



Stockton Heath Parish Council

MINUTES OF THE MEETING OF STOCKTON HEATH PARISH COUNCIL
HELD AT STOCKTON HEATH LIBRARY ON TUESDAY 12 September 2023
at 7.30pm.

Present: Cllr J Wheeler (Chair)

Cllrs. Dean, Gillibrand, Harris, Harrison, Jones, Jordan, Murphy, North and Todd.

Attending: L Jacob – Clerk; V Aldred (Assistant Clerk); Mrs J Tudor (Warrington South Neighbourhood Team); Cllr. Helen Speed (Grappenhall Ward Councillor); PCSO Jordan Bourke; one member of the public.

23/057 Apologies

Apologies were received and accepted from Cllrs. Barlow Dutton, Taylor and Walker.

Cllr. Olsen was absent.

23/058 Declarations of Interest

No declarations were made.

23/059 Public Participation

059.1 PCSO Monthly Report

This item was taken after Item 61.

A report had been received and forwarded prior to the meeting. It contained information about two incidents of distraction theft of mobile phones and tools stolen from a van. There were two incidents of criminal damage, one to a tree and the other to a vehicle. Also reported were a house burglary and youths attempting to damage equipment in a play area. Property marking will take place at Red Lane Allotments on 30 September 2023 following a break-in. Following the installation of CCTV cameras the incidents of vehicle damage on Ellesmere Road had reduced. PCSO Phil Hilton has left the team at Stockton Heath and his replacement is in post.

Queries about displacement of criminal damage to other areas resulting from the CCTV camera at Ellesmere Road and on the levels of shoplifting being experienced in the village will be put to the PCSO who was not in attendance.

059.2 Presentation by South Neighbourhood Team

Jan Tudor of the South Warrington Neighbourhood Team outlined the expansion of and range of activities offered at the Sandy Lane centre, including sessions aimed at combating social isolation. Other activities such as adult education courses are also available at other centres across the borough.

[Jan Tudor left at 7.49pm]

059.3 Grappenhall Borough Councillors

Cllr Helen Speed reported that a complaint about noise late at night from the Fir Grove Hotel had been referred to the appropriate team at Warrington Borough Council. There were no updates on the Old Rectory and the cobbled area of Church Lane was undergoing repairs.

[Cllr. Speed left at 7.51pm]

059.4 Members of the Public

A representative of Stockton Heath Festival thanked the parish council for their

support of the 2023 Festival, which was very successful, with over 46 events held and hundreds of people attending. Plans are now underway for the 2024 Festival which will run from the 4 - 7 July 2024. A public meeting to encourage volunteering is to be held at the Red Lion on Thursday 14 September 2023. [The representative left the meeting at 7.55pm]

23/060 Minutes

060.1 Parish Council

The minutes of the Monthly Meeting of the Parish Council held on Tuesday 11 July 2023 were confirmed as a true record and signed by the Chair.

060.2 The minutes of the Planning, Finance & General Purposes Committee held on Tuesday 22 August 2023 were confirmed as a true record and signed by the Chair.

23/061 Matters to be resolved from minutes

Planning, Finance and General Purposes, Tuesday 27 July 2023

061.1 (minute P23/036) **Recommended** that the proposed changes to the Financial Regulations are adopted.

Resolved to accept the recommendation.

061.2 (minute P23/037) **Recommended** that the Expenses Policy is adopted.

Resolved to accept the recommendation.

061.3 (minute P23/038) **Recommended** that the Investment Policy is adopted.

Resolved to accept the recommendation.

23/062 Report on actions from previous minutes and on correspondence received

The above reports were received and noted.

The issue of the repair to fencing on Ellesmere and Fairfield Road was requested as an agenda item for the next meeting.

23/063 Councillors' Reports

The following matters were reported:

The proliferation of pavements cafes has been raised with Warrington Borough Council. Currently only four premises hold a Pavement Café license – Costa Coffee, Bavette (temporary until the end of September), Zalos Café and Pizza Express.

23/064 Working Groups

The following reports were received:

064.1 Communication

The group had not met.

064.2 Climate and Ecological Emergency

The group had met to plan the Climate Event being held on 10 December 2023.

The working title of the event was "Our bit for the planet" and speakers/exhibitors were being contacted on the four themes of travel, home energy, consumption and nature recovery.

064.3 Local Plan Response

The expectation is that the modifications that the Planning Inspector required will be considered by WBC in October. The major requirement was the removal of

the Employment Area in the green belt in South Warrington. However, a concurrent Planning Inspectorate inquiry for that area is ongoing.

23/065 Reports from Outside Bodies

The following reports were received:

Police and Crime Commissioner meeting, Thursday 18 July 2023.

As Cllr. Walker was not available, this item was deferred to the next meeting.

Red Lane Allotments Visit, Friday 19 July 2023

Cllrs. Todd and Jones reported, as part of the annual inspection of the parish council's assets, that they found the allotment site was in good order. Many thanks were extended toward the Stockton Heath Allotment Society for the provision of refreshments and the warm welcome received.

23/066 Libraries and Leisure facilities

The recent announcement that library and leisure facilities are to be brought back under the control of Warrington Borough Council was discussed. There had been no formal communication of the decision nor its possible effects on the parish council's position as a tenant of the building or as a co-signatory of the Service Level Agreement.

It was agreed that representatives from Livewire and Warrington Borough Council should be invited to attend the next meeting.

23/067 Report of the external auditor

It was noted that the external auditor has completed their report, that no actions were necessary and that the Notice of Conclusion of Audit has been posted on the parish council's website and on the noticeboard at Clarks.

Councillors recorded thanks to the former assistant clerk for this result.

23/068 Staffing Matters

A verbal report on the probationary review of the assistant clerk was received.

Resolved that, on the recommendation of the clerk, Mrs Victoria Alldred be confirmed in the post of Assistant Clerk following the successful completion of the probationary period.

