

MINUTES OF A MEETING OF TARVIN PARISH COUNCIL HELD IN THE EDNA ROSE ROOM, TARVIN COMMUNITY CENTRE ON MONDAY 24TH MARCH 2025.

PRESENT:

Councillor R Ford (Chairman)
Councillor E Lush (Vice Chairman and Cheshire West and Chester Council Councillor)
Councillor M Butler
Councillor P Buckley
Councillor S Dutton
Councillor N Poole
Councillor P Ryan
Councillor A Sheppard
Councillor M Williams

IN ATTENDANCE:

4 members of the public
Parish Council Clerk – Mr M Hassall
Cheshire West and Chester Council – Councillor T Cooper

APOLOGIES AND REASONS FOR ABSENCE:

Councillor P Twigg (holiday)

24/244 DECLARATIONS OF INTEREST, DISCLOSABLE PECUNIARY INTERESTS, AND DISPENSATIONS

24/244.1 New Written Requests for Dispensations

One new written request had been received. Councillor Dutton was requesting a Dispensation to cover the present and future meetings to enable her to take a full part in discussion, and if appropriate vote, on future Planning Issues affecting the Parish on any land off Church Street or Tarporley Road, Tarvin. The meeting noted that:

- the request had been made because it was considered that it was in the best interests of the Parish if as many Councillors as possible were able to consider the changes to Planning Legislation and how they might affect Tarvin Parish and take a full part in consideration of future housing and land use.
- Councillor Dutton's residence was in the vicinity of a plot of land that had previously been of interest to developers.

RESOLVED: that the Dispensation be given.

24/244.2 Declarations of Interest

Members were invited to declare any Disclosable Pecuniary or other Interest in any item of business on the agenda and, if necessary, leave the meeting prior to discussion of that item. Councillor Dutton expressed a Family, Friend, Close Associate Interest in Minute 24/252.2 as her partner was expected to provide one of the quotations. No other declarations were made.

24/245 OPEN FORUM

RESOLVED: that the Council meeting be adjourned for the Open Forum.

24/246 PARISH COUNCIL MEETING

RESOLVED: that the Council meeting be reconvened.

24/247 REPORT ON OPEN FORUM (This minute was not reported to Council in the formal meeting. It is a record of the items raised in the Open Forum)

24/247.1 A written statement, which had been circulated to Councillors prior to the meeting had been read out by a resident expressing concerns regarding Planning Application 24/03698/S73. The Chairman had confirmed that the concerns would be taken into consideration when the application was examined.

24/247.2 Borough Councillor Cooper had:

24/247.2.1 spoken about the changes to Planning and how they might affect Tarvin Parish. He had already met with a neighbouring Parish Council who were concerned that as a result of Government plans for increased housebuilding targets for the Borough Council had almost doubled. The immediate impact of this had been to half the Borough Council 5-year housing land supply that had been previously identified. As the supply was less than 5 years it would make it more difficult for the Borough Council Planning Department to reject often speculative/controversial proposals for new houses from housing developers. Tarvin and the immediate surrounding areas were very attractive to developers and so would come under immediate pressure.

24/247.2.2 informed the meeting that a mayor would be appointed covering Cheshire and Warrington possibly as soon as May 2026.

24/248 MINUTES OF THE MEETING HELD ON 24TH FEBRUARY 2025.

RESOLVED: that the minutes of the meeting held on 24th February 2025 be signed by the Chairman of the meeting as a correct record.

24/249 REPORTS ON MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 24TH FEBRUARY 2025 NOT COVERED BY THE AGENDA

There were no items under this heading.

24/250 CO-OPTION OF COUNCILLOR

There had not been any applications so the post would continue to be advertised.

