MEETING OF DUDDON AND BURTON PARISH COUNCIL

To the Members of Duddon and Burton Parish Council: You are hereby summoned to attend the Annual Parish Council Meeting on Monday 18th May 2026 which will commence at 7.00pm in the Duddon, Clotton and District War Memorial Hall, for the transaction of the business set out below.

Signed *Trudy Ryall-Harvey.* Clerk
12/05/2026
clerk@duddonandburtonpc.co.uk
07784 486 767

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

AGENDA

1.	ELECTION	To elect a Chairman and Vice-Chairman for 2026-27
2.	APOLOGIES	To receive any apologies and reason for absence.
3.	DECLARATIONS OF INTEREST	Members to declare any interest under the following categories: pecuniary, outside body and family, friend or close associate.
4.	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.) *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.* *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*
5.	ACCEPTANCE OF MINUTES	To approve and sign the minutes of the Parish Council meeting held on 23rd March 26.
6.	PARISH COUNCIL BUSINESS	- To review the Parish Council's Policy Schedule and agree their adoption for 2026-27. - To approve payments to be made throughout the year between meetings. - To receive the Internal Auditor's report for 2025-26 and agree any actions. - Approve the payment of Direct Debits for 2026-27. - To agree the dates for the Parish Council meeting for 2026-27.
7.	ANNUAL ACCOUNTS AND GOVERNANCE 2025-26	- To review the Summary of Accounts for 2026-27. - To agree the Certificate of Exemption for External Audit for 2026-27. - To review the Internal Audit Report for 2026-27. - To discuss and approve the Governance Statement for 2026-27. - To approve the Accounting Statement for 2026-27. - To approve the Notice of Public Rights and Publication of Annual Governance and Accountability Return.
8.	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
9.	ACCOUNTS	1. To note the Budget v Outturn Sheet and accept the Cash Book 2. To approve the Bank Reconciliation against Cashbook YTD. 3. To approve the payment of Parish Council's insurance for 2026-27. 4. To approve payments made and income received since last meeting.
10.	CORRESPONDENCE	- Community Safeguarding Concerns — Duddon Development. - Neighbourhood Policing Update – to receive a write update from the Chief Inspector. - Any other correspondence received since the last PC Meeting.
	DATE OF NEXT MEETING	To be agreed.

Minutes of Duddon and Burton Parish Council Meeting held on Monday 23rd March 2026 at Duddon, Clotton and District War Memorial Hall at 7.00pm

PRESENT:

Cllr C Cummins
Cllr T Green
Cllr G Goulbourne - Chair
Cllr M Lightfoot
Cllr K Warburton

Members of the Public: 1
CLERK: Mrs T Ryall-Harvey

APOLOGIES FOR ABSENCE – Apologies were received and accepted from Cllr T Lush.

DECLARATION OF PECUNIARY INTERESTS - No declarations were received.

MINUTES OF THE MEETING
RESOLVED 25/043: That the minutes of the meeting held on 26th January 2026 be confirmed as a correct record and signed by the Chairman.

PLANNING
The council noted the Planning Register as circulated at the meeting, dated 9th March 2026.

It was reported that the following planning application had been received since the last meeting:-
26/00378/FUL – Land at Duddon Wastewater Treatment Work, Willington Road, Duddon, Chester – Extension to Duddon Wastewater Treatment Works, new process units and change of use to operational land, new access from Willington Road, perimeter fencing and associated landscaping.
26/00504/FUL – Burton Cottage, Burton Road, Burton Chester CW6 0ER – Alterations to side window opening with new timber window.

It was reported that the following planning application had been received since the agenda had been sent out:-
26/00590/PIP - Land North of A51 Duddon Road Clotton Tarporley - Erection of up to 9 dwellings and all associated infrastructure works – the Parish Council discussed this application and confirmed that they wished to submit the following comments in relation to the consultation:-
The Parish Councillors have concern about the vehicle access point as it comes out onto the fast-moving A51 and hoped that Highways would assess this for safety of vehicle.
The Parish Council identified the benefit towards the Primary School in increasing the number of households in the area.
The Parish Council also shared concern about if the current infrastructure (ie United Utilities) could cope with the additional need placed should this development move forward.
The Parish Council asked that if the application were successful if the developers would look to provide funding to support the existing facilities/amenities within the Duddon.

It was noted that the following planning applications had received a determination since the last meeting:-
25/02077/FUL – The Willows, 4 Duddon Hall Barns, Tarporley Road, CW6 0HZ – Single Storey front extension and porch - ***approved***.

One resident joined the meeting.

PUBLIC PARTICIPATION –
A resident on behalf of the Village Hall reported on the work that the Village Hall is carrying out in relation to installing solar panels, they have sought quotes from several companies and have now commissioned Smart Energy to carry out the project. They have a site planning meeting on 13th April with the company and moving on from this they hoped to have the solar panels and battery installed in the summer. The representative of the Village Hall was disappointed by the lack of advice available from the Planning

Department without having to pay a planning consultation fee for confirmation that planning permission is not required. The Village Hall have agreed to take the advice of the solar installation company due to the lack of advice from CWaC.

The representative confirmed that there was a coffee morning organised for Friday 27th and on 10th April there is the next Quiz.

One resident left the meeting

ACCOUNTS

Cashbook

RESOLVED 25/044: that the YTD Cashbook dated 11th March 2026 be approved and the Outturn against Budget be noted.

Bank Reconciliation

RESOLVED 25/045: that Cllr Lightfoot signs the Bank Reconciliation and Bank Statements.

Appointment of Internal Auditor for 2025-26

RESOLVED 25/046: that Mr P Sanders be appointed as Internal Auditor for Duddon and Burton Parish Council for 2025-26

VAT Rebate

RESOLVED 25/047: that the Clerk submit the VAT Rebate claim for 2025-26 of £309.50.

