



MINUTES OF THE MEETING OF WINCHAM PARISH COUNCIL HELD ON WEDNESDAY 15 JULY 2020 at 7.30 PM CONDUCTED VIA MEETS COMPUTER LINK DUE TO THE COVID-19 PANDEMIC

Present:

Parish Councillors: I Parr, K Barker, D May, D Kelly, A Webster, G Olive G Birbeck and W Shirley

Parish Clerk N Morris

No concerns were expressed during the public forum.

Due to the COVID-19 pandemic, this meeting was conducted virtually, with the public invited to log on to watch and listen.

1. Apologies for absence

Apologies had been received from Cllr Powell and N Morgan and Cllrs N Wright, L Gibbon and P Marshall and PCSO Wiggins Resolved that the apologies be accepted

Proposed: Cllr Barker

Seconded: Cllr May

2. Declarations of any

(a) disclosable pecuniary interests or

(b) other disclosable interests

As are required under Chapter 7 of the Localism Act 2011.

Cllr Parr declared a disclosable interest in Item 16 since he is married to Annie Makepeace. No further declarations were made.

3. Minutes of the Parish Council Meeting on Wednesday 17 June 2020

Resolved that the Minutes for the meeting held on Wednesday 17 June 2020 be confirmed as a correct record

Proposed Cllr Kelly

Seconded Cllr Webster

4. There were no matters arising from Previous Meeting.

5. No Unitary Councillors were present.

It was noted that the new cycling plan has been released, but no mention is made of changing the traffic lights at the Black Greyhound junction so that it is responsive to cyclists. This is despite the problem having been brought to the notice of CWaC at an early stage of the consultation period. The clerk was asked to enquire why this junction was not included in the plan.

6. PLANNING

The following Planning matters were considered.

A. APPLICATIONS

- i. Site Address: **40 Shores Green Drive Wincham Northwich CW9 6EE**

Proposal: **Two storey rear extension**
Reference Number: **20/01955/FUL**
Case Officer:
<https://pa.cheshirewestandchester.gov.uk/online-applications/>.
Comments by:
10 July 2020

No comment made.

- ii. Site Address: **Mere View 57 Pickmere Lane Wincham Northwich Cheshire CW9 6EB**
Proposal: **Single storey extension to front of detached garage**
Reference Number: **20/02221/FUL**
Case Officer:
<https://pa.cheshirewestandchester.gov.uk/online-applications/>.
Comment by:
3 August 2020

No comment made.

7. The clerk informed the meeting there was no report from PCSO Wiggins.

8. Sub-Committees and Working Parties

The IT Working Party made a report to the meeting to the effect that the Working Party was obtaining comparative quotes for IT devices and was organising the adoption of GSuite.

9. Sub-Committees and Working Parties

- i. *The Working Parties were reviewed, including membership, role and whether the Parish Council would benefit from additional Working Parties.*
- ii. *No dates were known for sub-committee meetings before the next Council Meeting.*
- iii. *The Grounds Maintenance Working Party reported that measurements had been taken in the Linnards Lane Playing Field so that precise drawings can be made.*
- iv. *There were no additional updates from Working Parties.*

10. The clerk reported that she was still awaiting receipt of quotations to repair the wet pour under equipment in the Linnards Lane Playing Field and the Chapel Street Playing Field

11. Quotations for the necessary tree work were considered.

Only two quotes had been obtained, but the work to be done in Linnards Lane was urgent for Health and Safety reasons and so the meeting considered making a choice between the two available quotes for Linnards Lane on this basis, but postponing a decision for the tree maintenance on Chapel Street until a third quote had been obtained.

Resolved that the Parish Council choose one of the two quotations for the urgent work necessary for Health and Safety reasons for the Linnards Lane Playing Fields and that the quote from Alan James be accepted as the cheapest quote

Proposed Cllr Barker

Seconded Cllr May

12. Use of the play areas during the pandemic was reviewed. It was noted that Notices, ground stickers and banners have been ordered in order that the play areas can be opened as soon as possible. This was a matter of Health and Safety and could not wait until the Parish Council meeting. The quotations and orders placed were considered retrospectively.

