# THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING

# MINUTES

**WEDNESDAY 18th MARCH 2026, 7.00PM**
**MEETING HELD AT COMMUNITY HALL, MANCHESTER ROAD, HOLLINS GREEN.**

## Present

| Name | Position |
|---|---|
| **Council Members:** | |
| Julie Eastty | Chair |
| Liz Clarke | Vice Chair |
| David McLachlan | Councillor |
| Julie Givvons | Councillor |
| John Silke | Councillor |
| Keith Whittam | Councillor |
| **Others:** | |
| Nick McCarthy | Clerk to the council |
| **Apologies:** | |
| Anne Oldham | Councillor |
| **Absent:** | |

| Ref | Agenda item number and Discussion | Action |
|---|---|---|
| | ***Code of Conduct – Declarations of Interest***<br>***Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012***<br>*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 circumstances. The Parish Council will take account of Section17 of the Crime and Disorder Act in all their discussions and decisions.*<br><br>***For noting:*** *Please ensure the Clerk is formally notified if Parish Councillors are unable to attend meetings, preferably with no less than 48-hours' notice. Failure to attend for six consecutive meetings will lead to de-selection*. | |
| **275** | **1 APOLOGIES**<br>Attendance and apologies were detailed as above.<br><br>Actions – none | |
| **276** | **2 DECLARATIONS OF INTEREST**<br>During agenda item 7 (Charitable Donations) Cllr Clarke informed the PC of a declaration of interest as a member of the Friends of Hollinfare Cemetery group.<br><br>Actions - none | |
| **277**<br><br>**277a** | **3 COMMITTEE REPORTS**<br><br>**A. Warrington Borough Councillors**<br>Ward councillors liaise with Warrington Borough Council (WBC) and the Parish Council (PC) on issues as reported and required. Ward Councillors are invited to attend meetings.<br>**Cllr H Cooksey:** No updates sent.<br>**Cllr L Sheridan:** No updates sent.<br>**Cllr R Tynan:** No updates sent.<br>Actions – none | |

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| **277b** | **B. Police –** A written update on criminal activity report for Feb/Mar (with latest actions and issues during the month) was provided for the meeting from PCSO. Report shown as ***Annex A.***<br><br>Clerk updated PC on news from Cheshire Police that PCSO's will reduce from 87 to 57 (for 2026/27) and then from 57 to 27 (2027/28) – this is the Cheshire wide figure.<br><br>Clerk updated PC on news current PCSO will be retiring on 31/03/26. Clerk met with Sgt Cunliffe who informed Warrington will be dropping from approx. twenty operational PCSO's to around 6 or 7 (final figures to be confirmed). Unclear if they will each be given dedicated wards or if they will be Warrington wide resources. Police to confirm how work will be allocated - i.e. speed enforcement/school visits once the final staffing plan is in place. This is an ongoing process until the PCSO's last day on 31/03. The force will provide some comms to the parish councils in due course.<br><br>Action – none | |
| **277c** | **C. Community groups**<br><br>**Friends of Glazebrook Station: J Silke/J Eastty**<br>Building waste/fly tipping has been removed. Action day planned for weekend 21st/22nd March.<br><br>Action – none | |
| **278** | **4 MINUTES & MATTERS ARISING**<br>• The minutes of the Parish Council meeting held on *18th February* 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 *January.* ***Cllr Eastty*** **proposed the minutes to be moved, seconded by** ***Cllr Clarke***.<br><br>• No additional matters arising were received for the meeting on *18th February.*<br><br>Action – none | |
| **279** | **5 ACTION PLAN**<br>The Action Plan from the meeting of the *18th of February* 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.<br><br>Action – none | |
| **280** | **6 CORRESPONDENCE**<br>Items of urgent correspondence have been shared with the Parish Council (*19th February to 18th March)* and dealt with as appropriate. Additional items brought to the attention of the Parish Councillors for noting/action, are detailed below.<br><br>Cllr Oldham raised concerns of resident complaints on roadworks A57 (new housing estate works). In particular, routes being used to avoid the temporary traffic lights, the speed of these vehicles, and the justification to close a lane of the A57 so the developer can store their heavy plant and place a 'brew room' for use by the workforce. Clerk to report to WBC.<br><br>Clerk attended HMRC Webinar on 12th March. **Noted**<br><br>Parish Council agreed to fund the Wildflowers for 2026. Clerk requested WBC to use machine sowing for Glazebrook Village Green, and informed WBC of key location to access the green with machinery.<br><br>Resident informed PC of concern at BAS NW on School Lane, and potential breach of planning conditions. No action to be taken at present. **Noted.** | 1 NM<br><br>2 NM |

