

**THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING  
MINUTES**

**WEDNESDAY 17<sup>th</sup> JAN 2024, 7.00PM  
MEETING HELD AT COMMUNITY HALL, MANCHESTER  
ROAD, HOLLINS GREEN.**

**Present**

Name	Position
<b>Council Members:</b>	
Maureen Banner	Chair
Liz Clarke	Vice Chair
Julie Eastty	Councillor
Julie Givvons	Councillor
David McLachlan	Councillor
<b>Others:</b>	
Nick McCarthy	Clerk to the council
2 Members of the Public	
<b>Apologies:</b>	
Phil Eastty	Councillor and Ward Councillor
Keith Whittam	Councillor
<b>Absent:</b>	

Ref	Agenda item number and Discussion	Action
	<p><b><i>Code of Conduct – Declarations of Interest Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012</i></b>  <i>Members are reminded of their responsibility to declare any disclosable pecuniary or non-pecuniary interest which they have in any item of business on the agenda, no later than when the item is reached. Declarations are a personal matter for each Member to decide. Whilst officers will advise on the Code and its interpretation, the decision to declare, or not, is the responsibility of the Member based on their particular circumstances. The Parish Council will take account of Section 17 of the Crime and Disorder Act in all their discussions and decisions.</i></p>	
<b>366</b>	<p><b>1 APOLOGIES</b>  Attendance and apologies were detailed as above. Cllr P Eastty on WBC duties.</p> <p>Two residents were present at the start of the meeting and brought an issue to the parish council with regards to un-responded comments made on the website. It was agreed the clerk would look into this, rectify the issue, and inform the residents accordingly so they can attend and hear the PC discuss the issues. If applicable, this matter can be brought to the beginning of the agenda on 21<sup>st</sup> February.</p> <p><u>Actions</u> - none</p>	
<b>367</b>	<p><b>2 DECLARATIONS OF INTEREST</b>  None</p> <p><u>Actions</u> - none</p>	
<b>368</b>	<p><b>3 COMMITTEE REPORTS</b></p>	
<b>368a</b>	<p><b>A. Warrington Borough Councillors</b>  Rixton with Glazebrook Parish Council has one ward councillor that works with WBC on issues as reported and required. Ward Cllr Rob Tynan is also invited to attend meetings.</p> <p><b>Cllr R Tynan: N/A</b></p>	

	<p><b>Cllr P Eastty: N/A</b></p> <p>Cllr Banner updated the Parish Council on the recent WBC meeting that approved their Local Plan. Cllrs P Eastty, Tynan, and Banner objected, however, the Plan was passed. <u>Actions</u> - none</p>	
<b>368 b</b>	<p><b>B. Police</b> – A written update on criminal activity report for Nov/Dec and Dec/Jan (with the latest actions and issues during the month) was provided for the meeting from PCSO. This is shown as Annex A.</p> <p>Clerk shared update from Police on courier fraud activity, and need for awareness and vigilance. Clerk discussed recent phishing attacks, and to be aware of email scams.</p> <p><u>Action</u> – none</p>	
<b>368c</b>	<p><b>C. Community groups</b></p> <p><b>Community Hall 27/11</b> – attended by Cllrs L Clarke and J Eastty</p> <p><b>Friends of Glazebrook Station</b> – Successful and well attended ‘Carols on the Green’ event. Group has also been nominated for two awards</p> <p><b>CHALC</b> – attended by Cllr J Eastty</p> <p><u>Action</u> – none</p>	
<b>369</b>	<p><b>4 MINUTES &amp; MATTERS ARISING</b></p> <ul style="list-style-type: none"> <li>The minutes of the Parish Council meeting held on <i>15<sup>th</sup> Nov</i> were shared with the Parish Council. Any errors/omissions were reported to the clerk before the signing of the minutes. The minutes were signed by the Chair for Audit purposes as a true record, and will be published on the council website at the end of <i>Jan</i>. Cllr Banner proposed the minutes be moved, seconded by Cllr Clarke.</li> <li>No additional matters arising were received for the meeting on <i>15<sup>th</sup> Nov</i>.</li> </ul> <p><u>Action</u> – none</p>	
<b>370</b>	<p><b>5 ACTION PLAN</b></p> <p>The Action Plan from the meeting of the <i>15<sup>th</sup> November</i> has been updated and attached as Annex B. Any matters unresolved will be added to the next action plan, this will be reviewed and updated at the next meeting.</p> <p><u>Action</u> – none</p>	
<b>371</b>	<p><b>6 CORRESPONDENCE</b></p> <p>Items of urgent correspondence have been shared with the Parish Council (<i>16<sup>th</sup> Nov to 17<sup>th</sup> Jan</i>) and dealt with as appropriate. Additional items brought to the attention of the parish councillors for noting/action, are detailed below.</p> <p>Warrington Disability Partnership reported accessibility issue on pathways (WBC land) this forwarded on the WBC.</p> <p>A resident contacted the parish council to report that floor lights at the cenotaph are coming on between 7-8pm, several hours after the street lights. This has been reported to WBC for inspection and if work required, will be paid by the Parish Council</p> <p>Ongoing correspondence with WBC disputing grass cutting schedule (totalling £8065.85, 2018/19 to 2022/23).</p>	<p>1 NM</p> <p>2 NM</p>