Resolved that the Parish Council was right to purchase the items required for Health and Safety in the Linnards Lane Playing Field without awaiting for full Council

Proposed Cllr Barker

Seconded Cllr May

Resolved that the Parish Council gives retrospective approval for the purchase of hazard tape
Proposed Cllr Kelly
Seconded Cllr Birbeck

Resolved that the Parish Council gives retrospective approval for the purchase of COVID-19 banners in accordance with the three quotations obtained
Proposed Cllr Birbeck
Seconded Cllr Kelly

Resolved that the Parish Council gives retrospective approval for the purchase of COVID-19 signs in accordance with the three quotations obtained
Proposed Cllr May
Seconded Cllr Birbeck

13. Problems surrounding Pickmere Lake and Earles Lane were discussed.

It was noted that the boardwalk was rotting. This is the responsibility of Cheshire West and Chester Council, but is extensively used by Wincham residents.

It was suggested that a new working party be set up to consider problems at Earles Lane and Pickmere Lake.

Resolved that the Parish Council set up a new Working Party to discuss issues around Earles Lane and Pickmere Lake, with members: Cllrs Parr, May and Kelly
Proposed Cllr Barker
Seconded Cllr Birbeck

14. The problem of drugs in Wincham and the surrounding area was discussed.

The clerk confirmed that she was continuing to approach Cheshire West and Chester Council officers for assistance and support.

15. A report was received on artwork being created for the bunting trail.

This initiative was commended and all involved were sincerely thanked.

16. The request for a donation from Annie Makepeace to assist volunteers helping the vulnerable during the pandemic was considered

Cllr Parr surrendered the chair to Cllr Barker whilst this item was discussed and resolved. Cllr Parr did not take part in the discussion.

Resolved that the Parish Council make a s137 donation of £500 to Annie Makepeace for assistance for volunteers supporting the vulnerable

Proposed Cllr Kelly
Seconded Cllr May

Chairmanship of the meeting was then handed back to Cllr Parr.

17. The quotations for masks were reviewed and it was discussed how to distribute masks

Masks are now readily and cheaply available to all members of the public.

Resolved that the previous resolution to purchase mask be withdrawn and that no masks be purchased
Proposed Cllr Barker
Seconded Cllr Webster

18. A discussion considered any steps the Parish Council might take during the pandemic, including whether to continue holding Parish Council meetings virtually

The clerk was asked to keep this on the next agenda. Parish Councils are advised to continue to meet virtually for the moment, Any physical meeting in the future would require a large, well-ventilated room. The situation should remain under review.

19. Paying £1/week to the Northwich Guardian in order to post articles on the village Facebook was discussed.

The clerk confirmed that ChALC had confirmed that the Parish Council had power to do this, if it chose. It was felt that more research was needed on value for money. The clerk was asked to keep this on the next agenda and a Councillor would report back.

Resolved that the Parish Council in principle agrees that the Northwich Guardian be paid in order that articles are available for the Parish website and Facebook page
Proposed Cllr Parr
Seconded Cllr Birbeck

20. It was noted with thanks that Mr Mike Roberts has volunteered to cover the cost of a new noticeboard for Chapel Street.

Everyone at the meeting expressed their thanks to Mr Roberts for his generous offer, Cllr May has three quotes for noticeboards.

Resolved that the Parish Council approves the quotation for a noticeboard chosen by Cllr May and Mr Roberts, so long as it is competitive with the remaining two quotes
Proposed Cllr Kelly
Seconded Cllr Barker

21. When and how the VE Day Commemorative mugs are to be distributed to the children of Wincham CP School was discussed.

It was noted that the 350 mugs are currently housed in the PCSO room in the Community Centre. They are safe and can be distributed to the children at Wincham CP School when it is appropriate to do so. The clerk was asked to keep this item on the next agenda.

22. Holding future events was discussed, including involving the new WINCHAM Community Spirit Group.

Cllr May and Erlca Webster feel that some village events do not fit neatly under the control of either the Parish Council or Wincham School and so suggested that a group called "Wincham Community Spirit" be formed. This might attract the help of volunteers reluctant to be involved with either the Council or the School. Further information will be given when more work has been done on how this project might best proceed.