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| | Action –<br>1 Clerk to report traffic concerns, due to A57 temporary traffic lights at new housing development, to WBC.<br>2 Clerk to contact WBC to confirm wildflower sowing for 2026 and to request machine sowing at Glazebrook Village Green. | |
| **281** | **7 CHARITABLE DONATIONS / GIFTS AND HOSPITALITY**<br>No items of gifts/hospitality were received to the parish council/councillors.<br><br>Friends of Hollinfare Cemetery have requested funding to bridge a shortfall in the payment of the next round of old grave/fallen memorials. The sum requested was £1,400. The Parish Council considered this and agreed to fund the full amount but would need to be paid this financial year (2025/26). **Proposed by Cllr Eastty, seconded Cllr Silk** with no objections. Cllr Clarke abstained, see agenda item 2 (minute ref 276, detailed earlier).<br><br>No other charitable/donation requests were received by the clerk and parish councillors.<br><br>Action –<br>3 Clerk to inform FOHC and transfer money by 31/03/2026 | 3 NM |
| **282** | **8 PROJECT UPDATES**<br>**A.** Recreation Ground – *No additional updates*.<br>**B.** Glamis Wood – *No additional updates*<br>**C.** Parish Council website – *Clerk to maintain website and social media (ongoing). Important events and good news stories to be shared when available.*<br>*Members of the council, and residents, are encouraged to follow/like the page -* www.facebook.com/RixtonWithGlazebrookParishCouncil<br>*The Parish Council website is being regularly updated, website below.*<br>https://rixtonwithglazebrook-pc.gov.uk<br>*New Contact email for the Parish Council is* ***clerk@rixtonwithglazebrook-pc.gov.uk***<br>**Note:** Planning notifications received are shown on the website<br>**D**. Look of the Parish – *Cllrs discussed future cleaning of Cenotaph, clerk to contact service provider for quote (work to be done 2026/27)*<br><br>Action –<br>4 Clerk to contact monument cleaner service provider for a quote on cleaning/maintenance of Cenotaph | 4 NM |
| **283** | **9 ACCOUNTS FOR PAYMENT**<br>RESOLVED: - That approval be given to the payment of the following: | |

| Cheque No | Date expenditure incurred | Payee | VAT not recoverable | Amount | Purpose | S137 |
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| Online 44 | 18/03/2026 | Lloyds Bank | | £4.75 | Bank Charges Jan/Feb | |
| 000098 | 18/03/2026 | Reimburse employee 1.<br><br>Reimburse employee 1.<br><br>Reimburse employee 1.<br><br>Reimburse Employee1 (Three network)<br><br>Reimburse Employee1 (SKY Broadband) | | £13.49<br><br>£12.59<br><br>£119.99<br><br>£87.81<br><br>£84.75 | Printing contract charges Feb/Mar<br><br>Amazon - HDMI connector for screen<br><br>McAfee 2-year protection (April 2026-March 2028)<br><br>Jan - Mar payment for Mobile Telephone / Data<br><br>Jan - Mar payment for Broadband/Internet | |

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| 000099 | 18/03/2026 | Employee 1 Salary | | £1,558.27 | Jan- Mar Salary | |
| Online 45 | 18/03/2026 | HMRC<br>HMRC | | £389.57<br>£104.68 | Jan - Mar Salary<br>Jan - Mar Salary (new NI payment) | |
| Online 46 | 18/03/2026 | Friends of Hollinfare Cemetery | | £1400 | Donation for memorial restoration work | |

Cheques grouped, where possible, to reduce banking charges. Parish Council using electronic banking payments (to external suppliers only). These are agreed and authorised at the monthly meetings – statements are cross checked/authorised for audit purposes.