	<p>Clerk to contact caterer relating to the Chair's celebration/community event on the 21<sup>st</sup> April. Clerk to also contact the mayor's office.</p> <p><u>Action</u> – none  1 – clerk to report floor lights at cenotaph to inspect/review current illumination timings.  2 -clerk to continue liaisons with WBC on disputed grass cutting charge, and provide evidence of number of cuts, previous years.  3 Clerk to email caterers to arrange buffet for event  4 Clerk to contact mayor's office to invite to event.</p>	3 NM 4 NM																																										
<b>372</b>	<p><b>7 CHARITABLE DONATIONS / GIFTS AND HOSPITALITY</b>  No items of gifts/hospitality were received to the parish council/councillors.</p> <p>Council agreed to contribute £500 towards the cost of the new Community Hall Stand (for new screen/media centre). Cheque to be raised Feb meeting</p> <p>No other charitable/donation requests were received.</p> <p><u>Action</u> –  5 Clerk to write cheque to RwG Community Hall</p>	5 NM																																										
<b>373</b>	<p><b>8 PROJECT UPDATES</b></p> <p><b>A. Recreation Ground</b> – Request made to repair/improve fencing at Ye Old Lion (rear car park) and Field, to prevent access of quadbikes etc.</p> <p><b>B. Glamis Wood</b> – No additional updates</p> <p><b>C. Parish Council website</b> – Clerk to investigate and repair fix to contact page on website. Clerk to maintain website and social media (ongoing). Important events and good news stories to be shared when available.  Members of the council and residents are encouraged to follow/like the page - <a href="https://www.facebook.com/RixtonWithGlazebrookParishCouncil">www.facebook.com/RixtonWithGlazebrookParishCouncil</a>  The Parish Council website is being regularly updated, website below.  <a href="https://rixtonwithglazebrook-pc.gov.uk">https://rixtonwithglazebrook-pc.gov.uk</a></p> <p><b>D. Look of the Parish</b> – Parish Council discussed 80<sup>th</sup> Anniversary of D-Day, and how it may commemorate the event. A new bench was discussed. To be added to agenda for Feb. Clerk to contact WBC to request Wildflower planting.</p> <p><u>Action</u> –  6 Cllr Clarke to report on fencing concern behind and contact clerk. Clerk to research options for next meeting.  7 Clerk to add D-Day anniversary commemorations to next agenda and research options  8 Clerk to contact WBC to request wildflower planting for 2024.</p>	6 LC /NM              7 NM 8 NM																																										
<b>374</b>	<p><b>9 ACCOUNTS FOR PAYMENT</b>  RESOLVED: - That approval be given to the payment of the following:</p> <table border="1"> <thead> <tr> <th>Cheque No</th> <th>Date expenditure incurred</th> <th>Payee</th> <th>VAT not recoverable</th> <th>Amount</th> <th>Purpose</th> <th>S137</th> </tr> </thead> <tbody> <tr> <td>100947</td> <td>18/01/2024</td> <td>PKF (replaces 100921 – lost in post)</td> <td></td> <td>£252.00</td> <td>External Audit</td> <td></td> </tr> <tr> <td>100948</td> <td>18/01/2024</td> <td>Matthew Lally (relaces 100940 – incorrect payee, cheque returned)</td> <td></td> <td>£780.00</td> <td>Tree inspection</td> <td></td> </tr> <tr> <td>100949</td> <td>18/01/2024</td> <td>Reimburse Employee 1</td> <td></td> <td>£19.98</td> <td>Printing Charges Nov/Dec and Dec/Jan</td> <td></td> </tr> <tr> <td>100950</td> <td>18/01/2024</td> <td>BWP Creative</td> <td></td> <td>£273.60</td> <td>Website Hosting 01/01/24-31/12/24</td> <td></td> </tr> <tr> <td>100951</td> <td>18/01/2024</td> <td>Reimburse Employee 1</td> <td></td> <td>£17.50</td> <td>Stamps and paper</td> <td></td> </tr> </tbody> </table>	Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137	100947	18/01/2024	PKF (replaces 100921 – lost in post)		£252.00	External Audit		100948	18/01/2024	Matthew Lally (relaces 100940 – incorrect payee, cheque returned)		£780.00	Tree inspection		100949	18/01/2024	Reimburse Employee 1		£19.98	Printing Charges Nov/Dec and Dec/Jan		100950	18/01/2024	BWP Creative		£273.60	Website Hosting 01/01/24-31/12/24		100951	18/01/2024	Reimburse Employee 1		£17.50	Stamps and paper		
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	<p>Ongoing issue with bank continues. Bank account with Lloyds now open. PC agreed to close existing account by writing a cheque for the balance and presenting to new account.</p> <p>Q3: Full list of transactions 01/04/23 to 31/12/23 presented to the Parish Council and demonstrated to match opening/closing bank statements, providing financial assurance of the cashbook. Shown as Annex C. Q4 to be presented by April 2024.</p> <p>Action none</p>	
375	<p><b>10 AUDIT / BUDGET / FINANCIAL STATEMENTS</b></p> <p><b>Internal audit</b></p> <ul style="list-style-type: none"> <li>• Next internal audit due June 2024, update in June meeting</li> <li>• AGAR documents next reviewed May 2024</li> </ul> <p><b>External audit</b></p> <ul style="list-style-type: none"> <li>• Next external audit (PKF Littlejohn) to be completed 31st July 2024</li> </ul> <p><b>Budget Allocation and expenditure updates</b></p> <ul style="list-style-type: none"> <li>• Q3 Budget monitoring shared and discussed – See Annex D. Next review Q4 (April 2024).</li> <li>• Earmarked reserves reviewed Jan 2024 – See Annex E. Interim review for year-end May 2024.</li> <li>• Precept for 2023/24 paid May 2023, 2024/25 payment due April/May 2024</li> <li>• Draft Annual 2024/25 budget shared and discussed with councillors Nov23 and agreed, subject to final precept confirmation from WBC and month end transactions.</li> <li>• Final Budget for 2024/25 confirmed January 2024 meeting attached as Annex F. Clerk updated council on recent conversations with WBC finance team, PC able to request increase in precept for cost of living/inflation.</li> <li>• Next annual budget review (2025/26) due Nov 2024, then Jan 2025.</li> <li>• Insurance Policy for 2023/24 agreed, commencing 01/08/2023, new policy quote expected Jul 2024</li> </ul> <p><b>Asset Register</b></p> <ul style="list-style-type: none"> <li>• Interim asset register reviewed and agreed July 2023. Next interim review July 2024: Next Full Year Review March 2024</li> </ul> <p><b>Risk Assessment Register</b></p> <ul style="list-style-type: none"> <li>• Year-end reviewed and agreed March 2023 (See Annex F). Next Review March 2024. Clerk to review Risk Matrix design and scoring system.</li> </ul> <p><b>Income</b></p> <ul style="list-style-type: none"> <li>• VAT Claim submitted for £598.89 (March2022-Feb 23) Next VAT Claim, March 2024</li> </ul> <p>Action – none</p>	
376	<p><b>11 Policy Updates / Public Rights of Way (PROW)</b></p> <ul style="list-style-type: none"> <li>• Standing orders reviewed and accepted for 2023/24, next review Apr 2024</li> <li>• Co-Opt policy document reviewed and accepted April 2023, next review Apr 2024</li> <li>• Code of Conduct policy reviewed and accepted April 2023, next review Apr 2024</li> <li>• Financial Regulations policy reviewed and accepted April 2023, next review Apr 2024</li> <li>• Terms of Reference reviewed and accepted April 2023, Next Review Apr 2024</li> <li>• Charity status Return to HMRC November/Dec 2023 (by 31/01/24)</li> </ul>	