Payroll Provider

RESOLVED 25/047: that the Parish Council appoint The Accounts Centre as Payroll Provider for 2026-27 and approved the setting up of a Direct Debit to make regular payments.

Authorisation of Payments

RESOLVED 25/048: that the following income and expenses be approved:-

Income received since the last meeting for noting:				Gross Amount	Comment
27/01/2026	Int Compound			£20.73	Skiptons Interest
27/02/2026	Int Compound			£18.26	Skiptons Interest
09/02/2026	Interest (Gross)			£4.32	Bank Interest
09/03/2026	Interest (Gross)			£3.69	Bank Interest
02/03/2026	CWaC			£1,004.55	Churchyard Ground Maintenance Grant
16/03/2026	HMRC VTR			£309.50	VAT Rebate for 2025-26
Payments made since last meeting for noting:-					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
19/02/2026	Bank Charges	£8.50	£0.00	£8.50	Bank Charges
25/02/2026	Mrs T Ryall-Harvey	£287.32	£0.00	£287.32	Clerk's Salary Tax Month 11
11/03/2026	Tarvin Parochial Church	£1,004.55	£0.00	£1,004.55	Churchyard Ground Maintenance Grant
11/03/2026	Mrs T Ryall-Harvey	£110.94	£9.68	£120.62	Clerk's Expenses
19/03/2026	Bank Charges	£4.25	£0.00	£4.25	Bank Charges
25/03/2026	Mrs T Ryall-Harvey	287.32	£0.00	£287.32	Clerk's Salary Tax Month 12
29/03/2026	HMRC PAYE	£215.40	£0.00	£215.40	PAYE Q4
20/03/2026	Duddon and Clotton VH	£75.00	£0.00	£75.00	Hall Hire for PC Meetings for 2025-26
11/03/2026	Morral Play Services	£52.50	£10.50	£63.00	Annual Inspection of Play Area 2025

ENVIRONMENT
Playground – Clerk circulated the ROSPA Inspection for the Parish Councillors information, it was noted that the actions that were highlighted on the report were all low risk and it was agreed to review again next year.

It was agreed that the following work needed to be undertaken as soon as the weather improves:-

- Replacement of one fencing post.
- Rope needs to be wrapped on net tunnel to protect the exposed wires

ACTION: Cllr Goulbourne and Cllr Cummins agreed to review and arrange.

PARISH COUNCIL MATTERS
Asset Register
RESOLVED 25/049 to approve the Asset Register for 2026.

Risk Assessment
RESOLVED 25/050 to approve the Risk Assessment as circulated with the Parish Council papers for 2026.

Annual Report – it was **RESOLVED 25/051** to approve for presenting the Annual Report for 2025-26 that was presented at the meeting.

Policies – it was **RESOLVED 25/052** to agree and adopt the following policies:-

- Bio-diversity Policy
- Co-option Policy and Procedures
- Community Engagement Policy
- Equality and Diversity Policy

SID & Bollards for A51 – it was reported that the clerk had obtained quotes

- SID Machine - VAS-300SA, Portable with a tripod and retrofit a Time Clock so it comes on at certain times of the day:- £5,823.60
- 2 x Bollards - £1,090.90 - This does not include installation.

Locations have been sent to the Traffic Management Officer at Cheshire Constabulary for review and approval.

A quote has been sought from CWaC for the installation of the Bollards.

It was confirmed that the Parish Council would be prepared to contribute £2,000 towards the total cost of this project which without installation of the bollards currently looked to be £6,914.50 subject to fund raising be sought by the residents working group for the remaining amount.

CORRESPONDENCE
Community Safeguarding Concerns – Parish Councillors was provided with information received from a resident in relation to community safeguarding concerns the resident had. The Parish Councillors discussed this and confirmed that they were not aware of the recent changes to the Muir Housing contract and were not aware of any new placements in Muir Housing properties and agreed to monitor this.

DATE OF NEXT MEETING
The next meeting of Duddon and Burton Parish Council would be held on Monday 18th May 2026 at 7.00pm in the Duddon Clotton and District Memorial Hall.

Meeting finished: 19.36

Signed:……………………………………………………………………………… Dated: ………………………………………………

DUDDON AND BURTON PARISH COUNCIL

POLICIES

Policies	Date Adopted	Date Last Reviewed	Date Next Reviewed
Accessibility Policy	23-01-2023	May 2025	May 2026
Bio-diversity Policy	23-03-2026	23-03-2026	May 2027
Code of Conduct	05-05-2022	May 2024	May 2027
Community Engagement Policy	23-03-2026	23-03-2026	May 2027
Co-option Policy and Procedures	23-03-2026	23-03-2026	May 2027
Complaints Policy	18-06-2025	May 2026	May 2026
Disciplinary Policy	22-09-2022	May 2024	May 2026
Equality and Diversity Policy	23-03-2026	23-03-2026	May 2027
Financial Regulations	July 2024		May 2026
Grievance Policy	22-09-2022	May 2024	May 2026
Health and Safety Policy	14-07-2022	May 2025	May 2026
Information Technology Policy	22-09-2025		May 2027
Investment Policy	22/01/2024	May 2025	May 2026
Data Protection Policy	19-05-2025	May 2025	May 2026
Planning Committee Terms of Reference and Delegated Powers	14-07-2022	May 2025	May 2026
Privacy Policy	19-05-2025	May 2025	May 2026
Publication Scheme	19-05-2025	May 2025	May 2026
Reserves Policy	14-07-2022	May 2024	May 2026
Risk Management Strategy	14-07-2022	Mar 2025	May 2026
Scheme of Delegations	22-09-2022	May 2025	May 2026
Standing Orders	22-09-2025		May 2027
Training and Development Policy	19-05-2025	May 2025	May 2026

