Stockton Heath Parish Council

Stockton Heath Library, Alexandra Road, Stockton Heath WA4 2AN
Telephone / Fax: (01925) 210558 Email: clerk@stocktonheathpc.org.uk
Web: www.stocktonheathpc.org.uk

Dear Councillor

YOU ARE SUMMONED TO ATTEND A MEETING OF THE PLANNING, FINANCE AND GENERAL PURPOSES COMMITTEE TO BE HELD AT STOCKTON HEATH LIBRARY ON TUESDAY, 23 May 2023 COMMENCING AT 7.30PM.

Lara Jacob
Clerk to the Council 16 May 2023

AGENDA

P23/001 Appointment of Chairman of Committee
To appoint a chairman for the civic year 2023/24

P23/002 Apologies
To receive and accept apologies.

P23/003 Declarations of interest
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 and the decision to declare, or not, is the responsibility of the Member based on the particular circumstances. Dispensations on any declarations of pecuniary interest made either before or during the meeting to be then considered by the Parish Council and any dispensations documented accordingly.

P23/004 Public Participation
In accordance with Standing Order 3 (d,e,f,g,h,i) - The meeting shall be adjourned for a maximum of 30 minutes for Public Participation. Speeches will not last more than 3 minutes. No elector will be allowed to speak more than once on any one subject.

P23/005 Accounts for Payment
0.1 **To agree** payment and authorise payments in settlement of the Schedule of Payments up to 16 May 2023 (details to date appended and update at meeting).
0.2 **To sign** an authority for the transfer of £64,656.61 from the National Westminster current account to the Nationwide Building Society.
0.3 **To agree** that the annual bank reconciliation (2022/23) presented match the bank statements received and for a councillor who is not Chairman of the parish council nor a cheque signatory to sign the reconciliation and accompanying statement.

P23/006 Receipts
To note the receipt of monies into National Westminster Bank Account
For the period 19 April 2023 to 16 May 2023

VAT refund Jan – March 2023 - £4000.39
Precept 2023.24 £140010.00

P23/007 Statement of Receipts and Payments to date 2023/24

The statement is presented to the committee as it shows the amount spent from each cost centre to date, advises on the commitment to expenditure for the rest of the financial year and shows the funds currently held by the parish council to meet the planned expenditure.

To note the Statement for the period to 23 May 2023 (to follow).

P23/008 Annual Return for the year ended 31 March 2023 – Internal Audit

To note the report of the internal auditor following completion of Internal Audit (report enclosed).

P23/009 Annual Return for the year ended 31 March 2023 – External Audit

To note the information to be presented to full council prior to submission to the external audit process.

P23/010 Annual Renewal Membership of CPRE

To consider the renewal of the annual membership of CPRE (Campaign to Protect Rural England) at £36.00.

P23/011 Planning Applications

0.1 **To consider** a response to planning applications received as detailed in the appended table.

0.2 **To note** notifications of **refused** planning applications and any applications which have been referred to or decided by the WBC Development Management Committee (appended where received and any updates to be provided at the meeting).

0.3 **To receive** updates on any other planning issues.

Matters for discussion in closed session

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

P23/012 Date and Time of Next Meeting

Tuesday 27 June 2023 at 7.30 pm.

P23/005 Schedule of Payment

The following accounts are submitted for approval and payment by the Committee from the agreed budget for 2023/24

Payee	Goods or Service provided	Budget Heading	Net	VAT	Gross
Internet Banking Transfers					
Staff Costs	Staff Salaries (May)	People Costs	5206.29	0.00	5206.29
Warrington Foodbank	Quarterly Instalment	Grants	1,000.00	0.00	1,000.00
Pest Protect	Routine visit and rodent station	Land Assets Ackers Pit	440.00	0.00	440.00
JDH Business Services	Internal Audit 22.23	Office Costs	325.00	65.00	390.00
WAP Lawton & Son	Wildflower Seeds Ackers Pit	Land Assets Ackers Pit	580.00	116.00	696.00
Warrington Borough Council	Christmas Lights 2022	Village	462.00	92.40	554.40
SLCC	Clerk Training Event Management	People Costs	60.00	0.00	60.00
Community Insurance	Annual Council Insurance	Office Costs	539.15	0.00	539.15
		Total	**8612.44**	**273.4**	**8885.84**
Debit Card Transactions					
Fresque Climate	Clerk Training	Village	9.08	0.00	9.08
Cotton Bunting	Bunting for Coronation	Cotton Bunting	137.50	27.50	165.00
Amazon	Acid Paper	Amazon	22.21	4.46	26.67
		Total	**168.79**	**31.96**	**200.75**
Standing Orders/Direct Debits					
National Westminster Bank	Bank Charges	Office Costs	29.90	0.00	29.90
Wavenet	Computer Charges	Office Costs	9.40	1.88	11.28
		Total	**39.30**	**1.88**	**41.18**
		Full Payments Total	**8820.53**	**307.24**	**9127.77**

