

MEETING OF DUDDON AND BURTON PARISH COUNCIL

To the Members of Duddon and Burton Parish Council: You are hereby summoned to attend the next Parish Council Meeting on Monday 4th March 2024 to be held at Duddon, Clotton and District War Memorial Hall, which will begin at 7.00pm, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey*, Clerk
28/02/2024
duddonandburtonparishcouncil@gmail.com
07784 486 767

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND ALL COUNCIL MEETINGS
(Public Bodies (Admission to Meetings) Act 1960)

AGENDA

1.	APOLOGIES	And reason for absence.
2.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
3.	PUBLIC PARTICIPATION	When members of the public may comment or raise questions regarding matters affecting the Parish. (max of 3 mins per person without prior agreement with Chair and for a maximum of 20 mins in total.) <i>This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to participate by asking questions, raising concerns or making comments on matters affecting Duddon and Burton. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.</i> <i>N. B Councils cannot lawfully decide items of business that is not specified in the summons/agenda (LGA1972 Sch 12, paras 10(2)(b) and Longfield Parish Council v Wright (1918) 88 LJ Ch 119</i>
4.	ACCEPTANCE OF MINUTES	To approve and sign the minutes of the Parish Council meeting held on Monday 22 nd January 2024.
5.	PLANNING	- To note planning applications as listed on the planning register, including comments submitted since the last meeting and enforcement matters. - To note any planning applications received since the agenda has been distributed
6.	ACCOUNTS	1. To accept the Cash Book. 2. To note the Budget v Outturn Sheet 3. To approve the Bank Reconciliation against Cashbook YTD. 4. To receive an update on the opening of a Skipton's Savings Account. 5. To agree and appoint an Internal Auditor for 2023-24. 6. To approve the submission of VAT Rebate for 2023-24 7. To approve payments made and income received since last meeting.
7.	PARISH COUNCIL MATTERS	1. Asset Register – to approve the Asset Register for 2024. 2. Risk Assessment – to approve the Risk Assessment Schedule for 2024 3. Training and Development Policy – to review and adopt the amended Policy. 4. To adopt the Annual Report as circulated. 5. To agree to the Parish Council submitting a Local Council Award Foundation application. 6. To agree if the Parish Council is willing to fund equipment at the Primary School.
8.	THE COMMUNITY	- Playground Equipment – to receive an update on the maintenance to be undertaken to the Playground Equipment
9.	CORRESPONDENCE	- To note the response from CWaC Highways regarding the request to install double yellow lines on junction of A51 and Willington Road. - To note correspondence from Ted Lush providing an update on a CWaC Highway Initiative. - To note the information received from Tarvin Educational Foundation about the grants for 2024. - Any other correspondence received since the last PC Meeting.
	DATE OF NEXT MEETING	Proposed date for next meeting is Monday 20 th May 2024 at 7.00pm at Duddon, Clotton and District War Memorial Hall.

**Minutes of the Duddon and Burton Parish Council Meeting
at Duddon, Clotton & District Memorial Hall on
Monday 22nd January 2024 at 7.00pm**

PRESENT:

Cllr G Goulbourne - Chairman
Cllr M Lightfoot
Cllr C Cummins
Cllr A Green
Cllr K Warburton

Cllr T Cooper – Ward Councillor
PCSO James Hannath
Members of the Public: 1
CLERK: Mrs T Ryall-Harvey (Clerk)

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr T Lush (Ward Councillor).

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

PUBLIC PARTICIPATION

A resident reported that the locks had now been changed on the village hall gate and front door. The Fiber Connection last Wednesday came out and reviewed and confirmed that a pole would need to be put in to allow the BT cables to be brought to the village hall. Finding someone to replace the current Chairman, Treasurer etc duties still continues.

The PCSO reported that the funding he had received to undertake a road safety project with the local primary schools had been re-deployed elsewhere due to the lack of update. He also reported that he was hoping to hold some Youth Workshops over the Summer Holidays in the area to encourage kids to come along and participate in activities that he would make available. PCSO Hannath undertook to provide the dates to the Clerk.

PCSO left the meeting.

MINUTES OF THE MEETING

RESOLVED 23/032: That the minutes of the meeting held on 20th November 2023 be confirmed as a correct record and signed by the Chairman.

PLANNING APPLICATIONS

The council noted the Planning Register as circulated at the meeting, dated 13th January 2024 and noted the following application that had been received in since the last meeting:-

23/03155/DIS – Holly Bank, Duddon Common Lane, Duddon CW6 0HG – Discharge of conditions 3 (materials), 4(car and cycle parking), 5 (EV charging), 9 (RAMS) and 11 (trees and hedgerows of planning permission 22/03186/FUL – the Parish Council was not consulted on this issue.

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

22/04416/S73 – Land adjacent to 12 New Road, Duddon, Chester – Part single, part two storey near extension to existing dwelling and the construction of a two-storey dwelling to the side with new access, this application to vary conditions 3, 4 and 8 of planning permission ref: 21/01153/FUL – **approved**.

23/01021/FUL – Land adjacent to Duddon Hall, Tarporley Road, Tarvin, Chester – Proposed change of use of machinery and produce store to incorporate housing of livestock – **approved**.

