MINUTES OF THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING HELD IN THE COMMUNITY HALL, MANCHESTER ROAD, HOLLINS GREEN AT 7.45PM ON THURSDAY 17TH JANUARY 2019

Present: **Cllr. Clarke (Chairman)**
Cllrs. Banner,Trenbath, McLachlan, Johnson, Andrews

Code of Conduct – Declarations of Interest
Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda, no later than when the item is reached.
Declarations are a personal matter for each Member to decide. Whilst officers will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on their particular circumstances.

The Parish Council will take account of Section17 of the Crime and Disorder Act in all their discussions and decisions.

82. APOLOGIES FOR ABSENCE

Apologies for absence were received from Borough Cllr. Wright.

83. CHAIRMAN'S REPORT - CLERK TO THE COUNCIL

The Chairman reported that the Clerk to the Council had given notice of her retirement on the grounds of ill health. The following announcement had been made on behalf of the Council on the website.

"It is with regret that we have to inform you that Marilyn Lowe has had to resign from the Parish Council because of ill health.
Marilyn has been a pivotal part of the Parish Council for over forty years. She has acted professionally to ensure governance and legal advice was of the highest standard. Over the years she has welcomed and assisted new members in understanding their role and accountability as the third tier of government. Her commitment to the parish's interests has always been her priority. We as Parish Council Members will miss her guidance and knowledge.
It is sad news for all her colleagues that her health has deteriorated, she will be sorely missed.
We send her our best wishes."

RESOLVED: - That the action of the Chairman be confirmed and the thanks of the Council be recorded to Mrs Lowe for her service.

84. APPOINTMENT OF TEMPORARY CLERK

RESOLVED: - That further to Minute 77 15th November 2018, approval be given to the appointment of Mr D Pendleton from 1 January 2019 until the recruitment of a new Clerk to the Council, the duties and salary to be in accordance with that of the previous post holder.

85. COMMITTEE REPORTS

A. Warrington Borough Councillor – Cllr. McCarthy

Church signs – the signs had been installed at each end of the village. However, the sign located on the A57 had been damaged by a vehicle and required replacing. Need for replacement to be reported to the Borough Council.

Dam Lane waiting restrictions. In progress.

Flag poles outside Glazebrook camp and ownership of fence between the flag poles. To be followed up with the Borough Council.

Warburton View. Work to hedge completed.

Litter bin at Chapel Lane. To be installed.

Traffic sign A57 Manchester Road. Request to be made to the Borough Council for reference to former Rhinewood Hotel to be removed from the traffic sign.

Flooding at A57 Manchester Road/Glazebrook Lane junction. To be reported to the Borough Council.

Street lighting column at The Weint – awaiting connection by United Utilities. To be followed up with the Borough Council.

Maintenance of bushes on Moat Lane before its junction with Moss Side Lane and on Chapel Lane near the junction with School Lane. To be reported to the Borough Council.

Liaison meeting with Colliers - Cllr. Trenbath reported on the need to convene a meeting with the company.

RESOLVED: - That the Clerk raise this matter with the Borough Council. Councillor McCarthy's offer accepted to assist in this matter.

Proposed motorway service area junction 7 M62. Cllr. Trenbath reported on the intention to connect the service area to Risley.

RESOLVED: - That arrangements be made for a presentation to the May meeting of the Council.

A57 Manchester Road – litter picking along hedgerow. Cllr. Trenbath reported on the rubbish amongst the hedgerow. The use of volunteers had been rejected on health and safety grounds. To be followed up with the Borough Council.

B. Police – apologies for absence received from PCSO Bethan Roberts (Appendix A).

C. Community Plan Group Meeting 12th December 2018

Attended by Cllrs. Clarke and McLauchlan

Looking to extend advertising on social media. Also broaden the database in line with data protection.

HS2 forms were delivered to every house in the villages. Hopefully these will have been filled in and returned by free post.

A leaflet is to go out to every house in the new year, informing everyone about the Community Plan Group and what has been achieved to date and what could happen in the future with more volunteers.
Date of next meeting 13th February 2019.

D. Community Hall Meeting 26th November 2018

Attended by Cllr. Clarke.
A letter to be sent to the parish council regarding monies from HS2.
Email dated 9 January 2019 (Appendix B) read out to the parish council.
Looking into the prospect of paying a company to handle the bookings online.
The Quantity Surveyor's report on the cost of doing the refurbishment with and without the shop had very little difference. The cost going out for funding is £500,000.
Date of next meeting 28th January 2019.