DUDDON AND BURTON PARISH COUNCIL

Items for Approval to pay between meetings throughout the year

Item	**Frequency**		
Staff Costs	Monthly		4390
Insurance	Annually		650
Internal & External Audits	Annually		57
Payroll	Monthly	by D/D	224
Website Subscriptions	Annually		206
Bank Charges	Monthly		54
Village Hall/Room Hire	Annually		120
Membership & Subscriptions	Annually		243
Admin Expenses	Bi-monthly		450
Training	Monthly		200
Churchyard Grant (Supplied by CWaC)	Annually		1000
Other Grants	As required		500
Village Enhancements	As required		30
Village Maintenance	As required		960
Community Events	As required		500
Playground Annual Inspection & Maintenance	As required		460
Ad Hoc Beneficial items (S137)	As required		0

DUDDON AND BURTON PARISH COUNCIL

MEETINGS 2026-27:

Monday 18th May, 2026 at 7.00pm (Annual Meeting)

Monday 20th July 2026 at 7.00pm

Monday 28th September, 2026 at 7.00pm

Monday 23rd November, 2026 at 7.00pm

Monday 25th January, 2027 at 7.00pm

Monday 22nd March, 2027 at 7.00pm & Parish Meeting

Monday 24th May, 2026 at 7.00pm (Annual Meeting)

Extraordinary meetings are called as required and will be advertised on the Notice Board.

Meeting are held in Duddon Village Hall, CW6 0HD unless otherwise advertised on Agenda

Email: duddonandburtonparishcouncil@gmail.com

Duddon & Burton Parish Council

Clerk & RFO - Trudy Ryall-Harvey from 1st April 2025 - 31st March 2026
Email: duddonandburtonparishcouncil@gmail.com
Mobile: 07784 486 767

Information included:

Bank Reconciliation (below)

Significant variances explanation

Explanation of High Reserves

Year End Accounts

Asset Register

Risk Assessment

Chairman for Year 2025-26
Geoff Goulbourne
Contact Number: 01829 781 433

CASH BOOK

Balance brought forward	£22,878
PLUS: Receipts	£11,060
LESS: Payments	-£9,669
	£24,270

BANK

Lloyds Current Account	£4,018
Lloyds Deposit Account	£9,630
Skipton's Community Savers Account	£10,622
	£24,270

General Power of Competence: The Council adopted the General Power of Competence at their Annual Meeting on 11th May 2023, Resolution 23/004, page 16 of the Minutes Book.

Parish Council Minutes are available at
https://www.duddonandburtonpc.co.uk/minutes-and-agendas.aspx

Explanation of variances – pro forma

Name of smaller authority: **Duddon and Burton Parish Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the

	2024-25 £	2025-26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	19,881	22,878				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	8,825	9,220	395	4.48%	NO		
3 Total Other Receipts	1,100	1,840	740	67%	YES		**Increase of £740 due to the following:-** Decrease in payment received: - £127 - Bank Interest **TOTAL - £127** Increases in payments received: + £514 - VAT Rebate + £353 - Cheshire West and Chester Churchyard Grant **TOTAL + £867**
4 Staff Costs	4,123	4,309	186	4.52%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	2,796	5,359	2,563	91.68%	YES		**Increase of £2,563 due to the following:-** Decrease in payments made: - £863 - Professional Services **TOTAL - £863** Increase in payments made: + £56 - General Services + £28 - Admin and Expenses + £2,156 - Grants +£1,070 - Projects + £116 - VAT **TOTAL + £3,427**
7 Balances Carried Forward	22,887	24,270				VARIANCE EXPLANATION NOT REQUIRED **EXPLANATION REQUIRED ON RESERVES TAB AS TO WHY CARRY FORWARD RESERVES ARE GREATER THAN TWICE INCOME FROM LOCAL TAXATION/LEVIES**	
8 Total Cash and Short Term Investments	22,878	24,270				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	57,285	57,285	0	0.00%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

Explanation for 'high' reserves

(Please complete the highlighted boxes.)

Box 7 is more than twice Box 2 because the authority held the following breakdown of reserves at the year end:

	£	£	
Earmarked reserves:			
Reserve 1	8,000		Playground Maintenance & Refurbishment
Reserve 2	3,000		Repair of Safety Surfacing
Reserve 3	2,000		Replacement Noticeboard
Reserve 4	800		Replaced of Laptop
Reserve 5	924		Community Projects
Reserve 6	320		Wildflower Planting
		15,044	
General reserve	9,226		up to one years precept to be kept in general reserve.
		9,226	
Total reserves (must agree to Box 7)			**24,270**

Duddon and Burton Parish Council — **Outturn 2025-26** — **01/04/2026**

Budget Element		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Acutal 2025-26	Budget 2025-26	Variance	Commentary
EXPENDITURE																	Costs include VAT
People																	
Staff Costs		348	348	348	278	278	554	287	287	503	287	287	503	4,309	4,514	-205	
Professional service																	
Insurance			500											500	1,100	-600	3 year fixed cost deal until May 2025
Internal Audit			57											57	60	-3	
External Audit														0	0	0	No external Audit required for 2023-24
Payroll			72					117	21					210	210	0	
General Services																	
Website							86							86	60	26	
Election														0	0	0	No election in 2025
Bank Service Charge		9	9	9	9	9	9	9	9	9	9	9	4	98	84	14	
Village Hall Room Hire													75	75	120	-45	
Admin																	
Membership/Subscriptions		60	175								51			286	283	3	£162 - CHALC £40 - SLCC £8 - Mid Cheshire Footpath Society
Expenses			64	57			113		33		135		66	467	450	17	Clerk expenses
Training													55	55	200	-145	
Data Protection fee			47											47	35	12	Move to Direct Direct for 2024
Grants																	
Churchyard Grant (Supplied by CWaC)		652											1,005	1,657	1,600	57	
Other Grants			500											500	500	0	
Projects																	
Village Enhancements									20					20	295	-275	£30 for Poppy Wreath £15 for Lamp-post Poppies
Village Maintenance					480									480	1,200	-720	£450 x 2 - Cleaning Gutters of Weeds on Back Lane and Willington Road £150 x 2 - Weed Killing of gutters on Back Lane and Willington Road
Community Events														0	500	-500	
Playground Annual Inspection & Maintenance						294	528							822	700	122	£60 - Playground Inspection £200 - Replacement Parts £440 - Painting of Swings
Ad Hoc Beneficial items (S137)														0	0	0	
Inflation %	2%	0	0	0	0	0	0	0	0	0	0	0	0	0	238	-238	
Contingency % of above	1%	0	0	0	0	0	0	0	0	0	0	0	0	0	119	-119	
TOTAL CASH OUT		**1,068**	**1,772**	**413**	**767**	**581**	**1,290**	**413**	**370**	**511**	**481**	**296**	**1,708**	**9,669**	**12,268**	-2,599	