24/251 PLANNING MATTERS

24/251.1 Planning Applications

RESOLVED: that the following comments be made on the planning applications submitted:

25/00565/TPO - 9x Lime trees - Re-pollard to previous points to enhance the lifespan of the trees and improve tree health. Pollard points look to have a lot of decay and may have to be reduced lower where there is less decay – St Andrews Church, Church Street, Tarvin

Comment: No Objection

24/03698/S73 - Part single, part two storey rear extension, new front porch and erection of detached single storey annex within rear garden. Variation of condition 2 (approved plans) of planning permission 23/01082/FUL increased length of single storey annex to 10.91 metres, amended rooflight locations, and increased areas of demolition relating to the two-storey rear extension (retrospective) - Cherry Tree House Church Street Tarvin

Comment:

We have concerns that the extension to Cherry Tree House is very large and impacts on neighbours visual amenity. We would like the Planning Officer to check whether it has

been built in accordance with the original application approval and if not take appropriate action.

The dwelling as identified on the plans identified as Cherry Tree House, falls within Use Class C3 dwellings. Notwithstanding the provisions of the Town and Country Planning (Use Classes) (Amendment) (England) Regulations 2020, and any Order revoking or re-enacting that order, no change of use shall take place of the dwelling, as identified on the approved plans in condition 2. The dwelling and associated ancillary building shall remain a C3 dwelling and shall not be used for any other use, including a House of Multiple Occupancy or holiday let (air B&B), unless planning permission is sought from and granted by the Local Planning Authority.

Reason: To ensure that the development does not detrimentally affect the amenity of neighbouring residents by causing disturbance and in the interest of parking and highway safety in accordance with relevant Policies Cheshire West Local Plan.

Occupants of the annex should be restricted to relatives or short-term visitors visiting a current occupant of Cherry Tree House. This annex should remain interdependent with the main house and have not be let out as an independent dwelling or used as a holiday let (Air B&B)

Reason: To ensure that the development does not detrimentally affect the amenity of neighbouring residents by causing disturbance and in the interest of parking and highway safety in accordance with relevant Policies Cheshire West Local Plan.

25/00494/FUL – Replacement Fencing - Land at Grid Ref 349300 364918 Ryecroft Lane Bruen Stapleford

Comment: No Objection

25/00633/FUL - Single storey rear extension – The Stables, Pool Bank Farm, Pool Bank, Tarvin

Comment: No Objection

25/00404/S73 - Removal of condition 5 (existing accesses) of planning application 19/02322/FUL - The Moss, Ryecroft Lane, Bruen Stapleford

Comment: No Objection

24/251.2 Notices

24/03171/S73 – Erection of 2no. dwellings and a single storey detached garage. This application is to vary condition 2 (approved plans) of planning permission 22/03238/FUL - Land at Former Fraser Chadwick Site, Bye Pass Road, Tarvin - **PERMISSION**

24/251.3 OTHER UPDATE

25/00105/S73 - Change of Use of land for use as traveller site consisting of 1 static caravan, 3 trailer caravans, day room, septic tank and landscaping - amendment to application 20/03392/FUL - Variation of condition 2 approved plans of planning application 21/03690/FUL (allowed on appeal APP/A0665/W/23/3330039) (change of description) – Land at Tarporley Road, Tarvin

Planning Enforcement had indicated that it would be helpful to them if dated photos could be taken and forwarded.

RESOLVED: that the Clerk ask Planning Enforcement for clarification regarding rules around taking photographs as suggested.

24/251.4 PLANNING DIFFICULTIES IN CHESHIRE VILLAGES

Written reports from Councillors Lush and Twigg were considered along with comments made by Borough Councillor Cooper.

RESOLVED (24/251.4.1): that Council meet with other Parish Councils in the area to consider whether there were ways that we could deal with the problem together and be more effective than facing it as isolated councils.

RESOLVED (24/251.4.2): that Councillor Ford represent Council at the meeting

RESOLVED (24/251.4.3): that a working party of Councillors meet before the next Council meeting to compare the Borough Council land availability assessment sites document and the Tarvin Neighbourhood Plan and make a recommendation to the next meeting regarding whether to update the Neighbourhood Plan.

The working party, subject to availability was expected to be Councillors, Ford, Lush, Dutton, Poole, Ryan, and Sheppard and Councillor Twigg would be invited to attend.

24/252 KING GEORGE V PLAYING FIELD

24/252.1 Grass Matting (Previous Minute 24/232.2)

No updates were available

24/252.2 “Happy to Chat” Benches (Previous Minute 24/232.3)

The two benches had been ordered, delivered on 19th March, and were being stored on the car park.