23/02269/FUL – Sycamore Cottage, Back Lane, Duddon CW6 0EY – Demolition of existing conservatory and erection of two storey rear extension with first floor balcony, single storey rear extension and

demolition of flat roof store to outbuildings and rebuilt to enlarge outbuildings for home office – **approved**.

23/03155/DIS – Well House Farm, Duddon Common Lane, Duddon, CW6 0HG – application to discharge conditions 4 (highways visibility splays) and 8 (Construction Environmental Management Plan) of planning permission 22/03072/FUL – **approved**.

To note that the following issue has been reported to Planning Enforcement for consideration:-

EN578557156 – Burton Farm, Burton, Chester CW6 0ER – Outbuildings previously used for housing livestock had been reported to now being used for Industrial purposes.

Cllr Goulbourne sought clarification from Cllr Cooper as to why the planning process at CWaC took so long. Cllr Cooper reported he believe this was due to the department being short staffed`.

ACCOUNTS

Cashbook

RESOLVED 23/033: that the YTD Cashbook dated 13th January 2023 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 23/034: that Cllr Cummins signs the Bank Reconciliation and Bank Statements.

Churchyard Grant Application

RESOLVED 23/035 that the Parish Council submit a Churchyard Grant application on behalf of Duddon St Peter's Church to the claim value of £3,300.

Authorisation of Payments

RESOLVED 23/036: that the following income and expenses be approved:-

Income:-

Bank Interest	£22.08 & £20.04
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Expenses made between meeting for approval:-

Clerk's Salary for Tax Point 9	£375.07
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HMRC payment	£93.80
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Expenses not yet paid for approval:-

Clerk's Salary for Tax Point 10	£264.00
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HMRC Payment	£66.20
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Clerk's Expenses	£140.39
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PARISH COUNCIL MATTERS

Investment Policy – it was **RESOLVED 23/037** to adopt the Investment Policy presented to the meeting and start the process of opening an investment account with Skipton's Building Society Community Savers Account for the purposes of holding earmarked and reserved monies to gain better interest returns.

It was **RESOLVED 23/038** to open a Skipton Building Society Community Savers Account with two signatories and it was confirmed that the signatories for the account would be:

Mrs Trudy Ryall-Harvey – Clerk & Responsible Financial Officer

Mr Geoff Goulbourne - Chairman

2024-25 Budget

RESOLVED 23/039: that the budget for 2024-25 be set £11,762 as set out below:-

Budget Element	2024-25 Budget
EXPENDITURE	
People	
Staff Costs	4,028
Professional service	
Insurance	1,109
Internal Audit	50
External Audit	0
Payroll	170
General Services	
Website	90
Election for 2023-24	0
Village Hall Room Hire	120
Admin	
Membership/Subscriptions	292
Expenses	600
Training	200
Data Protection fee	40
Grants	
Village Hall	0
Churchyard Grant (Supplied by CWaC)	1,600
Other Grants	500
Projects	
Village Enhancements	310
Village Maintenance	1,500
Community Events	500
Playground Annual Inspection & Maintenance	310
Ad Hoc Beneficial items (\$137)	0
Inflation %	228
Contingency % of above	114
TOTAL CASH OUT	11,762

RECEIPTS	
Precept	8,825
Bank Interest	264
VAT recovery	70
Churchyard Grant (Supplied by CWaC)	1,600
CWAC contribution	0
Use of Reserves Monies for Projects	1,000
Other	0
TOTAL CASH IN	11,759

Precept for 2024-25

RESOLVED 23/040: to request a precept for 2024-25 of £8,825 which is a 5% increase on last years and a £1.96 increase on a Band D house.

Training

RESOLVED 23/041 to approve the Clerk's Training plan for January – July 2024 at a cost of £102.00 to the Parish Council.

Civility and Respect

RESOLVED 23/042 that the Parish Council agreed to sign up to the Civility and Respect pledge stating that they agreed to the following:-

- Duddon Burton Parish Council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.
- Duddon Burton Parish Council has put in place a training programme for councillors and staff
- Duddon Burton Parish Council has signed up to Code of Conduct for councillors
- Duddon Burton Parish Council has good governance arrangements in place including, staff contracts.
- Duddon Burton Parish Council will commit to seeking professional help in the early stages should civility and respect issues arise.
- Duddon Burton Parish Council will commit to calling out bullying and harassment when if and when it happens.
- Duddon Burton Parish Council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme
- Duddon Burton Parish Council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.

Parish Meeting

It was agreed that the next Parish meeting should be held on Monday May 20th immediately and the Annual Meeting of the Parish Council should be held immediately after.

THE COMMUNITY

Playground Equipment - Cllr Green confirmed he would undertake the painting of the playground equipment when the weather warmed up and improved.

CORRESPONDENCE

D-Day 80 – 6th June – following receipt of information relating to the commemoration and celebration of DDay, it was agreed that this information should be passed to Duddon St Peter's Church to see if they wished to participate.

PCSO update – the recent PCSO newsletter was circulated and noted at the meeting.

Police and Crime Commissioner Budget Review – the information was circulated and noted.

CWaC Town and Parish Conference – Wed 6th March – the Clerk sought confirmation as to if anyone wished to attend this event on behalf of the Parish Council.

Email from Duddon Primary School - the email was circulated and the Parish Council was not aware of any locals with sufficient historic knowledge that they could recommend to the school.