Budget Element		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Acutal 2025-26	Budget 2025-26	Variance	Commentary
RECEIPTS																	
Precept	8825 5%	9,220												9,220	9,220	0	
Bank Interest - Lloyds		8	7	6	6	6	5	5	5	5	5	4	4	65	128	-63	
Bank Interest - Skiptons		25	24	24	22	23	21	20	21	20	21	18	17	257	270	-13	
VAT recovery		204											310	514	150	364	
Churchyard Grant (Supplied by CWaC)													1,005	1,005	1,600	-595	
CWAC contribution														0	0	0	
Use of Resereves Monies for Projects														0	900	-900	
Other														0	0	0	
TOTAL CASH IN		**9,457**	**31**	**30**	**28**	**29**	**26**	**25**	**26**	**25**	**26**	**23**	**1,334**	**11,060**	**12,268**	-1,208	
Transaction Cash flow		8,389	-1,741	-383	-739	-552	-1,263	-388	-344	-486	-456	-273	-374	1,391	0		

		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
Cash in Bank	####	**31,812**	**30,071**	**29,689**	**28,950**	**28,398**	**27,135**	**26,747**	**26,403**	**25,917**	**25,461**	**25,188**	**24,814**				**1,391**

DUDDON AND BURTON PARISH COUNCIL CASHBOOK - FINANCIAL TRANSACTIONS 2025-26

STATEMENT DATE	Description	Power	PN	People	Professional Services	General Services	Admin	Grants	Projects	VAT	Receipts	Totals	Comments	Resolved	No.
				EXPENDITURE excluding VAT											
07/04/2025	Cheshire West and Cheste		59								9,220.00	9,220.00	Annual Precept Payment	25/016	1
08/04/2025	HMRC VTR		59								204.13	204.13	VAT Rebate	25/016	2
09/04/2025	Interest (Gross)		59								7.86	7.86	Bank Interest	25/016	3
15/04/2025	National Association of Lo		59		-50.00					-10.00		-60.00	Accreditation Fees	25/016	4
15/04/2025	Tarvin Parochial Council		59					-651.56				-651.56	Churchyard Grant	25/016	5
22/04/2025	Service Charge		59				-8.50					-8.50	Bank Service Charge	25/016	
25/04/2025	Mrs T Ryall-Harvey		59	-278.58								-278.58	Clerk's Salary Tax Month 1	25/016	7
25/04/2025	HMRC		59	-69.40								-69.40	HMRC Payment Tax Month 1	25/016	8
27/04/2025	Int Compound		59								25.18	25.18	Skiptons Interest	25/016	6
01/05/2025	Cheshire West and Cheste		59					-500.00				-500.00	Grant to Primary School	25/016	9
01/05/2025	PQR Limited		59		-60.00					-12.00		-72.00	Payroll Services for Months 1 to 6	25/016	10
09/05/2025	Interest (Gross)		59								6.56	6.56	Bank Interest	25/016	11
16/05/2025	ICO D/D		59				-47.00					-47.00	Data Protection Subscription	25/016	12
19/05/2025	Service Charge		62				-8.50					-8.50	Bank Service Charge	25/024	
20/05/2025	Cheshire Association of Lo		59				-167.31					-167.31	CHALC Affliation Fees for 2025-26	25/016	13
20/05/2025	HMRC		59	-69.60								-69.60	HMRC Payment Tax Month 2	25/016	14
20/05/2025	Mid-Cheshire Footpaths		59				-8.00					-8.00	Annual Membership	25/016	15
20/05/2025	Mrs T Ryall-Harvey		59				-62.47			-1.52		-63.99	Clerk's Expenses	25/016	16
20/05/2025	Phil Sanders		59		-57.00							-57.00	Internal Auditor Fees	25/016	17
21/05/2025	Zurich Town and Parish Co		59		-500.00							-500.00	Parish Council Annual Insurance	25/016	18
23/05/2025	Mrs T Ryall-Harvey		59	-278.38								-278.38	Clerk's Salary Tax Month 2	25/016	19
24/05/2025	Int Compound		62								24.43	24.43	Skiptons Interest	25/024	20
09/06/2025	Interest (Gross)		62								6.38	6.38	Bank Interest	25/024	21
17/06/2025	Service Charge		65				-8.50					-8.50	Bank Service Charge	25/030	
23/06/2025	HMRC		62	-69.60								-69.60	HMRC Payment Tax Month 3	25/024	22
23/06/2025	Mrs T Ryall-Harvey		62				-56.67					-56.67	Clerk's Expenses	25/024	23
25/06/2025	Mrs T Ryall-Harvey		65	-278.38								-278.38	Clerk's Salary Tax Month 3	25/024	24
27/06/2025	Int Compound		62								23.99	23.99	Skiptons Interest	25/030	29
09/07/2025	Interest (Gross)		65								5.52	5.52	Bank Interest	25/030	25
09/07/2025	PJ Hellmers Ltd		65						-400.00	-80.00		-480.00	Village Maintenance	25/030	26
18/07/2025	Service Charge		65				-8.50					-8.50	Bank Service Charge	25/030	
25/07/2025	Mrs T Ryall-Harvey		65	-278.38								-278.38	Clerk's Salary Tax Month 4	25/030	27
27/07/2025	Int Compound		65								22.48	22.48	Skiptons Interest	25/030	29
11/08/2025	Interest (Gross)		65								6.07	6.07	Bank Interest	25/030	28
19/08/2025	Service Charge		65				-8.50					-8.50	Bank Service Charge	25/030	
26/08/2025	Mrs T Ryall-Harvey		65	-278.38								-278.38	Clerk's Salary Tax Month 5	25/030	30
27/08/2025	Int Compound		65								23.28	23.28	Skiptons Interest	25/030	31
29/08/2025	Northwich Town Council		65						-245.00	-49.00		-294.00	Replace Timber Posts	25/030	32
09/09/2025	Interest (Gross)		65								5.31	5.31	Bank Interest	25/030	33
10/09/2025	Linux Internet		65			-71.86				-14.38		-86.24	Cloud Hosting and Domain Registration	25/030	34
10/09/2025	Northwich Town Council		65						-440.00	-88.00		-528.00	Paint Swings in Play Area	25/030	35
19/09/2025	Service Charge		65				-8.50					-8.50	Bank Service Charge	25/030	
24/09/2024	Mrs T Ryall-Harvey		65				-102.64			-10.63		-113.27	Clerk's Expenses	25/030	36
25/09/2025	Mrs T Ryall-Harvey		65	-331.82								-331.82	Clerk's Salary Tax Month 6	25/030	37
27/09/2025	Int Compound		68								21.08	21.08	Skiptons Interest	25/035	38
29/09/2025	HMRC		65	-222.20								-222.20	PAYE for Q2	25/030	39
09/10/2025	PQR Limited		68		-97.50					-19.50		-117.00	Payroll Services for Months 7 to 12	25/035	40
09/10/2025	Interest (Gross)		68								4.74	4.74	Bank Interest	25/035	41
20/10/2025	Service Charge		68				-8.50					-8.50	Bank Service Charge	25/035	
27/10/2025	Mrs T Ryall-Harvey		68	-287.32								-287.32	Clerk's Salary Tax Month 7	25/035	42
27/10/2025	Int Compound		68								20.13	20.13	Skiptons Interest	25/035	43