P23/011 Planning Applications to consider

Date received	Planning Application Number	Address	Proposal	Weblink to Planning documents
03/05	2023/00443	Red Lion, 58 - 60 London Road, Warrington, WA4 6HN	Internal refurbishment, external repairs, external works including installation of a tipi	https://tinyurl.com/ymzz2ujs
03/05	2023/00540	Piccolino, Victoria Square, 87 London Road, Warrington, WA4 6LG	Installation of oak bi-fold doors to create shopfront	https://tinyurl.com/3vapfxby
09/05	2022/42794	20 Whitefield Road, Stockton Heath, Warrington, WA4 6LZ	Erection of 1st floor side extension with car port below and two storey and single storey extensions to rear elevation. (Amended description).	https://tinyurl.com/ms3kresc
12/05	2023/00518	2 Cressbrook Road, Stockton Heath, Warrington, WA4 6JH	Alterations to roof, including proposed front and rear dormers to form living accommodation.	https://tinyurl.com/4uzxnu9m
12/05	2023/00578	7 Moss Close, Stockton Heath, Warrington, WA4 2BY	Hip to gable extension and rear dormer 192 Certificate	Information Only

Stockton Heath Parish Council 2022/2023 Internal Audit Report

The internal audit of Stockton Heath Parish Council was carried out by undertaking the following tests in the AGAR 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.

JDH Business Services Limited

	ISSUE	RECOMMENDATION	FOLLOW UP
1	The fixed asset register total is £81527, however, £81695 is disclosed as total fixed assets in the AGAR accounts.	*The council need to review the fixed asset register and ensure the correct value is disclosed in the AGARA accounts for fixed assets.*	**Error in copying the figure from the fixed asset register to the AGAR. Now rectified.**
2	The payments analysis in the cashbook spreadsheet shows a total of £159954.65, however, £159934.44 is disclosed as the total payments in the bank reconciliation. In the AGAR annual return the total payments disclosed are £159934.	*The council need to review the cashbook, the bank reconciliation and the year end AGAR accounts and ensure they are balanced with a consistent disclosure of total payments.*	**A review of the payments analysis was done which was incorrect. This has now been rectified and agrees at £159934.44**
3	There is no current adopted Investment Strategy and Treasury Management strategy although there are £100000 of investments held. Guidance on Local Government Investments is issued under section 15(1)(a) of the Local Government Act 2003. The guidance applies to all local authorities in England and applies to Town & Parish Councils providing their total investments exceed or are expected to exceed £100,000 at any time during the financial year. Where total investments are expected to be between £10,000 and £100,000 Councils are	*The council should consider establishing an Investment Strategy and Treasury Management strategy with reference to the requirements of the Local Government Act 2003.*	**The clerk will draft an Investment Strategy and Treasury Management Policy for approval by the Parish Council.**

	ISSUE	RECOMMENDATION	FOLLOW UP
	encouraged to adopt the key principles in this guidance.		
4	There is no current expenses policy in place covering officers and members.	*The council should consider adopting an expenses policy that coves both officers and members.*	**Staff expenses policy is in the staff handbook but the clerk will draft an Expenses Policy to cover staff and Councillors' expenses.**

The countryside charity

001347
678310

Stockton Heath Parish Council
Stockton Heath Library
Alexandra Road
Stockton Heath
WARRINGTON
Cheshire
WA4 2AN

1347 / DC

April 2023

Membership No: 678310
Our Ref: K5EMIKDDCNA

Registered Office
15-21 Provost Street
London N1 7NH

Tel: 020 7981 2870
Email: supportercare@cpre.org.uk
Web: cpre.org.uk

Dear Member

Thank you for being part of a movement committed to protecting our beautiful countryside for everyone. I've popped your membership card in with this letter.

I hope your organisation is proud to be a member of CPRE, the countryside charity – together we've achieved many important successes over the past 12 months. Here are just some of the campaign wins we've achieved together recently:

- To prove that appropriate community-led renewables schemes can be popular, we helped three villages identify appropriate sites for clean energy
- By lobbying the government, we influenced the confirmation of a new funding scheme to pay farmers to plant more hedgerows and manage them sustainably
- A government white paper on regenerating neglected towns and cities mirrored our brownfield-first planning strategy in our Brownfield Land Toolkit

This real progress is thanks to organisations like yours, but there is, as always, still much to do and your continuing membership is crucial.