Request from Resident to install double yellow lines on Willington Road near Junction of A51 to stop cars being parked close to the junction and causing an obstruction – the information was considered and it was agreed that this section of road was considered to be dangerous to contact Highways with regards. **ACTION** - ask CWaC Highways if they would consider putting double yellow lines 100 meters on the corner A51 down Willington Road towards Back Road.

ACTION: Copy Cllr Cooper in.

Temporary Road Closure – It was reported that Burton Road in Chester had a road closure for a maximum of 5 days coming into force on 23rd January 2024.

5 Communities Fibre to the Premises Update - the recent update with regards to Openreach's activity around Willington Road, Willington Lane, Duddon Common and Clotton Common was circulated and noted.

Members Budget Monies – Cllr Cooper confirmed that there were monies available that needed spending by the end of January and he would welcome applications this week.

DATE OF NEXT MEETING

The next meeting of Duddon and Burton Parish Council would be held on Monday 4th March 2024 at 7.00pm at Duddon Clotton and District Memorial Hall.

Meeting finished: 19.51

Signed:..... Dated:

Duddon and Burton Parish Council Planning Register 2022

Received	Number	Location	Description	PC Response	Result
Wed 11 January 2023	22/04541/HE D	Various Locations Along The Route of A Proposed Sewer Pipeline From Utkinton To Tarvin Via Duddon	Removal of various sections of mid and end hedgerows (16 locations) to lay a new wastewater pipeline	No objections	Awaiting Decision

Duddon and Burton Parish Council Planning Register 2023

Received	Number	Location	Description	PC Response	Result
Thu 18 May 2023	23/01619/OUT	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	No objections	Awaiting decision
Wed 17 May 2023	23/01609/AGR	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	Land Adj To Duddon Hall Tarporley Road Tarvin Chester	Not consulted	Decided
Wed 07 Jun 2023	23/01869/FUL	Chestnut Grove Tarporley Road Duddon Chester CW6 0HA	Modification of rear windows and side windows to existing garage, to facilitate the use as a home office/ancillary room	No objections	Approved
Mon 17 Jul 2023	23/02269/FUL	Sycamore Cottage Back Lane Duddon Chester CW6 0EY	Demolition of existing conservatory and erection of two storey rear extension with first floor balcony, single storey rear extension and demolition of flat roof store to outbuilding and rebuilt to enlarge outbuilding for home office	No objections	Approved
Fri 06 Oct 2023	23/03155/DIS	Well House Farm Duddon Common Lane Duddon Chester CW6 0HG	Application to discharge conditions 4 (highways visibility splays) and 8 (Construction Environmental Management Plan) of planning permission 22/03072/FUL.	Not consulted	Approved
Fri 17 Nov 2023	23/03635/DIS	Holly Bank Duddon Common Lane Duddon Chester CW6 0HG	Discharge of conditions 3 (materials), 4 (car and cycle parking), 5 (EV charging), 9 (RAMS) and 11 (trees and hedgerows) of planning permission 22/03186/FUL	Not consulted	Approved
Thur 18 Jan 2024	EN578557156	Burton Farm, Burton, Chester CW6 0ER	Farm buildings that were used to raise Turkey's are being used as Industrial Units without any change of use.	Reported to CWaC	

AGR – Agricultural application
 CAT – Conservation area tree
 FUL – Full application
 LBC – Listed building consent
 PDQ – Agricultural Buildings to Dwelling Houses
 REF - Appeal
 S73 – Minor material amendments
 LDC – Lawful Development Certificate
 TPO – Tree Preservation Order

