises upgrade was reported to be 100% complete. The Parish Council welcomed this.

The Cheshire West and Chester Council's Public Space Protection Order Consultation was noted and it was agreed that the Parish Council did not wish to submit a response.

It was noted that the Police Crime Commissioner, Dan Price, had invited CWaC Borough, Town and Parish Councils to a meeting on 22nd January and Parish Councillors were asked to consider if they wished to attend. It was agreed that no-one wishes to attend this meeting on the Parish Council's behalf.

MINUTES

RESOLVED 20/032: that the Minutes of the Parish Council Meeting held on 21st October 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 – wait until the site is re-opened and then review.
- Planter for Clotton to be sited in the approved location.

The following actions were completed since the last meeting:

- The Clerk had emailed the resident the CWaC LLFA email address
- The Clerk had emailed CWaC Highways about the hedge at the top of Cinders Lane meeting Wood Lane/Willington Road as this still had not been cut back to try to get this escalated.
- Clerk applied for grant funding from the Police Crime Commissioner for a portable SID – PCC is not supporting the funding of SID via this grant process.
- Residents Voice – Put on Facebook
- Crime Stats for Rural Areas
- Cllr Kinsey to speak owners of College Farm about clearing ditches.
- Clerk emailed offering sandbags to residents.
- Clerk confirmed gullies were schedule to be cleared on Corkscrew Lane in February 2025.
- Clerk had escalated to CWaC LLFA Officer outstanding actions twice but still heard no response.
- Cllr Nicholas to request resident to forward a copy of the letter relating to the removal of 5 mature Oak Trees along the A51.

PLANNING

The Planning Register dated 14/01/2025 was circulated for Parish Councillors information.

It was noted that since the last meeting the following planning applications had been received from CWaC: - 24/03421/LBC / 24/03420/FUL – Common House Farm, Willington Lane, Clotton – Alterations to existing garage/studio to include windows and doors, front rooflights and 3 rear dormers.

24/03628/FUL – The Riddings, Willington Road, Duddon, Chester CW6 0UG – Demolition of existing dwelling and erection of replacement, two outbuildings, landscaping and hardstanding areas – the Parish Council submitted a response in **support** of this application.

24/03734/PAA – Dibbins Hey, Duddon Road, Clotton, Tarporley, CW6 0EH – Construction of an additional storey to existing dwellings – the Parish Council agreed not to respond to this application unless it goes to a full planning application.

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

24/01395/FUL – Rose Cottage, Hoofield Road, Huxley CH3 9BL – Erection of a semi-detached shed (retrospective) – it was noted that this application had been **approved** by Cheshire West and Chester Council.

RESOLVED 24/033 - Proposed that the Lead Parish Councillor for Planning forwards the comments around the councillors and if no-one makes any comments prior to the deadline then the clerk is authorised to submit the response suggested by the Lead Parish Councillor for Planning.

Visit to Solar Farm, Iddenshall Grange

It was reported that there had been no further visits to the Solar Farm at Iddenshall Grange since the last meeting, and it was agreed that a further site visit should be arrange prior to the next meeting.

ACCOUNTS

Cashbook

Cllr Bibby asked £940 towards the planting of wildflowers and the £150 for Adhoc Beneficial Items be removed from the Out-turn Report as there were no plans to spend this money in February/March.

RESOLVED 24/034 to accept the cash book and YTD summary dated 14th January 2025.

Bank Reconciliation against Cashbook YTD

RESOLVED 24/035 to approve the Bank Reconciliation as presented to the meeting dated 14th January 2025.

Implementation and backdate of the new Pay Scale Award for 1st April 2024 onwards.

It was reported that following the agreement on the new pay scales for 2024-25 to be implemented from 1 April 2024.

RESOLVED 24/036 to the agreed new pay scales for 2024-25 and this be backdated to 1st April 2024

SLCC Membership for 2025

RESOLVED 24/037 that the payment for the Clerk's membership to SLCC be approved and split between five parish council.