RESOLVED: that Councillor Ryan draw up a job specification and obtain quotes.

24/252.3 Damage to Sutcliffe Nest Swing

The Nest Swing had been damaged and needed repairing.

RESOLVED: that Councillor Twigg be asked to arrange the repair.

24/252.4 Correspondence from Tarvin Athletic FC.

The meeting noted that Tarvin Athletic had asked if they could provide a locked container to be positioned between the Scout Hut and the hedge running alongside Townfield Lane. This would enable them to house all their equipment on site. Locked gates could be positioned at either end. The Clerk had replied indicating that it was charitable land, and that the proposal would prevent other users of the field from accessing that area. That would constitute a disposal of charity land, something that Council, as Trustee, was unable to do until issues with the existing tenants were resolved to the satisfaction of the Trustee, Fields in Trust, and the Charity Commission.”

24/252.5 Fields in Trust – Change of Approach

Fields in Trust had informed the Clerk that in future they would only expect to be consulted when significant changes in the use of the field were proposed and where leases or similar legal agreements were required. All day-to-day decisions should be taken by Council as Trustee without referring to them.

24/253 ROAD SAFETY

Vehicle Activated Signage – Willington Road

Highways had reported that they had met with the residents and were hopeful of a compromise with a slight relocation and reduction in the post height (if acceptable to the contractor). They had a few things to investigate and expected to be in touch with the Clerk during the week commencing 31st March.

24/254 RISK ASSESSMENT/STATEMENT ON INTERNAL CONTROL/INSURANCE REVIEW/ASSET REGISTER

The Finance Working Party had reviewed the above.

24/254.1 Risk Assessment.

RESOLVED: that the risk assessment document attached to the minutes, Appendix 1, be approved.

24/254.2 Statement on Internal Control.

RESOLVED: that the statement of internal control document attached to the minutes, Appendix 2, be approved.

24/254.3 Insurance Review

The Finance Working Party were happy that the existing cover met the requirements of the Council.

RESOLVED: that the recommendation be accepted

24/254.4 Asset Register

RESOLVED: that the Asset Register document attached to the minutes, Appendix 3, be accepted as correct.

24/255 LOCAL VOLUNTEER GROUP/SPRING CLEAN

24/255.1 Clean Up held on 15th March.

7 members of the public had attended the Tarvin clean up and 10 had attended in Oscroft

24/255.2 Local Volunteer Group

RESOLVED: that the Clerk inform the volunteers that during the coming year Council would probably only be looking for help with the Clean Ups and Christmas Decorations.

24/256 REQUEST FOR HANDRAIL CHURCH STREET

Members of St Andrews Church had asked for a handrail to be installed on the slope in front of their gates. During discussion it was noted that whilst the idea was probably a good one the land was not owned by anyone, the site was in the conservation area (so their approval would be required), the gates and gate post were grade II listed, that planning would probably be required, and it was a very sensitive site so any proposal would need very careful consideration.

RESOLVED: that Council do not take this forward.

It was suggested that St Andrews Parochial Church Council ask the Diocese of Chester to take it on as a project.

24/257 SPECIAL PROJECT 2025/26

RESOLVED: that Oliver and Co Solicitors be appointed to carry out the legal work and lead Council through the process.

24/258 BT PHONE KIOSK – CHURCH STREET

BT had issued a consultation regarding the removal of the kiosk which had been used 18 times in the last 12 months.

RESOLVED (24/258.1): that Council do not adopt the kiosk

RESOLVED (24/258.2): that the Clerk ask whether individuals could adopt it. If so, Council would publicise the consultation.

24/259 TARVIN EDUCATIONAL FOUNDATION

The Foundation was suspending its usual grant allocation system whilst a major review and update of its constitution and broader operational arrangements was carried out to

ensure it would be able to fulfil the relevant duties and obligations it had as a Foundation and Charity.

RESOLVED: that Councillor Williams represent Council on the group undertaking the work.

24/260 TARVINONLINE

It was reported that for different reasons most of the editorial team had left and that the website would be unable to continue after 1st May without new editors. A meeting had been arranged for 16th April to discuss the issues.