E. Friends of Hollins Green Cemetery – AGM – 20th November 2018

Attended by Cllr. Clarke.
There was a good turnout and discussion on what had been achieved during the year.
The Chair, Secretary, Treasurer and committee members all opted to remain. Well done on another successful year.
Date of next meeting 19th February 2019.

F. Public Rights of Way Forum 4th January 2019

Attended by Cllr. Trenbath.
No matters had been discussed relating to Rixton with Glazebrook.
The Borough Council had been asked to clarify with HS2 if the public rights of way in the area would be reinstated when the construction works had been completed. It was noted that paths included in the Parish Plan could be designated as a public right of way.
The Council noted that the Borough Council was opposing the closure of Wagstaff Lane as part of the HS2 works. This would result in a lengthy detour for residents. Councillor Banner reported that Helen Jones MP was intending to raise issues relating to HS2 in Warrington in an Adjournment Debate in the House of Commons. The issue of Wagstaff Lane was expected to be one of those in the debate.
Members thanked Cllr Trenbath for his work on HS2 and for including information on the council's website. The Council agreed to a page dedicated to HS2/HS3 on the website.

86. MINUTES

The minutes of the Parish Council Meeting held on 15th November 2018 were submitted to the meeting.
RESOLVED: - That the Minutes of the Parish Council Meeting held on 15th November 2018 be accepted as a true record.

87. MATTERS ARISING FROM THE MINUTES

There were no matters arising.

88. In the Know

A request had been made by the group for support in the printing of a further edition of the In the Know newsletter:

RESOLVED: - That this matter be considered when determining the budget for 2019/20.

89. Village Carnival

The Council considered a request for the use of Hollinfare Green for the carnival on 29 June 2019:

RESOLVED: - That approval be given to the use of the site on 29 June 2019 for the carnival and a contribution to the Carnival Committee of £500 be included in the budget for 2019/20 as in previous years.

90. Community Hall

The Chair reported that the works to the Community Hall were planned to commence on 1 September 2019. This would require the council to agree an alternative meeting place until the works were completed:

RESOLVED: - That meetings be held at Church House for a period of six months commencing in September 2019 with the option to extend if needed.

91. PROJECTS

A. **Recreation Ground –** The Chair reported complaints regarding dogs in the play area.
RESOLVED: - That approval be given to a "No Dogs" sign being sited at the play area,

B. **Glamis Wood**
RESOLVED: - That consideration of maintenance be included as part of the budget process for 2019/20.

C. **HS2/HS3 –** Nothing to report.

D. **Parish Plan Operational Group –** Nothing to report.

E. **Parish Plan Group Recreation and Leisure –** Nothing to report.

92. CONTRACTUAL COMMITMENT

The Chair reported that following the retirement through ill health of the Clerk with effect from 31st December 2018 advice had been requested from the Chief Officer of the Cheshire Association of Local Councils on the payment of a gratuity as contained in the contract of employment.

A response had been received that providing that this had been properly documented ie is a contractual obligation and that the council formally resolved to pay a gratuity in lieu of pension historically, then the sum should be tax free. The Chief Officer had calculated that based on the length

of service and salary paid the maximum the council may pay by means of a gratuity is £7599:
RESOLVED: - That a gratuity of £7599 be paid to Mrs IM Lowe, in accordance with the contract of employment and advice received following her retirement from the post of Clerk to the Council on 31 December 2018.

93. PRECEPT AND BUDGET 2019/20

(A) Budget – The Council considered details of previous budget and spend to date this financial year. Members considered the monies that had to be allocated and the areas of additional spend and the budget was set at £24,620 (Appendix C).
RESOLVED:- That
(1) the Rixton with Glazebrook Parish Council budget for 2019/20 be set at £24,620;
(2) further consideration be given before 31 March 2019 to the amount of reserves to be earmarked for projects in the next financial year;
(3) approval be given to fund the cost of printing the three editions in 2019 of the In the Know publication at a cost of £425 each.
(B) Precept – The Clerk submitted a letter from Warrington BC regarding the setting of the precept for 2019/20. Members referred to the budget already set.
RESOLVED: - That the Rixton with Glazebrook Parish Council precept be set at £24,620 and the Clerk notify Warrington Borough Council accordingly.

