

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

**WEDNESDAY 20th MAR 2024, 7.00PM
MEETING HELD AT COMMUNITY HALL, MANCHESTER
ROAD, HOLLINS GREEN.**

Present

Name	Position
Council Members:	
Maureen Banner	Chair
Liz Clarke	Vice Chair
Julie Eastty	Councillor
Julie Givvons	Councillor
David McLachlan	Councillor
Phil Eastty	Councillor and Ward Councillor
Keith Whittam	Councillor
Others:	
Nick McCarthy	Clerk to the council
Rob Tynan	Ward Councillor
Local Resident	Observer
Apologies:	
Absent:	

Ref	Agenda item number and Discussion	Action
	<p><i>Code of Conduct – Declarations of Interest</i> <i>Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012</i> <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>	
395	<p>1 APOLOGIES Attendance and apologies were detailed as above.</p> <p><u>Actions</u> - none</p>	
396	<p>2 DECLARATIONS OF INTEREST None</p> <p><u>Actions</u> - none</p>	
397	<p>3 COMMITTEE REPORTS</p>	
397a	<p>A. Warrington Borough Councillors 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>Cllr P Eastty: Update on A57 Road closures (estimated time 7 weeks) working to reduce HGVs and traffic congestion. Cllr R Tynan: Update on A57 further signage provided, liaising with police. Clerk also reported issues to WBC following concern on social media.</p> <p><u>Actions</u> - none</p>	

397 b	<p>B. Police – A written update on criminal activity report for Feb/Mar (with the latest actions and issues during the month) was provided for the meeting from PCSO. This is shown as Annex A.</p> <p>Action – none</p>	
397c	<p>C. Community groups</p> <p>Community Hall 13th March attended by Cllrs Clarke and J Eastty AGM meeting reviewing the year. Chair (M Banner) requested a copy of financial statements to be shared with the clerk/councillors</p> <p>Friends of Glazebrook Station J Eastty provided updates Future events - Carols on the Green (Dec), Quiz night, D-Day event celebration. Future activities - waiting for lease on land behind station, to continue development into community areas. Artwork being commissioned for the Station. Awarded 'Best Kept Station (Cheshire- Warrington/Halton) and commended for 2 national awards.</p> <p>Action – 1 Cllr J Eastty to share Community Hall AGEM financial statements with clerk/councillors</p>	1 JE
398	<p>4 MINUTES & MATTERS ARISING</p> <ul style="list-style-type: none"> The minutes of the Parish Council meeting held on <i>21st Feb</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>Mar</i>. Cllr Banner proposed the minutes be moved, seconded by Cllr Clarke. No additional matters arising were received for the meeting on <i>21st Feb</i>. <p>Action – none</p>	
399	<p>5 ACTION PLAN</p> <p>The Action Plan from the meeting of the <i>21st February</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>Action – none</p>	
400	<p>6 CORRESPONDENCE</p> <p>Items of urgent correspondence have been shared with the Parish Council (<i>22nd Feb to 20th Mar</i>) and dealt with as appropriate. Additional items brought to the attention of the Parish councillors for noting/action, are detailed below.</p> <p>A request has been made from Cadishead JFC to use the Recreation Ground at Hollins Green. The Parish Council agreed this would not be possible due for a number of reasons including, lack of facilities, parking/traffic, and the use of the fields at the moment are for recreation/reduced ASB for local children, not organised matches/training. Clerk to inform Cadishead JFC.</p> <p>WBC confirmed that it would not be possible to install a safety fence, on Manchester Rd, on the pavement edge in line with the snicket to the Recreation Ground.</p> <p>Further traffic notice served for 25th March, for Dam Lane (junction with School Lane, to junction with Dam Head Lane). This is for a 1-day closure.</p> <p>Information and legal documents shared from the Carnival Committee for the summer event, for information only.</p>	2 NM