RESOLVED: that Councillor Butler represent Council at the meeting.

Whilst Councillor Butler would be representing Council and reporting back he was not looking to help out with editing.

24/261 DOG FOULING

A Hallfield Road resident had asked Cheshire West for a “no dog fouling” sign to be installed on a piece of the grass in front of her property. They had turned down the request, so Councillor Lush had asked them to reconsider.

24/262 BENCH AT OSCROFT AND PC NOTICEBOARD HIGH STREET TARVIN

RESOLVED (24/262.1) that the Clerk contact the Oscroft resident, asking him to carry out the work and confirming that Council would re-imburse his expenditure.

RESOLVED (24/262.2) that Councillor Ford carry out the maintenance on the High Street noticeboard and that Council re-imburse him for all expenditure.

24/263 CLERK’S REPORT/CORRESPONDENCE

24/263.1 The following e-mail correspondence had been forwarded to Councillors who were provided with an opportunity to comment on them.

- a. Cheshire Association of Local Councils – E Bulletins
- b. Letter from Chief Constable – Neighbourhood Policing Model
- c. Information Commissioner's Office – Newsletter March 2025
- d. Cheshire West and Chester Council – Annual Conference - 30th April 2025 - Macdonald Portal Hotel, Tarporley – Places had been reserved for Councillors Lush and Twigg
- e. CWaC - Charitable Street Collection Policy Consultation
- f. CPRE Cheshire Newsletter – March 2025
- g. Invitation to Chester Cathedral Service - 80th Anniversary of VE day - Thursday 8th May
- h. CWaC - Crowd Funding
- i. House of Commons: Transport Select Committee - Buses Survey

24/263.2 Recorded Crime

The meeting noted that in January 2025 there had been 3 recorded crimes in Tarvin Parish – 2 Violence and Sexual Offences (1 Hunters Drive, 1 Heath Close), 1 Other Crime (Fairfax Avenue)

24/264 FINANCIAL MATTERS

24/264.1 January and February 2025 Payments and Payments between meetings

Councillor Ford had confirmed in writing that all payments had been made as approved by Council.

24/264.2 RESOLVED: that the following payments made since the last meeting be confirmed:

Payee and Detail	Amount to be paid inc. VAT	Amount net of VAT (charge against budget)	Budget Provision available before payment
Crime Prevention Services Group Ltd Annual Maintenance Fee – CCTV System on King George V Playing Field	161.94	134.95	0.00
Broxap Ltd Two Witton seats for the King George V Playing Field	1,794.00	1,495.00	1,735.20
St Andrews Church Tarvin Churchyard Grant from Cheshire West and Chester Council	324.37	324.37	N/A

24/264.3 RESOLVED: that the following payments be authorised, and that payments be made by internet banking:

Payee and Detail	Amount to be paid inc. VAT	Amount net of VAT (charge against budget)	Budget Provision available before payment
Tarvin Community Centre Hire of Room for Council Meetings January, February, March 2025 and Finance Working Party Meeting January 2025	75.81	75.81	82.54
Mr M Hassall Clerk Expenses. Qtr. to 31st March 2025. Work at Home Allowance £78.00, Postage £3.40, Copy Paper £16.99.	98.39	98.39	155.20
Payroll March 2025	1,596.30	1,596.30	5,127.53
HMRC PAYE and Nat Insce. January to March 2025.	1,626.40	1,626.40	3,531.23

24/264.4 Direct Debits/Other Payments

The meeting noted the following direct debit payments:

British Telecom Plc – 3rd March 2025 – Telephone and Internet February 2025 – two venues – £133.59.

Sage UK Ltd - 6th March 2025 - Payroll Software March 2025 - £12.00

Lloyds Bank – 18th March 2025 – Account Charge

24/264.5 Grant

The invoice was awaited.

24/264.6 Transfer of Funds (Previous Minute 24/217.9)

RESOLVED: that the sum of £2,555.00 be transferred from the general reserves to the Playground Equipment Capital Fund.

24/265 LIST OF OUTSTANDING ITEMS

The list was noted.

24/266 ITEMS FOR PUBLICATION

Future planning issues, dog fouling, community clean up, Tarvinonline, Tarvin Educational Foundation, Special Project.