**Other Expenditure updates**

- Q3: List of all transactions 01/04/24 to 31/12/25 presented to the Parish Council and demonstrated to match opening/closing bank statements, providing financial assurance of the cashbook as of December 2025 and shown as ***Annex C***. Q4 to be presented Apr 2026
- **Chair signed bank statements**, to confirm online payments (ad hoc)
- Clerk updated councillors on current list of transactions (2025/26) in preparation for yearend account closures. Approx 19.3k of spend (plus 1.4k donation agreed at meeting), not including VAT. **Noted**

Action – none

**284** **10 AUDIT / BUDGET / FINANCIAL STATEMENTS**

**Internal audit**

- Internal Audit completed WBC 27th May.
- All AGAR documents, including Internal Audit (and supporting statements) published on website.
- Next review, scheduled for 26th May 2026.

**Actions from Audit**

**External audit**

- AGAR submissions completed 01/07/2025 and approved by external audit. Documents published on website 17/09/2025.

**Budget Allocation**

- Q3 2025/26 monitoring presented to councillors, showing a provisional £555 annual overspend. See ***Annex D***, Q4 to be presented April 2026. Signed by Clerk and Chair
- Draft Annual 2026/27 budget shared and discussed with councillors Nov25 agreed in principle, subject to final precept confirmation from WBC, Chair's approval, and month end transactions. Clerk to revise budget and share with councillors. On confirmation and agreement. Clerk to request 5% increase.
- Final Budget for 2026/27 confirmed January 2026 meeting attached as ***Annex F***. Parish council requested 5% (£1,220) increase to meet the annual budget requirement. Precept offer received of £25,940 an increase of £73.
- Next annual budget review (2027/28) due Nov 2026, then Jan 2027.
- Insurance Policy for 2025/26 agreed, commencing 01/08/2025. Next policy quote expected Jul 2026
- Clerk updated councillors on current monitoring for Q4 2025/26, in preparation for yearend account closures. Approx underspend of 5k, this is due to planned tree works moving out of financial, year from March to July and underspend on maintenance of assets. **Noted.**

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| | **Reserves**<br>• Interim review Earmarked Reserves Jan 2026 – See ***Annex E***.<br>• Full Review due May 2026.<br><br>**Asset Register**<br>• Full year Review agreed March 2026 – See *Annex C*.<br>• Interim Review July 2025 – see ***Annex E.*** Next Full Year Review - March 2026<br><br>**Business Intelligence**<br>• Clerk shared graphs/tables on Charitable Donations (proportions to groups) and budget v spend – see ***Annex F.*** Next update, during Q1 2026/27 (for year end 2025/26).<br><br>**Risk Assessment Register**<br>• Year-end reviewed and agreed March 2026 - See *Annex D*. Agreed, with minor amendments to made by clerk. Next Review March 2027.<br><br>**Income**<br>• VAT Claim submitted for £1029.13 (Feb 2025 to Feb 2026) and paid into a/c.<br>• Next VAT Claim, February 2026, then March 2026 (for final year end)<br>• Precept for 2025/26 paid May 2025. 2026/27 payment due April/May 2026. Clerk confirmed amount received includes 3% increase.<br><br>**Other**<br>• None<br><br>Action –<br>5 Review of Asset Register gave query of ownership of (damaged) fence at Glazebrook Village Green. Cllr Eastty to send pictures to clerk, clerk to contact WBC.<br>6 Risk Register reviewed, Clerk to make minor adjustments and send to councillors.<br>7 Clerk to submit VAT return at end of the month (Mar) | 5 /JE NM<br><br>6 NM<br><br>7 NM |
| **285** | **11 POLICY UPDATES**<br>• Standing orders reviewed and accepted for 2025/26, next review Apr 2026<br>• Co-Opt policy document reviewed and accepted April 2025, next review Apr 2026<br>• Code of Conduct policy reviewed and accepted April 2025, next review Apr 2026<br>• Financial Regulations policy reviewed and accepted April 2025, next review Apr 2026.<br>• Terms of Reference reviewed and accepted April 2025, Next Review Apr 2026<br>• Above documents accepted, proposed by Cllr Eastty, seconded by Cllr Silke<br>• Charity status Return to HMRC November/Dec 2025 (completed by 31/01/25)<br>• Clerk discussed 'Assertion 10' policy, and compliance with website (accessibility and domain name), email address (new '. gov.uk' email) and new IT Policy (from April 2026.<br>• Clerk confirmed notification of transfer of powers from parliament to 'Cheshire and Warrington,' as part of the devolution process. **Noted.**<br>• Meeting at Town Hall 21/04/26 is available to elected members. **Noted**<br>• Clerk updated SLCC notification regarding yearend accounts, and what has changed for 2025/26. **Noted.**<br>• No further policy updates as of *March 2026*<br><br>**PUBLIC RIGHTS OF WAY (PRoW)**<br>• No other Public Rights of Way updates as of *March 2026.*<br><br>Action –<br>8 Clerk to ensure Assertion 10 policies are documented accordingly for the April 2026 meeting. | 8 NM |