A request from the clerk for permission to undertake additional employment was considered.

Resolved that permission is given for the clerk to undertake additional employment.

23/067 Future Agenda Items and Items for Publicity

The following items were requested for the next agenda:

The conclusion of the Local Plan; feedback on the Police and Crime Commissioner's meeting from Cllr. Walker; Livewire and WBC on status of library service; invite to Lymm Safety Central; response from Peel Holdings following requests for repair of fencing along Fairfield and Ellesmere Road.

No items were agreed for publicity.

23/069 Date and Time of Next Meeting

Tuesday 10 October 2023, 7.30pm

The meeting closed at 8.43pm



Stockton Heath Parish Council

Minutes of the meeting of the Village Committee held at Stockton Heath Library on Tuesday 19 September 2023 at 7.30pm.

Present: Councillor S Barlow (Chair)

Councillors Dean, Dutton, Murphy, North and Todd (arrived 7.33pm).

Attending: L Jacob – Clerk; no members of the public

V23/001 Election of Chair

It was proposed by Cllr. Murphy and seconded by Cllr. Dutton, and in the absence of any other nominations, a vote was taken and the proposal was carried unanimously.

RESOLVED that Cllr. Barlow be appointed Chair of the Village Committee for the remainder of the civic year.

V23/002 Apologies

Apologies were received and accepted from Cllr. Harris, Jordan, Olsen and Wheeler.

V23/003 Declarations of interest

No declarations of interest were made.

V23/004 Public Participation

No members of the public were present.

V23/005 Budget

005.1 The payments made and balances across the budget headings over which the Village Committee has oversight were noted.

005.2 Projects and financial commitments for Financial Year 2024/25 were discussed.

The budget presented was agreed with the following amendments:

an increase to the Street Tree planting budget of £2500;

reduction to £1500 of the Replacement Litter Bin budget;

an increase to £1000 in the Barrier Basket budget

V23/006 Litter Management

006.1 A video report from the Parish Ranger Team was received. This included work to remove weeds from around the planters and at Victoria Square; cutting back of overhanging trees on Fairfield Road; leaf clearing on the Forge Car Park and clearing of the recycled area on the lower car park. It was also noted that a resident had cut back bushes near Cartwrights Field on Chester Road and volunteers had cleaned an area at Arley Avenue.

006.2 The purchase of any additional litter bins and their location was deferred to a future meeting as information from Warrington Borough Council was not available.

V23/007 Assets

007.1 Councillors shared their findings from the review of the assets across the village. There were no significant issues found. There was a suggestion that some benches could be re-stained in the spring.

007.2 The repointing works at the War Memorial had been delayed due to annual leave of the contractor and inclement weather during the early part of the summer.

- V23/008 Biodiversity - Street Tree Planting**
A document from WASH was discussed in relation to locations for additional street trees.
The following locations and numbers of trees were identified as desirable and these will be communicated to Warrington Borough Council:
Francis Road (2 or 3); Hillfoot Crescent (3); Chester Road by Brooke Avenue (1); Greenbank Gardens (1); Mill Lane/Oakdale Road (1); Pilling Gardens (1); Limetree Avenue (2).
It was noted that Warrington Housing Association had undertaken some planting with residents in and around Limetree Avenue.
It was noted that the contractor would treat the Japanese Knotweed at Arley Avenue by the end of September and that WBC had confirmed that the beech tree would be crown lifted although no date had been booked.
- V23/009 Floral Decorations**
009.1 The information from Primrose Nurseries on the autumn planting scheme was noted.
009.2 Planting of additional bulbs on verges across the parish was discussed. It was agreed that an appeal for suggested locations and planting volunteers would be made through social media; that £500 worth of bee-friendly, small naturalising bulbs would be ordered and some locations suggested were discussed.
- V23/010 Events**
010.1 It was noted that the Remembrance Sunday service will take place on Sunday 13 November 2023.
010.2 It was agreed that a donation of £200 be made to the Royal British Legion for poppy wreath. Information had been received that St Thomas' Church had arranged the bugler.
010.3 No quotation for the provision of a stage and sound for the Christmas Switch On event had been received, therefore it was agreed that the item would be put on the full council agenda. No feedback had been received from WBC Safety Advisory Group and therefore the assumption is that the arrangements outlined in the Event Management Plan are sufficient.
It was agreed that the trees at St Thomas Church and Pilling Gardens would be wrapped this year and the Whitefield Road tree would be wrapped in for Christmas 2024.
010.4 No other matters were raised.
- V23/011 A Safe Village**
It was noted that some addresses in the south-west of the parish had received advisory letters as they are within the 3km radius of an outbreak of Avian Flu.
- V23/012 Victoria Square**
The document received from Cllr. Wheeler was noted.
It was agreed that the monies offered by Warrington Borough Council for refurbishment of the benches would be requested;
Three quotations for refurbishment of the Cheshire lamp posts to a good condition would be sought.
- V23/013 Active Travel**
There were no matters raised.

- V23/014 Matters for next agenda/publicity**
Items for the next agenda included: litter bin locations;
Items to publicise included a social media post to ask for ideas for bulb
planting locations and volunteers.
- V23/015 Date and Time of Next Meeting**
Tuesday 16 January 2023 at 7.30pm to be confirmed.



Stockton Heath Parish Council

Minutes of a meeting of the Planning, Finance & General Purposes Committee held on Tuesday 26 September 2023, commencing at 7:30pm at Stockton Heath Library.

Present: Cllr. C Jones (Chair)

Cllrs. Dutton, Harris, Murphy, North, Todd, Walker and Wheeler.

Attending: L Jacob (Clerk)

P23/057 Apologies

Cllr. Wheeler was absent.

P23/058 Declarations of interest

Cllrs. Walker, as a substitute member of the Development Management Committee, took no part in planning discussions.