24/267 DATE OF NEXT MEETING – Monday 28th April 2025 – 7.15pm – Edna Rose Room, Tarvin Community Centre

24/268 RESOLUTION – “That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw” (personal data, staff conditions of employment)

24/269 STAFF TERMS OF EMPLOYMENT

The new rates of pay had been published.

RESOLVED: that the increase be given to the Community Amenity Operative from 1st April 2025.

Appendix 1

Area	Risk	Level	Control (+ agreed and recommended improvements)
Assets	Security of land, playground equipment etc	L	<p>Fencing and gates around the playground on the King George V Playing Field are regularly inspected. Main gate on King George V Playing Field is normally left open overnight. It is possible to lock the main gates if necessary. CCTV Cameras were installed on roof of Scout & Guide Hut in November 2017.</p> <p>Litter pickers are securely stored in Tarvin Community Centre.</p> <p>Defibrillators at the Green Oscroft, King George V Playing Field, High Street Tarvin, and Tarvin Community Centre are regularly maintained. Noticeboards on High Street Tarvin and the Green Oscroft are regularly checked.</p> <p>The Oscroft board was completely refurbished in 2021 and one of the Tarvin boards was replaced in 2022.</p>
	Maintenance of assets etc	L	<p><u>Pinfold/Duckers Well.</u></p> <p>The area is maintained by Tarvin Gardening Society.</p> <p><u>Street Lighting</u></p> <p>Structural checks were carried out every 3 years up to 2020. The contractor reported that they only needed to be checked every 5 years. Electrical tests every 6 years. Electrical tests have been undertaken by BAM Nuttall Ltd in February 2010 and March/April 2014 and by Centregreat Ltd in June 2017. Structural checks have been carried out by BAM Nuttall Ltd in February 2010 and December</p>

			2013 and by Centregreat Ltd in June 2017. Structural checks were carried out by Grid Civils Ltd in 2020. All existing lanterns were replaced with LED ones in February/March 2021. Electrical checks were carried out at the same time. Structural checks will therefore be carried out in 2026 and electrical tests will be due in 2027.
	Security of Equipment	L	Christmas lights are kept in the locked garage of a Councillor and are tested prior to use
Finance	Banking	L	One Current Account and one Business Call Account with Lloyds Bank Plc + Lloyds 32 and/or 95 day notice accounts. Two signatures are required on all cheques. Online payments are approved in advance by Council, entered and paid by the Clerk, and checked on a monthly basis by a Councillor who provides a written note confirming that payments have been made in accordance with Council approval.
	Loss of cash through theft or dishonesty	L	No Petty Cash. No cash payments. Receipts issued for any cash received. Whenever practically possible any cash received is banked on the first working day following receipt. Fidelity cover of £150,000 is in place.
	Financial controls and records	M	Monthly bank reconciliation prepared by Clerk. All payments approved by Council. Receipts and Payments Account received by the Council meeting on a quarterly basis. <u>Internal and external audit.</u> The most recent Internal Audit was carried out by JDH Business Services Ltd and the most recent external audit was carried out by PKF Littlejohn LLP. JDH Business Services Ltd were appointed by the Parish Council. PKF Littlejohn LLP were appointed by SAAA (Smaller Authorities Audit Appointments Ltd). Copies of the relevant documents signed by the auditors are attached.
	Comply with Customs and Excise Regulations	M	Clerk is competent with VAT. Use VAT help line when necessary. VAT payments and claims calculated by Clerk. Internal and external auditor to provide check.
	Sound budgeting to underlie annual precept	M	Since 2007 Councillors receive a detailed 1-year budget and indicative budgets for the next 2 Financial Years. Precept derived directly from this. Expenditure against budget reported to Council on a quarterly basis. General reserves are at an acceptable level and are kept under review. Council has determined to build up a fund in order to be able to replace equipment on the King George V Playing Field once it has reached the end of its economic