	<p>Action 2 Clerk to inform Cadishead JFC of PC decision on the use of the recreation ground for organised sports.</p>																																																																							
401	<p>7 CHARITABLE DONATIONS / GIFTS AND HOSPITALITY No items of gifts/hospitality were received to the parish council/councillors.</p> <p>No other charitable/donation requests were received.</p> <p>Action – none</p>																																																																							
402	<p>8 PROJECT UPDATES</p> <p>A. Recreation Ground – Cllr Clarke requested permission to attend the muddy patch in front of one of the benches, with some stones, which was agreed</p> <p>B. Glamis Wood – No additional updates</p> <p>C. Parish Council 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 - www.facebook.com/RixtonWithGlazebrookParishCouncil The Parish Council website is being regularly updated, website below. https://rixtonwithglazebrook-pc.gov.uk</p> <p>D. Look of the Parish – Parish Council continued its discussion the 80th Anniversary of D-Day, and how it may commemorate the event. After research, a commissioned bench was agreed, and to be sited at the Community Hall. Clerk to liaise with Community Hall and supplier. Costs estimated to be £1,800.</p> <p>Action – 3 Clerk to contact Community Hall and subject to approval, the supplier for D-Day memorials</p>	3 NM																																																																						
403	<p>9 ACCOUNTS FOR PAYMENT 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>000001</td> <td>20/03/2024</td> <td>Reimburse Employee1 (Three network)</td> <td></td> <td>£78.93</td> <td>Jan - Mar payment for Mobile Telephone / Data</td> <td></td> </tr> <tr> <td>000002</td> <td>20/03/2024</td> <td>Reimburse Employee1 (SKY Broadband)</td> <td></td> <td>£53.25</td> <td>Jan - Mar payment for Broadband/Internet</td> <td></td> </tr> <tr> <td>000003</td> <td>20/03/2024</td> <td>Employee 1 Salary</td> <td></td> <td>£1,230.34</td> <td>Jan - Feb Salary</td> <td></td> </tr> <tr> <td>000004</td> <td>20/03/2024</td> <td>HMRC</td> <td></td> <td>£307.58</td> <td>Jan - Feb Salary HMRC</td> <td></td> </tr> <tr> <td>000005</td> <td>20/03/2024</td> <td>Reimburse employee 1</td> <td></td> <td>£5.49</td> <td>Printing contract charges Feb/Mar</td> <td></td> </tr> <tr> <td>000006</td> <td>20/03/2024</td> <td>Reimburse Councillor</td> <td></td> <td>£20.00</td> <td>Engraving for Chain</td> <td></td> </tr> <tr> <td>000007</td> <td>20/03/2024</td> <td>Reimburse employee 1</td> <td></td> <td>£3.00</td> <td>Stationary</td> <td></td> </tr> <tr> <td>000008</td> <td>20/03/2024</td> <td>Reimburse employee 1</td> <td></td> <td>£10.00</td> <td>Stamps</td> <td></td> </tr> <tr> <td>000010</td> <td>20/03/2024</td> <td>WBC (replaces 000009, error/cancelled)</td> <td></td> <td>£11,192.48</td> <td>Grass Cutting</td> <td></td> </tr> </tbody> </table> <p>Ongoing issue with resolved. Bank account with Lloyds now open. In Feb, PC agreed to close existing account by writing a cheque for the balance and presenting to new account, this has been deposited, and cheques issued above are from new account.</p>	Cheque No	Date expenditure incurred	Payee	VAT not recoverable	Amount	Purpose	S137	000001	20/03/2024	Reimburse Employee1 (Three network)		£78.93	Jan - Mar payment for Mobile Telephone / Data		000002	20/03/2024	Reimburse Employee1 (SKY Broadband)		£53.25	Jan - Mar payment for Broadband/Internet		000003	20/03/2024	Employee 1 Salary		£1,230.34	Jan - Feb Salary		000004	20/03/2024	HMRC		£307.58	Jan - Feb Salary HMRC		000005	20/03/2024	Reimburse employee 1		£5.49	Printing contract charges Feb/Mar		000006	20/03/2024	Reimburse Councillor		£20.00	Engraving for Chain		000007	20/03/2024	Reimburse employee 1		£3.00	Stationary		000008	20/03/2024	Reimburse employee 1		£10.00	Stamps		000010	20/03/2024	WBC (replaces 000009, error/cancelled)		£11,192.48	Grass Cutting		
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	<p>Q4: Draft Full list of transactions 01/04/23 to 20/03/24 presented to the Parish Council and demonstrated to match opening/closing bank statements, providing financial assurance of the cashbook. Final Q4 to be presented by April 2024 and shown as an Annex next month.</p> <p>Action none</p>	
404	<p>10 AUDIT / BUDGET / FINANCIAL STATEMENTS</p> <p>Internal audit</p> <ul style="list-style-type: none"> • Next internal audit due end of May 2024, update in June meeting • AGAR documents next reviewed May 2024 <p>External audit</p> <ul style="list-style-type: none"> • Notification received that the next external audit (PKF Littlejohn) to be completed 31st July 2024 <p>Budget Allocation and expenditure updates</p> <ul style="list-style-type: none"> • Q4 Draft Budget monitoring shared and discussed. Final version to be shared for review Q4 (April 2024) and shown as an annex next month • Earmarked reserves reviewed Jan 2024 – See Annex E. Interim review for year-end May 2024. • Precept for 2023/24 paid May 2023, 2024/25 payment due April/May 2024 • Draft Annual 2024/25 budget shared and discussed with councillors Nov23 and agreed, subject to final precept confirmation from WBC and month end transactions. • 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. • Next annual budget review (2025/26) due Nov 2024, then Jan 2025. • Insurance Policy for 2023/24 agreed, commencing 01/08/2023, new policy quote expected Jul 2024 <p>Asset Register</p> <ul style="list-style-type: none"> • Full year Review agreed March 2024 – See Annex C. Next interim review July 2024: Next Full Year Review March 2024 <p>Risk Assessment Register</p> <ul style="list-style-type: none"> • Year-end reviewed and agreed March 2024 - See Annex D. Next Review March 2025. <p>Income</p> <ul style="list-style-type: none"> • VAT Claim submitted for £1480.85 (April 2023-Feb 2024) Next VAT Claim, March 2025 <p>Action – none</p>	
405	<p>11 Policy Updates / Public Rights of Way (PROW)</p> <ul style="list-style-type: none"> • Standing orders reviewed and accepted for 2023/24, next review Apr 2024 • Co-Opt policy document reviewed and accepted April 2023, next review Apr 2024 • Code of Conduct policy reviewed and accepted April 2023, next review Apr 2024 • Financial Regulations policy reviewed and accepted April 2023, next review Apr 2024 • Terms of Reference reviewed and accepted April 2023, Next Review Apr 2024 • Charity status Return to HMRC November/Dec 2023 (by 31/01/24) <p>No other Public Rights of Way updates as at <i>Mar 2023</i></p> <p>Action – none</p>	