Income and Payments since the last meeting

RESOLVED 24/038 that the council note and accept the income and expenditure presented to the meeting for approval as set out below:

Income received since the last meeting

Date	Received From	Net Amount	VAT	Gross Amount	Comment
11/11/2024	Bank	£7.02	£0.00	£7.02	Bank Interest
09/12/2024	Bank	£5.96	£0.00	£5.96	Bank Interest
09/01/2025	Bank	£6.61	£0.00	£6.61	Bank Interest
28/10/2024	Cheshire West and Chester Council	£355.61	£0.00	£355.61	CIL Payment 2024

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/11/2024	Mrs T Ryall-Harvey	£336.80	£0.00	£336.80	Salary Tax Month 8
29/11/2024	HMRC PAYE	£84.20	£0.00	£84.20	HMRC Tax Month 8
04/12/2024	National Association of Local Councils	£50.00	£10.00	£60.00	Local Council Award Scheme Accreditation
24/12/2024	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 9
29/12/2024	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 9

Payments not yet made - for approval

Payable to	Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 10
HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 10
Mrs T Ryall-Harvey	£227.32	£23.35	£250.67	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

PARISH COUNCIL MATTERS

Budget

RESOLVED 24/039 to approve the budget for 2025-26 of £7,343 as set out below:-

Budget Element	2025-26
EXPENDITURE	
People	
Clerk & HMRC	4,368
Professional service	
Insurance	289
Internal Audit	50
Payroll Services	212
General Services	
Website	235
Room Hire	60
Planter Maintenance	100
Admin & Expenses	
CHALC Membership	140
Other memberships (NALC/SLCC/Loc	110
Data Protection fee	35
Admin	90
Post	0
Stationery	105
Office Allowance	240
Mileage	120
Training	150
Elections	0

Projects	
Ad Hoc Beneficial items (S137)	25
Community Event/Project	500
Planting of Wildflowers	0
CIL Projects	0
Street Furniture/Asset Maintenance	150
General Grants & Projects	0
Inflation %	260
Contingency % of above	105
TOTAL CASH OUT	7,343
RECEIPTS	
Precept	7,142
Bank Interest	50
VAT recovery	150
Money taken from reserves	0
Ward contribution	0
TOTAL CASH IN	7,342

Precept for 2025-26

RESOLVED 24/040 request a Precept for 2025-26 of £7,142 which is 0% increase on 2024-25 and equates to £0.00 increase on a Band D house.

Policies/Procedures for Review

RESOLVED 24/041 to adopt the revised Policies /Procedures as listed below as circulated prior to the meeting:-

Standing Orders

Complaints Procedures

Training Needs for 2025

The schedule of training organised by CHALC was circulate to all Parish Councillors for review and they were asked to inform the clerk of any training they wished to attend in 2025.

A schedule of training for the Clerk was circulated and it was **RESOLVED 24/042** unanimously that the Parish Council would contribute towards this training for 2025.

Parish Meeting.

The Clerk outlined the requirement to undertake a Parish Meeting and it was therefore agreed that this should take place on Tuesday 22nd April at 7.00pm and the Parish Council should follow immediately after the finish of the Parish Meeting.

Tarvin Educational Foundation – It was reported that the Tarvin Educational Foundation were inviting Grant Applications for 2025.

ACTION: Cllr Nicholas to double check if the application information for 2025 was available for circulating.

Parish Council's Role in the Community

Cllr Roberts was concerned that the Parish Council have regressed over the last few years and were not seen to be publishing as much information as they have previously. Following a discussion, it was therefore decided to trail adding Cllr Roberts to the administration rights of the Facebook Account to see if additional support in this area could improve the Parish Council communications.

ACTION: Add Cllr Roberts onto the Facebook.

HIGHWAYS

It was reported that the following issues had been reported to Cheshire West and Chester Council:-

HW643647253 – Corkscrew Lane – Highways Maintenance – edgeway deterioration – stretch of road between Castle View and just beyond the Spinney towards the K9 kennels.

GS652657065 – Public Right of Way – Missing Gate

SS650908693 – Huxley Lane – Hedge and shrubs – hedge opposite Corkscrew Lane junction protruding into road – *CWaC has reviewed and determined no action is required.*

HW650906990 – Burton Road – Flooding across road

HW655243445 – Corkscrew Lane – Flooding across road

HW668767322 - Corkscrew Lane – Flooding across road

HW669485098 – Tree – Debris on Road – tree fallen on Corkscrew Lane – *CWaC closed this following removing the tree.*

Flooding Issues:

Concerns was raised about the number of times Corkscrew Lane have flooded over the last 12 months.

Cllr Kinsey reported that he had also met with a number of residents along A51 on Christmas Eve to understand the flooding issues that they were having in their area.