P23/059 Public Participation

No members of the public were present.

P23/060 Accounts for Payment

Resolved the approval of the payments of the accounts as detailed on the schedule of payments dated to 25 September 2023. To be authorised in internet banking by Cllrs Jones and Todd.

P23/061 Receipts

It was noted that no income had been received.

P23/062 Statement of Receipts and Payments to date 2023/24

The Statement for the period to 31 August 2023 was noted. This showed total expenditure to date of £62, 680.70; cash in hand of £217, 757.43 of which £104, 536.30 has committed budget lines and £113,221.13 represents uncommitted funds.

P23/063 Bank Reconciliation

The bank reconciliation generated by the cashbook and accompanying bank statements were checked and verified by signature by Cllr. North.

P23/064 Review of Interest rates on offer

The information provided on interest rates being offered on savings accounts suitable for parish councils was discussed. Further research will be undertaken.

P23/065 Risk Management Register

The recommendations following the annual review of the Risk Management Register were discussed.

Recommended that the amendments presented are adopted by full council.

P23/066 Planning Applications

066.1 Responses to planning applications received are detailed in the appended table.

(Cllrs. North and Walker left at 8.10pm)

066.2 There were no notifications of refused planning applications nor any applications which had been referred to or decided by the WBC Development Management Committee.

066.3 (This item was taken before planning applications were discussed with Cllr. Walker and North present))

Cllr. Dutton gave a report on attendance at the Pavement Café Licensing hearing for The London Café, London Road, Stockton Heath. The result of the hearing was that the license had been granted with conditions which included the prohibition of the display of an A-board outside the premises. In addition it

had been confirmed during the hearing that there is no right of curtilage for premises on the east side of London Road.

P23/067 Date and Time of Next Meeting

Tuesday 24 October 2023 at 7.30 pm.

The meeting closed at 8.23pm

P23/060 Schedule of Payment

The following invoices were 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 (Oct – to be paid 20/10/2023)	People Costs	4872.00.00	0.00	4872.00
Cheshire Wildlife Trust	Time spent on habitat survey on Mill Lane	Land Assets	315.00	63.00	378.00
PKF Littlejohn	External Auditor Fee	Office Costs	420.00	84.00	504.00
Eyelid Productions	Annual Fee for Website	Office Costs	100.00	0.00	100.00
WAP Lawton	Repairs to Land Assets	Land Assets	934.00	186.80	1120.80
Livewire	First Quarter Rent	Office Costs	750.00	0.00	750.00
Pest Protect	Pest Control Services	Land Assets	280.00	0.00	280.00
SLCC Enterprises	National Conference October 2023	Staff Costs	390.00	62.00	452.00
Tony Parker	Donation for leading Bat Walk Event	Land Assets	100.00	0.00	100.00
Northwich Town Council	Watering in July/August	Village	625.00	125.00	750.00
Holly Oak Tree Services	Fell of Willow on Mill Lane	Land Assets	500.00	100.00	600.00
			9286.00	620.80	9906.80
Debit Card Transactions					
NONE					
		Total for Debit Card	NONE	NONE	NONE
Direct Debits					
Natwest (applied 15 September)	Bank Charges	Office Costs	24.50	0.00	24.50
Natwest (applied 31 August)	Bank Charges	Office Costs	1.05	0.00	1.05
Wavenet (to be applied c. 25 September)	Office 365 Monthly Subscription	Office Costs	9.40	1.88	11.28
		Total direct debit	34.95	1.88	36.83
		Total all payments	£9320.95	£622.68	£9943.63

P23/066 Planning Applications to consider

Date Received	Planning Application No.	Address	Proposal	Weblink to application
14/09	2023/01041/FULH	27 Denbury Avenue, Stockton Heath, Warrington, WA4 2BL	Front porch extension. two storey side and rear extension.	Concern about parking provision as there is an increase from three to four bedrooms with no corresponding increase in off-road parking provision. A request that as many eco-friendly and climate mitigation measures are incorporated as part of the design of the new part of the building, such as swift nesting boxes; gaps for hedgehogs and other creatures to pass through the boundaries.
18/09	2023/01127/CLDP	29 Brook Avenue, Stockton Heath, Warrington, WA4 2RY	Proposed hip to gable roof alteration together with new dormer	INFORMATION ONLY



Stockton Heath Parish Council

MINUTES OF THE LAND ASSETS COMMITTEE MEETING HELD AT STOCKTON HEATH LIBRARY ON TUESDAY 3 October 2023 at 7pm.

Present: Councillor H Dutton (chair) (arrived at 7.11pm)
Councillors Barlow, North (arrived 7.09pm), Todd and Wheeler

Attending: V. Alldred (Assistant Clerk), Lara Jacob, A.Young.

L23/0015 Apologies

Apologies were received and accepted from Cllrs. Jones and Dean.
M Morris provided apologies.

L23/016 Declarations of interest

No declarations of interest were made.

L23/017 Public Participation

No members of the public were present.

L23/018 Terms of Reference

The terms of reference of the committee were noted.

L23/019 Budget

019.1 The payment and balances across the budget headings over which the Land Assets Committee has oversight were noted.

019.2 The proposed budget for Financial Year 2024-2025 was discussed and agreed. An Earmarked Reserve of £5,000 was also agreed to provide a mechanism to save for future asset management.

L23/020 Review of Assets

This item was deferred to a future meeting.

L23/021 Ackers Pit

021.1 It was noted that the repairs to the entranceway at Ackers Road and Ackers Lane had been completed

021.2 The quotes received for making good the pathways at Ackers Pit was discussed and a preferred contractor was agreed. Further information will be requested from the contractor regarding different surfacing. The total cost of the pathway renewal is above £5,000 and therefore the final quotation will be referred to the full council.