Trudy Ryall-Harvey
 27/02/2024

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2023-24

STATEMENT DATE	Description	Cheque No	Power	PN	People & Expenses	Professional Services	General Services	Admin	Grants	Projects	VAT	Receipts	Totals	Comments	Resolved	No.
03/04/2023	St Peter's Church, Duddon	000013	7	16					-1,530.19				-1,530.19	Churchyard Grant refund to Church	22/05/23	1
04/04/2023	HMRC PAYE	000011	1	16	-62.60								-62.60	PAYE Contribution for Tax Month 12	22/05/23	2
11/04/2023	Bank Interest			19								4.93	4.93	Bank Interest	23/01/23	3
12/04/2023	CWaC			19								8,405.00	8,405.00	CWaC Precept Payment	23/01/23	4
19/04/2023	CWaC			19								320.00	320.00	CWaC Ward Members Grant towards Coronation Event	23/01/23	5
28/04/2023	Mrs T Ryall-Harvey	000016		19	-250.47								-250.47	Clerk's Salary Tax Point 1	23/01/23	6
05/05/2023	ICO	000014		19				-40.00					-40.00	Data Protection Subscription	23/01/23	7
05/05/2023	HMRC PAYE	000017		19	-62.40								-62.40	PAYE Contribution for Tax Month 1	23/01/23	8
09/05/2023	Bank Interest			22								10.85	10.85	Bank Interest	23/01/23	3
16/05/2023	Clerk's Expenses	000019		19				-127.86			-5.25		-133.11	Clerk's Expenses	23/01/23	9
16/05/2023	Sue Irlam	000018		19		-50.00							-50.00	Internal Auditor	23/01/23	10
19/05/2023	Gallaghers Insurance	000020		19		-1,043.42							-1,043.42	Annual Insurance payment	23/01/23	11
19/05/2023	Clotton Hoofield Parish Council			22								389.39	389.39	Contribution towards Kings Coronation Event	23/01/23	12
22/05/2023	HMRC VTR			22								425.63	425.63	VAT Rebate	23/01/23	13
23/05/2023	Duddon, Clotton & Dithelm	000024		22						-993.78			-993.78	Kings Coronation Event	23/01/23	12
24/05/2023	CHALC Subscription	000015		19				-158.73					-158.73	CHALC Annual Subscription	23/01/23	14
26/05/2023	Mrs T Ryall-Harvey	000021		19	-250.27								-250.27	Clerk's Salary Tax Point 2	23/01/23	15
30/05/2023	Mid Cheshire Footpath	000023		19		-8.00							-8.00	Annual Subscription	23/01/23	16
09/06/2023	Bank Interest			22								12.28	12.28	Bank Interest	23/01/23	17
15/06/2023	HMRC PAYE	000022		19	-62.60								-62.60	PAYE Contribution for Tax Month 2	23/01/23	18
23/06/2023	Shire Accountancy Ltd	000025		22		-61.20							-61.20	1/2 yearly Payroll Services	23/01/23	19
29/06/2023	Mrs T Ryall-Harvey	000027		22	-250.27								-250.27	Clerk's Salary Tax Point 3	23/01/23	20
04/07/2023	HMRC PAYE	000026		22	-62.60								-62.60	PAYE Contribution for Tax Month 3	23/01/23	21
10/07/2023	Bank Interest			22								13.11	13.11	Bank Interest	23/01/23	22
27/07/2023	Mrs T Ryall-Harvey	000028		22	-250.27								-250.27	Clerk's Salary Tax Point 4	23/01/23	23
27/07/2023	Mrs T Ryall-Harvey	000030		22				-140.26			-5.88		-146.14	Clerk's Expenses	23/01/23	24
02/08/2023	HMRC PAYE	000029		22	-62.60								-62.60	PAYE Contribution for Tax Month 4	23/01/23	25
09/08/2023	Bank Interest			24								14.28	14.28	Bank Interest	23/02/24	26
15/08/2023	Ringwood Fencing	000031		25						-9.96	-1.99		-11.95	Replacement Rails for Playground Fence	23/02/24	27
05/09/2023	Mrs T Ryall-Harvey	000032		25	-250.27								-250.27	Clerk's Salary Tax Point 5	23/02/24	28
11/09/2023	HMRC PAYE	000033		25	-62.60								-62.60	PAYE Contribution for Tax Month 5	23/02/24	29
11/09/2023	Bank Interest			24								18.05	18.05	Bank Interest	23/02/24	26
20/09/2023	Mrs T Ryall-Harvey	000034		25				-41.80					-41.80	Clerk's Expenses	23/02/24	30
21/09/2023	Linux internet Ltd	000037		25		-71.86					-14.38		-86.24	Cloud Hosing for 12 Months	23/02/24	31
25/09/2023	Mid-Cheshire Footpath	000038		25			-8.00						-8.00	Mid-Cheshire Footpath Society Subscription	23/02/24	32
26/09/2023	Mrs T Ryall-Harvey	000035		25	-250.27								-250.27	Clerk's Salary Tax Point 6	23/02/24	33
02/10/2023	HMRC PAYE	000036		25	-62.60								-62.60	PAYE Contribution for Tax Month 6	23/02/24	34
04/10/2023	CWaC - Council Fund	000040		27		-181.00							-181.00	Fees and Charges for PC Election	23/02/28	35
06/10/2023	Twigtwister	000039		27						-500.00			-500.00	Willow Workshop with Primary School	23/02/28	36
09/10/2023	Bank Interest			27								17.80	17.80	Bank Interest	23/02/28	37
18/10/2023	PQR Limited	000042		27		-81.00					-16.20		-97.20	Payroll Services	23/02/28	38
31/10/2023	Claire M Fletcher	000045		27						-576.00			-576.00	Festive Wreathmaking Workshop	23/02/28	39
31/10/2023	Mrs T Ryall-Harvey	000043		27	-250.27								-250.27	Clerk's Salary Tax Point 7	23/02/28	40
06/11/2023	HMRC PAYE	000044		27	-62.60								-62.60	PAYE Contribution for Tax Month 7	23/02/28	41
09/11/2023	Bank Interest			27								21.37	21.37	Bank Interest	23/02/28	42
10/11/2023	The Royal British Legion	000041		27						-50.83	-4.17		-55.00	Poppy Wreath and Lamp-post Poppies	23/02/28	43
22/11/2023	Mrs T Ryall-Harvey	000047		27				-140.47			-0.92		-141.39	Clerk's Expenses	23/02/28	44
27/11/2023	Mrs T Ryall-Harvey	000048		27	-250.47								-250.47	Clerk's Salary Tax Point 8	23/02/28	45
06/12/2023	HMRC PAYE	000046		27	-62.40								-62.40	PAYE Contribution for Tax Month 8	23/02/28	46
11/12/2023	Bank Interest			30								22.08	22.08	Bank Interest	23/03/26	47
22/12/2023	Mrs T Ryall-Harvey	000049		30	-375.07								-375.07	Clerk's Salary Tax Point 9	23/03/26	48
08/01/2024	HMRC PAYE	000050		30	-93.80								-93.80	PAYE Contribution for Tax Month 9	23/03/26	49