ACTION: College Farm to Townhouse Farm – can we have the drainage details for the road along this area.

DATE OF THE NEXT MEETING

The date of the next Parish Council meeting was Tuesday 15th April 2025 at 7.00pm at Huxley Village Hall.

Signed Dated

Meeting finished 20.26

Clotton Hoofield Parish Council Planning Register 2024

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.	
Fri 06 Sep 2024	24/02669/FUL	Laburnum Cottage Cinder Lane Clotton Common Clotton Chester CW6 0UB	Partial demolition of existing dwelling, erection of two storey front and side extension, and a rear extension to existing garage. Re-render to existing, installation of metal cladding and timber cladding to extension, new doors and windows. Amendments to existing front boundary wall, and a replacement gate. External landscaping works consisting of new patio and planting beds and erection of brick boundary wall.	Not Supported Amended designs received on 25 March 2025 were supported by the Parish Council	
4 Dec 2024	24/03421/LBC	Common House Farm Willington Lane Clotton Tarporley CW6 0HQ	Alterations to existing garage/studio to include windows and doors, front rooflights, and 3 rear dormers	No response submitted	
4 Dec 2024	24/03420/FUL	Common House Farm Willington Lane Clotton Tarporley CW6 0HQ	Alterations to existing garage/studio to include windows and doors, front rooflights, and 3 rear dormers	No response submitted	Approved

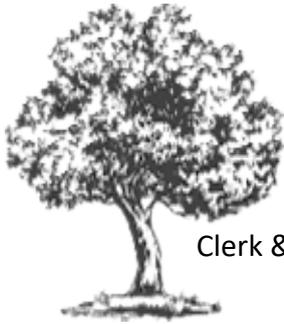
Clotton Hoofield Parish Council Planning Register 2025

3 January 2025	24/03628/FUL	The Riddings Willington Road Duddon Chester CW6 0UG	Demolition of existing dwelling and erection of replacement, two outbuildings, landscaping and hardstanding areas	Supported	
3 January 2025	24/03734/PAA	Dibbins Hey Duddon Road Clotton Tarporley CW6 0EH	Construction of an additional storey to existing dwelling	Neutral	Decided
Mon 06 Jan 2025	25/00014/AGR	Land At Hoofield Hall Hoofield Lane Huxley Chester	Steel portal framed agricultural storage building for keeping silage bales and farm machinery undercover.		Decided
Tue 11 Feb 2025	25/00379/LDC	Cadwell House Corkscrew Lane Clotton Chester CH3 9BX	Certificate of lawful use application seeking lawful confirmation of implementation of the works authorised in Planning permission 00/01291/FUL, which was for Demolition of curtilage buildings and replacement of one with brick building comprising garaging and holiday let accommodation	Parish Council did not object to this application as it was a resubmitted application that had been previously approved and lapsed..	

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses

REF - Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
13-04-2025



Clotton Hoofield Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2024 - 31st March 2025

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 2024-25

Charles Kinsey

Email: charles@kinseyfarming.co.uk

CASH BOOK

Balance brought forward	£8,412
PLUS: Receipts	£7,448
LESS: Payments	£6,228
	<hr/>
	£9,632

BANK

Lloyds Current Account	£1,833
Lloyds Deposit Account	£7,799
LESS: unpaid cheques	£0
	<hr/>
	£9,632

S137 Limit for 2024-25	£3,481
Total Spend for year	£20

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

	2023-24 £	2024-25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	11,796	8,412					
2 Precept or Rates and Levies	6,735	7,006	271	4.02%	NO		
3 Total Other Receipts	1,431	442	-989	69%	YES		Decrease of £989 due to the following:- Decreases in payments received: - £19 - Bank Interest - £856 - VAT Rebate - £470 - Kings Coronation Grant Funding TOTAL - £1,345 Increase in payments received:- + £356 - CIL Money TOTAL - £356
4 Staff Costs	4,036	4,164	128	3.17%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	7,474	2,064	-5,410	72.38%	YES		Decrease of £5,410 due to the following:- Decreases in payments made: - £271 - Professional Services - £162 - Administration - £3,665 - Projects - £750 - Projects from Reserves - £568 - VAT TOTAL - £5,417 Increase in payments made: +£7 - General Services TOTAL + £7
7 Balances Carried Forward	8,412	9,632				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	8,412	9,632				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments a	5,079	5,079	0	0.00%	NO		
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)