	No other Public Rights of Way updates as at <i>Jan 2023</i>  <u>Action</u> – none	
<b>377</b>	<p><b>12 PLANNING APPLICATIONS</b></p> <p>The Council gave consideration to the following planning applications which have been shared electronically. Provisional remarks have been made, which are subject to change following further scrutiny:</p> <p>Received from WBC (<i>16<sup>th</sup> Nov 2023 to 17<sup>th</sup> Jan 2024</i>)</p> <p>2023/01496/FULH, the details of which are below: Application Type: Full Planning - Householder (Householder Development) Location: 68 Bank Street, Rixton-with-glazebrook, Warrington, WA3 5BZ Proposal: Flat to pitched roof conversion to existing two storey side extension, alterations to front elevation by extending bay window roof to form canopy over porch, and installation of new render finish to front and gable elevation <b>The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</b></p> <p>2023/01343/FULH, the details of which are below: Application Type: Full Planning - Householder (Householder Development) Location: 238 Manchester Road, Rixton-with-glazebrook, Warrington, WA3 6EB Proposal: Installation of a heat pump in rear garden in front of back wall, under the kitchen Window <b>The Parish Council has no objections to this application, providing it is compliant with current building, agricultural and greenbelt policies.</b></p> <p><u>Action</u> – 9 Clerk to make any necessary comments to planning team as detailed above</p>	9 NM
<b>378</b>	<p><b>13 SPECIAL AGENDA ITEMS</b></p> <p>No additional agenda item added</p> <p><u>Action</u> – none</p>	
<b>379</b>	<p><b>14 GENERAL MATTERS</b></p> <p>General matters discussed, not picked up earlier, are noted below</p> <p>Any gullies that are currently blocked to be reported to the clerk, with location and photographic evidence</p> <p>Fly tipping (A57 verge) behind houses/village shop, to be reported</p> <p><b>The next parish council meeting will be held at 7.00pm, 21<sup>st</sup> February 2024</b> In the event of cancelation, the clerk will book 2 zoom sessions, 7.00-7.45pm and 7.45pm to 8:15pm. The clerk will ensure all councillors have sight of agenda items to discuss and can feedback any comments or concerns.</p> <p>Parish Councillors can be contacted by email and local surgeries are planned throughout the year.</p> <p><b>The next Annual Parish AGM will be held April 2024</b> – members of the community are invited to attend.</p> <p>Councillors and residents are encouraged to use the WBC contact service for issues such as pot holes, fly tipping, street lights etc. <a href="https://www.warrington.gov.uk/report-and-apply">https://www.warrington.gov.uk/report-and-apply</a></p> <p><u>Action</u> – none 10 All - report and evidence blocked gullies to Clerk. Clerk to report to WBC 11 Clerk to report fly-tipping on A57</p>	10 ALL  11 NM

## ANNEX A

Rixton with Glazebrook

December 2023 - Monthly Parish Report

Neighbourhood Sergeant PS Nathan Gulam

Neighbourhood Officer PC Anthony Murphy

PCSO Bethan Roberts

### Anti-Social Behaviour

**1 Personal** (0), environmental (1), youth issues (0)

Personal/environmental include neighbour, parking/traffic, domestic related

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### Burglary

**2** Dwelling

**0** Other

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### Criminal Damage

**0**

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### Vehicle crime

**0** Theft of vehicle

**1** Theft from vehicle

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### Other

- Speed enforcement Glazebrook Lane – 08/11/23 – range observed 23 to 36mph, 2 vehicles above prescribed limit
- Op Sceptre week [Cheshire Police tackle knife crime and street robbery in national week of action | Cheshire Constabulary](#)
- To continue tackling nuisance off-road motorbikes we need the following information – detailed descriptions of the motorbikes and riders, where the motorbikes are kept (lock-ups, garage locations), names if possible. Please quote ‘Operation Scrambler’ when you call Cheshire Police on 101 or Report online via Cheshire Police website. Information can be given anonymously to Crimestoppers 0800 555 111
- The new Warrington Youth Zone opened in Warrington town centre in July 2022, the website provides for further information about membership and sessions  
Website: <https://warringtonyouthzone.org>
- 24/7 mental health crisis lines are free to call

North West Boroughs Healthcare has 24/7 mental health crisis lines, which are free to call from both landlines and mobile phones

The dedicated phone numbers are:

- 0800 051 1508 for people living in Halton, Knowsley, St Helens and Warrington
- 0800 051 3253 for people living in Wigan

The crisis lines provide support 24 hours a day, seven days a week to people of all ages, including children and young people, who need urgent mental health support.