23. The position on the Parish Council buying Chromebooks was discussed and also subscribing to GSuite

This item had already been covered earlier in the meeting,

24. Village Communication.

- i. The newsletter is due to go to the printer in the next week or so. It was noted that a review of printer prices should take place within the next year.
- ii. The village website- there have been some problems accessing the website. This is due to virus protection. It was noted that the website would soon be replaced.
- iii. Facebook- this is very active with the sharing of information.

25. Accounts:

- i. The following payments were considered:

Resolved to settle the following accounts:

1. Northwich Town Council for Invoice 4341 dated 30/06/2020		£245.00	
VAT		£49.00	£294.00
2. JDH Business Services Ltd Carreg Lwyd, Cefn Bychan Road Pantymwyn, Flintshire, CH7 5EW	Internal audit VAT	£169.00 £33.80	£202.80
3. Global River Website upkeep 2019/2020 Brook Barn	VAT	£100.00 £20.00	£120.00

Chapel Lane
Mere
Knutsford
WA16 6PP

4.	R J Signs & Graphics COVID-19 signs for the play areas	£829.20	
	39 Birches Lane	VAT	£165.84
	Northwich		£995.04
	Cheshire		
	CW9 7SN		
5.	Big Art and Banners	£1,325.00	
		VAT	£265.00
			£1,590.00
6.	Annie Makepeace for a s137 donation, to be decided upon at the meeting.		£500.00
7.	Alan James		£1295.00
8.	Giant Imaging Limited TA Easierprint.co.uk	£129.99	
	Keystone Enterprise Factory	VAT	£26.00
	39 Brunel Way		£155.99
	Thetford		
	IP24 1HP		
9.	Reimbursement of Ian Parr for:		
	i. Paint to mark the grass in the play areas	£8.00	
	ii. Tape to close off the play areas	£12.99	
	iii. Gorilla Tape	£10.99	£31.98
10.	Clerk:		
	i. salary for July 35 hours @ £11.22/hour	£392.70	
	ii. Reimbursement for ground stickers from Amazon	£51.49	£444.19

Proposed: Cllr Barker
Seconded: Cllr Kelly

- ii. **Current Net Balances were noted:**

Current Account as at 3.7.2020	£200.00
Business Reserve Account 1. as at 3.7.2020	£61,461.73
Business Reserve Account 2. as at 3.7.2020	£12,045.49
- iii. **The Final Accounts (in Excel) and Bank Reconciliations and Budget Analyses were noted and accepted.**

Resolved that the Parish Council
Proposed Cllr Webster
Seconded Cllr Barker

- iv. **It was noted that the report from the Internal Auditor for the year ending 31.3.2020 has been received. To consider the report.**

The clerk read out the Internal Auditor's report, that had been circulated to all Councillors previously. The following points raised by the Internal Auditor were noted:

- i. *Cheque no 1706 for £15.75 had been shown in the accounts as unpresented but had indeed been presented on 31 March 2020. The clerk was asked to alter the accounts accordingly.*
- ii. *The Business Reserve Account was shown in the accounts as totalling £36242.81, but was really £36227.06. The clerk was asked to alter the accounts accordingly.*
- iii. *The Fixed Assets show a roundabout purchased but give its value inclusive, not exclusive of VAT. The clerk was asked to alter the Fixed Assets.*

Resolved that the Parish Council has considered and accepts the report of the internal auditor and asks the clerk to take the actions mentioned in the Internal Auditor's report.

Proposed Cllr Kelly
Seconded Cllr Barker

v. The Annual Governance and Accountability Return 2019/20 was considered in detail including:

a) The statements and assertions Section 1

The clerk read out all the statements and assertions in Section 1 and the Councillors agreed to each answer.

Resolved that the Parish Council has heard and agrees with all the statements in Section 1 and authorises that the Chair sign on behalf of the Parish Council

Proposed Cllr Barker

Seconded Cllr May

b) Section 2 The Accounting Statement 2

The clerk read out all the statements and assertions in Section 2 and the Councillors agreed to each answer.