Clotton and Hoofield Parish Council

OUT-TURN 2024-25

01/04/2025

Budget Element	Calc. %	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	2024-25 Actual	2024-25 Budget	Variance
EXPENDITURE																
People																
Clerk & HMRC		336	336	269	67	673	336	336	421	347	347	347	347	4,164	4,120	44
Professional service			241													
Insurance														241	750	-509
Internal Audit		48												48	50	-3
Payroll Services		70					112			18				200	182	18
General Services																
Website							57	159						217	175	42
Room Hire										45				45	60	-15
Planter Maintenance										39				39	100	-61
Admin & Expenses																
CHALC Membership		136												136	136	0
Other memberships (NALC/SLCC/Local Council's Direct)						60			60					120	132	-12
Data Protection fee							35							35	35	0
Admin						21				45				70	90	-20
Post														0	0	0
Stationery		45			8					56				139	80	59
Office Allowance		52			60					52				216	224	-8
Mileage		30			50					10				129	70	59
Training		25			60					88				183	150	33
Elections														0	0	0
Projects																
Ad Hoc Beneficial Items (\$137)						20								20	150	-130
Community Events														0	0	0
Planting of Wildflowers														0	940	-940
CIL Projects		227												0	0	0
General Grants & Projects														0	500	-500
Inflation %	3.00%	0	0	0	0	0	0	0	0	0	0	0	0	0	233	-233
Contingency % of above	1.50%	0	0	0	0	0	0	0	0	0	0	0	0	0	133	-133
TOTAL CASH OUT		969	577	269	67	931	429	760	421	407	616	347	435	6,228	9,230	-3,001
RECEIPTS																
Precept	6735 4.00%	7,006												7,006	7,006	0
Bank Interest	Monthly	7.97	8.25	8.81	7.99	7.66	6.59	6.38	7.02	5.96	6.61	6.83	5.98	86	108	-22
VAT recovery														0	730	-730
Money taken from reserves														0	1,390	-1,390
Ward contribution														0	0	0
Other							356							0	0	0
TOTAL CASH IN		7,014	8	9	8	8	7	362	7	6	7	7	6	7,448	9,234	-1,786
Transaction Cash flow		6,046	-569	-260	-59	-923	-422	-398	-414	-401	-609	-340	-429			
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								
09/04/2024	Bank Interest	14	150									RECEIPTS	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	25	153									£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	25	153	3					-£189.20		-£37.84		-227.04	Installation of Defibrillator	
07/05/2024	Zurich Town & Parish Insuranc	25	153	4		-£241.00							-241.00	Annual Insurance	
09/05/2024	Bank Interest	25	153									£8.25	8.25	Bank Interest	
25/05/2024	Mrs T Ryall-Harvey	25	153	1		-£269.24							-269.24	Clerk's Salary Tax Month 2	
29/05/2024	HMRC PAYE	25	153	1		-£67.20							-67.20	PAYE Payment Tax Month 2	
10/06/2024	Bank Interest	25	153									£8.81	8.81	Bank Interest	
25/06/2024	Mrs T Ryall-Harvey	25	153	1		-£269.04							-269.04	Clerk's Salary Tax Month 3	
01/07/2024	HMRC PAYE	25	153	1		-£67.40							-67.40	PAYE Payment Tax Month 3	
09/07/2024	Bank Interest	25	153									£7.99	7.99	Bank Interest	
06/08/2024	HMRC PAYE	25	154	1		-£67.20							-67.20	PAYE Payment Tax Month 4	
06/08/2024	Mrs T Ryall-Harvey	25	154	1		-£269.24							-269.24	Clerk's Salary Tax Month 4	
06/08/2024	Mrs T Ryall-Harvey	25	154	1				-£186.81			-£11.32		-198.13	Clerk's Expenses	
09/08/2024	Bank Interest	30	157									£7.66	7.66	Bank Interest	
19/08/2024	National Association of Local C	30	157	8		-£50.00					-£10.00		-60.00	Local Council Award Scheme Regs	
25/08/2024	Mrs T Ryall-Harvey	30	157	1		-£269.04							-269.04	Clerk's Salary Tax Month 5	
29/08/2024	HMRC PAYE	30	157	1		-£67.40							-67.40	PAYE Payment Tax Month 5	
09/09/2024	Bank Interest	30	157									£6.59	6.59	Bank Interest	
13/09/2024	ICO ZA190296 (DD)	30	157	8		-£35.00							-35.00	Data Protection Subscription	
16/09/2024	Linux internet	30	157	5			-£47.88				-£9.58		-57.46	Website Cloud Hosting for 12 Mo	
25/09/2024	Mrs T Ryall-Harvey	30	157	1		-£269.24							-269.24	Clerk's Salary Tax Month 6	
29/09/2024	HMRC PAYE	30	157	1		-£67.20							-67.20	PAYE Payment Tax Month 6	
04/10/2024	One.com	30	157	5			-£132.87				-£26.57		-159.44	Annual Domain Fee	
09/10/2024	Shires Accountancy	30	157	1		-£93.50					-£18.70		-112.20	Payroll Services for Months 7-12	
09/10/2024	Bank Interest	30	157									£6.38	6.38	Bank Interest	
22/10/2024	Mrs T Ryall-Harvey	30	157	1				-£147.03			-£4.66		-151.69	Clerk's Expenses	
25/10/2024	Mrs T Ryall-Harvey	30	157	1		-£269.04							-269.04	Clerk's Salary Tax Month 7	
28/10/2024	Cheshire West and Chester	38	161								£355.61		355.61	CIL Payment 2024	
29/10/2024	HMRC PAYE	30	157	1		-£67.40							-67.40	PAYE Payment Tax Month 7	
11/11/2024	Bank Interest	38	161									£7.02	7.02	Bank Interest	
25/11/2024	Mrs T Ryall-Harvey	38	161	1		-£336.80							-336.80	Clerk's Salary Tax Month 8	
29/11/2024	HMRC PAYE	38	161	1		-£84.20							-84.20	PAYE Payment Tax Month 8	
04/12/2024	National Association of Local C	38	161	8		-£50.00					-£10.00		-60.00	Local Council Award Scheme Accr	
09/12/2024	Bank Interest	38	161									£5.96	5.96	Bank Interest	