You do not need to be known to our services to contact our crisis lines; they are available for patients and public

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Please advise people reporting an incident/crime to ring Cheshire Constabulary on 101 (999 in case of emergency) so it can be recorded correctly - not via Facebook/email

Online Report portal is available via the Cheshire Constabulary website to report certain crimes, incidents, issues: -  
<https://www.cheshire.police.uk/ro/report/>

**Useful Links offering advice and information: -**

Online safety and advice

<https://www.cheshire.police.uk/advice/advice-and-information/fa/fraud/useful-contacts-for-fraud-cyber-crime-advice/>

<https://www.getsafeonline.org/safeguarding-children/>  
<https://www.friendsagainstscams.org.uk/>

Advice & information regarding risks of substance abuse available on FRANK  
<https://www.talktofrank.com/>

Home/Business safety and security information  
<https://www.cheshire.police.uk/cp/crime-prevention/residential-burglary/>  
<https://www.cheshire.police.uk/cp/crime-prevention/non-residential-burglary/>  
<https://www.cheshire.police.uk/cp/crime-prevention/theft-from-a-vehicle/vehicle-safe-and-sound/>

If you or someone you know needs advice and support regarding domestic abuse

<https://www.openthedoorcheshire.org.uk/>

[Whilst the majority of dog owners act responsibly a few may not pick up and bin their dog's mess. Residents can provide information about irresponsible dog owners and locations where dog fouling is occurring to WBC via their online reporting form](https://www.warrington.gov.uk/dog-fouling)  
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Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub  
Face to face drop-in surgeries – dates to be confirmed

**Rixton with Glazebrook  
January 2024 - Monthly Parish Report**

**Neighbourhood Sergeant PS Nathan Gulam  
Neighbourhood Officer PC Anthony Murphy  
PCSO Bethan Roberts**

**Anti-Social Behaviour**

**0 Personal** (0), environmental (0), youth issues (0)

Personal/environmental include neighbour, parking/traffic, domestic related

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**0** Other

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**Criminal Damage**

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**Vehicle crime**

**0** Theft of vehicle

**0** Theft from vehicle

\*\*\*\*\*

**Other**

- Speed enforcement Glazebrook Lane – 09/01/24 – range observed 24 to 39mph, 5 vehicles above prescribed limit
- [Police continue to warn Warrington residents to be vigilant against courier fraud | Cheshire Constabulary](#)
- For further information and how to download the Hollie Guard App [Cheshire Constabulary and The Hollie Gazzard Trust working together to keep people safe across Cheshire | Cheshire Constabulary](#)
- To continue tackling nuisance off-road motorbikes we need the following information – detailed descriptions of the motorbikes and riders, where the motorbikes are kept (lock-ups, garage locations), names if possible. Please quote ‘Operation Scrambler’ when you call Cheshire Police on 101 or Report online via Cheshire Police website. Information can be given anonymously to Crimestoppers 0800 555 111
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Home/Business safety and security information

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<https://www.cheshire.police.uk/cp/crime-prevention/non-residential-burglary/>

<https://www.cheshire.police.uk/cp/crime-prevention/theft-from-a-vehicle/vehicle-safe-and-sound/>

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Rixton & Woolston PCSO Surgery at Woolston Neighbourhood Hub  
Face to face drop-in surgeries – dates to be confirmed

**ANNEXE B**

**THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING**

**Update on actions from 15.11.23**

<b>Minute No</b>	<b>Action</b>	<b>Lead member</b>	<b>Progress/Feedback</b>
<b>2625</b>	<b>OUTSTANDING ACTIONS 2022/23</b> 4 Clerk to review risk scoring and provide new Matrix (by March 2024)	NM	4 Clerk to review risk scoring and provide new Matrix (by March 2024)
<b>310</b>	<b>OUTSTANDING ACTIONS 2023/24</b> 10 Clerk to contact WBC to report several blocked gullies around the cenotaph.	NM	Clerk reported to WBC 22/06/23, WBC-HWY-526114448, WBC-HWY-526115676, WBC-HWY-526116142. Clerk contacted WBC 17/11/23 WBC-GEQ-562762157. Work completed? 23/11/23 The carriageway gully on Dam Lane adjacent to lamp column number 1 – Gully crew attended site on 12/07/23 and jetted the gully. They advised that tree roots are blocking the outlet. A job has been raised to renew the gully pot and clear the outlet of the roots. The 3no carriageway gullies on School Lane outside and opposite number 3 – Gully crew attended site on 12/07/23 and were unable to access the gullies due to parked vehicles. They returned on 19/07/23 and cleansed and jetted all three gullies. All three are clear and running.
<b>316</b>	4 Cllrs P & J Eastty to look what tree/hedge work is required on Glazebrook village green, and liaise with clerk who will contact tree contractor.	PE/JE/NM	NM contacted contractor to arrange quote for hedge trimming and tree work (any dead branches) Agreed at PC meeting 18/10. Work to be completed in the new year. Independent inspector requested to review trees on Glamis Wood, Recreation Ground, Village Green (Glazebrook) to provide assessment of all trees (19/10/23) – PC agreed to process, due to be completed 27 <sup>th</sup> Nov. Add to agenda for Feb
<b>337</b>	7 Clerk to contact other suppliers for apparatus and place order accordingly, in agreement with the parish councillors  9 Cllr Whittam and Clerk to research gate closer solutions	NM  KW/NM	Repair work completed. Replacement apparatus required and suppliers sought. Clerk contacted supplier who will require an inspection fee, to be inspected w/e 8 <sup>th</sup> Dec. Agreed to progress with quote from Sovereign. NM contacted WBC 21/09 WBC-GEQ-548864087. Updated to WBC-TCM-549836497. Quote obtained for £150 plus £16.99 costs of closer. Cllr Whittam to progress