021.3 The quotation for the installation of a memorial plaque at the Pit was discussed. It was agreed that Cllr Jordan would be advised of the cost and asked if installing the plaque in a concrete base would be agreeable.

021.4 It was noted that the Parish Ranger had secured the loan of a water bowser from the Friends of Alexander Park for use during the summer months at a cost of £20 for the season.

021.5 It was noted that the wildflower area near the mill stones and the open glade area had flowered with some success.

021.6 The purpose and content of the Ackers Pit Nature Guide was discussed and will be kept up to date as an important resource to provide biodiversity information on our land assets

021.7 No other issues were raised.

L23/022 Mill Lane

022.1 It was noted that the annual wildflower sowing had been successful.

022.2 The proposal to change the Diamond Jubilee Plaque to a vertical position was discussed. It was agreed to ask for a quote for the work.

022.3 The spraying of weedkiller on the Mill Lane field at the Parkgate Road was raised. Warrington Borough Council had been contacted and apologised, as the area had been sprayed in error by a contractor.

L23/023 Stockton Heath Allotments

A motion was put that due to the nature of the information to be considered (legal advice), the following item would be discussed with the exclusion of the press and public.

Resolved that agenda item 023.1 be discussed with the exclusion of the press and public. (Anita Young left the meeting 8.27pm).

023.1 The response of the solicitor to the Allotment Association regarding the queries they put to a lease document was discussed.

Resolved that the solicitor will be instructed to act as per the advice given.

023.2 It was noted that a key for the padlock to the main gate has been received and is kept in the key cupboard in the parish office.

023.3 It was noted that the Association reported a recent break in at the allotments

023.4 The Allotment Association had advised that a resident had removed hedging to maintain a fence on the boundary with the allotments.

(Anita Young rejoined the meeting 8.33pm)

(Cllr North and Wheeler left the meeting at 8.33pm)

L23/024 Biodiversity

024.1 It was noted that the company awarded the contract to supply a long-term tree planting management plan had attended the site to conduct a survey. The company do not have the specialist tree advisors therefore withdrew from the contract. An invoice for £318 has been received in respect of the time spent prior to withdrawing.

024.2 The quotations received for the site surveys at both Mill Lane and Ackers Pit were discussed.

Resolved that the quotation from Cheshire Woodlands of £1760 would be accepted.

024.3 No other issues were raised.

L23/025 Trees

025.1 It was noted that a ground level tree inspection found no immediate issues for concern was carried out on the 29 June 2023 with observations reported to the full

council meeting on 11 July 2023.

025.2 It was noted that a willow bough had come down on Mill Lane field on 12 September and had been removed at a cost of £600. The report from Lally Tree Management was also noted

025.3 It was discussed the frequency of qualified tree inspections. It was agreed that this will be placed on the agenda next year following the 2024 scheduled inspection.

025.4 No other issues were raised.

L23/026 Events

026.1 The Bat walk event held on the 2 September 2023 was reviewed and it was agreed that this had been a successful and enjoyable event.

026.2 It was agreed to hold the bird box making event on 15 February 2024 and that up to £500 could be spent to purchase the required stock and cover the hire of the pavilion.

L23/027 Reports from attendance at outside groups

Cllr. Barlow reported that Wild about Stockton Heath (WASH) are holding a fungi foray event.

L23/028 Publicity

The following items were agreed for publicity; social media post with regards to the accidental spraying of pesticide on the Mill Lane field by WBC contractor.

L23/029 Matters for next agenda

The following items were requested for the next agenda: Maintenance contract for Land Assets, Annual Asset review and Land Assets planting review.

L23/030 Date and Time of Next Meeting

TBC

The meeting closed at 8.47pm

Summary of proposed changes to the Risk Management Register

Section	Change/Reason
1.1.1	Parish council is now in membership of ChALC and therefore this will be included as a risk mitigation.
1.2.1	Inserting that two councillors authorise any payments or changes to Standing Order amounts through the online banking system
1.2.5	Change of “by cheque” to “by bank transfer”
2.1.3	As 1.2.5
2.1.3	Can include reference to Expenses Policy which will be followed when dealing with reimbursement of expenses
2.2.1	Insert that Livewire/WBC carry out Fire Risk Assessment for the building
2.2.4	As 2.1.3

STOCKTON HEATH PARISH COUNCIL RISK MANAGEMENT REGISTER

The Purpose of Risk Management is to identify and address any risks that are associated with the Council's activities, assets and employees; to quantify the risk/impact level and to detail the controls in place to reduce the risk. Risks change over time therefore this document will be reviewed regularly, on an annual basis or earlier if required by a change in circumstances.

The following Risk Management Register was reviewed by PFGP Committee on 6 September 2022 (P22/051) and approved on **11 October 2022** at the Parish Council meeting (minute 22/070.2).

1. PROCESS RISKS – PROCEDURAL/ FINANCIAL/DATA

	Description of Risk	Impact	Likelihood	Risk Rating	Control
1.1	Procedural Risks				
1.1.1	Loss of reputation to council if: decisions are not legally made; decisions cannot be made due to meetings not being quorate or through lack of public consultation; councillors breach standards	6	4	24 MEDIUM	Training of clerk and councillors is planned and budgeted for. Access to legal publications and information is available and additional material is budgeted for. Access to legal advice from the Society of Local Council Clerks is available and membership is renewed annually, however the parish council does not subscribe to the Cheshire Association of Local Councils, the organisation which provides support to councillors[C1]. Standing Orders and Financial Regulations are in place and reviewed annually. Agendas are sent out in a timely manner and widely displayed to members of the public. The agenda provides as much information as possible (and any supplementary reports are made available) to inform councillors of the business to be transacted. Apologies notified as soon as possible before meetings take place. Public participation is included as part of the meeting. A website, noticeboards and newsletters inform the electorate and encourage participation. Public consultation events are planned and held occasionally. The council engage with local press and media to update and inform. Minutes are prepared monthly with individual page numbers for minute book, approved as a true record by all, signed by the Chair at the following Parish Council meeting and then retained in safekeeping. All councillors sign the Code of Conduct. A Register of Members' Interests is maintained and displayed on Parish Council/WBC website. An update reminder provided annually. Cover is in place for Libel, Slander and Personal Accident.