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	Register 2024-25
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	£0

Mrs T Ryall-Harvey
Clerk,

Clotton Hoofield Parish Council

Reviewed: 01/04/2025

Next Review date: April 2026

CLOTTON HOOFIELD PARISH COUNCIL

Risk Assessment reviewed March 2025

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
	Adequacy of precept	H	Ongoing review	Diary
Other income	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 March 2025
Next reviewed March 2026

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 2024/25 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 2025, 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 2025 and a completed Certificate of Exemption is submitted no later than **30 June 2025** notifying the external auditor.

Clotton Hoofield Parish Council

certifies that during the financial year 2024/25, 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 2024/25: **£7,448** PER AMOUNT £00,000

Total annual gross expenditure for the authority 2024/25: **£6,228** PER 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 2021
- In relation to the preceding financial year (2023/24), 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 2025.

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

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	DD/MM/YYYY		DD/MM/YYYY
Signed by Chair	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	DD/MM/YYYY	MINUTE REFERENCE	
Generic email address of Authority	Telephone number		
clerk.clottonhoofieldpc@gmail.com <small>GENERIC EMAIL ADDRESS</small>	07784 486 767 <small>NUMBER</small>		

*Published web address

https://www.clottonhoofieldparishcouncil.co.uk/ 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 2025. Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2024/25

Clotton Hoofield Parish Council

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

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
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

03/04/2025 DD 04/04/2025 DDMMYYYY

[Redacted Name] ICAI/ICAEW

Signature of person who carried out the internal audit

[Redacted Signature]

Date 04/04/2025

*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 2024/25

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 2025, 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
			<i>has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.</i>

*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
	<input type="checkbox"/>	<input type="checkbox"/>

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

Section 2 – Accounting Statements 2024/25 for

Clotton Hoofield Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	11,756	8,412	<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	6,735	7,006	<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	1,431	442	<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	4,036	4,164	<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	7,474	2,064	<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	8,412	9,632	<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	8,412	9,632	<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	5,079	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 2025 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 2025

**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 Monday 2nd June 2025(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 2025, these documents will be available on reasonable notice by application to:</p> <p>(b) Mrs T Ryall-Harvey, Clerk & RFO Contact No: 07784 486 767 Email: Clerk.clottonhoofieldpc@gmail.com</p> <p>commencing on (c) Tuesday 3 June 2025</p> <p>and ending on (d) Monday 14 July 2025</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 1-14 July 2025 for 2024/25 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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From: phil.sanders@sky.com
Sent: 03 April 2025 08:29
To: clerk.clottonhoofieldpc@gmail.com
Subject: INTERNAL AUDIT 24/25

Hello Trudy.