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| **286** | **12 PLANNING APPLICATIONS**<br>The Council considered the following planning applications which have been shared electronically. Provisional remarks have been made, which are subject to change following further scrutiny:<br><br>Received from WBC (*February 19th to March 18th, 2026*)<br><br>• None<br><br>**ENFORCEMENT**<br>**Raised –**<br>• ENF/26/10972: 270 Glazebrook Lane. Alleged change of use of part of allotment site to scrap metal business.<br><br>**Resolved –**<br>• None<br><br>Action -<br>9 Clerk to make any necessary comments to planning team, and any other actions as detailed above. And to ensure website is updated. | 9 NM |
| **287** | **13 SPECIAL AGENDA ITEMS**<br>None<br><br>Action – none | |
| **288** | **14 GENERAL MATTERS**<br>Any general matters discussed, not picked up earlier, are noted below…<br><br>Cllr Givvons: Residents reported issues with traffic/speeding/temporary lights at A57, new housing development. See Agenda item 6 (minute Ref 280), previously reported.<br><br>Cllr Givvons reported pothole outside bus stop, opposite Community Hall. Clerk to report to WBC.<br><br>Cllr Givvons reported uneven kerbstones at the bend on Birch Road (outside school)<br><br>Cllr Clarke/Cllr Silke to liaise to share "Work completed by RwG Parish Council Signs<br><br>Cllr Clarke/Cllr Whittam to liaise, and order new signs for "no motorbikes."<br><br>Cllr Eastty raised concern in increase of HGV using Glazebrook lane, in particular speed near the Greenery. HGV companies identified include O'Gara and PP O'Connor vehicles over the 7.5 tonne limit (accessing building work in Culcheth, coming from Cadishead). Vibrations are causing structural damage to some properties, and considerable risk of safety for pedestrians and other road users. Clerk to contact WBC (cc Councillors/police) and reference current WBC queries WBC-TCM-750312126 and WBC-GEQ-799502210.<br><br>**The next Annual Parish Meeting will be held at 7:00pm, 15th April 2026**<br>Members of the community are invited to attend.<br><br>**The next parish council meeting will be held at 7.30pm, 15th April 2026**<br><br>Parish Councillors can be contacted by email.<br>**Councillors and residents are encouraged to use the WBC contact service for issues such as potholes, fly tipping, street lights etc.** https://www.warrington.gov.uk/report-and-apply | 10 NM<br><br>11 NM<br><br>12 JE/ LC<br>13 LC/ KW<br><br>14 NM |