10/11/2025	Interest (Gross)		68								5.05	5.05	Bank Interest	25/035	44
14/11/2025	PQR Limited		68		-17.50					-3.50		-21.00	Payroll Backpay Adjustment	35/035	45
20/11/2025	Service Charge		68				-8.50					-8.50	Bank Service Charge	25/035	
25/11/2025	Mrs T Ryall-Harvey		68	-287.32								-287.32	Clerk's Salary Tax Month 8	25/035	46
26/11/2025	Mrs T Ryall-Harvey		68				-49.51			-3.33		-52.84	Clerk's Expenses	25/035	47
27/11/2025	Int Compound		72								20.83	20.83	Skiptons Interest	25/040	48
08/12/2025	Mrs T Ryall-Harvey		72	-287.12								-287.12	Clerk's Salary Tax Month 9	25/040	49
09/12/2025	Bank Interest		72								4.58	4.58	Bank Interest	25/040	50
20/12/2025	Service Charge		72				-8.50					-8.50	Bank Service Charge	25/040	
27/12/2025	Int Compound		72								20.19	20.19	Skiptons Interest	25/040	52
29/12/2025	HMRC PAYE		72	-215.60								-215.60	PAYE Q3	25/040	51
09/01/2026	Bank Interest		72								4.90	4.90	Bank Interest	25/040	53
19/01/2025	Service Charge		72				-8.50					-8.50	Bank Service Charge	25/040	
27/01/2026	Int Compound		76								20.73	20.73	Skiptons Interest	25/048	54
29/01/2025	Mrs T Ryall-Harvey		72				-177.70			-7.96		-185.66	Clerk's Expenses	25/040	55
29/01/2025	Mrs T Ryall-Harvey		72	-287.32								-287.32	Clerk's Salary Tax Month 10	25/040	56
09/02/2026	Bank Interest		76								4.35	4.35	Bank Interest	25/048	57
19/02/2026	Service Charge		76				-8.50					-8.50	Bank Service Charge	25/048	
25/02/2026	Mrs T Ryall-Harvey		76	-287.32								-287.32	Clerk's Salary Tax Month 11	25/048	58
27/02/2026	Int Compound		76								18.26	18.26	Skiptons Interest	25/048	59
02/03/2026	CWaC		76								1,004.55	1,004.55	CWaC Churchyard Grant Monies	25/048	60
09/03/2026	Bank Interest		76								3.69	3.69	Bank Interest	25/048	61
11/03/2026	Tarvin Parochial Council		76					-1,004.55				-1,004.55	Churchyard Grant Monies	25/048	60
11/03/2026	Mrs T Ryall-Harvey		76				-110.94			-9.68		-120.62	Clerk's Expenses	25/048	62
16/03/2026	HMRC VTR		76								309.50	309.50	VAT Rebate for 2025-26	25/048	63
19/03/2026	Service Charge		76				-4.25					-4.25	Bank Service Charge	25/048	
20/03/2026	Duddon and Clotton Villag		76			-75.00						-75.00	Hall Hire for PC Meetings	25/048	64
25/03/2026	Mrs T Ryall-Harvey		76	-287.32								-287.32	Clerk's Salary Tax Month 12	25/048	65
27/03/2026	Int Compound										16.52	16.52	Skiptons Interest		66
29/03/2026	HMRC PAYE		76	-215.40								-215.40	PAYE Q4	25/048	67
												0.00			
												1,391.39			
TOTALS				-4,309.44	-782.00	-146.86	-879.99	-2,156.11	-1,085.00	-309.50	11,060.29				