<p>406</p>	<p>12 PLANNING APPLICATIONS</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 (22nd Feb 2024 to 20th Mar 2024)</p> <p>Application No: 2024/00205/DISCON, the details of which are below: Application Type: Discharge of Condition Location: Tyre Store, Woodend Farm Woodend Lane, Rixton-with-Glazebrook, Warrington, WA3 6EG Proposal: Proposed Discharge of conditions 8 (A Characterisation), 8 (B remediation and validation strategy), 10 (Phasing and Logistics method statement), and 13 (Surface water drainage scheme), On application 2023/00646/FUL (Demolition of existing tyre store building and erection of Passivhaus) This item is for information only and not subject to consultation.</p> <p>Application No: 2024/00241/CLDP, the details of which are below: Application Type: Section 192 Certificate Location: 9 Briar Avenue, Rixton-with-Glazebrook, Warrington, WA3 6JH This item is for information only and not subject to consultation.</p> <p>Application No: 2024/00229/NMA, the details of which are below: Application Type: Non-Material Amendment Location: Mount Pleasant Glazebrook Lane, Rixton-with-Glazebrook, Warrington, Proposal: Proposed amendments to window and door positions, revised floor layouts to the internal in order to achieve satisfactory layouts for Building Control Standards in accordance with planning condition 19 on previous application 2023/00298. Application No: 2024/00254/DISCON, the details of which are below: Application Type: Discharge of Condition Location: Mount Pleasant Glazebrook Lane, Rixton-with-Glazebrook, Warrington, Proposal: Discharge of condition 19 provision for all dwellings to achieve Building Regulation Standard M4(2) 'Accessible and Adaptable Dwellings' for application 2023/00298/FUL These two items are for information only and not subject to consultation.</p> <p>Application No: 2024/00217/FUL, the details of which are below: Application Type: Full Planning Location: The Oaks Holly Bush Lane, Rixton-with-Glazebrook, Warrington, WA3 6DY Proposal: Change of use from dwellinghouse (C3 use) to a children's care home (C2 use) The Parish Council objects to the application on grounds of safeguarding concerns, transport, location, accessibility. Full details submitted and available on WBC planning portal.</p> <p><u>Action</u> – 4 Clerk to make any necessary comments to planning team as detailed above</p>	<p>4 NM</p>
<p>407</p>	<p>13 SPECIAL AGENDA ITEMS</p> <p>Tree Survey – councillors further discussed the recent independent survey, there are no urgent actions required, possible work to be completed by March 2025. Council agreed to accept quotes for tree work, Glazebrook Village Green for 2024/25 and Glamis Wood and the Recreation Ground for 2025/26. Clerk to liaise with contractor.</p> <p>Local Elections – councillors reminded to complete election forms/templates, for forthcoming local elections. Clerk to contact WBC to request annual payments</p> <p>No other additional agenda items added</p> <p><u>Action</u> 5 Clerk to contact tree service provider regarding future tree maintenance and accept quotes for work. 6 Clerk to contact WBC to request annual payment of elections charge, by 1st July</p>	<p>5 NM</p> <p>6NM</p>