94. SALARY AND JOB SPECIFICATION FOR POST OF CLERK

Councilor Banner submitted details of the salary and job specification for the part-time post of Clerk together with a draft advert. Details had been obtained from the National Association of Local Councils and the Society of Local Council Clerks on the model contract for the post and information regarding qualifications, training and experience. The council had agreed to make provision in the budget for equipment, including computer and printer, the cost of broadband and telephone services and salary. The post was to be advertised on the council's website and notice boards and through the Cheshire Association of Local Councils and the Warrington BC websites.
RESOLVED: - That
(1) the job specification and draft advert be approved as now amended;
(2) all members be supplied with applications received and the candidates to be invited for interview be determined by 13 February 2019;
(3) subject to (2) above, an extraordinary meeting of the council be held to make an appointment to the post of Clerk.

95. ACCOUNTS FOR PAYMENT

I M Lowe (final month's salary)
HM Revenues and Customs (one month's tax)

96. PLANNING APPLICATIONS

None received.

APPENDIX A

Rixton with Glazebrook

January 2019 - Monthly Parish Report

Beat Sergeant PS Stuart Gibbard

Beat Manager PC Simon Dadswell

PCSO Bethan Roberts

Anti Social Behaviour

2 Personal/environmental issues

****

Burglary Dwelling

0

Criminal Damage

0

Theft

0

****

Vehicle crime

0 Theft of vehicle

1 Theft from vehicle (Number plates)

****

Other

St Helens CE Primary – parking advice letter

Engaged with various community groups prior to Christmas including churches, Thursday Club, Art Group, Bowling Club

https://www.getsafeonline.org/

https://www.thinkuknow.co.uk/

https://www.cheshire.police.uk/advice-and-support/home-safety-and-security/

PCSO Surgery dates at Woolston Neighbourhood Hub: 25 Jan 18:00, 30 Jan 11:00, 5 Feb 18:00, 15 Feb 18:00, 22 Feb 11:00

FW: HS2 license fee money

Parish Council

Chris Chisnall 14 Feb 2019, 13:07 (19 hours ago)
to me

From: Chris Chisnall
Sent: 09 January 2019 16:18
To: 'Liz Clarke' <lizzyann45@gmail.com>
Subject: HS2 license fee money

Hi Liz

Sorry for not coming back to you sooner.

I just wanted to drop you a quick e-mail in line with our discussion during the last Village Hall meeting regarding the money received from HS2 for access to Glamis Wood.

As we discussed we appreciate that the parish council have taken on the responsibility of looking after the wood. We would however like to have your support to use the money received from HS2 to go towards our ongoing plans to refurbish the hall.

As you know we have had assistance from HDT with this so far but we did instruct a Quantity Surveyor to carry out an assessment of the cost of the refurbishment and his fee has already been paid by the hall committee. In addition we will soon be looking to apply for planning permission which will require the hall committee to contribute funds again.

If you are able to confirm the Parish is happy with the above?

Kind regards

Chris Chisnall BSc MRICS
Managing Director

INTERIM INTERNAL AUDIT REPORT
RIXTON WITH GLAZEBROOK PARISH COUNCIL
2018/19

The internal audit of Rixton with Glazebrook Parish Council was carried out by undertaking the following tests as specified in the Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements

Conclusion
On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan overleaf.

As part of the internal audit work for the next financial year we will follow up all recommendations included in the action plan.

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JDH Business Services Limited

INTERIM INTERNAL AUDIT REPORT
RIXTON WITH GLAZEBROOK PARISH COUNCIL
2018/19

ACTION PLAN

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The interim clerk is currently reviewing the situation with regard to payroll and any outstanding submissions to HMRC	*The payroll RTI submissions need to be up to date by March 31st and all annual returns due to HMRC submitted within deadlines*	
2	There was no evidence the fixed asset register had been updated for any capital changes in 2018/19 and approved by council	*The fixed asset register should be updated by the year end*	
3	There was no evidence the risk assessment had been reviewed, updated and approved by council	*This updated risk assessment should be approved by council by the year end*	
4	The manual cash book was reviewed for completeness and accuracy and the following were identified: • The insurance premium had not been included in the payments heading in the manual cash book. • Cheque payments 519, 520 and 521 were not included	*A complete and accurate cash book should be maintained*	