Resolved that the Parish Council has heard and agrees with all the statements in Section 2 and authorises that the Chair sign on behalf of the Parish Council

Proposed Cllr Barker

Seconded Cllr May

vi. The Parish Council considered the effectiveness of current arrangements for Internal Audit (Appendix K)

The clerk read out the following and Councillors at the meeting considered each point:

Factors when judging the effectiveness of current arrangements for Internal Audit

- *The scope of the internal audit*
- *The independence of the Internal Auditor*
- *The competence of the Internal Auditor*
- *The working relationship between the clerk and the Internal Auditor and*
- *The current system of audit planning and reporting*

Factors for judging the effectiveness of The Risk Document and The Financial Risk Document

a. For the Risk Document: is the Document was compatible and appropriate?

- *Does it Identify risks?*
- *Assess risks?*
- *Address risks?*
- *Review risks and the reporting of risks.*

b. For the Financial Risk Document: is the Document compatible and appropriate?

- *Does it identify any significant financial risks facing the Parish Council?*
- *Ensure proper book-keeping?*
- *Ensure payment controls?*
- *Ensure budgetary controls?*
- *Put in place payroll controls?*
- *Ensure there is no petty cash?*
- *Provide asset control?*
- *Allow for proper year-end procedures?*
- *Ensure proper year-end arrangements?*

Resolved that the Parish Council has heard and agrees with the statement of current arrangements for Internal Audit and is satisfied

Proposed Cllr Webster

Seconded Cllr Kelly

vii. The Parish Council considered the Risk Document and Financial Risk Document (Appendix L and M)

Table 1 Area where there may be scope to use insurance to help manage risk	
<p>Risk Identification Insurance cover for risk is the most common approach to certain types of inherent risks: The protection of physical assets owned by the council – buildings, furniture, equipment, etc. (loss or damage)</p> <p>The risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public (public liability) The risk of consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party (fidelity guarantee) Legal liability as a consequence of asset ownership (public liability)</p>	<p>Council's response Comprehensive insurance is in place with Zurich</p> <p>These items are covered.</p> <p>Public liability insurance cover for £10,000,000</p> <p>Fidelity cover for £100,000 Reviewed at appropriate times in the year.</p> <p>As above</p>
<p>Internal controls A council's internal controls may include: An up to date register of assets and investments</p> <p>Regular maintenance arrangements for physical assets</p> <p>Annual review of risk and adequacy of cover</p> <p>Ensuring the robustness of insurance providers</p>	<p>Council's response Yes, reviewed annually</p> <p>Playing field equipment inspected every month by local contractor and ROSPA once a year</p> <p>Use insurance recommended by organisations NALC/ChALC</p>
<p>Internal audit assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of management arrangements regarding insurance cover Testing of specific internal controls and reporting findings to management</p>	<p>Council's response This is covered by general management arrangements with a financial calendar with reports to the Council.</p> <p>Also compliance with Standing Orders</p>
Table 2 Areas where there may be scope to work with others to help manage risk	
<p>Risk Identification The limited nature of internal resources in most local councils means that councils wishing to provide services often buy them in from specialist external bodies, e.g.</p> <p>Maintenance for vulnerable buildings, amenities or equipment</p> <p>The provision of services being carried out under agency/partnership agreements with principal authorities</p> <p>Banking arrangements, including borrowing or lending</p> <p>Ad hoc provision of amenities/facilities for events to</p>	<p>Council's response Employing trained personnel to inspect play equipment monthly and to pay for annual ROSPA inspections.</p> <p>Present banking arrangements with National Westminster Bank.</p>