We appreciate that these are challenging times for many of our members, as they are for us too. Everyone at CPRE is grateful for your support. Please

Please turn over...

Any questions?
Please call Supporter Care
on **020 7981 2870.**

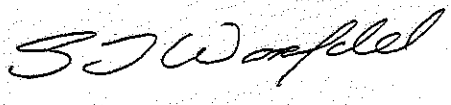
Campaign to Protect Rural England
is a company limited by guarantee
Registered in England number 04302973
Registered charity number 1090625

read the enclosed form in case there is any action you may need to take to keep your membership up to date.

I understand that the renewal of your CPRE membership needs to be approved by your organisation, and that this approvals process can take up to two months. That's why we're sending your renewal notice now, and we look forward to you renewing your CPRE membership.

Only because of our loyal members are we able to carry on our vital work. I hope we can count on you to help protect our countryside from urgent threats including irresponsible planning decisions, loss of rural thriving communities and pollution.

Best wishes



Sandra Worsfold
Supporter Care and Development Manager

I'm proud to help our glorious countryside thrive for another year

001347
678310

Your Details

678310/K5EMIKDDCNA

Stockton Heath Parish Council, Stockton Heath Library, Alexandra Road, Stockton Heath, WARRINGTON, Cheshire, WA4 2AN

Your Membership

678310/K5EMIKDDCNA

Your **annual Parish/Town Council** membership needs to be renewed so that you can continue to be part of a movement dedicated to helping to protect your local countryside.

Don't forget, that as a valued member you'll continue to enjoy these exclusive benefits:

- Your magazine, Countryside Voices, twice a year
- Membership of your local CPRE Cheshire group
- Discounted entry to houses, gardens and other attractions (see your Members' Guide for details)
- 10% discount at Cotswold Outdoor, Snow + Rock and Runners Need

To renew your membership, please complete the form below and return it in the enclosed FREEPOST envelope or call our Supporter Care Helpline on 020 7981 2870.

Thank you.

Step 1: Renewal

678310/K5EMIKDDCNA

Yes, I want to renew my Parish/Town Council membership, at the existing rate of £36.00

by making a one-off payment with a cheque to CPRE for £_____ and enclosing it along with this completed form in the enclosed Freepost envelope.

OR

If you prefer to pay by credit/debit card, or by another method, please call our Supporter Care Helpline on 020 7981 2870 Monday to Friday 9am – 5pm (or you can leave a message for us outside these hours)

Name _____ Signature_____ Date_____

If you are sending a cheque, please send it to us along with this form in the envelope provided, to Freepost Plus RUCK-XTZA-CSLZ, Supporter Care, CPRE the countryside charity, 15-21 Provost Street, London N1 7NH

Please turn over...

Step 2

678310/K5EMIKDDCNA

Thank You for supporting the work of CPRE, the countryside charity.

giftaid it

Unfortunately, as an organisational or Parish Council CPRE member you're ineligible for the Gift Aid Scheme.

Step 3

678310/K5EMIKDDCNA

If you do not want to want to hear from us again, or to change the way you hear from us, please contact our Supporter Care team on **020 7981 2870** or email **supportercare@cpre.org.uk**, including your full name and address. Alternatively, write to: Supporter Care Team, CPRE, 15-21 Provost Street, London N1 7NH. Personal data will be treated in accordance with our Privacy Policy at **cpre.org.uk/privacy-policy**.

Want to change or update your membership details?
Call our **Supporter Care Helpline on 020 7981 2870** Monday to Friday 9am – 5pm (or you can leave a message for us outside these hours)

Please post your completed form back to us in the freepost envelope provided. If the envelope is missing, then you can still send it to us at Freepost Plus RUCK-XTZA-CSLZ, Supporter Care, CPRE the countryside charity, 15-21 Provost Street, London N1 7NH, **and you do not need to use a postage stamp.**

Thank you!