1.2	Financial Risks				
1.2.1	Misappropriation and Fraud	6	4	24 MEDIUM	Financial Regulations in place. Robust Internal Controls undertaken monthly at PF&GP meeting and Internal Controls reviewed annually. Three signatures to each cheque and bank mandate for transfer of funds[C2]. Three signatories for each Standing Order arrangement and any changes thereof[C3]. Bank reconciliation undertaken monthly. Financial information regarding receipts and payments detailed monthly to PF&GP Committee and contained in minutes of that Committee. Fidelity Cover of £200,000 – Adequacy reviewed annually. Annual Internal and External Audits. Supplier Fraud – new suppliers are checked to ensure they are trading lawfully (registered with Companies House, for VAT if applicable); where existing suppliers request a change to any of their details, including bank accounts, cross-checks are made by direct telephone contact with the company in accordance with the procedures in Financial Regulation 5.11.
1.2.2	Insufficient Precept	6	2	12 LOW	Annually, in October, budget projections are made by each Committee, with reference to the Action Plan and comparison to the budget to date and previous year's budget. PF&GP Committee, in receipt of information generated by committees in October, consider the calculation of the required precept and recommend to full parish council by December. Full council consider proposed budget and precept during December and January meetings. Timely notification is sent to WBC. Budgets against provision/projections monitored monthly and expenditure adjusted accordingly. Earmarked monies are maintained for periodic expenditure such as major maintenance to assets or for four-yearly elections.
1.2.3	Insufficient Insurance	6	2	12 LOW	Asset register is maintained up-to-date. Risk Register is maintained up-to-date. Annual insurance renewal takes place and any new assets are advised to the insurance company as soon as possible after purchase and delivery and appropriate insurance advice taken.
1.2.4	Improper contracting procedures	6	4	24 MEDIUM	Financial regulations outline the tendering process.

					Financial regulations outline the process for considering quotations and the levels of expenditure appropriate to the quotation process. Established/recommended contractors used wherever possible.
1.2.5	Failure to meet the requirements of HMRC	6	2	12 LOW	Payroll Manager is used and entries made each month with details of employee salaries; employer's tax liability and national Insurance contribution is detailed. Remittance of Income Tax and National Insurance is made monthly by cheque[C4]. Year end P35/P60s completed online. Employees receive detailed pay information generated by Payroll Manager Software.
1.2.6	Failure to comply with VAT legislation	6	2	12 LOW	VAT records are maintained and checked and refunds claimed quarterly
1.3	Data Risks				
1.3.1	Non-compliance with data protection legislation and regulation	6	4	24 MEDIUM	Training budgeted for. Positive completion of Security Statement with notification to the Information Commissioners Office. Renewed February annually. A Data Protection Policy and Retention annexe, as well as Privacy Notices have been adopted to ensure compliance with the General Data Protection Regulation and Data Protection Act 2018.
1.3.2	Loss of written information files or computer data	6	4	24 MEDIUM	Written information files kept secure in metal filing cabinets; council minute book and Acceptance of office register in fire proof safe. All computer files are automatically saved to One Drive which is provided as part of the Microsoft Office 365 subscription.

Summary	Number of Risks	High	Medium	Low
Process Risks	9	0	5	4

2. PEOPLE RISKS - COUNCILLORS /EMPLOYEES/CONTRACTORS/VISITORS/VOLUNTEERS/PARTNERSHIPS

	Description of Risk	Impact	Likelihood	Risk Rating	Control
2.1	Councillors				
2.1.1	Risk to health and safety whilst carrying out duties	8	4	32 MEDIUM	Appropriate risk assessment policy in place.
2.1.2	Councillors acting alone; breaching Code of Conduct; conflict of interest;	6	4	24 MEDIUM	Training for councillors is planned and budgeted for. Good councillor guide is made available to new councillors and available to all. Standing Orders and Financial Regulations are in place and reviewed annually. All councillors sign the Code of Conduct. A Register of Members' Interests is maintained and displayed on Parish Council/WBC website. An update reminder provided annually. Interests are declared at the beginning of meetings. Cover is in place for Libel, Slander and Personal Accident.
2.1.3	Risk of fraud carried out by councillor	6	4	24 MEDIUM	Financial regulations and internal control measures in place that require two councillor signatures for any financial transaction or banking change or transfer of funds. No petty cash held – expenses incurred are reimbursed monthly by cheque [C5] on presentation of relevant receipts. No expenses reimbursed without receipts/VAT invoices [C6]. Fidelity Cover of £200,000 – Adequacy reviewed annually. Annual Internal and External Audits
2.1.4	Risk of insufficient candidates for election or vacancies	6	4	24 MEDIUM	Actively publicise Council activities through noticeboards, newsletters, websites, press and social media. Seek candidates amongst friends and colleagues Publicise elections and vacancies on notice boards, newsletters, websites, press and social media.
2.2	Employees				
2.2.1	Risk to health and safety whilst carrying out duties	8	4	32 MEDIUM	Appropriate specific risk assessments in place, covering each employees' role and working practices. Health and Safety and Fire Assessment policies in place and reviewed annually [C7]. First Aid box available in office and when out and about. Employers Liability cover of £10m plus Personal Accident in place.
2.2.2	Disciplinary and Grievance issues	6	4	24	Signed employment contracts in place with Job Description.