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| | Action<br>10 Clerk to contact WBC to report pothole outside Community Hall/Bus stop.<br>11 Clerk to contact WBC to report uneven kerbstones at bend on Birch Road<br>12 Cllr Clarke/Cllr Silke to liaise to share “Work completed by RwG Parish Council Signs<br>13 Cllr Clarke/Cllr Whittam to liaise, and order new signs for “no motorbikes”.<br>14 Clerk to contact WBC with HGV concern on Glazebrook Lane | |

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**ANNEX A**

**Rixton with Glazebrook**

## March 2026 - Monthly Parish Report

**Neighbourhood Beat Sergeant PS Ryan Cunliffe**
**Neighbourhood Beat Officer PC David Reddington**
**PCSO Bethan Roberts**

## Anti-Social Behaviour

**3** Personal (2), environmental (1), youth issues (0)
Personal/environmental include neighbour, parking/traffic, domestic related.

## Burglary

**0** Dwelling
**2** Other (unoccupied sites)

## Criminal Damage

**0**

## Vehicle crime

**1** Theft of vehicle
**0** Theft from vehicle

**Other**

- Speed enforcement Glazebrook Lane 16 Feb – 23 to 37mph (1@ 31 1@ 34 1@ 37)
- Speed monitoring Glazebrook Lane 21 Feb – 23 to 30mph.
- Cubs Hollins Green visited.
- To continue tackling nuisance off-road motorbikes we need the following information – detailed descriptions of the motorbikes and riders, where the motorbikes are kept (lockups, 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

Rixton & Woolston PCSO Surgery at St Martins Methodist Church, Gig Lane, Woolston

Face to face drop-in surgeries – 19 Mar 1000 – 1100; 14 Apr 1800 – 1900; 21 May 1130 – 1230.
10 Jun 1200 – 1300; 17 Jul 1500 – 1600

Rixton with Glazebrook Community Coffee Morning 1030 - 1130 – PCSO Surgery 20 Apr, 11 May, 22 Jun, 3 Aug

Dates/times subject to change at short notice due to operational commitments

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**ANNEX B**

**THE RIXTON WITH GLAZEBROOK PARISH COUNCIL MEETING**

# Update on actions from 18/02/26

| Minute No | Action | Lead member | Progress/Feedback |
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| **379** | **OUTSTANDING ACTIONS 2023/24**<br>10 All -report and evidence blocked gullies to Clerk. Clerk to report to WBC. | ALL/RT | Blocked gullies reported 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 escalated to WBC councillors 20/06/24. WBC councillor(s) to progress 19/09/24. Emailed WBC councillors 21/11/24.<br>Cllr Sheridan reported to WBC March 2025. Clerk forwarded details to Cllr Tynan 18/09/25. 07/10/2025 Your case reference is WBC-HWY-753611733. **Clerk reported 05/02/26 WBC-GEQ-795135307. "16/02/26 logged your report under the reference number WBC-HWY-799373845." "Under normal circumstances we aim for an inspection to take place within 10 working days." 20/02/26 "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."** |
| **039** | **OUTSTANDING ACTIONS 2024/25**<br>10 Cllr Silke to inspect and repair/make safe playground equipment that has been chewed. | JS | Cllr Silke has smoothed edges of apparatus, waiting for inspection and paintwork, completed additional sanding – **painting to be completed Feb/Mar - update for next meeting** |
| **144** | 5 Cllr Silke to inspect and repair playground railings. | JS | Cllr Silke to inspect and repair, provide **update for next meeting in Mar.** |
| **045** | 28 Clerk to enquire on costs of replacement trees | NM/JE | Clerk contacted service provider for recommendation 20/06/24. Review TPO with PC in July. Clerk to contact suppliers for quotes (Lanes, Cadishead – 09/10/24). Black Poplar tree is not commonly available. Clerk requested alternatives 17/10/24, and 18/11/24. Cllr Eastty obtained quote for Oak Tree £309 from Lanes, all agreed planting charge of £100. Agreement made, waiting for delivery. **Cllr Eastty to chase Feb/Mar** |
| **088** | 2 Clerk to report flooding/blocked drain (?) at Birch Road/Orchard Brow | NM/RT/ JG | Clerk reported flooding to WBC WBC-HWY-655378084 17/10/24. 22/10 "*We have inspected the above case and will now raise an order to complete the necessary work*." Chased WBC 17/04/25 WBC-GEQ-706847289. New case reference is WBC-HWY- |