<p>408</p>	<p>14 GENERAL MATTERS General matters discussed, not picked up earlier, are noted below</p> <p>Chair discussed current arrangements for celebration service 21st April. Clerk to send reminders</p> <p>Cllr P Eastty shared planning/S106 information on a neighbouring development and concern of lack of money for the Parish with its pending development proposal.</p> <p>Cllr Givvons reported hedge overgrowth on private property on Birch Rd/Manchester Rd. Clerk to report to WBC.</p> <p>The next Annual Parish Meeting will be held at 7:00pm, 17th April 2024 Members of the community are invited to attend.</p> <p>The next parish council meeting will be held at 7.30pm, 17th April 2024 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. Parish Councillors can be contacted by email and local surgeries are planned throughout the year.</p> <p>Councillors and residents are encouraged to use the WBC contact service for issues such as pot holes, fly tipping, street lights etc. https://www.warrington.gov.uk/report-and-apply</p> <p><u>Action</u> – none 7 Clerk to send reminders for the Chair’s celebration event 8 Clerk to report overgrown hedges on property at Birch Rd/Manchester Rd.</p>	<p>7 NM</p> <p>8 NM</p>
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ANNEX A

Rixton with Glazebrook

March 2024 - Monthly Parish Report

Neighbourhood Sergeant PS Nathan Gulam, Neighbourhood Officer PC PCSO Bethan Roberts

Anti-Social Behaviour

2 Personal (0), environmental (0), youth issues (2)

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

Burglary

0 Dwelling

0 Other

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Criminal Damage

0

.....
Vehicle crime

0 Theft of vehicle

0 Theft from vehicle

Other

- Speed enforcement Glazebrook Lane – 22/01/24 range observed 22 – 36mph
- Speed enforcement Glazebrook Lane - 13/03/24 – 1x over prescribed limit
- Speed monitoring School Lane – 04/03/24 – min 18mph, 1x at 37mph, all others within prescribed limits
- Rixton with Glazebrook Coffee morning attended
- [Cheshire’s Roads and Crime Unit make 1,650 arrests in 2023 | Cheshire Constabulary](#)
- [Five men charged in connection to Warrington burglary series | Cheshire Constabulary](#)
- [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 online via the Report portal on the 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

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>

[WBC Online reporting portal](#)