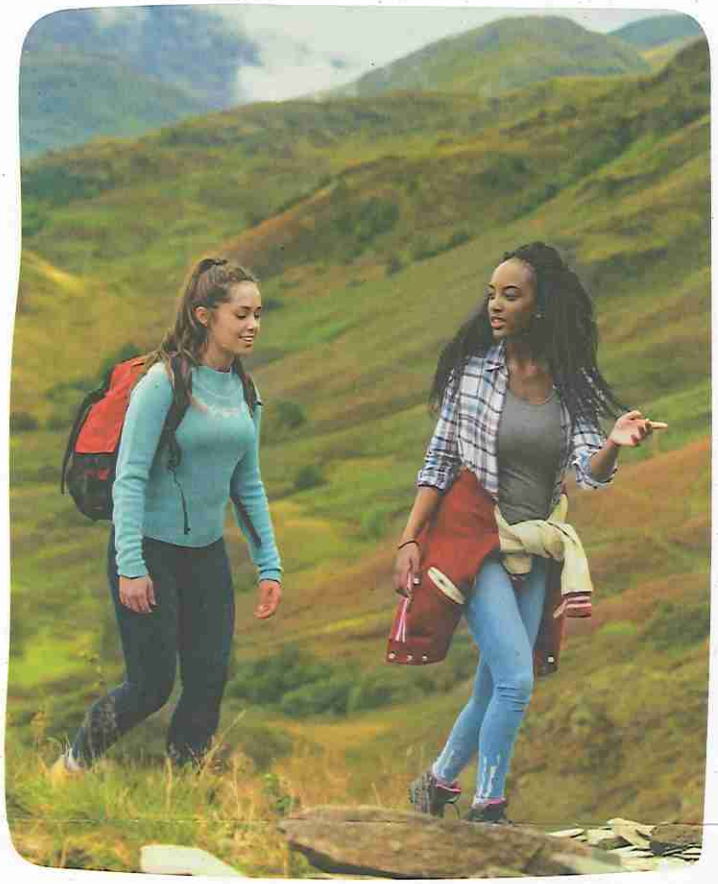
Registered with FUNDRAISING REGULATOR

678310/K5EMIKDDCNA

Registered with Fundraising Regulator

All material in this pack, including your membership card are 100% recyclable and compositable

How your membership will help the countryside thrive this year



Thanks to your support, we will be able to campaign on important issues like these over the next 12 months:

Our #40by50 campaign will ensure we restore nature's hedgerows

Our humble hedgerows are the unsung heroes of the countryside. They've been adding beauty and character to our landscapes for centuries, while providing the food and shelter that sustains our wildlife. They protect the soil, clean the air and absorb carbon emissions. Now we're calling on the government to commit to extending hedgerows by 40%, by 2050. This will mean adding over 4,000 miles of new and restored hedgerows per year – starting now.

Transforming rural transport for every community

We welcomed the government's commitment to giving 'the needs of rural users equal consideration' but called for this to be backed with the funding needed for regular rural bus services, by re-directing money being wasted on destructive new roads. Our 'Every Village, Every Hour' model is a resource which measures the cost of a reliable bus network across England – creating a stronger case for both providers and users. With your continued support, we can advance the much-needed debate on how rural public transport can be transformed and how to pay for it.

Make a lasting impact, starting today

Did you know that you can leave a gift to CPRE with just 1% of your estate?

A gift in your will could help to ensure the future of our work to promote, enhance and protect the countryside that we all know and love. Contact us on **020 7981 2838** or at **legacyinfo@cpre.org.uk** to discuss the possibilities and receive your gifts in will booklet.

A countryside for us all. Forever.



Join your local CPRE group to help further

Our volunteers are the lifeblood of our work. If you'd like to learn new skills, meet likeminded people and help to enhance and protect your local countryside you love. Please contact our Supporter Care Helpline on 020 7981 2870 to find out how to join your local CPRE group in your area.

The successes you helped us to achieve last year

Here are just two of the victories your membership helped us accomplish for the countryside last year.

Government signals towards commitment to protect our green spaces

With your support and that of the fantastic campaigning efforts made up and down the country, the government has signalled towards a commitment of a brownfield-first approach. During the Prime Minister's Conservative Party Conference speech, Boris Johnson stated that brownfield sites are places where homes make sense. This is encouraging to hear; however, our focus remains on the planning bill and on ensuring that this commitment is honoured in changes to the systems that govern our rules on new developments.

Our message in a bottle for an all-in deposit return scheme

Thanks to members like you, we handed Boris a message asking him not to dilute or delay the Deposit Return Scheme (DRS) any further - nearly 33,000 of you signed our petition. The Government promised a DRS back in 2018 and we're still waiting. With your help, the government has no choice but to listen, we'll continue to pile on the pressure to ensure an all-in scheme happens by 2023.



The benefits of your membership

It is not just our irreplaceable countryside that benefits from your membership, as a valued member, you too can enjoy:

- Regular issues of our magazine, Countryside Voices.
- Membership of your local county group.
- Discounted entry to houses, gardens and other attractions featured in our Members Guide.
- 10% discount at Cotswold Outdoor, Snow + Rock and Runners Need.