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| | | | 708645195. Clerk forwarded details to Cllr Tynan 18/09/25. 07/10/25 Your case reference is WBC-HWY-753613086. Contacted WBC 05/02/26 WBC-GEQ-795136974. 13/02/26 "22/10/2025: Your report has now been reviewed, and I would inform you that the Highway Inspector has now visited site, and I can advise that they have been unable to find any visible defect at the time of inspection." **Close action: Cllr Givvons to take picture of next flooding and open as new case as required.** |
| **102** | 10 Cllr Sheridan requested to pursue lighting concern on Elm Road/3 Ash Road.<br><br>11 Clerk to report kerbstone issue with WBC (Manchester Rd/St Helens Close, near Community Centre) | NM<br><br>NM/LS | Update provided by Cllr Sheridan, to continue to pursue (March 2025). Clerk Contacted Torus 19/06/25. Clerk emailed Torus 18/09/25. 19/09/25 "email has been sent to Assets Team to be looked into". 22/09/25 "We have informed our Trees department, and they will be carrying out an inspection of the trees outside the property. Once the inspection has been completed, we will update you with the outcome." **Emailed Torus 05/02/26.**<br>Clerk reported to WBC 21/11/24 WBC-HWY-664098253. Update 22/11 We have inspected the above case and will now raise an order to complete the necessary work. Reported by Cllr Sheridan March 2025**.** Clerk contacted WBC 19/06/25 WBC-GEQ-724421702. 23/06/25 I have forwarded your email onto highways requesting an update. We will update you once we receive a response. Clerk requested update from Cllr Sheridan 18/09/25. **22/09/25 "requested the lowering of curb last year and was told at the time it was not in the budget and would be looked at again after the financial year which has now been and gone. Requested again for the curb to be lowered, highlighting the fact there was a promise to look at this again"** |
| **174** | 8 Clerk to contact Torus Hsg. to report damaged wooden fence rail.<br><br>12 Clerk to send information on Black Swan/double yellow lines request (Feb 2024) to Cllr Tyann | NM<br><br>RT | Reported to Torus 23/05/25. Clerk emailed Torus 18/09/25. 19/09/25 "email has been sent to Assets Team to be looked into" **Emailed Torus 05/02/26. "06/02/26 I am sorry to hear that you have not had a response from the asset estate team I have re-sent this over to the team today". Photos sent 10/02/26.**<br>Info sent to Cllr Tynan. Forwarded details to Cllr Tynan 18/09/25. **07/10/2025 Your case reference is WBC-TCM-753624376.** |
| **199** | 6 Clerk to migrate email correspondence to gov.uk address prior to 01/04/26 and to consult with website provider for new email usage/access and 2FA | NM | **Clerk commenced updating email address before 01/04/2026. New email address to be clerk@rixtonwithglazebrook-pc.gov.uk 2FA to be reviewed** |