INTERIM INTERNAL AUDIT REPORT
RIXTON WITH GLAZEBROOK PARISH COUNCIL
2018/19

	ISSUE	RECOMMENDATION	FOLLOW UP
	The manual cashbook has been converted into a spreadsheet cash book and reconciled for the 9 months to December 31st 2018, and all issues resolved.		
5	There was no evidence of regular budgetary control reporting to the council	*The spreadsheet cash book should be used to provide a comprehensive budgetary control report to the council for the 9 months ended 31st December 2018.*	
7	**NOTE** The VAT 126 reclaim form for 2018/19 will need to be submitted after the year end.		
2017/18 audit			
1	The council has disclosed that it is sole trustee of a charitable trust, however, no information was provided for internal audit to enable us to conclude that the council has met its responsibilities as a trustee eg annual return to charity commission	*The council should provide for the annual internal audit evidence relating to the sole trustee charity including any accounts. Meeting minutes and annual returns to the charity commission if these are required.*	**The interim clerk is currently arranging to secure online access to enable submission of Charity annual return to the Charity Commission**
2	Data Protection Law changed significantly on May 25th 2018 due to the 2016 EU	*The impact of GDPR on the council should be identified through review of ICO and NALC guidance and the Data Protection*	**Outstanding**

	ISSUE	RECOMMENDATION	FOLLOW UP
	Directive General Data Protection Regulation (GDPR) taking effect. GDPR replaces the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provides enhanced rights for individuals. Compliance with GDPR could have resource implications for local councils. We were unable to identify the annual payment to the ICO in a review of the cash book.	*policy, risk assessment and internal controls should be updated accordingly.* *As a data controller the council needs to register with the ICO if it has not already done so. A GDPR compliant data protection policy needs to be adopted and an appropriate document retention policy.*	**ICO registration implemented by interim clerk**
3	Reserves Reserves are in excess of the precept level. Sector guidance is that the general reserves of the council, which represent the contingency for unforeseen events, should be between 25% and 100% of the annual precept. There are no disclosed earmarked reserves in the year end accounts except a statement that monies are required for HS2.	*Currently the level of general reserves could be deemed excessive by reference to sector guidance for adequate levels of general reserves.* *If the council has identified projects and community schemes for which it wishes to earmark a portion of reserves these should be clearly disclosed in the year end accounts as earmarked reserves, and this could also then reduce remaining general reserves to more reasonable levels.*	**Outstanding – the interim clerk has informed us that the March 2019 council meeting will determine the earmarked reserves**

INTERIM INTERNAL AUDIT REPORT
RIXTON WITH GLAZEBROOK PARISH COUNCIL
2018/19

	ISSUE	RECOMMENDATION	FOLLOW UP
2016/17 audit issues			
1	**Fixed Assets:** 1. Fixed assets have increased by £6000 from the 2015/16 figure disclosed in the annual return. However, we could identify no significant additions in the asset register dated as purchased in 2016/17. Two bus stops are noted as being purchased in 2014 and these equal £6000. 2. External audit requested that bus stops that had been donated should be included in the assets register at £1 each. If these are the same bus stops noted above valued at £6000 then the asset register and annual return figure for fixed assets is incorrect. If the above are not the bus stops the external auditor was referring to then additional bus stops valued at £1 need to be incorporated into the asset register	*The council should provide for internal audit each year a clear reconciliation that demonstrates the changes in values of fixed assets over the prior year stated on the annual return.* *The Practitioners' Guide recommends that assets should be valued at purchase cost or an insurance proxy if that isn't known (that doesn't change over time), therefore, the only movement in fixed assets each year should be for additions and disposals and all additions should be at purchase price.* *The Council need to review the asset register and disclose the correct value in the Annual Return for 2016/17 which should equate to the value for fixed assets disclosed in the 2015/16 annual return plus additions at cost less disposals.*	**Implemented**

	ISSUE	RECOMMENDATION	FOLLOW UP
	3. The month of purchase is not included for assets so it is not possible to identify which financial year the assets were purchased in 4. A substantial amount was expended on play equipment improvements in 2016/17. The council should review whether any of this expenditure represented the purchase of new assets or enhancement of current fixed assets		
2015/16 audit			
1	**Bank reconciliation:** 1. The summary bank reconciliation provided with the annual return contains no figure for 'Total Payments' 2. There is a 60p difference on the bank reconciliation. Notes state this is due to a cheque underpayment	*Total Payments should be inserted into the summary bank reconciliation provided with the annual return* *Any differences on the bank reconciliation must be referenced. The 60p difference should be reviewed and referenced to*	**Implemented** **Implemented**