				MEDIUM	Disciplinary and Grievance policies in place. Employment Committee convened.
2.2.3	Risk whilst Lone Working	8	4	32 MEDIUM	Appropriate specific risk assessment and policy in place and reviewed annually.
2.2.4	Risk of fraud carried out by employee	6	4	24 MEDIUM	Financial regulations and internal control measures in place that require two councillor signatures for any financial transaction or banking change or transfer of funds. No petty cash held – expenses incurred are reimbursed monthly by cheque on presentation of relevant receipts. No expenses reimbursed without receipts/VAT invoices[C8]. Fidelity Cover of £200,000 – Adequacy reviewed annually. Annual Internal and External Audits
2.2.5	Loss of service due to Illness/Incapacity	6	4	24 MEDIUM	Replacement cover provided in short term by other employees. Ability to hire a locum clerk through SLCC service.
2.3	Contractors				
2.3.1	Risk to health and safety whilst carrying out duties	8	4	32 MEDIUM	Appropriate specific risk assessments requested when contractors are awarded contracts. Copies of Public Liability insurance and Employers Liability insurance requested.
2.4	Visitors/Volunteers				

2.4.1	Risk to health and safety whilst visiting/volunteering	8	4	32 MEDIUM	Appropriate specific risk assessments in place or prepared for specific events. Public Liability insurance in place.
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	Description of Risk	Impact	Likelihood	Risk Rating	Control
2.5	Partnerships				
2.5.1	Agreed standards or service delivery not fulfilled by partnership. Current partnerships with: Warrington Borough Council – ground maintenance; hiring of Parish Ranger van, equipment and access to waste disposal depot; WBC/Livewire – agreement for Parish Council to provide funding for continuation of the provision of library services at Stockton Heath Library; Rental of Parish Council office, located in Stockton Heath Library building, Alexandra Road. Cheshire Constabulary – Agreement for Parish Council to fund 50% cost of a PCSO Warrington Anglers Association –	6	4	24 MEDIUM	Written service level agreements/lease arrangements in place. Regular contact with service level providers/partnerships. Financial arrangements subject to annual audit regime. A lease agreement between Stockton Heath Parish Council and Livewire is in force for the rental of the parish council office within the Stockton Heath Library building. 2020 - awaiting lease agreement between Stockton Heath Allotments Association and SHPC for allotments

	Lease agreement for maintenance at Ackers Pit Stockton Heath Allotment Association – lease agreement in place detailing management and maintenance of allotments at Red Lane				
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Area	Number of Risks	High	Medium	Low
People	12	0	12	0

3. ASSETS RISKS

3.1 LAND ASSET - RED LANE ALLOTMENTS – Red Lane, Stockton Heath

	Description of Risk	Impact	Likelihood	Risk Rating	Control (See also Partnership Working/Service Level Agreements (SLA))
3.1.1	Management and Maintenance not carried out adequately	2	4	8 LOW	Lease Agreement with Stockton Heath Allotment Association Ltd (SHAA) – being renegotiated and drafted by fdr solicitors. SHAA have own insurance including Public Liability. Maintenance works undertaken by SHAA, liaising with Parish Council. Health and Safety, Inspection of Water Supply – documents kept by SHAA and Parish Council have access to copies. Plot Inspections scheduled annually; formal annual visit by Parish Council members undertaken. First aid kit available.
3.1.2	Rent not received	1	2	2 LOW	Requirement for rent from SHAA written into lease agreement. Amount reviewed annually; invoiced April and paid as soon as possible by SHAA
3.1.3	Danger of injury from trees / hedges	8	4	32 MEDIUM	Stockton Heath Parish Council visually inspect trees and record such inspections twice per year in accordance with the Tree Management Policy SHAA members regularly visually inspect trees and hedges. SHAA may trim trees to ease access to the site and may trim hedges which overhang the site. Neighbouring householders have permission to enter site at their own risk to maintain trees/hedges bordering their properties.
3.1.4	Buildings and greenhouses; gates and fencing – damage/vandalism	2	4	8 LOW	SHAA regularly visually inspect. SHAA insurance in place.
3.1.5	Flooding	4	4	16 LOW	The Parish Council have a legal right (Public Health Act 1936, s.260) to clear ditches which lie to the boundary of the land and might pose a flood threat. Contact with Peel Holdings who own Bridgewater Canal to north boundary.
3.1.6	Fires	6	4	24 MEDIUM	Fires covered in SHAA Rules and Regulations.
3.1.7	Title/Possession dispute	1	2	2 LOW	Land registered under title number CH601990. Pre-registered deeds and documents held by Forshaws Davies Ridgway Solicitors.

Area	Number of Risks	High	Medium	Low
Red Lane Allotments	7	0	2	5

3. LAND ASSET -

3.2 MILL LANE LAND - QEII COMMUNITY FIELD, MILL LANE DIAMOND JUBILEE FIELD – land bounded by Alexandra Park; Brookside Avenue; Mill Lane; Burnside Avenue