Budget Element													2023-24 Actual	2023-24 Budget	Variance	Commentary
EXPENDITURE																
People & Expenses																Costs include VAT
Clerk's Salary	250	250	250	250	501	501	250	250	250	375	264	264	264	3,025	-144	
HMRC	62	62	63	63	63	63	63	63	63	62	66	66	66	780	-75	
Expenses	133	133	117	117	42	42	141	141	141	62	5	5	100	600	-28	Clerk expenses
Training			29								77	77	50	350	194	
Professional service																
Insurance	1,043													1,109	66	3 year fixed cost deal (yr 2)
Internal Audit	50													50	0	
External Audit														0	0	No external Audit Required
Payroll		61					97							136	-22	
General Services																
Website					86									125	39	
Bank Charges														0	0	
Election for 2023-24							181							548		If election contested
Village Hall Room Hire											150			150	0	
Admin																
Membership/Subscriptions	159				8						38			208	4	CHAIC & SLCC & Mid Cheshire Footpath Society
Data Protection fee	40													35	-5	Move to Direct Debit
Grants																
Village Hall														0	0	
Church Yard Grant (from CWaC)	1,530													1,600	70	Money received in from CWaC in March 2022
Projects																
Village Enhancements							1,076							500		
Community Workshops														1,400		
Wildflower Projects														0		
Playground Annual Inspection & Maintenance														600		Funded by donations held in earmarked reserves
Coronation Celebrations	994			12							200			700	488	£500 towards Playground maintenance, £200 towards inspections
Ad Hoc Beneficial Items (S137)														1,000	6	
							55				1,600			87	-1,568	Lampost Popples and Wreath
Inflation %	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Contingency % of above	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
TOTAL CASH OUT	2,042	2,533	374	459	75	699	1,667	509	437	552	412	2,430	12,188	13,003	815	

RECEIPTS																
Precept	7926	1.00%													0	
Bank Interest	4.93	10.85	12.28	13.11	14.28	18.05	17.80	21.37	22.08	20.04	21.44			0	-176	
Churchyard Grant supplied by CWaC											1,600			1,600		
VAT recovery											426			0	-426	
CWAC contribution		425.63									320			0	-320	
Moneys used from Reserves											0			3,000	3,000	
Other		389.39									389			0	-389	
TOTAL CASH IN	8,730	826	12	13	14	18	18	21	22	20	21	1,600	11,316	13,005	1,689	
Transaction Cash flow	6,688	-1,707	-362	-445	-60	-681	-1,649	-488	-415	-531	-390	-830	-872	-6		
Cash in Bank	27,545	25,838	25,476	25,031	24,970	24,289	22,640	22,152	21,737	21,205	20,815	19,985			-872	

DUDDON AND BURTON PARISH COUNCIL

Bank Reconciliation to Cashbook 2023-24

Presented at Council Meeting 27/02/2024

Prepared by Trudy Ryall-Harvey

Balance shown on Cashbook	£20,801.29
Lloyds Bank Accounts as at 27/02/2024	
Current Account	£1,360.91
Deposit Account	£19,440.38
TOTAL	£20,801.29
Less: Unpresented Payments	£0.00
TOTAL	£20,801.29
Reconciliation	YES

BUSINESS ACCOUNT [REDACTED]
DUDDON AND BURTON PARISH COUNCIL

£ 1,360.91 Current balance

BB INST ONLINE [REDACTED]
£ 19,440.38 Balance

DUDDON AND BURTON PARISH COUNCIL - ASSET REGISTER to 31st MARCH 2024

ITEM	BOOK VALUE	INS VALUE
Noticeboard	£501.41	£501.41
Safety Surfacing	£18,731.55	£18,731.55
Play Equipment	£19,197.90	£19,197.90
New Play Equipment/Benches (2109)	£14,130.00	£14,130.00
Litter Bins	£627.03	£627.03
Fencing	£3,137.32	£3,137.32
New Goal Posts	£285.00	£285.00
Office Equipment	£674.70	£674.70
Total	<u>£57,284.91</u>	<u>£57,284.91</u>

DUDDON AND BURTON PARISH COUNCIL

GENERAL RISK ASSESSMENT

No	ITEM	HAZARD	THOSE IN DANGER	SEVERITY 1-10	LIKELIHOOD 1-10	RISK RATE	MEASURES/COMMENTS	RESULTS
PARISH COUNCIL ASSETS								
1.	Recreational Area Play Equipment– Duddon Close	Play Equipment Vandalism Cost of Replacement	Injury to people using Play Equipment	10	2	20	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
2.	Recreational Area – Safety Surfacing – Duddon Close	Vandalism Cost of Replacement	Injury of people using area	8	2	16	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
3.	Recreational Area – Goal Posts – Duddon Close	Vandalism Cost of Replacement	Injury of people using equipment	8	2	16	Weekly Visual Inspection of Play Area by Councillor. Annual inspection carried out by A Morrey (ROSPA Trained Inspector) Insurance including Public Liability.	A
4.	Gates and Fencing around Recreational Area – Duddon Close	Vandalism Repair Costs Cost of Replacement	Pedestrians	4	2	6	Repair Costs – include in Annual Budget Insurance including Public Liability.	T
5.	Noticeboard on Willington Road	Vandalism Cost of Replacement	Pedestrians	4	1	4	Insurance including Public Liability Make contingency provision in Parish Council Reserves for replacement.	T
6.	Laptop	Cost of Replacement Repair Cost Accidental Damage	Clerk	2	2	4	Insurance including Public Liability Make contingency provision in Parish Councils reserves for replacement.	T