338	11 Clerk to contact WBC to report over grown hedges School Lane	NM	Clerk reported to WBC 21/09 WBC-STSV-548869619. Updated to case reference is WBC-HWY-549466651. Completed. Clerk to re-submit for undergrowth concern. WBC-STSV-562765063. WBC-HWY-564504476 Your report has been assigned for inspection and under normal circumstances we aim for this to be completed within the next 10 working days 24/11/23
350	2 Cllrs JG and KW to liaise and assess new signage on the recreation ground to discourage unauthorised motorbike/quad bike use	KW / JG	Cllr Whittam and Givvons updated findings to Clerk and Councillors, signs purchased – to be fixed. Cllr Whittam to progress
	<b>ACTIONS to be completed from 15/11/23 meeting</b>		
361	1 Clerk to update draft budget and prepare final budget for 2024/25 (Jan meeting)	NM	Draft budget completed to be shared with councillors for approval in Jan.
362	2 Clerk update annual return to the Charity Commission	NM	Return completed 14 <sup>th</sup> Nov 2023.
363	Clerk to make any necessary comments to planning team as detailed above	NM	Clerk updated WBC planning portal as required
365	4 Cllr Givvons to provide evidence of flooding issue on recreation ground path and clerk to report to WBC.  5 Clerk to report street lighting concerns (Briar Ave, Manchester Rd) to WBC	JG/NM  NM	Cllr Givvons to send photos. Reported 09/12 WBC-HWY-568195258. WBC-HWY-568195258. The footway is owned by the Parish Council. I've checked our adoption plans and it's not shown as highway land. Clerk to pursue repair options. Clerk reported lighting issues to WBC 17/11/23 WBC-GEQ-562822601.

## Annex C

Payee	VAT not recoveral	Amount	Purpose	S137	Month	Expense category
RwG Community Hall		£ 300.00	Donation for Coronation Celebration		Apr	Donation/Charity
CHALC		£ 609.02	Affiliation fees		Apr	Membership/Subscription
Reimburse Employee 1		£ 9.99	Printing contract charges (Mar)		Apr	Printing Costs
Reimburse Employee 1		£ 605.00	Catering - Celebration Sunday		May	Printing Costs
Reimburse Employee 1		£ 9.99	Printing contract charges (Apr)		May	Printing Costs
Reimburse Employee 1		£ 4.15	Printing Paper		May	Events
RwG Community Hall		£ 94.50	Hall Hire 23rd April 2023		May	Events
Reimburse Employee 1		£ 9.99	Printing contract charges (May)		Jun	Printing Costs
Payment to Chair		£ 400.00	Chair's allowance		Jun	Members Expenses
Reimburse Employee1 (Three netwo		£ 78.93	Apr - Jun payment for Mobile Telephone / Data		Jun	Phone
Reimburse Employee1 (SKY Broadba		£ 53.25	Apr - Jun payment for Broadband/Internet		Jun	Internet
Employee 1 Salary		£ 1,153.54	Apr - Jun Salary tbc		Jun	Salary
HMRC		£ 288.38	Apr - Jun Salary tbc		Jun	Salary
RwG Community Plan Group		£ 120.00	Newsletter donation tbc		Jun	Donation/Charity
Soccernet		£ 970.00	Goal posts tbc		Jun	Parks and open spaces
Reimburse Employee 1		£ 2.00	Card		Jun	Admin/Consumable
Reimburse Councillor KW		£ 25.00	Wood for Planter		Jun	Parks and open spaces
Reimburse Councillor LC		£ 47.50	Flowers		Jun	Parks and open spaces
Reimburse Employee 1		£ 8.80	Stamps		Jul	Admin/Consumable
Reimburse Employee 1		£ 9.99	Printing contract charges (Jun)		Jul	Printing Costs
Reimburse Employee 1		£ 5.00	Photocopy paper		Jul	Printing Costs
Zurich Municipal		£ 1,241.69	Annual Insurance		Jul	Insuranc
Friends of Glazebrook Station		£ 500.00	Donation for Bench		Jul	Donation/Charity
Reimburse Employee 1		£ 9.99	Printing contract charges (Jul)		Sep	Printing Costs
Reimburse Employee 1		£ 9.99	Printing contract charges (Aug)		Sep	Printing Costs
Reimburse Employee1 (Three netwo		£ 78.93	Jul - Sep payment for Mobile Telephone / Data		Sep	Phone
Reimburse Employee1 (SKY Broadba		£ 53.25	Jul - Sep payment for Broadband/Internet		Sep	Internet
Employee 1 Salary		£ 1,153.54	Jul - Sep Salary		Sep	Salary
HMRC		£ 288.38	Jul - Sep Salary		Sep	Salary
RwG Community Hall		£ 160.50	Hall Hire (PC Meetings) Apr-Sep		Sep	Admin/Consumable
WBC		£ 450.00	Internal Audit 2022/23		Sep	Audit
WBC		£ 72.00	Playground padlock		Sep	Parks and open spaces
PKF		£ 252.00	External Audit		Sep	Audit
Reimburse Employee 1		£ 13.48	Cable ties and Pegs		Sep	Parks and open spaces
Reimburse Employee 1		£ 9.99	Printing contract charges (Sep/Oct)		Oct	Admin/Consumable
Bounceback Safety Surfaces		£ 3,861.60	Playground Surface Repairs		Oct	Parks and open spaces
Paul Dixon		£ 50.00	Goal posts instalation fees		Oct	Parks and open spaces
SLCC		£ 14.00	Annual Membership for SLCC 2022/23 (O/S Balance)		Oct	Membership/Subscription
Royal British Legion Poppy Appeal		£ 50.00	Donation for memorial wreath		Oct	Donation/Charity
Reimburse Employee1 (Three netwo		£ 78.93	Oct - Dec payment for Mobile Telephone / Data		Nov	Phone
Reimburse Employee1 (SKY Broadba		£ 53.25	Oct - Dec payment for Broadband/Internet		Nov	Internet
Employee 1 Salary		£ 1,383.94	Oct - Dec Salary		Nov	Salary
HMRC		£ 345.98	Oct - Dec Salary		Nov	Salary
Reimburse Employee 1		£ 9.99	Printing contract charges Oct/Nov		Nov	Admin/Consumable
Reimburse Employee 1		£ 10.00	Stamps		Nov	Admin/Consumable
Reimburse Employee 1		£ 5.00	Paper		Nov	Admin/Consumable
WBC		£ 409.32	Elections 3 of 4		Nov	Elections
RwG Community Plan Group		£ 120.00	Newsletter donation		Nov	Donation/Charity
RwG Community Plan Group		£ 150.00	Donation for Bluebells (1000)		Nov	Parks and open spaces
Sovereign		£ 238.80	Play equipment inspection		Nov	Parks and open spaces
Reimburse Councillor		£ 13.86	Signage		Nov	Parks and open spaces
Lally Tree Management		£ 780.00	Tree inspection		Nov	Parks and open spaces
CPRE		£ 36.00	Donation for countryside subscription		Nov	Membership/Subscription
Reimburse Councillor		£ 18.98	Gate Closer purchase		Nov	Parks and open spaces
Reimburse Councillor		£ 10.95	Bulbs for planter		Nov	Parks and open spaces
Reimburse Councillor		£ 12.99	Bulbs for planter		Nov	Parks and open spaces
RwG Pre-School		£ 187.49	Donation for equipment		Nov	Donation/Charity
K Schofield (Bowling team)		£ 300.00	Donation towards bowling mat		Nov	Donation/Charity
Beyond Latest Bank Statement		£				
Not cashed as at 14/11/23		£ 1,352.00				
Total for year		£ 17,239.85				