[Report and Apply | warrington.gov.uk](#)

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

ANNEX B

THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING
Update on actions from 21.02.24

Minute No	Action	Lead member	Progress/Feedback
262	OUTSTANDING ACTIONS 2022/23 4 Clerk to review risk scoring and provide new Matrix (by March 2024)	NM	Clerk reviewed risk scoring and provided new Matrix (by March 2024)
337	OUTSTANDING ACTIONS 2023/24 7 Clerk to contact other suppliers for apparatus and place order accordingly, in agreement with the parish councillors	NM	Replacement apparatus ordered. Agreed quote from Sovereign 20/01/23. Due to complete 16-04-24.
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 on agenda for March 2024
365	4 Cllr Givvons to provide evidence of flooding issue on recreation ground path and clerk to report to WBC.	JG/NM	Reported 09/12 WBC-HWY-568195258. WBC-HWY-568195258. The footway is owned by the Parish Council. WBC checked adoption plans and it's not shown as highway land. Clerk pursued repair options. Further discussion required. Add to June Agenda
371	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.	NM NM	Clerk reported to WBC Nov/Dec. Awaiting WBC response on investigation and repair estimates. Clerk contacted WBC 19/10, 13/11, 15/01, 20/01, 14/02, 13/03. See correspondence March. Resolved. £500 reduction.
379	10 All -report and evidence blocked gullies to Clerk. Clerk to report to WBC 11 Clerk to report fly-tipping on A57	ALL NM	Blocked gullies to be reported to clerk and passed to WBC 21/02/24 WBC-HWY-589705883 27/02 We have inspected the above case and will now raise an order to complete the necessary work. We will contact you again shortly to confirm when this work will take place. Clerk reported to WBC 20/01/24. WBC-FYT-579120341. Closed by WBC 24/01/24. Clerk to open again 21/02/24 WBC-FYT-589704043. WBC closed again. Relates to 519 Manchester Rd.
	ACTIONS to be completed from 21/02/24 meeting		
387	1 Clerk to report ASB incidents on recreation ground to PCSO 2 Clerk to inform resident of WBC reply regarding School Lane speeding	NM NM	Clerk reported ASB incidents to PCSO 24/02/24 Clerk reported WBC reply to resident 21/02/24

	3 Clerk to reply to email concerning metal detector licence	NM	Clerk replied to resident 21/02/24
389	4 Clerk to inform WBC of broken lock on playground. 5 Clerk to contact suppliers for quotes on D-Day memorials	NM NM	Clerk contacted WBC office, 24/02/24 Clerk contacted suppliers for quotes/options 24/02/24 to discuss at future meeting (on agenda for March 2024)
390	6 Clerk to make any necessary comments to planning team as detailed above	NM	Clerk updated WBC planning portal as required
394	7 Clerk to contact tree service provider regarding future tree maintenance	NM	Clerk contacted Holly Oak Services 24/02/24 to report and discuss at future meeting (on agenda for March 24)
395	8 Cllr P Eastty to provide ref number for yellow lines/black swan, clerk to contact WBC 9 Clerk to report broken kerbstones on Birch Rd to WBC 10 Clerk to report trees/light blocking on School playground.	PE/NM NM NM	Cllr P Eastty updated council. Petition now required, update next month. Clerk reported to WBC 24/02/24 WBC-HWY-589744936. Further to your report, we have raised an order to complete the necessary work. We aim to complete this work by 08/03/2024. We will contact you again with any further updates. Work still not completed. Clerk to raise again Clerk reported to WBC 24/02/24 WBC-TEQ-589744346