PARISH COUNCIL GENERAL								
7.	Failure to attract sufficient candidates for Member Vacancies or elections	Reduce representation of neighbourhoods. Lack of resource. Possible meeting inquorate	Members	1	1	2	Actively publicise Council. Seek candidates amongst friends and colleagues. Publicise elections & vacancies on noticeboards and PC Website.	A
8.	Failure to achieve quorum at meetings	Business not transacted. Decisions not made.	Members Clerk	1	1	2	Issue members agenda promptly and seek confirmation or quorum before meeting date.	T
9.	Lack of public consultation by Parish Council	Decisions not based on evidence People disenfranchised	Members	1	1	1	Ensure meetings are published on noticeboards and website. Include Public Participation on all Agendas Ensure seating available at meeting for public Publish Agenda and minutes on website.	T
10.	Failure to respond to electors wishing to exercise right of inspection	Complaints received Not transparent Non-compliance	Clerk	1	1	1	Clerk to advertise exercise of rights for inspection on website and noticeboard and respond to requests.	A
11.	Members acting alone outside meetings	Members outside compliance Indemnities invalid Personal Risk	Members	2	1	2	Obtain and read 'Good Councillors Guide' for any new Parish Councillors. Avoid making commitments on behalf of the parish council. Attend relevant training course.	A
12.	Council decisions not implemented	Confidence undermined Reputation risk arises Possible losses	Clerk	2	2	4	Clerk to publish minutes once approved by Parish Council on the Parish Council website.	A
13.	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions	Clerk	1	2	2	Clerk to check minutes with Councillors not more than 14 days after meeting. Minutes published <i>Unapproved</i> .	A
14.	Inadequate document control	Poor evidence Poor support to Members	Clerk	1	1	1	Clerk to establish filing system.	A
15.	Failure to recognise and address conflict of interest	Lack of transparency Open to complaints of fairness or bias	Members	1	3	3	Members to review Standard and Code of Conduct.	A
16.	Incomplete/inaccurate register of Members' Interests	Lack of Transparency Open to complaints of fairness or bias	Members	1	2	2	Members to review Standard and Code of Conduct	A

17.	Failure to complete/submit Annual AGAR return on time.	Poor Auditors Report Public Confidence suffers	Clerk	1	5	5	Clerk to maintain diary and report to Parish Council meeting in May – September process	A
18.	Loss of data on PC due to system failure	Interruption to effective administration Possible financial loss	Clerk	1	3	3	External hard-drive backup quarterly.	A
19.	Loss of services of Parish Clerk	Interruption to effective administration	Members Clerk	3	3	6	Option 1: - Internal Councillors trained to undertake wide range of financial and administration tasks. Option 2: Seek a temporary clerk to cover role from surrounding Parish Councils	A
20.	Lack of professional advice	Poor decisions	Clerk	2	2	4	Maintain membership of CHALC & SLCC	A
21.	Failure to correctly identify local needs or wishes	Council does not represent the people. Resources not applied.	Members	1	3	3	Maintain close contact with local residents. Advertise Parish Meetings to obtain residents feedback.	A
22.	Financial	Misappropriation of Council Funds Financial Loss	Public Service	1	2	2	All banking arrangements and changes to banking services approved by the council and recorded in the minutes. Pay invoices by cheque/bank transfer. Two councillors to sign each cheque and cheque bank stub. Internet banking Clerk to set payment up and one councillor to authorise payment. Quarterly reconciliation of Parish Council Accounts to be brought to Parish Council meeting for Councillors review. Annual scrutiny of all Financial Records by Internal Auditor. If an External Audit it required then Auditor to be provided with Clerk and Chairman's contact details.	A
23.	Income	Unable to fulfil responsibilities	Public Service	1	1	1	Ensure Parish Council understands and complies with current VAT legislation.	A
24.	Accidental damage to fixed assets	Costs of repair Loss of service until repaired	Clerk	2	1	2	Maintain insurance Playground inspection regime established.	A
25.	Vandalism to fixed assets	Costs of repair Loss of service until repaired	Clerk	3	1	3	Maintain inspection regime. Maintain insurance. Liaise with PCSO/Police.	A

26.	Loss to third party	Possible litigation Costs/damages	Clerk	1	2	2	Review Health & Safety Ensure adequate insurance Check contractors' insurance	A
27.	Inadequate insurance	Balance of costs to be found	Clerk	1	4	4	Council to review annually or if circumstances change.	A
28.	Failure to calculate/submit precept on time	Inadequate resources to meet commitments. Costs of re-billing	Clerk	1	3	3	Clerk to respond to Cheshire West and Chester Council notices. Agenda item for member to consider and approve for January's meeting.	A
29.	Inadequate annual precept and unsound budget	Inadequate resources to meet commitments	Members	1	4	4	Clerk and members to build sound budget, using risk register and known commitments. Members to consider Reserves Policy.	A
30.	Failure to account for and recover VAT	Wasted Resources	Clerk	1	3	3	Clerk to review. Internal Auditor to check	A
31.	Failure to stay within agreed budgets	Inadequate control. Potential wasted resources	Members Clerk	1	2	2	Clerk to review Internal Auditor to Check Reserves Policy to mitigate short-term impact of loss.	A
32.	Holding excessive or inadequate reserves	Auditors report. Poor use of resources. Inability to meet commitments	Members	2	3	6	Clerk to review as part of budgeting. Reserves Policy to set percentage of precept. Council to review size of Reserves.	A
33.	Fraud by Clerk	Reputation Cost & Litigation	Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
34.	Fraud by Members	Reputation Cost & Litigation	Members Clerk	1	3	3	Adequate internal audit. Regular reporting to Parish Councillor. Control systems for managing expenditure.	A
35.	Inadequate awareness of relevant legislation	Failure to comply	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to attend appropriate training throughout the year.	A