			life and also to cover the future replacement of the Clerk.
	Complying with borrowing restrictions	L	As laid down by Local Authority Regulations. Council operates a policy of positive balance. There is currently no borrowing.
	Payroll – Loss of data on PC	L	A cloud based payroll is used. Paper copies are kept for audit purposes. These could also be used to input on HMRC Tools in an emergency.
	Business continuity and disaster recovery	L	The Parish Council has considered the risk of Council not being able to continue its business due to an unexpected or tragic circumstance. Documents are automatically saved on both One Drive and Desk Top Pc.
	Grants to Local Organisations	L	The Parish Council only makes a grant to a local body if it has budgeted for it. The grant is released on request and it is a requirement to see the latest set of accounts and to be told how the grant was used. For a new body or a one-off request the Council will request a financial statement with the application.
	Supplier Fraud	L	Fraud can manifest in many ways including a fraudster disguising themselves as a known supplier or a regular supplier intentionally overcharging. All new suppliers are checked to ensure that they are genuine. Existing procedure adequate.
	Payment Fraud	L	Payments to suppliers verified to ensure correct payment details are used.
General Liability	Risk to third party, property or individuals	M	<p>Insurance in place. Insurance headings reviewed annually. Open spaces checked regularly. Trees on King George V Playing Field investigated when damage reported. Tree Inspection Survey is carried out on these trees every three years.</p> <p>Minor remedial work recommended by risk assessment of trees in 2011, 2014, and 2017 were carried out.</p> <p>A Mountain Ash tree at the bottom end of the KGVPF was badly damaged during poor weather in April 2019. Under the circumstances a full Tree Inspection Survey was undertaken by fully qualified, certified arborist and the minor remedial work was carried out.</p> <p>A Tree Inspection Survey was carried out on the trees at the Green, Oscroft in 2017. Further formal inspections will be carried out every three years.</p> <p>Minor remedial work recommended following a risk assessment of all trees was carried out in 2022.</p> <p>A power wash is carried out annually on the Children's Play Area on the King George V Playing Field.</p> <p>Structural checks on lighting columns are carried out every 3 years, electrical tests every 6 years.</p>

	Legal liability as consequence of asset ownership (King George V Playing Field)	H L	Insurance in place. Weekly check by appropriately qualified Councillor (Councillor P Twigg) with written record. Annual check by an Independent Body and appropriate actions are taken if required. Log kept of reported incidents and appropriate actions are taken as required. Weekly inspections of the field are carried out by the Clerk and a written log kept. The Community Amenity Officer who works on the field five days per week reports any issues immediately. CCTV Cameras on Scout and Guide Hut. All waste bins are installed away from buildings in case of fire
	Access for All	L	In respect of the King George V Playing Field the Council has appropriate legal agreements which ensure all facilities are available to all local residents provided any age restrictions are followed and appropriate supervision is in place
	Community Clear Up Day	L	In March 2015 the Parish Council promoted a Community Clear-up Day and prepared a separate risk assessment for the briefing of volunteers. Insurance cover had been separately confirmed in writing. Regular clear up days continue to be undertaken.
Employer Liability	Comply with Employment Law	L	Clerk is competent with Employment Law. Membership of various national and regional bodies. Clerk's contract and conditions of employment and duties reviewed as and when recommended by the National Association of Local Council Clerks or by the Council. Other employees are similarly reviewed.
	Comply with HMRC requirements	L	Clerk is competent with PAYE. Regular advice from HM Revenue and Customs and Sage. Internal and external auditors carry out annual checks.
	Comply with Health and Safety Requirements	M	Clerk must be conversant with Health and Safety Regulations and seek guidance as required. Carry out written risk assessments and recommend any appropriate action. Periodic training updates will be undertaken if required.
	Comply with Data Protection	L	Council is registered with the Data Protection Agency and receives regular updates and considers that it meets the requirements of the Data Protection Act 2018 and the General Data Protection Regulation 2016. Data Inventory/Recording Keeping Document updated by Clerk and a Councillor 2019/20. Insurance Data Protection Act Cover £500,000.
Legal Liability	Ensuring activities are within legal powers	M	Clerk clarifies legal position on any new proposal. Legal advice to be sought where necessary from the legal department of Cheshire West and Chester