Statement b/f	26794.13
Income 2023/24	24719.00
Income 2023/24	485.00
Paid 2021/22	0.00
Paid 2022/23	20.00
Paid 2023/24	17239.85
Not presented 2019/20	0.00
Not presented 2020/21	0.00
Not presented 2021/22	0.00
Not presented 2022/23	0.00
Not presented 2023/24	1352.00
Banked April 2020 (not 15)	0.00
Beyond statement 2023/24	0.00
VAT Receipt (2021)	0.00
VAT Receipt (2022)	0.00
Other Income	0.00
Total	36090.28
Latest statement	36090.28
Difference	0.00

## Annex D

RIXTON WITH GLAZEBROOK PARISH COUNCIL																																																																
BUDGET 2023/24 Q3																																																																
Estimated Income not known																																																																
Precept £ 24,620 2019/20																																																																
Precept £ 24,587 2020/21																																																																
Precept £ 24,388 2021/22																																																																
Precept £ 24,818 2022/23																																																																
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="width: 10%; text-align: center;">Forecast</td> <td style="width: 10%; text-align: center;">Spending</td> <td style="width: 10%; text-align: center;">Risk</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td></td> <td style="text-align: center;">Low Risk</td> <td style="text-align: center;">Will Spend</td> <td style="text-align: center;">Low Risk</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">Medium Risk</td> <td style="text-align: center;">Might Spend</td> <td style="text-align: center;">Medium Risk</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">High Risk</td> <td style="text-align: center;">Might not spend</td> <td style="text-align: center;">High Risk</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>														Forecast	Spending	Risk											Low Risk	Will Spend	Low Risk											Medium Risk	Might Spend	Medium Risk											High Risk	Might not spend	High Risk									
	Forecast	Spending	Risk																																																													
	Low Risk	Will Spend	Low Risk																																																													
	Medium Risk	Might Spend	Medium Risk																																																													
	High Risk	Might not spend	High Risk																																																													
Precept £ 24,719 2023/24																																																																
Estimated Expenditure																																																																
	ACTUAL 2019/20	ACTUAL 2020/21	ACTUAL 2021/22	ACTUAL 2022/23	BUDGET 2023/24	Actual Q1 Apr-Jun	Actual Q2 Jul-Sep	Pr Actual Q3 Oct-Dec	Forecast Q4 Jan-Mar	Forecast TOTAL 2023/24	Var. 2023/24	Explanation of variance																																																				
<b>Employee Expenses</b>																																																																
Salary	4,219	3,952	5,281	5,456	6,100	1,442	1,442	1,730	1,538	6,152	-52	Pay award (NJC) added Q3																																																				
<b>IT Expenses</b>																																																																
Printer/Computer/Ink/Hardware	809	31	90	68	300	25	29	16	33	103	197	Budget provision for future replacement of hardware																																																				
Telephone/Broadband	300	329	450	476	500	132	132	132	132	528	-28	Inc in costs on phone contract																																																				
Software/web site/ICO/Security	333	172	436	1,105	500	0			500	500	0																																																					
<b>Parish Council expenses</b>																																																																
Civic Sunday	804	0	0	779	1,250	700			0	700	550	Function costs under budget provision																																																				
Chairman's Allowance	400	400	400	400	400	400			0	400	0																																																					
Training & expenses	29	102	80	0	70					0	70	No training costs currently planned.																																																				
Donations	2,721	290	25,808	11,176	1,900	300	500	487	613	1,900	0	Donations for bluebells and newsletter costed outside of donat																																																				
Memorial Service / Wreath		0	30	53	1,000	0		50	0	50	950	No WBC roadclosures/Police costs																																																				
Summer Carnival	1,000	0	1,000	1,000	1,000				1,000	1,000	0																																																					
Elections	0	0	410	409	410			409	0	409	1	Rounding variance																																																				
Councillors expenses	0	0	0	0	50				0	0	50	Not likely to spend 2023/24																																																				