36.	Failure to comply with relevant legislation	Litigation Costs Reputation damage	Members Clerk	2	3	6	Maintain membership of CHALC & SLCC. Clerk to maintain training. Liaise with internal and external auditors as appropriate.	A
37.	Failure to maintain fixed assets register	Improper control Poor auditor's report	Clerk	1	2	2	Council to review annually. Internal auditor to review annually.	A
38.	Improper financial records	Potential for wasted resources. Councillors unable to make sound financial decisions at meetings.	Clerk	1	2	2	Parish Councillors to be provided with updated financial records at each parish council meeting. Internal auditor to review	A
39.	HRMC requirements not met	Costs Litigation	Clerk	1	2	2	Clerk to liaise as necessary. Parish Council to employ payroll company.	A
40.	Failure to comply with deadlines for accounts and returns.	Poor auditor's report Cost Reduction in confidence	Clerk	1	2	2	Clerk to liaise with internal and external auditor or in the absence of the Clerk the Chairman to make contact.	A
41	Non-compliance with data protection	Litigation Poor reputation	Members Clerk	1	3	3	Clerk to monitor	A

Results Key – T = Trivial Risk, A = Adequately Controlled Risk, N = Not Adequately Controlled, U – Unable to decide

RISK ASSESSMENT CARRIED OUT BY: Mrs T Ryall-Harvey, Clerk & RFO

DATE:

SIGNATURE

RISK ASSESSMENT VALIDATED BY: Members of the Duddon and Burton Parish Council

DATE:

DUDDON AND BURTON PARISH COUNCIL

TRAINING AND DEVELOPMENT POLICY

Purpose and scope

The purpose of this document is to set out the Council's policy on the provision of training and development opportunities for all people that carry out activities on its behalf, whether they be staff, Parish Councillors or volunteers. It is a non-contractual procedure which will be reviewed from time to time. It applies to all employees whether full or part time, temporary or fixed term.

Within this policy the use of the term 'employee' means a member of staff or a parish councillor or a volunteer whilst carrying out agreed activities on behalf of the Parish Council.

Identifying, Meeting and Evaluating Training and Development Needs

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

Consideration

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

Categorising training and personal development

The three categories are as follows:

1. Mandatory

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement.

Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Data Protection
- Freedom of Information

2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

Job specific

- Certificate in Local Council Administration (CiLCA)
- Microsoft Excel

3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma

Guidance for support

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination. Any financial and non-financial support to training and development is entirely at the discretion of the council.

The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason

Study leave

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Chairman of the Council, setting out the details of the course of study, how it relates to their work, and the time being requested.

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Chairman of the Council will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy: July 2022

Approving committee: Duddon and Burton Parish Council

Date of council meeting: 14th July 2022

Policy effective from: 14th July 2022

Date for next review: May 2024

DUDDON AND BURTON PARISH COUNCIL

Annual Report April 2023 – March 2024

Contact detailsC/O Clerk to the Parish Council ... Trudy Ryall-Harvey

Parish Councillors as at March 2024

Geoffrey Goulbourne (Chair)
Clive Cummins
Anthony Green
Martin Lightfoot
Katie Warburton

Structure, Governance and Management

As per Parish Council (PC) Standing Orders

Governance

1. The Parish Council (PC) employs a Clerk who is also the Responsible Finance Officer.
2. All Parish Councillors identify in advance any pecuniary interests, outside body's involvement and family or personal interests they or their partners might have and sign a declaration of interest form when elected to the Council. In addition, each parish councillor is expected to abide by the Cheshire West and Chester's Code of Conduct and declare any other potential conflicts of interest with their PC duties at the start of each PC meeting.

Objectives

As per Standing Orders but in summary to represent and act to address the interests of the community and its local residents

Main Points of Note in 2023/24

1. The PC has five Parish Councillor seats, and currently five Parish Councillors at the end of the year.
2. The parish of Duddon and Burton has approximately 227 households and 427 elector's.
3. Three Planning applications were considered and no-objections to these consultations placed by the council to Cheshire West and Chester Council.
4. The PC continues to utilise its website to provide access to PC papers and distribute information of potential public interest.
5. The PC continue to work with Cheshire West and Chester's Wildflower Team on year two of the wildflower planting on corner of Willington Lane and Back Lane. The PC was disappointed with the results this year, however Cheshire West and Cheshire reported that they were impressed as they say 23 out of 28 different wildflowers planted showing on this site.