<p>local community groups Markets management Vehicle or equipment lease or hire Trading units (leisure centres, playing fields, burial grounds, etc.) Professional services (planning, architects, accountancy, design etc.)</p>	N/A
<p>Internal controls A council's internal controls may include: Standing orders and financial regulations dealing with the award of contracts for services or the purchase of capital equipment Regular reporting on performance by suppliers, providers, contractors Annual review of contracts Clear statements of management responsibility for each service Regular scrutiny of performance against targets Adoption of and adherence to codes of practice for procurement and investment Arrangements to detect and deter fraud and/or corruption</p> <p>Regular bank reconciliations, independently reviewed</p>	<p>Council's response</p> <p>In place, reviewed annually or if a change of circumstances occurs</p> <p>WPC activities are not on such a regular basis to require such controls. Individual projects have controls in place</p> <p>Internal and External Audits carried out</p>
<p>Internal audit assurance Internal audit testing may include: Review of internal controls in place and their documentation Review of minutes to ensure legal powers are available, and the basis of the powers recorded and correctly applied Review and testing of arrangements to prevent and detect fraud and corruption Review of adequacy of insurance cover provided by suppliers Testing of specific internal controls and reporting findings to management</p>	<p>Council's response</p> <p>A comprehensive internal audit is provided by JDH Ltd.</p> <p>This is done on an individual basis because of small number of projects undertaken.</p>
<p>Table 3 Areas where there may be a need to self-manage</p>	
<p>Risk identification There are a number of activities that create business risks but do not fall easily into either of the above categories for a number of reasons, principally because they are either difficult to quantify or considered inefficient to have provided externally or just uninsurable. Keeping proper financial records in accordance with statutory requirements` Ensuring all business activities are within legal powers applicable to local councils Complying with restrictions on borrowing</p> <p>Ensuring that all requirements are met under employment law and Inland Revenue regulations Ensuring all requirements are met under Customs and Excise regulations (especially VAT) Ensuring the adequacy of the annual precept within sound budgeting arrangements Monitoring of performance against agreed standards</p>	<p>Council's response</p> <p>Council has a management plan in place for the Linnards Lane Playing Field and is putting in additional signs to warn of the dangers to the public during the current pandemic.</p> <p>Done</p> <p>Done and checked on internal audit</p> <p>No current borrowing</p> <p>Professional advice taken where necessary</p> <p>Check done and internal audit</p> <p>Part of the budgeting is checked on internal audit</p>

<p>under partnership agreements</p> <p>Ensuring the proper use of funds granted to local community bodies under specific powers or under section 137</p> <p>Proper, timely and accurate reporting of council business in the minutes</p> <p>Responding to electors wishing to exercise their rights of inspection</p> <p>Meeting the laid down timetables when responding to consultation invitation</p> <p>Proper document control</p> <p>Register of members' interests and gifts and hospitality in place, complete, accurate and up to date</p>	<p>N/A</p> <p>Internal audit process checks this item.</p> <p>Done</p> <p>Procedure in place</p> <p>Procedure in place</p> <p>Clerk responsible for compliance and council calendar. Discussed in Council and professional advice sought</p> <p>In place and revised annually</p>
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Table 3
Areas where there may be a need to self-manage risk

<p>Internal controls</p> <p>A council's internal controls may include:</p> <p>Regular scrutiny of financial records and proper arrangements for the approval of expenditure</p> <p>Recording in the minutes the precise powers under which expenditure is being approved</p> <p>Regular returns to the Inland Revenue; contracts of employment for all staff, annually reviewed by the council, systems of updating records for any changes in relevant legislation</p> <p>Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary</p> <p>Regular budget monitoring statements</p> <p>Developing systems of performance measurement</p> <p>Procedures for dealing with and monitoring grants or loans made or received</p> <p>Minutes properly managed with master copy kept in safekeeping</p> <p>Documented procedures to deal with enquiries from the public</p> <p>Documented procedures to deal with responses to consultation requests</p> <p>Documented procedures for document receipt, circulation, response, handling and filing</p> <p>Procedures in place for recording and monitoring members' interests and gifts and hospitality received</p> <p>Adoption of codes of conduct for members and employees</p>	<p>Council's response</p> <p>These items are covered by regular calendar of meetings, financial calendar, management system, attendance on courses so members of staff and councillors keep up to date. There is also an annual appraisal of the only employee, the clerk, reviewing the contract of employment</p> <p>In place</p> <p>N/A</p> <p>Done</p> <p>Procedure in place</p> <p>Procedure in place</p> <p>Procedure in place</p> <p>Annual review of Members' interests and a monthly record kept of gifts or hospitality</p> <p>Part of Code of Conduct</p> <p>In place</p>
<p>Internal audit assurance</p> <p>Internal audit testing may include:</p> <p>Review of internal controls in place and their documentation</p> <p>Review of minutes to ensure legal powers in place, recorded and correctly applied.</p> <p>Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash</p>	<p>Council's response</p> <p>These are part of the management process, covered by the Financial Calendar and the Internal Audit process.</p> <p>Committees and Council carry out monitoring procedures</p>

transactions Review and testing of arrangements to prevent and detect fraud and corruption Testing of disclosures Testing of specific internal controls and reporting findings to management	
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Resolved that the Parish Council has heard and agrees with the statement of Risk and Financial Risk and is satisfied and that the clerk and Chair are authorised to confirm this as necessary on the AGAR

*Proposed Cllr Webster
 Seconded Cllr Birbeck*

viii. The Parish Council reviewed whether any significant financial risks face Wincham Parish Council.