RECONCILIATION

Current Account	£4,017.90	**Year to date balance**	£1,391.39
Deposit Account	£9,629.87		
Skiptons Deposit Account	£10,621.75	**Balance Brought Forward**	£22,878.13
TOTAL	**£24,269.52**	**Balance**	£24,269.52
Less Uncleared Payments			
			£0.00
TOTAL	**£24,269.52**		

Monies held in Reserves

Earmarked for Playground Maintenance & Refurbishr	£8,000
Earmarked for Repair of Safety Surfacing	£3,000
Earmarked for Replacement Noticeboard	£2,000
Earmarked for Replaced of Laptop	£800
Earmarked for Community Projects	£924
Earmarked for Wildflower Planting	£320
1 years Precept	£9,226

Clerk: *Trudy Ryall-Harvey*
Clerk

01/04/2026

DUDDON AND BURTON PARISH COUNCIL - ASSET REGISTER to 31st MARCH 2027

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	£57,284.91	£57,284.91

Approved: 23rd March 2026
Next Review Date: March 2027

DUDDON AND BURTON PARISH COUNCIL

GENERAL RISK ASSESSMENT – 2026-27

No	ITEM	HAZARD	THOSE IN DANAGER	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 reservices 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 *Unapproved*.	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.	A

							Advertise Parish Meetings to obtain residents feedback.	
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 = Trival Risk, A = Adequately Controlled Risk, N = Not Adequately Controlled, U – Unable to decide (*more information required)*

RISK ASSESSMENT CARRIED OUT BY: T Ryall-Harvey (Clerk to the Parish Council) DATE: 03-03-2026 SIGNATURE T Ryall-Harvey

RISK ASSESMENT VALIDATED BY: MEMBERS OF DUDDON AND BURTON PARISH COUNCIL DATE: 23-03-2026 SIGNATURE G Goulbourne

Certificate of Exemption – AGAR 2025/26 Form 2

To be completed by smaller authorities where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2026 and that wish to certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015

There is no requirement to have a limited assurance review or to submit an Annual Governance and Accountability Return to the external auditor, **provided** that the authority has certified itself as exempt at a meeting of the authority after 31 March 2026 and a completed Certificate of Exemption is submitted no later than **30 June 2026** notifying the external auditor.

DUDDON AND BURTON PARISH COUNCIL

certifies that during the financial year 2025/26, the higher of the authority's total gross income for the year **or** total gross annual expenditure, for the year did not exceed **£25,000**

Total annual gross income for the authority 2025/26:	£11,060
Total annual gross expenditure for the authority 2025/26:	£9,669

There are certain circumstances in which an authority will be **unable to certify itself as exempt,** so that a limited assurance review will still be required. If an authority **is unable to confirm the statements below then it cannot certify itself as exempt** and it **must** submit the completed Annual Governance and Accountability Return Form 3 to the external auditor to undertake a limited assurance review for which a fee of **£210 +VAT** will be payable.

By signing this **Certificate of Exemption** you are confirming that:

- The authority was in existence on 1st April 2022
- In relation to the preceding financial year (2024/25), the external auditor **has not:**
  - issued a public interest report in respect of the authority or any entity connected with it
  - made a statutory recommendation to the authority, relating to the authority or any entity connected with it
  - issued an advisory notice under paragraph 1(1) of Schedule 8 to the Local Audit and Accountability Act 2014 ("the Act"), and has not withdrawn the notice
  - commenced judicial review proceedings under section 31(1) of the Act
  - made an application under section 28(1) of the Act for a declaration that an item of account is unlawful, and the application has not been withdrawn nor has the court refused to make the declaration
- The court has not declared an item of account unlawful after a person made an appeal under section 28(3) of the Act.

If the above statements apply and the authority neither received gross income, nor incurred gross expenditure, exceeding £25,000, then the Certificate of Exemption can be signed and a copy submitted to the external auditor **either** by email **or** by post (not both).

The Annual Internal Audit Report, Annual Governance Statement, Accounting Statements, an analysis of variances and the bank reconciliation plus the information required by Regulation 15 (2), Accounts and Audit Regulations 2015 including the period for the exercise of public rights still need to be fully completed and, along with a copy of this certificate, published on the authority website/webpage* before 1 July 2026. **Signing this certificate confirms the authority will comply with the publication requirements.**

Signed by the Responsible Financial Officer	Date	I confirm that this Certificate of Exemption was approved by this authority on this date:	
SIGNATURE REQUIRED	DD/MM/YYYY		DD/MM/YYYY
Signed by Chair	Date	as recorded in minute reference:	
SIGNATURE REQUIRED	DD/MM/YYYY	MINUTE REFERENCE	

Generic email address of Authority	Telephone number
clerk@duddonandburtonpc.co.uk	07784 486 767

*Published web address

www.duddonandburtonpc.co.uk

ONLY this Certificate of Exemption should be returned EITHER by email OR by post (not both) as soon as possible after certification to your external auditor, but no later than 30 June 2026 Reminder letters for late submission will incur a charge of £40 + VAT.

Annual Internal Audit Report 2025/26

DUDDON AND BURTON PARISH COUNCIL

www.duddonandburtonpc.co.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		

	Yes	No	Not applicable
P. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken

13/04/2026 14/04/2026

Name of person who carried out the internal audit

Phil Sanders

Signature of person who carried out the internal audit [redacted]

Date 14/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

DUDDON AND BURTON PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*		'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where as a body corporate it is a sole managing trustee of a local trust or trusts.
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.				has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*For any statement to which the response is 'no', an explanation **must** be published

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

Information required by the Transparency Code *(not part of the Annual Governance Statement)*

	Yes	No
The authority website is up to date and the information required by the Transparency Code has been published.		

www.duddonandburtonpc.co.uk

Section 2 – Accounting Statements 2025/26 for

DUDDON AND BURTON PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	19,881	22,878	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	8,825	9,220	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	1,100	1,840	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	4,132	4,309	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	2,796	5,359	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	22,878	24,270	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	22,878	24,270	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	57,285	57,285	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11. Do the figures in the accounting statements above exclude any Trust transactions?			*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Smaller authority name: **Duddon and Burton Parish Council**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN (EXEMPT AUTHORITY)