Audit is complete - very tidy.

A few observations/comments:-

1. £60 payment to NALC on 19/8 (Inv 21). VAT has been reclaimed but you do not have a VAT Invoice, just a Statement. In view of the amount involved do not adjust.
2. Payment on 4/10 to One.com for £159.44 (Inv 29). There is another Invoice attached in the sum of £217.04 - is this outstanding?
3. One small amount of VAT was not reclaimed relating to Clerk's Expenses- 62p for paper (Inv 46). In view of the small amount involved do not adjust.
4. The Clerk is paying up front for some sizeable items e.g. Training Course Fees. Can these be paid for at source by the PC?
5. The Out-Turn Spreadsheet for 24/25 shows incorrect totals for actual Expenditure and Income. You may wish to revisit.
6. Please ensure that all payments made after 1/25 are noted in the 4/25 Meeting Minutes. I have marked the relevant payments with an "X" on the Cash Book Spreadsheet.
7. During the 4/25 Meeting please seek confirmation that the Fixed Asset Register and Risk Assessment Document were correct as at 31/3/25. This should be noted accordingly in the Minutes.
8. As you commented yourself, the Clerk's E-mail should be changed to correspond with the web site address - clerk@clottonhoofieldparishcouncil.co.uk. This is much more secure than using gmail and it appears more professional.

I hope the above helps.

As requested, I will post the AGAR back to you along with a copy of this e-mail and my Invoice (2.5 hours at £19ph - £47.50)

Regards.

PHIL SANDERS

Items approved for payment in between meetings:-

	Budget
Staff Expenses (Salary & HMRC Payment)	£4,367.60
Mileage	£120.00
Training	£150.00
Internal Audit	£50.00
Payroll	£212.00
Website	£235.00
Room Hire	£60.00
Planter Maintenance	£100.00
CHALC Membership	£139.58
Other memberships	£110.00
Data Protection fee	£35.00
Admin	£90.00
Post	£0.00
Stationery	£105.00
Office Allowance	£240.00

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	Gross Amount	Comment
09/01/2025	Bank	£6.61	Bank Interest
09/02/2025	Bank	£6.83	Bank Interest
10/03/2025	Bank	£5.98	Bank Interest
09/04/2025	Bank	£6.41	Bank Interest
07/04/2025	Cheshire West and Chester Council	£7,142.00	Parish Precept
08/04/2025	HMRC VTR	£175.23	VAT Rebate for 2023-24

Payments made since the last meeting - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
25/02/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 11
28/02/2025	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 11
18/03/2025	Service Charge	£4.25	£0.00	£4.25	Bank Service Charge
19/03/2025	Duddon, Clotton & D	£45.00	£0.00	£45.00	Room hire for three PC mtgs
20/03/2025	Mrs J Nicholls	£32.60	£6.52	£39.12	Plants for Planter in Clotton
25/03/2025	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 12
25/03/2025	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 12

Payments not yet made - for approval

Date	Payable to	Net Amount	VAT	Gross Amount	Comment
	Mrs T Ryall-Harvey	£277.61	£0.00	£277.61	Salary Tax Month 1
	HMRC PAYE	£69.40	£0.00	£69.40	HMRC Tax Month 1
	Phil Sanders	£47.50	£0.00	£47.50	Internal Audit Fees
	CHALC	£139.23	£0.00	£139.23	Affiliation Fees 2025-26
	Mrs T Ryall-Harvey	£101.85	£0.76	£102.61	Clerk's Expenses - including contribution to mobile phone, office allowance, training, stationery, mileage etc