			Council and/or National Association of Local Councils.
	Proper and timely reporting via the Minutes etc	L	Council meets monthly and receives and approves Minutes of Committee Meetings and reports from working groups held in the interim. Minutes are available to press and public and are posted on the Parish Council website and on the noticeboard at Tarvin Community Centre. To keep residents informed notes of meetings are normally prepared within seven days of the meeting and placed on the Village Noticeboard and Parish Council website. Council provides regular updates for the Website Tarvinonline..
	Proper document control	L	Leases and legal documents in Clerk's filing cabinet. Copies of all leases are kept at Cullimore Dutton, solicitors. Old Minutes are kept in the County Record Office.
Councillor Propriety	Registers of Interests and gifts and hospitality in place	L	Register of interest completed. Register is present at each Council meeting and members are reminded that their entries need to be kept up to date. Formal reminder sent by Clerk to Councillors by e-mail in May each year.
	Declaration of Interest	L	At each meeting all Councillors are asked to declare any "Pecuniary Interest", "Outside Body Interest", or "Family, Friend or Close Associate Interest in any item of business on the agenda and, if necessary, to leave the meeting prior to discussion of that item.
	Statutory Duty – Introduction of New Statutory Instruments	M	Clerk allocated additional time/hours to deal with new legislation. The annual budget includes provision for training.
Archives	Old Paper Records	L	Some documents are now housed in a secure cupboard in the Community Centre and the Clerk has a key.

Appendix 2

STATEMENT ON INTERNAL CONTROL FOR THE YEAR ENDING 31ST MARCH 2025

1. SCOPE OF RESPONSIBILITY

Tarvin Parish Council is responsible for ensuring that its business is conducted in accordance with the law and that public money is safeguarded, properly accounted for, and used economically, efficiently, and effectively.

Councillors, as servants of the public, take seriously and operate to the seven standards of public life as set down by Lord Nolan; these are selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively, and economically.

The system of internal control has been in place at the Council for the year ended 31st March 2025 and up to the date of approval of the annual report and accounts and, except for the details of significant internal control issues at section 5, accords with proper practice.

3. THE INTERNAL CONTROL ENVIRONMENT

a. The Council:

The Council has appointed a Chairman who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful as advised and proactively guided by the Clerk to the Council who is professionally qualified (AQA Certificate in Local Council Administration – Distinction). The Council reviews its obligations and objectives and approves budgets for the following financial year no later than its January meeting. It also sets out an indicative budget for the following 2 years.

The Council monitors progress against objectives, performs budgetary control and carries out regular reviews of financial matters and minutes these.

The Council usually meets twelve times each year and monitors progress against its aims and objectives at each meeting by receiving reports from Councillors and the Clerk to the Council. Council receives a regular report on outstanding matters both financial and nonfinancial.

The Council carries out an annual review of its internal controls, systems, and procedures.

b. The Clerk to the Council / Responsible Financial Officer:

The Council has appointed a Clerk to the Council who acts as the Council's advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for the day-to-day compliance with law and regulations that the Council is subject to and for managing risks. The Clerk also ensures that the Council's procedures, control systems and policies are adhered to. The Clerk is appropriately qualified.

c. Payments:

All payments are reported to the Council for approval. Two Councillors must sign every cheque. Photocopies of the signed cheques are kept with the appropriate purchase invoices. No cash payments are made. Online payments are approved by Council, entered and paid by the Clerk, and checked on a monthly basis by a Councillor who provides a written note confirming that payments have been made in accordance with Council approval. All Direct Debit payments are reported to Council meetings in accordance with Financial Standing Orders

d. Risk Assessments/Risk Management:

The Council carries out regular risk assessments in respect of actions and regularly reviews its systems and controls.

e. Training:

Councillors and the Clerk are encouraged to undertake appropriate training to enable them to carry out their duties efficiently. A sum of money is put aside each year in the budget to fund the training.

f. Internal Audit:

The Council has appointed an Independent Internal Auditor who on an annual basis examines the Council on the adequacy of it's:

- Records
- Procedures
- Systems
- Internal Control
- Regulations
- Risk Management

g. External Audit:

The Council's External Auditors, PKF Littlejohn LLP, submit an annual Certificate of Audit, which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

The Council, through its Finance Working Party, conducts an annual review of the effectiveness of the system of internal control. The review of the effectiveness of the system of internal control is informed by the work of:

- The full Council
- The Clerk to the Council/Responsible Financial Officer who has responsibility for the development and maintenance of the internal control environment and managing risks.
- The Independent Internal Auditor who reviews the Council's system of internal control.
- The Council's external auditors, who make the final check using the Annual Return, a form completed and signed by the Responsible Financial Officer, the Chairman and the Internal Auditor.
- The number of significant issues that are raised during the year.