Annex C

Inventory - Asset Register									
		Updated 21/07/21							
		Reviewed 31/03/22							
		Interim Review 20/07/22							
		Full year review 15/03/23							
		Interim Review 20/07/23							
		Full year review 20/03/24							
		Next Review Jul 2024							
RIXTON WITH GLAZEBROOK PARISH COUNCIL									
Responsible Officer		Nick McCarthy							
This interim inventory was agreed by the Parish Council after the Meeting on 15th March 2023									
Description	Serial no	Replacement C	Location	Acquisition date	Disposal/write off details	Annual check	Da	Insurance Category 1	Category
Play equipment		43878	Recreation Green Manchester Rd Hollins Green	Mar-06	Updated to match insurance statement	Zurich Insurance		Furniture, fixtures, fixings	Recreation Ground
<i>*refurbishment by end 2015</i>			Recreation Green Manchester Rd Hollins Green	Oct-15					Recreation Ground
Fence surrounding play area		5000	Recreation Green Manchester Rd Hollins Green	Jan-97				Furniture, fixtures, fixings	Recreation Ground
Recreation Ground			Recreation Green Manchester Rd Hollins Green	Land held charitable trust					Recreation Ground
Benches, Village Green		4500	Village Green Bank Street Glazebrook	1996				Furniture, fixtures, fixings	Benches
Holly Bush Lane bench		377	Holly Bush Lane	over 10 yrs				Furniture, fixtures, fixings	Benches
Dam Lane bench		377	Dam Lane	over 10 yrs				Furniture, fixtures, fixings	Benches
Community Hall Manchester Rd Bench		377	Community Hall Manchester Rd					Furniture, fixtures, fixings	Benches
Dam head Ln Rose Cottage (bench no back)		241	Dam head Ln Rose Cottage (no back)	May-06				Furniture, fixtures, fixings	Benches
Bank Street/Dam Head Ln Bench		377	Bank Street/Dam Head Ln	over 10 yrs				Furniture, fixtures, fixings	Benches
Glazebrook Lane (opp Brush Farm) Bench		377	Glazebrook Lane (opp Brush Farm)	May-12				Furniture, fixtures, fixings	Benches
Glazebrook Lane (Temple House) Bench		377	Glazebrook Lane (Temple House)					Furniture, fixtures, fixings	Benches
Recreation Ground (bench no back)		241	Recreation Ground (no back)					Furniture, fixtures, fixings	Benches
Notice Boards x 2		2652	Church Green Manchester Road/ Bank Street Glazebrook Lane Village Green	Nov-13				Furniture, fixtures, fixings	Signs/Boards
Bus Shelter (east bound)		3500	Manchester Road/Chapel Lane	replaced August 2017				Furniture, fixtures, fixings	Bus Shelter
Bus Shelter (west bound)		4379	Manchester Road/Chapel Lane	donated 2014	Updated value for replacement cost			Furniture, fixtures, fixings	Bus Shelter
Chain of Office		4156	Kept by Chairperson	2011	Updated to match insurance statement			Civic Regalia	Civic
Gates and Fencing		10000	Village Green Bank Street Cenotaph	over 10 yrs				Furniture, fixtures, fixings	Cenotaph
Memorial Cenotaph			Village Green Bank Street Cenotaph					Furniture, fixtures, fixings	Cenotaph
Troughs		225	Village Green Bank Street Cenotaph	over 10 yrs				Furniture, fixtures, fixings	Cenotaph
Village Signs 5@£250		1250	Various locations	over 10 yrs				Furniture, fixtures, fixings	Signs/Boards
Parish Map		1000	Church House	over 10 yrs				Furniture, fixtures, fixings	Signs/Boards
Notice Board Lecturn cost		964	Recreation Green Manchester Rd Hollins Green	Jul-18				Furniture, fixtures, fixings	Signs/Boards
Laptop, replacement of printer and USB hard drive Printer		1000	Clerk	Laptop, printer and USB hard drive				Computer Equipment	Computer
Removal and replacement of street light		1042	The Weint	May-19				Furniture, fixtures, fixings	Street Light
Street Light (Scout Centre)		1042	Scout Centre					Furniture, fixtures, fixings	Street Light
Litter Bins x 3		819	Glamis Wood x 2/Chapel Lane		Updated to match insurance statement			Furniture, fixtures, fixings	Bins
Goal Posts TBC		970	Recreation Ground	Jul-23		Zurich Insurance?		Furniture, fixtures, fixings	Recreation Ground
TOTAL SPEND		89121							