<b>Other Expenses</b>																																																																
Hire of Hall		0	210	293	330		161		165	326	4	Rounding variance																																																				
Subscriptions	510	682	730	741	750	609		50	91	750	0																																																					
Newsletter - Hand delivered / In the Know	820	74	175	240	75	120		120	0	240	-165	Donation more than budgeted																																																				
Audit	580	712	550	550	750		585		0	585	165	Audit less than budget, no interim audit/no penalties																																																				
Insurance	806	921	1,046	1,079	1,100		1,187		0	1,187	-87	Slight increase in cost																																																				
Stamps/Stationery	44	34	118	44	100	5	9	14	30	58	42	Slight decrease in cost																																																				
Chairman's Chain of Office Repair & Maintenance	60	0	0	21	60	0			60	60	0																																																					
<b>Maintance and look of area</b>																																																																
Maintenance of Village Green -grass cutting and maintenance	6	0	0	0	2,050				0	9,839	-7,789	5 years of outstanding charges																																																				
Glazebrook Village Green		0	0	0	300				300	576	-876	Hedge work on village green																																																				
Tree Maintenance	1,822	280	450	0	1,750			350	1,400	1,750	0																																																					
Bench maintenance or new?		0	0	0	380					0	380	Not likely to spend 2023/24																																																				
Maintenance of bus shelters	200	0	670	0	400				0	0	400	Not likely to spend 2023/24																																																				
Street Furniture maintenance		0	0	0	500				0	0	500	Not likely to spend 2023/24																																																				
Notice Boards	508	0	0	0	100			12	88	100	0																																																					
Play Equipment maintenance + new equipment		306	110	722	400	808	71	3,486	2,096	6,461	-6,061	Spend of new goal posts (PCC E485) grant not shown. Repairs to equipment plus new flooring																																																				
Cenotaph		0	2,470	6	435	0			0	0	435	Not likely to spend 2023/24																																																				
Flower Beds		0	0	229	0	64		23	0	87	-87	Flowers and planter not in budget																																																				
Street Lighting - The Weint and Access to Recreation Ground	1,041	0	0	0	259				0	0	259	Not likely to spend 2023/24																																																				
Glamis Wood	81	1,539	890	150	1,000		0	150	500	650	350	Depends on tree work required																																																				
Project Works of improvements to highway verges M'ter Rd Glazebrook Lane		0	0	12	500				0	0	500	Not likely to spend 2023/24																																																				
Look of the Borough Projects	0	0	0	0	0	0				0	0																																																					
HS2		0	0	0	0					0	0																																																					
Expenses relating to footpath works		0	0	0	0					0	0																																																					
	<b>17093</b>	<b>9824</b>	<b>41404</b>	<b>25009</b>	<b>24719</b>	<b>4605</b>	<b>4116</b>	<b>7329</b>	<b>18661</b>	<b>34711</b>	<b>-9992</b>																																																					
VAT	888	660	1183	599		176	192	822		368																																																						
VAT (Reclaim)	-888	-660	-1183	-599						-312																																																						
Insurance return	0	0	-570	0						0																																																						
Carnival Cheque (returned 2020)		0	-1000	0						0																																																						
Other Funding										-485																																																						
Precept	-24620	-24587	-24388	-24719						-24719																																																						
Balance (- = underspend)	<b>-7527</b>	<b>-14763</b>	<b>15446</b>	<b>290</b>		<b>4781</b>	<b>4308</b>	<b>8151</b>		<b>9563</b>																																																						

Signed Chair Cll Banner  
Signed Clerk and Financial Officer N McCarthy  
Dated 17th Jan 2024  
Next Review - Mar 2024 (Apr meeting 2024)

# Annex E

## RIXTON WITH GLAZEBROOK PARISH COUNCIL

DRAFT BUDGET 2024/25

Prepared 14/11/23, updated 17/01/24

Estimated Income not known

Precept £ 24,620 2019/20  
Precept £ 24,587 2020/21  
Precept £ 24,388 2021/22  
Precept £ 24,818 2022/23  
Precept £ 24,719 2023/24

Possible

Precept £ 24,884 2024/25 (estimate as at 17/11/23)