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| **216** | 9 Clerk to contact WBC to report concern on customer parking of the Greenery (Glazebrook Lane) and the impact on residents. | NM | Clerk contacted WBC 18/09/25 WBC-TCM-750312126. Police also reported incidents to WBC. **Clerk chased on 16/02/26 WBC-GEQ-799502210.** |
| **236** | 3 Clerk to report damaged road sign at Moss Side Lane to WBC | NM | **Clerk reported sign 06/11/25. WBC-TCM-763138945** |
| **243** | 5 Clerk to report damaged field (due to heavy plant) to school and WBC. | NM | Clerk emailed school and WBC 20/11/25. School stated issues should be directed to UU. Clerk emailed officer WBC 22/01. Cllr Clarke sent pics of field. **Clerk contacted WBC05/02/26 WBC-GEQ-795141557. 13/02/26 We will review the information and any supporting evidence provided. WBC-STSV-798488236 Contacted UU 05/02/26 – UU to send site inspector to report (by end of Feb)** |
| **251** | 3 Cllr Whittam to report public footpath concerns (flooding and stile) to WBC | KW | Cllr Whittam reported to WBC 22/01/26. Close Action. |
| **256** | 5 Clerk to update Publication Scheme for April 2026 and add to list of annual polices. | NM | **Clerk to update publication scheme for April 2026** |
| **259** | 8 Cllr Clarke to send pothole pics Manchester Road (Swan to Glazebrook Lane) and Clerk to report WBC.<br><br>9 Clerk to contact WBC for schedule on Road Sweeping<br><br>10 Clerk to report faded white lines on Manchester Road/Warburton Bridge to WBC | NM<br><br>NM<br><br>NM | Clerk reported to WBC 05/02/26 WBC-HWY-795118199. 13/02/26 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. **18/02/26 aim to complete by 10/03/26.**<br>Clerk contacted WBC Officer and WBC 22/01/26 WBC-GEQ-789247398. **Contacted officer 17/02/26.**<br>Clerk contacted WBC WBC-GEQ-789252288. **Updated 29/01/26. WBC-HWY-792224719 we aim for an inspection to take place within ten working days. 02/03/29 Please be advised that the work has now been completed.** |
| | **ACTIONS to be completed from 18/02/26 meeting** | | |
| **266** | 1 Clerk to update Charities website with member details as trustees.<br>2 Clerk to consult with Chesire Archives to store historic parish records (from Sept 2026) | NM<br>NM | Updated website ongoing. AO, JS, and KW still required.<br>Contact Cheshire Archives Sept 2026 |
| **270** | 3 Clerk to submit VAT return at end of the month (Feb) | NM | Clerk sent VAT submission end of February |
| **272** | 4 Clerk to make any necessary comments to planning team as detailed above. | NM | Clerk updated WBC any planning portal comments as required. To ensure website is updated. Completed 16/10/2025 |

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| **274** | 5 Cllr Givvons to send photo evidence. Clerk to contact WBC to report pothole at 1 Briar Ave | NM | Photo sent. Clerk reported pothole at Briar Ave 19/02/26 WBC-HWY-800919984. 20/02/26 Further to your report, we have raised an order to complete the necessary work. We aim to complete this work by 02/03/2026. We will contact you again with any further updates. **16/03/26 Please be advised that the work has now been completed.** |
| | 6 Cllr Givvons to send photo evidence. Clerk to contact WBC to report pothole at Birch Road/School Lane | NM/JG | Photos sent from Cllr Givvons. **Clerk reported pothole at Briar Ave 25/02/26 WBC-HWY-803512961. 27/02/26 Further to your report, we have raised an order to complete the necessary work. We aim to complete this work by 19/03/2026. We will contact you again with any further updates.** |
| | 7 Clerk to contact WBC to enquire on planning concern for containers at Brook Lane, Cllr Oldham to inspect and report back to clerk/council. | NM | Clerk reported planning concern to 19/02/26 WBC-GEQ-800922029 response received to be discussed at March meeting. |