Annex D

RISK ASSESSMENT 2023/24		Assessment				Control	Re-Assessment			
Area	Risk	Impact	Likely	Score	Level		Impact	Likely	Score	Level
Assets	Protection of Physical Assets	2	2	4	Medium	Benches, notice boards and new bus shelters insured value assessed annually in assets register	1	2	2	Low
	Maintenance	2	2	4	Medium	Assets Maintained when required - checked by Parish Councillors	1	2	2	Low
	Maintenance of Children's Play area and equipment	3	2	6	High	Checked annually by Zurich Municipal Insurance Company, repaired and maintained as necessary, Also insured and valued annually in Assets Register	3	2	6	High
	Glamis Wood	3	2	6	High	Land and trees part of a scheme of improvement sponsored by the Parish Council the land is in Trust by the Community Hall. PC carries out Tree survey	2	1	2	Low
	Land and Building Scout Hut	2	2	4	Medium	Land Parish Councils in Trust Building belongs to the Scouting Association. PC carries out Tree survey	2	1	2	Low
Finance	Banking	2	2	4	Medium	Payments of Precept and VAT from Customs & Excise are paid directly into the Bank via BACS payment	2	1	2	Low
	Loss of Income	1	1	1	Very Low	The PC have no other income other than above, except for Bank Interest	1	1	1	Very Low
	Financial Controls and Records	2	2	4	Medium	All cheques and stubs are double signed by 2 Councillors. Internal and External Audits take place annually. Quarterly reconciliation prepared by the Clerk and submitted to the Parish Council Meeting for approval	2	1	2	Low
	Comply with Customs and Excise Regulations	2	2	4	Medium	VAT claims calculated by Clerk submitted to the Parish Council Meeting for approval and checked by Internal and External Audit	2	1	2	Low
	Budget and Precept	2	2	4	Medium	Full Parish Council prepare budget December/January each year. Precept derived directly from the budget. Expenditure against budget report four times a year when reconciliations are considered	2	1	2	Low
	Complying with borrowing restrictions	1	1	1	Very Low	No new borrowing likely at present	1	1	1	Very Low
Liability	Risk to 3rd Party, property or individuals	3	1	3	Medium	Insurance in place. Open spaces checked regularly by Members and trees investigated when damage reported	3	1	3	Medium
	Legal liability as consequence of asset ownership (especially playgrounds and recreation area and village green)	3	2	6	High	Insurance in place. Areas monitored by Members. Yearly check by Insurance company of Children's Play area	3	2	6	High
Employer Liability	Comply with Employment Law	3	1	3	Medium	Membership of APC, CHALC and SLCC. Only employee is the Clerk	3	1	3	Medium
	Comply with Inland Revenue requirements	3	1	3	Medium	Internal and External Audit do annual checks. HMRC payroll used for salary	3	1	3	Medium
Legal Liability	Ensuring activities are within legal	3	2	6	High	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary	3	1	3	Medium
	Proper and timely reporting via Minutes	3	1	3	Medium	Council meets monthly except during August and December and receives and approves Minutes of Meetings. Minutes made available via the Parish Councils Internet site.	3	1	3	Medium
	Proper Document Control	2	2	4	Medium	Leases and Legal documents with the Clerk	2	2	4	Medium
	Risks to personal data in place to protect personal data	3	1	3	Medium	The council has a Data Protection and Information Security policy and these will be kept under review to meet the new statutory regulations and procedures	3	1	3	Medium
	Business continuity and disaster recover risks including offsite secure storage of data and key information	3	1	3	Medium	Computer records backed up daily Offsite security of data and key information procedures. Zoom calls available should the PC be unable to meet (used during government lockdown)	3	1	3	Medium
Councillor Propriety	Registers of Interests and gifts and hospitality in place	2	2	4	Medium	Register of interest to be completed and given to the Clerk. Gifts and hospitality register is available at each Council Meeting	2	1	2	Low
New Risk to be added										
PRESENTED TO THE PARISH COUNCIL MEETING HELD ON 20th March						20/03/2024				
SIGNED CHAIR M Banner										
AND CLERK AND FINANCIAL OFFICER N McCarthy										