Estimated Expenditure

Employee Expenses

	ACTUAL 2019/20	ACTUAL 2020/21	ACTUAL 2021/22	ACTUAL 2022/23	BUDGET 2023/24	Estimate spend 2023/24 <i>(Inc Low/Med Risk exp)</i>	Estimate VARIANCE 2023/24	DRAFT BUDGET 2024/25	£ Variance Budget/Budget	Comments on change to budget form previous year
Salary	4,219	3,952	5,281	5,456	6,100	6,152	-52	6,750	-650	Increase allow for pay award 2024/25
<b>IT Expenses</b>										
Printer/Computer/Ink/Hardware	809	31	90	68	300	103	197	1,600	-1,300	Every 5 years replace hardware (5 x 300 = £1500) From 2024/25
Telephone/Broadband	300	329	450	476	500	528	-28	600	-100	Increase to match actual + inflation
Software/web site/ICO/Security	333	172	436	1,105	500	500	0	525	-25	Increase for inflation, review again 2024/25 (gov.uk address renewed every 2 years)
<b>Parish Council expenses</b>										
Civic Sunday	804	0	0	779	1,250	700	550	1,000	250	Reduce slightly based on previous actuals
Chairman's Allowance	400	400	400	400	400	400	0	400	0	Keep as previous
Training & expenses	29	102	80	0	70	0	70	35	-35	Reduce slightly, no training planned
Donations	2,721	290	25,808	11,176	1,900	1,900	0	1,650	250	Reduce as Newsletter and Bluebells forecast outside of donations
Memorial Service / Wreath		0	30	53	1,000	50	950	1,000	0	Keep as previous
Summer Carnival	1,000	0	1,000	1,000	1,000	1,000	0	1,000	0	Keep as previous
Elections	0	0	410	409	410	409	1	859	-449	Last year of prev election, plus first year of new election
Councillors expenses	0	0	0	0	50	0	50	20	30	Reduce slightly based on previous actuals
<b>Other Expenses</b>										
Hire of Hall		0	210	293	330	326	4	360	-30	Increase to match actual + inflation
Subscriptions	510	682	730	741	750	750	0	750	0	Keep as previous
Newsletter - Hand delivered / In the Know	820	74	175	240	75	240	-165	240	-165	Increase to match actual
Audit	580	712	550	550	750	585	165	610	140	Reduce slightly based on previous actuals
Insurance	806	921	1,046	1,079	1,100	1,187	-87	1,515	-415	Increase above inflation
Stamps/Stationery	44	34	118	44	100	58	42	70	30	Reduce slightly based on recent actuals
Chairman's Chain of Office Repair & Maintenance	60	0	0	21	60	60	0	60	0	Keep as previous
<b>Maintenance and look of area</b>										
Maintenance of Village Green -grass cutting and maintenance	6	0	0	0	2,050	9,839	-7,789	1,800	250	Reduce slightly in line with WBC SLA cost for 2023/24
Glazebrook Village Green		0	0	0	300	876	-576	750	-450	Increase for tree maintenance 2024/25
Tree Maintenance	1,822	280	450	0	1,750	1,750	0	1,250	500	Reduce slightly (added to Glazebrook village green)
Bench maintenance or new?		0	0	0	380	0	380	100	280	Reduce slightly based on previous actuals
Maintenance of bus shelters	200	0	670	0	400	0	400	200	200	Reduce slightly based on previous actuals
Street Furniture maintenance		0	0	0	500	0	500	200	300	Reduce slightly based on previous actuals
Notice Boards	508	0	0	0	100	100	0	90	10	Reduce slightly based on previous actuals
Play Equipment maintenance + new equipment		306	110	722	400	6,461	-6,061	625	-225	Increase for maintenance 2024/25
Cenotaph		0	2,470	6	435	0	435	50	385	Reduced expenditure forecast 2024/25
Flower Beds		0	0	229	0	87	-87	75	-75	Add budget line for 2024/25
Street Lighting - The Weint and Access to Recreation Ground	1,041	0	0	0	259	0	259	0	259	No expenditure forecast 2024/25
Glamis Wood	81	1,539	890	150	1,000	650	350	650	350	Reduce slightly based on previous actuals
Project Works of improvements to highway verges M'ter Rd Glazebrook Lane		0	0	12	500	0	500	50	450	Reduce slightly based on previous actuals
Look of the Borough Projects	0	0	0	0	0	0	0	0	0	Keep as previous
HS2		0	0	0	0	0	0	0	0	Keep as previous
Expenses relating to footpath works		0	0	0	0	0	0	0	0	Keep as previous
	<b>17093</b>	<b>9824</b>	<b>41404</b>	<b>25009</b>	<b>24719</b>	<b>34711</b>	<b>-9,992</b>	<b>24884</b>	<b>-165</b>	
VAT	888	660	1183	599						
VAT (Reclaim)	-888	-660	-1183	-599						
Insurance return	0	0	-570	0						
Carnival Cheque (returned 2020)			-1000	0						
Precept	-24620	-24587	-24388	-24818	-24719	-24719		-24884		
Balance (- = underspend)	<b>-7527</b>	<b>-14763</b>	<b>15446</b>	<b>191</b>	<b>0</b>	<b>9992</b>		<b>0</b>		

Signed Chairman Cll Banner  
Signed Clerk and Financial Officer N McCarthy  
Dated 17th Jan 2024

Next Review - Jan 2025 (Final sign off for 2025/26)  
Next forecast review Nov 2024 (2025/26)

## Annex F

Earmarked Reserves - Interim Review Q3, January 2023						Next review due May 2024 (for Audit)	
<i>Bank Statements as at 30/12/23</i>							
Active Saver	£	53,287.06					
Community A/C	£	36,090.28					
			£	89,377.34			£ 34,738.28
Current Cheques not presented	£	1,352.00					
Estimated Q4 Expenditure Low	£	-					
Estimated Q4 Expenditure Med	£	-					
Estimated Q4 Expenditure High	£	-					
			£	1,352.00			
Estimated Balance Y/E				£	88,025.34		
<b>Earmarked Reserves</b>			<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>2023/24*</b>	
Road Calming	£	30,000.00	£ 30,000.00	£ 30,000.00	£ -	0	
Community Projects	£	10,000.00	£ 10,000.00	£ 10,000.00	£ 30,274.79	£ 30,787.06	
Bus Shelters	£	7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00	£ 7,500.00	
Street Furniture	£	5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 5,000.00	<b>Active Saver</b>
Tree Maintenance	£	10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 10,000.00	£ 53,287.06
Community Centre Refurb	£	15,000.00	£ -	£ -			<b>Community</b>
General Reserve (DAY TO DAY)	£	17,641.00	£ 16,183.13	£ 29,907.08	£ 34,738.28	£ 34,738.28	
	£	95,141.00	£ 78,683.13	£ 82,681.87	£ 88,025.34		
Change year on year			-£ 16,457.87	£ 3,998.74	£ 5,343.47		
					* tbc		