	Description of Risk	Impact	Likelihood	Risk rating	Control (See also Partnership Working/Service Level Agreements (SLA))
3.2.1	Open land with uneven ground – risks associated from use	6	4	24 MEDIUM	Grassed area with several clearly identified paths. Grass cut regularly by Warrington Borough Council. Regular visual inspection by Clerk/Councillors/Parish Ranger and members of Warrington Borough Council Parks team. Public Liability Insurance up to £10m in place.
3.2.2	Danger from running water – Lumb Brook	8	4	32 MEDIUM	Fencing of whole stream inappropriate to site, but some chain link fencing on one bridge (WBC installed and owned). Brook area bounded by embankment which slopes down and tree growth which delineates banking. Flooding risk controlled by Environment Agency.
3.2.3	Wooden bridge; pathways and steps – slips, trips, falls	8	4	32 MEDIUM	Regular visual inspection by Clerk/Councillors/Parish Ranger and members of Warrington Borough Council Parks team. Maintenance, budgeted for and carried out when required.
3.2.4	Danger of injury from trees	8	4	32 MEDIUM	Regular visual inspection by Clerk/Councillors/Parish Ranger and members of Warrington Borough Council Parks team. Trees visually inspected and findings recorded twice per year in accordance with the Tree Management Policy. Maintenance undertaken periodically by Parish Council appointed contractors, who respond to emergency situations also. Overgrowth affecting nearby residents responded to/assessed during visual inspection.
3.2.5	Litter / Fly Tipping and Animal Droppings	4	4	16 LOW	Regular visual inspection by Clerk/Councillors/Parish Ranger and members of Warrington Borough Council Parks team. Litter bins emptied twice weekly by SHPC Parish Rangers Regular visits by Parish Ranger to clean up as required. Signs to deter dog fouling.
3.2.6	Invasive weeds – e.g. knotweed	4	6	24 MEDIUM	Treated by professional contractor. Parish Council request WBC / Contractor to treat paths for weeds and strim grass to 1 metre either side of paths.
3.2.7	Danger from wooden goal posts; commemoration signs; damage/vandalism to	6	4	24 MEDIUM	Regular visual inspection by Clerk/Councillors/Parish Ranger and members of Warrington Borough Council Parks team. Public liability insurance of £10m in place.

3.2.8	Misuse of space	6	4	24 MEDIUM	Deterrent signs in place. Locked access gates for vehicle entry. User agreement document issued to those who hire the field for activities. Insurance policy in place.
3.2.9	Fire	6	4	24 MEDIUM	Parish Council owned land and as common land cannot light a fire or have a barbecue. Residents living close by alert Police on 101 if any incidents occur. Contact details for Parish office available on signs located at Mill Lane entrance/Brookside Avenue entrance/Parkgate entrance
3.2.10	Title/Possession dispute	1	2	2 LOW	Land registered under title number CH598194. Pre-registered deeds and documents held by Forshaws Davies Ridgway Solicitors.

	Area	Number of Risks	High	Medium	Low
	Mill Lane Land	10	0	8	2

3. LAND ASSET

3.3 ACKERS PIT – area of land with fishing lake at Ackers Road/Ackers Lane/Mill Lane, Stockton Heath

	Description of Risk	Impact	Likelihood	Risk rating	Control (See also Partnership Working/Service Level Agreements (SLA))
3.3.1	Danger of drowning or injury from open water with deep silt below	8	4	32 MEDIUM	Fencing of Pit itself inappropriate as obvious and visible hazard. Clearly identified paths to the perimeter of the main water area to encourage visitors not to venture near Pit. Site perimeter hedging and metal fencing at principle access point on Ackers Lane deters entry by means other than main pathways.
3.3.2	Flooding	4	4	16 LOW	Weir redesigned/renewed 2008. Outflow through weir adjacent to Ackers Lane checked regularly for obstructions by Parish Ranger/Clerk/Councillors/Water Bailiff of Warrington Anglers Association (WAA). Outflow from Bridgewater Canal near Brian Avenue checked by the Water Bailiff monthly and cleared as required – Agreement from Manchester Ship Canal Company dated 1960 (who check the water level of the Bridgewater Canal daily).
3.3.3	Danger of injury from trees	8	4	32 MEDIUM	Trees visually inspected and findings recorded twice per year in accordance with the Tree Management Policy Regular visual inspection by Clerk/Councillors/Parish Ranger and members of the public. Maintenance undertaken periodically by Parish Council appointed contractors, who respond to emergency situations also.
3.3.4	Risk associated with general maintenance requirements including paths, benches, hedges and trees	6	4	24 MEDIUM	Land Assets Committee (consisting of the members of Stockton Heath Parish Council, as agreed each year at the Annual Parish Council meeting and Officials/members of WAA nominated by them) meet several times a year to regularly review the condition of the Pit and recommend any works to be carried out. WAA Bailiff/Members review in situ. Parish Ranger highlights issues following at least a weekly visit. WAA have responsibility for hedge and grass cutting – Deed of Grant 4.1.1...the Grantees will, at their own expense: Trim all hedges at least once a year ...and...strim all grassed areas at least twice every growing season. Contractors employed by Parish Council treat paths for weeds and strim grass to 1 metre either side of paths. Any invasive weeds to be treated by professional contractor.

3.3.5	Benches – loss/damage/vandalism	2	8	16 LOW	Regular inspections by Clerk/Councillors/Parish Ranger/Water Bailiff. Quick repairs undertaken by Parish Ranger. Contractor used for more extensive repairs. Insurance in place.
3.3.6	Litter/Fly Tipping/Rats and Animal Droppings	4	4	16 LOW	Three litter bins emptied twice weekly by SHPC Parish Rangers Regular visits by Parish Ranger to clean up as required. Dog fouling stickers on site. Pest Control undertaken quarterly.
3.3.7	Danger of injury from cycling on Footpaths	4	4	16 LOW	Signs in place requesting 'No Cycling'.
3.3.8	Fire	6	4	24 MEDIUM	Parish Council owned land and as common land cannot light a fire or have a barbecue. Water Bailiff and residents close by alert to any fires being lit and inform Police on 101.
3.3.9	Title/Possession dispute	1	2	2 LOW	Land registered under title number CH601990. Pre-registered deeds and documents held by Forshaws Davies Ridgway Solicitors.