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# ANNEX C

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| **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** | | | | | | |
| | | **Interim Review 17/07/24** | | | | | | |
| | | **Full Year Review 19/03/25** | | | | | | |
| | | **Interim Review 23/07/25** | | | | | | |
| | | **Full Year Review 18/03/26** | | | | | | |
| | | **Next Review July 2026** | | | | | | |
| **RIXTON WITH GLAZEBROOK PARISH COUNCIL** | | | | | | | | |
| **Responsible Officer** | | | Nick McCarthy | | | | 18th March 2026 | |
| | | | | | | | | |
| This interim inventory was agreed by the Parish Council after the Meeting on 19th March 2025 | | | | | | | | |
| | | | | | | | | |
| **Description** | **Serial n** | **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 |
| 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 | over 10 yrs | | | | 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) | over 10 yrs | | | | Furniture, fixtures, fixings | Benches |
| Recreation Ground (bench no back) | | **241** | Recreation Ground (no back) | over 10 yrs | | | | Furniture, fixtures, fixings | Benches |
| Community Hall Manchester Rd - on site | | **1903** | D-Day memorial bench | Jun-24 | | | | 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 Sheleter (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 | | | | | | 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 |
| New Laptop | | **719** | Clerk | Nov-26 | | | | Computer Equipment | Computer |
| Current printer, USB drive Hardware | | **100** | Clerk | Apr-19 | | | | Computer Equipment | Computer |
| Laptop, replacement of printer and USB hard drive Printer | | **0** | Clerk | May-19 | Old Laptop disposed after 6 years and 8 months | | | 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 | over 10 yrs | | | | Furniture, fixtures, fixings | Street Light |
| Litter Bins x 3 | | **819** | Glamis Wood x 2/Chapel Lane | over 10 yrs | Updated to match insurance statement | | | Furniture, fixtures, fixings | Bins |
| Goal Posts | | **970** | Recreation Ground | Jul-23 | | | | Furniture, fixtures, fixings | Recreation Ground |
| | | | | | | | | | |
| **TOTAL SPEND** | | **90843** | | | | | | | |

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## ANNEX D

| RISK ASSESSMENT 2025/26 | | Assessment | | | | | Re-Assessment | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| **Area** | **Risk** | **Impact** | **Likely** | **Score** | **Level** | **Control** | **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. 18/03/2026 Noted: Future replacement/removal of playground to be considered, at point of high maintenance costs/safety concerns. | 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 18/03/26 Noted: Cessation of funding from WBC beyond parish council control | 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 18/03/2026 Update: Electronic bank transfers to be used where possible. Bank statements signed by Chair, no Electronic payments to be made to Clerk/Councillors | 2 | 1 | 2 | Low |
| | Ensure latest Policies are adhered to and the Parish Council remains fully compliant in its Governance responsibilities | 2 | 2 | 4 | Medium | 18/03/2026 New Risk. Ensure 'Assertion 10' is fully compliant. Update IT policy and Publication Scheme, and signed off by Councillors along with annual policies including Code of Conduct, Financial Regulations, Standing Orders, Co-option guidance, etc | 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 | 2 | 1 | 2 | Low |
| | 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 | 1 | 3 | Medium |
| **Employer Liability** | Comply with Employment Law | 3 | 1 | 3 | Medium | Membership of APC, CHALC and SLCC. Only employee is the Clerk | 2 | 1 | 2 | Low |
| | Comply with Inland Revenue requirements | 3 | 1 | 3 | Medium | Internal and External Audit do annual checks. HMRC payroll used for salary | 2 | 1 | 2 | Low |
| **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 | 2 | 1 | 2 | Low |
| | 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. | 2 | 1 | 2 | Low |
| | Proper Document Control | 2 | 2 | 4 | Medium | Leases and Legal documents with the Clerk 18/03/26 Update/new risk: Old records to be stored with Cheshire Archives. Clerk to review every 3 years. Update document retention list | 2 | 1 | 2 | Low |
| | 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 | 2 | 1 | 2 | Low |
| | 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) 18/03/2026 Update: All records stored on OneDrive Cloud | 2 | 1 | 2 | Low |
| **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 | 1 | 1 | 1 | Very Low |
| **New Risk to be added** | Latest Assertion 10 Policy on compliance - Added 18/03/26 | | | | | | | | | |
| | Document retention (to be included under Proper document control) - Added 18/03/26 | | | | | | | | | |
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**PRESENTED TO THE PARISH COUNCIL MEETING HELD ON 18th March 2026** **18/03/2026**

**SIGNED CHAIR J Eastty**

**AND CLERK AND FINANCIAL OFFICER N McCarthy**