5. SIGNIFICANT INTERNAL CONTROL ISSUES

No significant internal control issues were identified during the 2023/ 2024 financial year. Whilst no significant internal control issues were identified during the year, the Council strives for the continuous improvement of the system it has adopted for internal control.

Appendix 3

Ref No	Description of Asset	Date of Purchase (from Apr12)	Original Cost	Valuations as per insurance document for items prior to Apr12	TOTAL
1	Street Furniture				
	King George V Memorial Gates				
	Street Lighting				
	2 x King George V Playing Field				
	2 x Off Gowy Crescent				
	5 x Lower High Street				
	10 x Oscroft				
	1 x Pool Lane				
	1 x Barrow Lane				
	1 x Austins Hill				
	1 x Sheaf				
	1 x Broom Bank House				
	Village Signs (Three)				
				28,111.18	28,111.18
	Information Panel at Pinfold	Apr-14	1,186.50		1,186.50

Wooden Bench High Street	Oct-22	1,001.00		1,001.00
Noticeboard High Street - Brown	Nov-14	185.00		185.00
Noticeboard High Street - Public - Green	Mar-22	107.04		107.04
Noticeboard - Oscroft	Feb-15	830.00		830.00
Phoenix Jubilee Seat (Play Area)	Sep-15	728.94		728.94
2 x Phoenix Jubilee Seats (KGVPF)	Feb-16	1,501.62		1,501.62
Defibrillator - Oscroft	Jan-17	0.00		0.00
Picnic Table - Playing Field	Jul-17	1,415.40		1,415.40
Wooden Bench Oscroft	Oct-17	412.00		412.00
2 Lighting Columns KGVPF	Apr-19	7,261.81		7,261.81
Defibrillator - KGVPF	Oct-19	0.00		0.00
Defibrillator Meadow Close	Mar-23	1,134.00		1,134.00
Vehicle Activated Signage	Mar-24	6,191.36		6,191.36
2 Gates and Fencing				
Gate and Fencing of Play Area				
Safety Barriers within Play Area			17,320.41	17,320.41
Wooden Barrier - Playing Field	Oct-17	3,149.30		3,149.30
3 War Memorial				
War Memorial (Church Street)			8,025.14	8,025.14
4 Playground Equipment				
Storm Multi - play system				
Little bo peep Multi system				
Speedway Roundabout				
Rocking Horse				
Scottie 3 way bounce				
Holly Hedgehog				
Clock				
Fireball Spinner				
Crazy Reflections				
Play Table				
Metal Seat				
Pinin Table				
Litter Bin				
Dog Grids				
Signs				
Signboard				
Wildcats PremierMulti Sport System				
Gyrospiral				
Rodeo Board				
Wicksteed 5 Point Swing				
Hags Play - Molibus				
Sutcliffe High Nest Swing				
Cablerider				
Six Sided Swing			86,164.56	86,164.56
Kompan Gym Equipment	Mar-19	28,967.28		28,967.28
Proludic Play Equipment	May-19	17,498.99		17,498.99
Two Witton Seats	13-Mar-25	1,495.00		1,495.00
5 Surfaces				
Natural Surfaces			2,666.75	2,666.75
Other Surfaces			37,753.85	37,753.85

6 Office Contents			
Printer	31-Jul-18	124.99	
Desktop Pc and Software	28-Jan-25	649.17	774.16
8 Sports Equipment			
Football Goals and Nets	26-Feb-24	994.00	994.00
9 CCTV			
Cameras	Nov-17	4,708.63	4,708.63
Laptop	Dec-17	884.95	884.95
			260,468.87