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 25, 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement Monday 1st June 2026(a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority prepares an Annual Governance and Accountability Return (AGAR). The AGAR has been published with this notice. It will not be reviewed by the appointed auditor, since the smaller authority has certified itself as exempt from the appointed auditor's review. **Any person interested has the right to inspect and make copies of the AGAR, the accounting records for the financial year to which it relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:**	
(b) Mrs T Ryall-Harvey (Clerk & RFO) 07784 486 767 clerk@duddonandburtonpc.co.uk commencing on (c) **Wednesday 3 June 2026** and ending on (d) **Tuesday 14 July 2026**	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts (c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.
4. The smaller authority's AGAR is only subject to review by the appointed auditor if questions or objections raised under the Local Audit and Accountability Act 2014 lead to the involvement of the auditor. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **30 Churchill Place** **London E14 5RE** (sba@pkf-l.com)	
5. This announcement is made by (e) Mrs T Ryall-Harvey (RFO)	(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The Local Audit and Accountability Act 2014 (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the Accounts and Audit Regulations 2015 also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the Local Audit and Accountability Act 2014.

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication Local authority accounts: A guide to your rights are available from the NAO website.	If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

Duddon and Burton Parish Council Planning Register 2023-24

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

Duddon and Burton Parish Council Planning Register 2025-26

Received	Number	Location	Description	PC Response	Result
Fri 11 Apr 2025	25/01200/OUT	Land To The South of A51 Tarporley Road Duddon Chester	Erection of up to 27 no. dwellings (C3) and associated infrastructure works including access, landscape, drainage and retention of an existing public right of way	Response submitted 19-06-2025	
Thu 06 Nov 2025	25/03494/FUL	The Old Bakery Tarporley Road Duddon Chester CW6 0EW	Conversion and rebuilding of attached outbuilding into ancillary accommodation to include rooflights and flue	No objections	
Thu 08 Jan 2026	26/00080/PIP	Land At Willington Road Duddon Chester	Permission in principal for 1-5 dwellings	Neutral	
Mon 26 Jan 2026	26/00249/LDC	The Beeches Well Lane Duddon Chester CW6 0HG	Lawful development proposal of the erection of a single-storey home leisure outbuilding for incidental use in connection of the dwellinghouse.	Not consulted on.	Awaiting decision
Thu 05 Feb 2026	26/00378/FUL	Land At Duddon Wastewater Treatment Work Willington Road Duddon Chester	Extension to Duddon Wastewater Treatment Works, new process units and change of use to operational land, new access from Willington Road, perimeter fencing and associated landscaping		Awaiting decision
Tue 17 Feb 2026	26/00504/FUL	Burton Cottage Burton Road Burton Chester CW6 0ER	Alterations to side window opening with new timber window	No objections	Approved

Duddon and Burton Parish Council Planning Register 2026-27

Received	Number	Location	Description	PC Response	Result

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
09-03-2026

Duddon and Burton Parish Council — **Outturn 2026-27** — **01/05/2026**

Budget Element		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Acutal 2026 27	Budget 2026-27	Variance	Commentary
EXPENDITURE																	**Costs include VAT**
People																	
Staff Costs		358	358	358	358	358	358	358	421	365	365	365	365	4,387	4,390	-3	
Professional service																	
Insurance				650										650	650	0	
Internal Audit		60												60	57	3	
External Audit														0	0	0	No external Audit required for 2026-27
Payroll			24	12	12	12	12	12	12	12	12	12	12	144	224	-80	
General Services																	
Website			186				20							206	206	0	£186 for 12 months website, £20 for .co.uk dmoain
Election														0	0	0	No election in 2026
Bank Service Charge		4	4	4	4	4	4	4	4	4	4	4	4	51	54	-3	
Village Hall Room Hire													120	120	120	0	
Admin																	
Membership/Subscriptions		172	8								51			230	243	-13	£175 - CHALC £60 - SLCC £8 - Mid Cheshire Footpath Society
Expenses			75		75		75		75		75		75	450	450	0	Clerk expenses
Training			50		50			50			50			200	200	0	
Data Protection fee			47											47	47	0	Direct Direct
Grants																	
Churchyard Grant (Supplied by CWaC)													1,000	1,000	1,000	0	
Other Grants								500						500	500	0	
Projects																	
Village Enhancements									30					30	30	0	£30 for Poppy Wreath £0 for Lamp-post Poppies
Village Maintenance					480				480					960	960	0	£480 x 2 - Weed Killing of gutters on Back Lane and Willington Road
Community Events									500					500	500	0	
Playground Annual Inspection & Maintenance		63				400							60	523	460	63	£60 - Playground Inspection £400 - Replacement Parts
Ad Hoc Beneficial items (S137)														0	0	0	
Inflation %		0	28	35	34	27	16	54	19	15	19	12	20	279	353	-74	
Contingency % of above		0	29	36	35	27	16	55	19	15	20	13	20	285	363	-78	
TOTAL CASH OUT		**657**	**809**	**1,095**	**1,048**	**828**	**501**	**1,033**	**1,560**	**411**	**596**	**406**	**1,676**	**10,622**	**10,807**	-185	

RECEIPTS																
Precept		9,363												9,363	9,220	143
Bank Interest - Lloyds		4	5	5	5	5	5	5	5	5	5	5	5	59	128	-69
Bank Interest - Skiptons		18	20	20	20	20	20	20	20	20	20	20	20	238	270	-32
VAT recovery													300	300	150	150
Churchyard Grant (Supplied by CWaC)													1,000	1,000	1,600	-600
CWAC contribution														0	0	0
Use of Resereves Monies for Projects														0	900	-900
Other														0	0	0
TOTAL CASH IN		9,385	25	25	25	25	25	25	25	25	25	25	1,325	**10,960**	**12,268**	-1,308
Transaction Cash flow		8,729	-784	-1,070	-1,023	-803	-476	-1,008	-1,535	-386	-571	-381	-351	338	0	