6. The PC continue to report to CWaC any issues, these include potholes and footpaths requiring cleaning amongst other issues.
7. Following the PC successfully submitting a Grant Application in 2023 for Neighbourhood Pride monies, the PC worked with Cheshire West and Chester Council to clean the footpath along the A51 from Okell's Nursery to the Primary School.
8. The Parish Council have also undertaken two workshops this year following support received from United Utilities, first workshops was with the help of years 5&6 of Duddon St Peter's Primary School to create Willow Remembrance Poppies and the second workshop with the help of residents to create Festive Wreaths for Duddon. The PC wishes to thanks all of those who participated in these workshops for their help and assistance.



Financial Performance

The Parish Council's Budget for 2023-24 was set at £13,003 with a Precept for the year of £8,405 which was an increase of 5%, increasing the funding from CWaC and thus indirectly from residents.

For 2023-24, the PC operating costs and projects have mostly in-line with the budget.

The Precept for 2024-25 has been set at £8,825 which is a 5% increase on the previous year.

Council Attendance 2023-24

Duddon and Burton Parish Council held 6 Parish Council meetings between May 2023 and April 2024.

All Parish Councillors attended each council meeting.

CW&C Councillor Tom Cooper attended two of the Council meetings having sent his apologies for the May, September & November meetings.

CWaC Councillor Edward Lush attended no meetings sending his apologies.

The PCSO attended three of the Parish Council meetings, providing the Parish Council with an update of issues arising in the area and giving them the opportunity to highlight concerns.

Over the year Public Participation at the Parish Council meetings has ranged from zero to 6 members of the public depending on the subject matter on the agenda. The Parish Council always welcome members of the public to attend the Parish Council meeting and there is a maximum of 20 minutes set aside on the agenda for Public Participation at each meeting.

The Chair wishes to pass on his thanks to all of the Parish Councillors who give their time and energy free of charge to assist in Parish Council matters.

This report is signed and dated following a meeting of the Parish Council where the report was approved by all present.

Signed on behalf of the Parish Council

Geoffrey Goulbourne (Chair)

From: LUSH, Edward (Councillor) <Edward.Lush@cheshirewestandchester.gov.uk>
Sent: 20 February 2024 09:55
To: Clerk, Delamere and Oakmere Parish Council; clerk@kelsall-pc.org.uk;
clerk@tarvinparishcouncil.org.uk; clerk.clottonhoofieldpc@gmail.com;
duddonandburtonparishcouncil@gmail.com; clerk.willington@willington.org.uk
Subject: FW: Highway innovation

Dear All

As highways potholes cause you and your Council so much hassle, I thought you might appreciate this update.

It seems that each year Highways explore different methods of dealing with potholes. Last year they used a very expensive machine which produced a good result but was, on evaluation, determined not to be cost effective. This year it is Rejuvopatch, quite why it has been deemed an innovation, when CWaC has used it before I don't understand, but I thought you appreciate learning about the method which is set out in the email below from Jason Sapsford.

Regards

Ted Lush
Tarvin/Kelsall Ward Councillor

From: SAPSFORD, Jason <Jason.Sapsford@cheshirewestandchester.gov.uk>
Sent: Thursday, February 15, 2024 10:45 AM
To: LUSH, Edward (Councillor) <Edward.Lush@cheshirewestandchester.gov.uk>
Cc: BLACK, Jayne <Jayne.Black@cheshirewestandchester.gov.uk>
Subject: RE: Highway innovation

Dear Cllr, Lush

Please see below detail regarding the forth coming works.

Rejuvopatch is weather dependant but is due to start towards the end of the month.

The product has been used extensively across the UK (including CWAC, there's a quote on their website from a CWAC engineer!) and is a HAPAS approved product. Rejuvopatch is ideal for road repairs in high population density areas and busy pedestrian routes, alongside very busy roadways and inaccessible sites. As the product is HAPAS approved its rigorously checked for quality control from ingredient stage to successfully finished installation.

The material is hand laid and requires minimal specialist plant, it is a two-coat product, which is mixed to suit each individual defect being treated

As Rejuvopatch seals and waterproofs the surface areas surrounding defective surface, the repair lasts longer and effectively stops the surrounding surface from deteriorating further, providing a long-term solution that reduces reactive works by up to 30%.

No excavation is required before treatment making the delivery much speedier resulting less network disruption, the product can be laid quickly with minimal disruption, is cost effective without compromising on quality.

Kindest Regards

Tarvin Educational Foundation - Grant applications invited for 2024

The Tarvin Educational Foundation is the Charity set up to manage the endowment of the Old Tarvin Grammar School. The purpose of the Charity is to financially assist with the educational needs of students of Secondary School age, or older, who live in the Parishes of Tarvin, Kelsall, Ashton, Duddon and Burton, Clotton Hoofield and Mouldsworth.

This help takes the form of financial assistance with fees, books, instruments, tools for a trade or for other educational projects.

Usually today this means financial help with the costs of University or College courses, Apprenticeships or overseas projects of an educational nature.

The awards are made every September by the Trustees of the Foundation who are representatives of Parish Councils and Borough Council (as the Local Education Authority) along with 2 locally co-opted Governors.

The Governors are pleased to receive applications for 2024 from Students living in the appropriate Parish.

Any student interested in making an application this year should email our Clerk at clerk@tedf.org.uk. Please include your full name, postal address including postcode, email address and contact phone number in this initial email.

An application form will be emailed back and this should be completed and returned by email to the Clerk by the end of July 2024.