Area	Number of Risks	High	Medium	Low
Ackers Pit	9	0	4	5

4. GENERAL ASSETS

4.1	Office electrical equipment – risks associated with use; loss/damage/theft	4	4	16 LOW	Appropriate risk assessment policy in place. Annual electrical safety test. Visual inspection when using. Budget for maintenance and replacement. Insurance in place.
4.2	Office furnishings – risks associated with use; loss/damage	4	4	16 LOW	Appropriate risk assessment policy in place. Visual inspection when using. Budget in place for maintenance and replacement. Insurance in place.
4.3	Metal shed and parish ranger cleansing equipment – risk associated with use; risk of loss/damage/theft	4	4	16 LOW	Appropriate risk assessment policy in place. Visual inspection when using. Budget in place for maintenance and replacement. Insurance in place.
4.4	Chairman's chain – risk of loss/damage/theft	1	4	4 LOW	Secured in office safe when not in use. Pinned in place when worn. Insurance in place.
4.5	War Memorial – risk to public of slips, trips, falls; risk of loss/damage/theft	6	4	24 MEDIUM	Parish Council is custodian of War Memorial, not owner. Recent condition survey undertaken with recommendations on cleaning, repairs and maintenance carried out. Visual inspection regularly carried out by Clerk/Parish Ranger. Area kept clear of trip hazards; cleaned and swept regularly. Public liability insurance in place.
4.6	Noticeboards – loss/damage/theft	1	4	4 LOW	Visual inspection regularly carried out by Clerk/Parish Ranger. Public liability insurance and general insurance in place.
4.7	Cast Iron Planters; barrier baskets – risk to pedestrians/vehicles; risk of loss/damage/theft	6	4	24 MEDIUM	Visual inspection regularly carried out by Clerk/Parish Ranger. Contractor regularly servicing during growing season. Public liability insurance and general insurance in place.
4.8	Grit bins - risk to pedestrians/vehicles; risk of loss/damage/theft	6	4	24 MEDIUM	Visual inspection regularly carried out by Clerk/Parish Ranger. Public liability insurance and general insurance in place.
4.9	Benches - risk to pedestrians/vehicles; risk of loss/damage/theft	6	4	24 MEDIUM	Visual inspection regularly carried out by Clerk/Parish Ranger. Public liability insurance and general insurance in place.
4.10	Christmas string lights placed in trees across the parish – risk to	6	4	24 MEDIUM	Visual inspection regularly carried out by Clerk/Parish Ranger. Lighting contractor contactable to deal with problems and undertake repairs. Public liability insurance and general insurance in place.

	pedestrians and vehicles; risk of loss/damage/theft				
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Area	Number of Risks	High	Medium	Low
General Assets	10	0	5	5

RISK SUMMARY – STOCKTON HEATH PARISH COUNCIL

Area	Number of Risks	High	Medium	Low
Process	9	0	5	4
People	12	0	12	0
Red Lane Allotments	7	0	2	5
Mill Lane Land	10	0	8	2
Ackers Pit	9	0	4	5
General Assets	10	0	5	5
Total	57	0	36	21

Risk Management Register compiled by: Lara Jacob

DATE: 27/02/2018

Signature:

This document has been produced from the guidance in Governance and Accountability Guide for Local Councils – A Practitioners’ Guide 2017.

A written Health & Safety Policy is available.

Risk Assessments and Policy documents are available separately.

Risk Assessment Scoring Matrix

Likelihood	Impact					
	Multiple Death (10)	Single Death (8)	Major Injury (6)	Lost Time Injury (4)	Minor Injury (2)	Delay (1)
Certain (10)	100	80	60	40	20	10
Very Likely (8)	80	64	48	32	16	8
Likely (6)	60	48	36	24	12	6
May Happen (4)	40	32	24	16	8	4
Unlikely (2)	20	16	12	8	4	2
Very Unlikely (1)	10	8	6	4	2	1
Score	Priority	Action				
1 – 16	LOW	Action is required to reduce the risk, although low priority.				
17 – 36	MEDIUM	Action required to control.				

		Interim measures may be necessary in the short term.
37 – 100	HIGH	Action required urgently to control risks. Unacceptable Immediate action required

Item 62 - Report on Actions from previous meetings

Meeting	Minute Reference	Action	Update/ Outstanding action
JUNE	23/036	Contact Lloyd and Smith to instruct work to the flagstones at the War Memorial	Work undertaken on 28/29 September 2023
SEPT	23/061	Upload policies to Parish Council website	COMPLETED

Report on Correspondence received since the last update issued on 4 September 2023

[illegible]

Service Level Agreement

For the provision of a Youth
Outreach Service to Stockton
Heath Parish Council on Friday
evenings.

THIS CONTRACT BETWEEN BROOMFIELDS YOUTH PROJECT (BYP) AND STOCKTON HEATH PARISH COUNCIL (THE PARISH COUNCIL) SETS OUT THE OBLIGATIONS OF EACH PARTY IN RELATION TO THE YOUTH OUTREACH SERVICE CONTRACT AND IS MADE THIS DAY (DATE)

COMMENCEMENT

This contract commences 1 November 2023

PAYMENT

The annual contract is £4230 exclusive of VAT. Payments shall be annually in advance. The BYP shall provide the Parish Council with an invoice.

Payments shall be made by the Parish Council by BACS transfer.

OBLIGATIONS OF THE PROVIDER

The BYP shall undertake the duties as detailed in Annex A (the specification).

The BYP shall hold public liability insurance to a minimum value of £5,000,000.

TERMINATION

This contract shall continue until terminated by either party. This contract may be terminated by either party giving three months' written notice of its intention to terminate.

Lara Jacob Stockton Heath

Clerk to Stockton Heath Parish Council

John Harper

Broomfields Youth Project

Annex A – Specification

Task & Location	Frequency
BYP to provide two outreach workers to attend at Alexandra Park, Alexandra Road, Stockton Heath, WA4 2AN to engage with young people, encourage their attendance at the Shack at Broomfields Leisure Centre and provide support that will help reduce anti-social behaviour.	Each Friday throughout the year from 7.30pm until 10.30 pm excepting Christmas Friday and Good Friday
BYP to provide holiday/illness cover	60 weeks cover to service 50 weeks and 10 weeks holiday.