Cash in Bank	24270	**32,998**	**32,214**	**31,144**	**30,120**	**29,317**	**28,841**	**27,833**	**26,297**	**25,911**	**25,340**	**24,959**	**24,608**
		Apr	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**Mar**

DUDDON AND BURTON PARISH COUNCIL

Bank Reconciliation to Cashbook 2026-27

Presented at Council Meeting 18-05-2026

Prepared by Trudy Ryall-Harvey

Balance shown on Cashbook	£32,998.03
Lloyds Bank Accounts as at 29-04-2026	
Current Account	£2,724.01
Deposit Account	£19,633.96
Skiptons Account	£10,640.06
TOTAL	**£32,998.03**
Less: Unpresented Payments	
TOTAL	**£32,998.03**
Reconciliation	**YES**

COMMUNITY ACCOUNT [redacted]

DUDDON AND BURTON PARISH COUNCIL

£ 2,724.01 Current balance

COMMERCIAL INSTANT ACCESS ACCOUNT [redacted]

£ 19,633.96 Balance

Community Saver Iss 11 Monthly

[redacted]

Current Balance ?

£10,640.06

Available Balance:	£10,640.06
Current interest rate (gross)% ^	2.03%
Maturity Date:	N/A

Income received since the last meeting for noting:				Gross Amount	Comment
27/03/2026	Int Compound			£16.52	Skiptons Interest
27/04/2026	Int Compound			£18.31	Skiptons Interest
09/04/2026	Interest (Gross)			£4.09	Bank Interest
09/05/2026	Interest (Gross)				Bank Interest
13/04/2026	Cheshire West and Chester Council			£9,363.00	Annual Precept Payment
Payments made since last meeting for noting:-					
Date	Payable to	Net Amount	VAT	Gross Amount	Comment
07/04/2026	Morral Play Servies	£52.50	£10.50	£63.00	Annual Playground Inspection
20/04/2026	CHALC	£171.60	£0.00	£171.60	Affiliation Fees for 2026-27
20/04/2026	Mr P Sanders	£60.00	£0.00	£60.00	Internal Audit for 2025-26
20/04/2026	Service Charge	£4.25	£0.00	£4.25	Monthly Bank Charges
25/04/2026	Mrs T Ryall-Harvey	£286.44	£0.00	£286.44	Clerk's Salary Tax Month 1
28/04/2026	HMRC PAYE	71.6	£0.00	£71.60	PAYE Tax Month 1
Payments not yet made for approval					
Payable to		Net Amount	VAT	Gross Amount	Comment
Mrs T Ryall-Harvey		£286.44	£0.00	£286.44	Clerk's Salary Tax Month 10
HMRC PAYE		£71.60	£0.00	£71.60	PAYE Tax Month 2
Mrs T Ryall-Harvey		£62.07	£0.00	£62.07	Clerk's Expenses

clerk@duddonandburtonpc.co.uk

From: [redacted]
[redacted] 03 April 2026 16:25
To: Paul Fegan
Subject: Chester LPU - Neighbourhood policing update

Good Afternoon,

I am writing to you following the letters you will have received from Assistant Chief Constable Ross regarding the Constabulary's Neighbourhood Policing Model and the rebalancing of the workforce (PCSO redundancies and warranted Police Officer increases) to best equip our team to support the Government's Neighbourhood Policing Guarantee.

Within Chester LPU we will see 6 additional Police Constables on the Neighbourhood (beat) teams and a reduction of 3 Police Community Support Officers (from 12 to 9). Locally we have been carrying 3 vacancies for some time so operationally there is not likely to be a noticeable negative impact. Four of our PCSOs have left the organisation but we will gain 4 PCSOs from other teams who bring with them experience of diverse communities. The 6 additional Police Constables are yet to be appointed.

Expectations remain around conducting surgeries and road safety activities, visiting educational establishment and places of faith, communicating with Neighbourhood Watch Co-ordinators, Parish Councils, and Ward Councillors. We will continue to work in partnership to solve local problems and ensure appropriately targeted actions.

Below is a list of the Chester LPU Beat areas (the old council ward areas) with the allocated PCSO. There may be some slight alterations as staff settle in and we have a better understanding of demands. The one area which does not yet have a named PCSO is Lache – the PCSO is likely to be Carl Laing but we are keen to establish who is best suited to the area and how the demands play out.

I will be sending out a teams meeting invitation to the Parish Council Clerks - a representative from each Parish Council is welcome to attend on Wednesday 8th April 2026 at 1800h for half an hour. I will use the opportunity to deliver the above as a briefing should you wish to hear it – I'm sure you will understand that I won't be able to meet each Parish Council individually as I have around 77 Parishes within the Local Policing Unit (albeit a number of Parishes Council meetings now incorporate other Parishes so around 60 arrangements).

Your local PCSO will be in touch to introduce themselves (or carry on contact in many cases) in due course.

HUNTINGTON	Carl Laing
GREAT BOUGHTON	Jayne Lockwood
HANDBRIDGE PARK	Carl Laing
HOOLE	Sarah Johnson
NEWTON	Sarah Johnson
LACHE	TBC
BLACON	Andy Wynne
SAUGHALL & MOLLINGTON	Christine Hogan

UPTON	Eva Williams
ELTON & HELSBY	Neil Flanagan
CHESTER VILLAGES	James Hannath
FRODSHAM	Neil Flanagan
KINGSLEY & GOWY	Neil Flanagan
TARVIN & KELSALL	James Hannath
FARNDON	Rachael McKevitt
TATTENHALL & MALPAS	Rachael McKevitt

Kind regards,

[redacted]

[redacted]

Cheshire Constabulary

Please consider the environment - do you really need to print this email?