The clerk read out the following and Councillors at the meeting considered each point:

FINANCIAL RISK ASSESSMENT

PEOPLE AT RISK	OUR CONTROLS
Clerk and Councillors	Wincham Parish Council have adopted Financial Regulations which govern the conduct of financial transactions of the Council and which may only be amended or varied by resolution of the Council. These are reviewed annually.
Clerk and Councillors	All monies are held in three NatWest bank accounts named Wincham Parish Council.
Clerk and Councillors	All cheques require three authorised signatories.
Clerk and Councillors	Four councillors and the clerk are authorised signatories and have been through the bank's procedures to become so.
Clerk and Councillors	There is no petty cash held by the clerk or any of the councillors.
Clerk and Councillors	The Fidelity guarantee is £100,000 to cover the total sum of the Precept/the greatest sum held in the Bank accounts at any time.
Clerk and Councillors	The annual accounts are internally audited by a qualified accountant and are externally audited by a body appointed by the Audit Commission.
Clerk and Councillors	The internal auditor shall carry out an audit yearly and shall report on systems and procedures.
Clerk and Councillors	All cheques shall be checked against invoices by a councillor who is a non-signatory.
Clerk	Quarterly reconciliations and budgetary analyses are

	produced.
Clerk	All payments are authorised by the Parish Council and are recorded in the appropriate Minutes.
Clerk	Where an invoice is presented for urgent payment between meetings and a cheque is sent; authorisation for payment should be sought from the next Council meeting.
Clerk	All requests for donations are authorised by the Parish Council and recorded in the appropriate Minutes.
Clerk	All quotations obtained for work to be done on behalf of the Parish Council are discussed with councillors and are recorded in the appropriate Minutes.

Resolved that the Parish is satisfied that appropriate measures have been taken to identify and guard against significant financial risks and that the clerk and Chair are authorised to confirm this as necessary on the AGAR

Proposed Cllr Barker

Seconded Cllr Webster

26. Correspondence

- 1. Correspondence regarding the annual audit by the Internal and External Auditors**
- 2. Correspondence regarding over-grown hedges and bushes generally around Wincham.**
- 3. Emails regarding parked cars blocking pavements.**
- 4. Emails relating to water pressure (102 emails).**
- 5. Telephone calls about drug abuse.**
- 6. Emails relating to a property with refuse in the garden.**
- 7. Telephone call from a lady who felt someone had stolen her post.**
- 8. Telephone call relating to Travellers.**
- 9. Emails and telephone call concerning bushes obstructing paths or road signs.**
- 10. Emails regarding quotations for repairs to the wet pour in the play areas (12 emails and telephone calls).**
- 11. Emails and telephone calls relating to parking on Earles Lane and potential problems at Pickmere Lake.**
- 12. Telephone call over a lady whose cat had died.**
- 13. Telephone calls and emails about HGVs driving down Church Street.**
- 14. Telephone calls and emails relating to buses driving down Chapel Street.**
- 15. Emails and telephone calls about quotations for masks.**
- 16. Emails about quotations for COVID-19 signs.**
- 17. Telephone call regarding a group of unaccompanied children in the play area.**
- 18. Emails about quotations for banners.**
- 19. Emails relating to adhesive notices for the ground in the play area.**
- 20. Emails relating to quotations about the tree surgery necessary.**

29. Any Other Business.

- i. The clerk was asked to allow time to vote on her salary during Part II of the September meeting.*
- ii. It was suggested that some residents be encouraged to "bucket test" water pressure regularly so that data could be built up across the village of the variances in pressure over time.*

There was no AGENDA PART 2

The meeting was declared closed at 9.47pm