CLOTTON HOOFIELD PARISH COUNCIL



COUNCILLOR – LEAD/DUTIES/ROLES/RESPONSIBILITIES

Lead members for the year 2025-26:-

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 – Cllr R Roberts

Local Public Transport Provision – Cllr R Roberts

* Planning – All Councillors

** Tarvin Educational Foundation – Cllr J Nicholas

Training - Clerk

Facebook & Twitter – Clerk & Cllr R Roberts

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
Bullying & Harassment Policy			
Disciplinary Procedure	23-01-20	May 2024	May 2025
Financial Regulations	25-07-2024		Jul-2026
Grievance Procedure	23-01-20	May 2024	May 2025
Standing Orders – new update available now!	Jan 2025		Jan 2027
Councillor Lead – Duty Protocols	09-07-18	May 2024	May 2025
Information & Data Protection Policy	16-05-2022	May 2024	May 2025
Complaints Procedure	Jan 2025		Jan 2027
Reserves Policy	21-05-2020	May 2024	May 2025
Privacy Policy	21-05-2020	May 2024	May 2025
Code of Conduct	21-05-2020	May 2024	May 2025
Accessibility Policy	21-09-2020	May 2024	May 2025
Noticeboard Policy	21-09-2020	May 2024	May 2025
Publications Scheme	15-11-2021	May 2024	May 2025
Communications Protocols	17-01-2022	May 2024	May 2025
Training and Development Policy	Aug 2024		Aug 2027
Staff Absence Policy			
Subject Access Request Policy	16-07-2020	May 2024	May 2025



CLOTTON HOOFIELD PARISH COUNCIL

Annual Report April 2024 – March 2025

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 2024/25

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. Ten 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),
 - Two were given a Neutral response (i.e. no material impact as per the NP or general planning considerations)
 - Two application was not supported due to the impact on the Neighbourhood Plan,
 - Three applications the Parish Council had not comments to make on due to the nature of that application.
 - 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. The PC has organised and attended several meetings with LLFA and Highways on flooding concerns in the area, the Parish Council is waiting on Cheshire West and Chester Council to undertake the agreed actions to see if this has a positive outcome.
6. The PC has undertaken two site visits within 2024 to the Solar Farm at Iddenshall Grange to meet the company who is installing the solar panels and understand the process they are undertaking and review its progress.
7. Highways issues have been a constant challenge throughout the year. The key actions have been /are
 - Working with CWaC and reported to them on flooding of roads within the Parish, to include Corkscrew Lane and A51 where a number of houses were also affected by flooded due to the weather conditions.
 - 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.
 - The general poor road conditions of several country roads within the Parish and in particular Corkscrew Lane.
8. The PC applied for match-funding and was successful in receiving funding towards the purchase of the Defibrillator which has been installed at the 50p Shop in Hoofield, the Parish Council are looking for suitable locations in Clotton to have a similar Defibrillator installed.

9. The Parish Council applied for and was awarded it's bronze award from the National Association of Local Councils, achieving this award necessitates the council demonstrating that it possesses the necessary documentation and information to operate lawfully and in accordance with established practices. Furthermore, the council has policies in place for training its councillors and officers, laying the groundwork for future improvement and development initiatives.

Financial Performance

The Precept for the year 2024-25 was set at £7,006 this was an increase of 4%, which represented an increase of £1.68 per Band D household, increasing the funding from CWaC and thus indirectly from residents.

The Precept for 2025-26 has been set at £7,142 which is a 0% increase.

Council Attendance 2024-25

Clotton Hoofield Parish Council held 4 parish council meetings between May 2024 and April 2025.

Each Parish Council meeting was quorate with one Parish Council meeting when all five Parish Councillors attended and three meetings when four Parish Councillors attended.

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

CW&C Councillor Tom Cooper attended 3 of the Council meetings having sent his apologies for the October meeting.

Over the year 5 member of the public attended council meetings and the PCSO attended one meeting.

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 HOOFFIELD 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	Register 2024-25
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	£0

Mrs T Ryall-Harvey
Clerk,

Clotton Hoofield Parish Council

Reviewed: 01/04/2025

Next Review date: April 2026

CLOTTON HOOFIELD PARISH COUNCIL

Risk Assessment reviewed March 2025

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
	Adequacy of precept	H	Ongoing review	Diary
Other income	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 March 2025
Next reviewed March 2026

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.

CLOTTON HOOFIELD PARISH COUNCIL



MEETING DATES 2025-26

Monday 21st July, 2025 at 7.00pm

Monday 20th October, 2025 at 7.00pm

Monday 19th January, 2026 at 7.00pm

Monday 20th April, 2026 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

Full Agenda's can be found on the Parish Council's website:-

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