	ISSUE	RECOMMENDATION	FOLLOW UP
	but the cheque number is not disclosed. Without reference to the underpaid cheque(s) the amount could be an imbalance on the accounts.	*underpaid cheques if this is the reason for the difference. If the difference requires an adjustment to total payments then the cash book should be amended.*	
	3. Recurring issue - Unpresented cheques are never listed with the bank reconciliations presented to council. This is important information to give council assurance that the figure for unpresented cheques does actually relate to uncleared cheques rather than an imbalance in the accounts.	*An analysis of unpresented cheques must be included with the bank reconciliation to evidence that the unpresented cheques figure relates to actual cheques issues, and that there are no imbalances in the bank reconciliation*	**Implemented**
2	**Fixed Assets:**		
	5. The fixed asset register does not contain a total to give council assurance that the register agrees with the annual return.	*The asset register should be incorporated into a spreadsheet format with formula additions used so council can easily determine whether the register agrees to the annual return*	***See 2016/17 issues***
	6. The fixed asset register casts to £80963, however, £75713 is disclosed in the annual return.	*The Practitioners' Guide recommends that assets should be valued at purchase cost or an insurance proxy if that isn't known (that doesn't change over time), therefore, the only movement in fixed assets each year*	

	ISSUE	RECOMMENDATION	FOLLOW UP
	7. Fixed assets have increased by £25268 from the 2014/15 figure disclosed in the annual return. However, we could identify no significant additions in the asset register	*should be for additions and disposals and all additions should be at purchase price.* *The Council need to review the asset register and disclose the correct value in the Annual Return for 2015/16 which should equate to the value for fixed assets disclosed in the 2014/15 annual return plus additions at cost less disposals at cost.*	

RIXTON WITH GLAZEBROOK PARISH COUNCIL
BUDGET 2019-20

Estimated income not known
Precept £24620

Estimated expenditure	2016-17	2017/18	to date	2018-19	to date	2019-20
Maintenance of Village Green - grass cutting and maintenance	2500	2500	1072	2500	1072	2500
Tree Maintenance - transfer from previous year	2000	2000	300	2500	300	2500
Glazebrook Village Green	0	cf565	0	300	0	300
Clerk's salary	6100	6100	3626	6100	3626	6100
Gratuity			0	0	7599	0
Hire of Hall	300	400	0	250	0	250
Subscriptions	750	750	86	750	90	750
Audit	300	450	435	600	435	1000
Insurance	880	914	945	1050	945	1050
Bench maintenance or new?	500	900	0	700	0	500
Printer	0	0	0	500	0	0
Stamps/copy charges/stationery	900	500	343	160	343	500
Chairman's allowance	400	400	400	400	400	400
Chairman's Chain of Office - repair and maintenance	0	20	35	20	35	40
Civic Sunday	900	1000	0	1000	0	1000
Telephone and broadband	200	200	50	200	50	500
Wreaths and donations	1000	1000	925	1250	925	1250
Street furniture and maintenance	0	cf1500	0	500	0	500
Notice Boards	100	cf100	1157	0	1157	0
Play equipment maintenance and new equipment	5000	500	1440	500	1440	1000
Newsletter - hand delivered	1000	1260	0	1300	0	1300
Cenotaph	1500	cf2000	0	0	0	150
Website	90	90	137	90	137	350
Elections	0	cf4117	0	0	0	0
Councillors expenses	200	cf200	0	250	0	250
Flower beds	0	cf2500	703	0	703	0
Street lighting - The Weint and access to recreation ground	0	cf677	50	1000	50	230

Training and expenses	0	cf170		0	0	0	0
Glamis Wood	0	cf225		0	700	0	700
Project works of improvements to highway verges along Glazebrook Lane			6036	0	1000	0	1000
HS2	0	cf6600		0	500	0	0
Expenses relating to footpath works				0	500	0	0
Maintenance of bus shelters				0	0	0	500
Totals	24620		24620	11704	24620		24620

BANK RECONCILIATION **@ December 31st 2019**

	£
Balances b/f	64226.12
Receipts	30378.09
Payments	12192.64
Balances c/f	82411.57

	£
Balance per bank statements:	
Business Current	29785.05
Business Savings	52626.52
less unpresented cheques:	
	82411.57